

Chapter Standing Rules

Revised 2022

I. Chapter Name

- A. The name of this chapter shall be Gamma Alpha Chapter, DKG - Michigan Organization, The Delta Kappa Gamma Society International.

II. Purposes

- A. The purposes of Gamma Alpha Chapter shall be the Seven Purposes of The Delta Kappa Gamma Society International and those of DKG - Michigan State Organization.

III. Membership

- A. Membership is in accordance with the Constitution, Article III, and the *International Standing Rules*, 3.
- B. Gamma Alpha will use DKG's Recruitment/Membership Plan, although the chapter has full authority for administration of membership.
- C. Prospect cards will be given out at chapter meetings. Prospects shall be women who are engaged in educational work at the time of their elections or retired from educational work.
- D. An invitation for an orientation meeting is sent to the prospects by the Membership Chair. After the orientation meeting, the prospects are asked to make a decision about whether or not to join. They are asked to complete the Chapter Member Information/Application Form.
- E. An invitation to the Induction Ceremony will be sent to the prospects. Induction of New Members will be held at least once a year at the Birthday Dinner (or as needed.)
- F. Members shall pay their dues upon induction which support Gamma Alpha Chapter as well as DKG - Michigan State Organization and International organizations. Gamma Alpha will purchase the key pin and nametag (if available.)
- G. Annual dues shall be paid by June 15th of each year. Members shall be dropped for non-payment of dues and fees. Reinstatement of membership is free.
- H. Members have a responsibility to attend chapter meetings as well as council, state, and international meetings whenever possible.
- I. Members have the obligation to participate in chapter service projects.
- J. The Recording Secretary shall record in the minutes the name of any member whose membership is terminated.

IV. Finances

- A. Finances are in accordance with the *Constitution, International Standing Rules* and Alpha Iota State Organization Bylaws.
- B. The Finance Committee shall make recommendations for changes in dues. All members shall be notified prior to the first meeting of the fiscal year. Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.
- C. Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer prior to June 15th and forwarded to DKG – Michigan State Organization treasurer by June 30th.

V. Organization

- A. Gamma Alpha Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the *International Standing Rules*, and the DKG - Michigan State Organization Bylaws. Gamma Alpha Chapter retains membership in the Detroit Metro Coordinating Council.

VI. Officers and Related Personnel

- A. Gamma Alpha Chapter officers shall be a President, Vice President/Membership Chair, and a Recording Secretary. Co-officers are allowed as needed.
- B. The slate of officers shall be prepared by the Nominations Committee and presented to the membership in January of even numbered years. The ballot shall include the slate of officers and one nominee for the Nominations Committee.
- C. Installation of New Officers is held at the spring Birthday Dinner in even numbered years. The Birthday Committee will assist with finding presenters for the Installation Ceremony.
- D. The Treasurer is appointed by the President and Executive Board at the business meeting held prior to the first meeting in the biennium. Treasurer's Responsibilities:
 - 1. Shall collect all dues and fees and sends reminders to late-paying members;
 - 2. Shall forward State and International dues to the DKG - Michigan State Organization Treasurer;
 - 3. Shall order official jewelry for new members/president, anniversary pins, and Chapter Woman of Distinction pin;
 - 4. Shall purchase retirement gift and card for new retirees for presentation at the Birthday Dinner;
 - 5. Shall attend Treasurer's meeting and Leadership Development workshops;
 - 6. Shall supervise and reimburses expenditures;
 - 7. Shall balance the checkbook;
 - 8. Shall prepare for yearly financial review and notifies the Finance Committee when she is ready to meet;
 - 9. And shall file Form 990 e-postcard with government for tax purposes.
- E. Officers shall perform duties as specified in the *Constitution*, *VI*, the DKG -Michigan State Organization Bylaws, and Gamma Alpha Standing Rules.
- F. The members of Gamma Alpha Chapter Executive Board shall consist of the elected officers, immediate Past President(s), the appointed Treasurer and the appointed Parliamentarian (both ex-officio without vote.)
- G. The duties of the President shall be those outlined in the *Constitution*, *International Standing Rules*, and the DKG - Michigan State Organization Bylaws and Standing Rules. President's responsibilities:
 - 1. Shall set an agenda for each meeting;
 - 2. Shall attend meetings representing Gamma Alpha (State Executive Board meeting held at Fall Workshop and State Executive Board meeting held at the State Convention;
 - 3. Shall appoint the Treasurer and Parliamentarian for the biennium;
 - 4. And the duties of other officers are also outlined in DKG – Michigan State Organization Bylaws, Article VI.

VII. Chapter Meetings

- A. Gamma Alpha Chapter shall meet a minimum of four times per year during the months of September – June.
- B. A quorum for chapter business shall be the members present.
- C. The fiscal year of the chapter shall be July 1 through June 30.
- D. The chapter shall hold a joint meeting with Metro Coordinating Council at a time and place mutually agreed upon by the council. This meeting takes the place of a regular chapter meeting.
- E. The Chapter Executive Board shall determine the date of additional induction ceremonies of new members as necessary.
- F. All members will be notified of chapter meetings which may be held in-person, virtually, or in a hybrid format. Members present must be able to simultaneously hear one another and participate during the meeting. If there is voting, a quorum for chapter business shall be the members present.

VIII. Executive Board -The Chapter Executive Board shall function according to the *Constitution, VII, C*. The responsibilities of Gamma Alpha Executive Board are:

- A. Shall meet two times a year.
- B. Shall act in matters requiring immediate action and decision.
- C. Shall recommend policies and procedures for consideration by members.
- D. Shall plan and evaluate yearly programs.

IX. Committees

A. Membership Committee

1. Membership Committee Responsibilities: Chairman is the Vice-President(s);
2. Shall remind members that the Chapter Member Information/Application Form is on the Society website www.dkg.org and our chapter website www.migammaalpha.org;
3. Shall utilize DKG's Recruitment/Membership Plan and invite prospects to an orientation (Pride in the Big Picture);
4. Shall make sure Yearbook Chairman and Treasurer have names and addresses for records;
5. Shall conduct Induction Ceremony;
6. Shall prepare necrology report for the State when a member dies;
 - a. Shall assist Birthday Committee with the Ceremony of Remembrance at the Birthday Dinner when a member dies;
 - b. Shall instruct Treasurer, with President's approval, to make a donor in member's memory to *Seedling Braille Books for Children*;
7. And the Membership Committee shall purchases rose for the Installation of New Officers, new retirees, the Chapter Woman of Distinction, the Grant-in-Aid recipient, and the Friend of Education recipient for the Birthday Dinner.

B. Nominations Chair Responsibilities:

1. The Nominations Committee shall consist of Past Presidents and an elected Nominations Chairman;

2. Shall seek out members interested in taking leadership roles;
 3. Shall prepare a slate of officers and a Nominations Chair and present it to the membership in January of even numbered years;
 4. Shall instruct the President to send names and addresses of new officers to State and International headquarters;
 5. And shall help the Birthday Committee conduct Installation of New Officers Ceremony at Birthday Dinner.
- C. Finance Committee Responsibilities:
1. The Finance Committee Chairman and at least one additional member are on the Finance Committee. The President and Treasurer shall act as ex-officio members;
 2. The Finance Committee shall prepare and present a chapter budget in conjunction with chapter treasurer;
 3. Shall supervise expenditures;
 4. And shall audit the treasurer's books at the end of each fiscal year and sign the register.
- D. Program Committee Responsibilities:
1. All members of Gamma Alpha are part of the program committee;
 2. Programs are suggested at the Planning Meeting in June;
 3. Programs should keep in mind the Seven Purposes;
 4. And the member suggesting the program is the contact person and keeps president advised.
- E. Personal Growth & Services Committee Responsibilities:
1. Shall encourage and help create a genuine spiritual fellowship among women educators;
 2. Shall choose a Chapter Woman of Distinction to be honored at the Metro Council Luncheon, the chapter Birthday Dinner, and the State Convention;
 3. Shall write a short article/blurb about the Chapter Woman of Distinction and her accomplishments that will be read at Metro Council and the Birthday Dinner;
 4. Shall complete the Chapter Woman of Distinction form on DKG-Michigan's website by the published deadline;
 5. Shall instruct the Treasurer to purchase the Chapter Woman of Distinction pin for our honoree and present the pin at the Birthday Dinner;
 6. Shall select a Friend of Education and invite him/her to the birthday Dinner;
 7. Shall request a Friend of Education certificate from the State Second Vice President to present to the Friend of Education at the Birthday Dinner;
 8. Shall be dedicated to improving the quality of daily living through enriching the personal lives of members through participating in community services, e.g. Beverly House, Seedlings Braille Books for Children, and other community organizations we support;
 9. Shall select activities and donations for our community projects;
 10. And shall keep the membership updated about our community projects.
- F. Legislation/U.S. Forum Committee Responsibilities:
1. Shall encourage members to serve on local boards and commissions;
 2. Shall recommend action to encourage legislation favorable to education and/or

women;

3. Shall support DKG - Michigan State Organization's legislative activities;
4. Shall keep membership aware of current legislation;
5. And the intent of the committee is to generate discussion on key issues affecting women, children and education. Content should not disrespect either party. Knowing both sides of an issue allows members to be fully informed.

G. Grant-in-Aid Committee Responsibilities:

1. Shall advise membership that application for Grant-in-Aid is on Gamma Alpha's website;
2. Shall review applications and select a recipient(s);
3. The number of Grant-in-Aid awards (\$1,000) shall be determined by the success of our annual Holiday Auction. Half of the grant will be presented at the Birthday Dinner (recipient invited by Chair for the presentation) and the remainder of the grant when the recipient attends a subsequent meeting of her choosing;
4. And shall instruct the Treasurer to prepare the check for the Grant-in-aid recipient.

H. World Fellowships/Funding Our Purposes/50-50 Committee Responsibilities:

1. Shall promote the work of the World Fellowships Committee;
2. Shall coordinate the basket donation for Fall Conference and State Convention auctions;
3. Shall coordinate the Annual Silent Vacation Auction during the first meeting in September;
4. Shall instruct the Treasurer to send any contributions to World Fellowships Fund/Member Supporting Member;
5. And shall sell 50-50 tickets at designated meetings.

I. Yearbook Committee Responsibilities:

1. Shall obtain members' contact information, education, teaching history, and photos;
2. Shall include yearly meeting details;
3. Shall include chapter history and other historical information about Gamma Alpha;
4. And shall print a yearly mini-yearbook/calendar with meeting and member contact information.

J. Newsletter Committee Responsibilities:

1. Shall publish a newsletter quarterly;
2. Shall encourage members to provide information for the newsletter;
3. And shall send an electronic copy to State Communications chairman for review.

K. Birthday Dinner Committee Responsibilities:

1. Shall secure a facility for the Birthday Dinner and set the menu;
2. Shall send Birthday Dinner program information to Yearbook, Newsletter, and members;
3. Shall prepare the flyer and email it to members;
4. Shall prepare the Birthday Dinner program;
5. Shall coordinate with the Membership Committee the Induction of New Members and presentation of anniversary pins;
6. In even years, shall coordinate with Nominations Chair Installation of New Officers;
7. Shall coordinate with Personal Growth and Services Chair honoring the Chapter

- Woman of Distinction and Friend of Education;
8. Shall plan the Founders' Birthday Ceremony;
 9. Shall order the Birthday cake/cupcakes;
 10. Shall check if there are new retirees to be honored;
 11. Shall request that the Treasurer purchase the retirement gift/card, Chapter Woman of Distinction, and Anniversary pins;
 12. Shall request that the Membership Committee purchase roses for the Installation of New Officers, new retirees, the Chapter Woman of Distinction, the Grant-in-Aid recipient, and the Friend of Education recipient;
 13. And upon the death of a member the Birthday Committee shall assist in the Ceremony of Remembrance at the Birthday Dinner with the Membership Committee;
- L. Sunshine Committee Responsibilities:
1. Shall purchase birthday, sympathy, congratulations, get well cards and stamps;
 2. And shall send cards to members.

X. Dissolution

A. Procedure:

1. Before a chapter is dissolved, the approval of DKG - Michigan State Organization must be obtained;
2. All members should vote on dissolution. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed;
3. Any remaining funds in the chapter account shall be sent to DKG - Michigan State Organization Treasurer for State or International projects;
4. The chapter's paraphernalia (brass) shall be given to DKG – Michigan State Organization Executive Secretary and made available for use;
5. The charter must be returned DKG - Michigan State Organization to be forwarded to International Headquarters;
6. And DKG - Michigan State Organization Executive Board shall decide whether the Greek name shall be reused or not.

XI. Parliamentary Authority

- A. Robert's Rules of Order, current edition, is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.

XII. Amendments

- A. The Gamma Alpha Executive Board shall review the standing rules at least once during the biennium. Individual rules may be amended by a majority vote at any chapter meeting or regular business meeting.