



Chapter Standing Rules

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I. Chapter Name

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

I. Purposes- The purposes of Gamma Alpha Chapter shall be the 7 purposes of The Delta Kappa Gamma Society International and those of Alpha, Iota State Organization. The purposes are:

- A. To unite women educators of the world in a genuine spiritual fellowship
- B. To honor women who have given or who evidence a potential for distinctive service in any field of education
- C. To advance the professional interest and position of women in education
- D. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators
- E. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries
- F. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action
- G. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society

III. Membership

- A. Membership complies with the Constitution, Article III, and the International Standing Rules
- B. The chapter has full authority for administration of membership
- C. Recommendation for Membership (Form 11) shall be available at each regular chapter meeting and on international, state and the chapter websites
- D. Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the Membership Chairman at the September meeting
- E. Candidates are presented to the membership shall be voted upon in chapter meetings (usually September, but can occur at any meeting)
- F. Candidates shall be women who are engaged in educational work at the time of their elections or retired from educational work
- G. Candidates are contacted by Membership Chair
- H. Candidates are invited to preview the information PowerPoint on our website
- I. Candidates receive orientation by Membership Chair in October (or when needed)
- J. Members-elect will indicate in writing to the Membership Chair their acceptance to membership within two weeks
- K. Initiation of New Members will be held at least once a year in January (or as needed)

- L. Members shall pay their dues upon initiation which support Gamma Alpha Chapter as well as Alpha Iota State and International organizations. Gamma Alpha will purchase the keypin and nametag.
- M. Annual dues shall be paid by October 31st of each year. On November 1, members shall be dropped for non-payment of dues and fees. Reinstatement of membership is free.
- N. Members have a responsibility to attend chapter meetings as well as district, state, regional and international meetings when possible.
- O. Members have the obligation to participate in chapter programs. Your accountability will allow you to grow in the knowledge of the Society as you participate in committee work, accept and hold office, work with the chapter president and bring your particular skills to share with other members.
- P. Members have the responsibility to wear their pin and name tag to each meeting.
- Q. Members have a responsibility to learn the Delta Kappa Gamma song.
- R. The Recording Secretary shall record in the minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.
- S. Honorary members shall have given or be giving distinguished service to education and/or women that is of significance to the Gamma Alpha Chapter area.

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 October 31 and forwarded to Alpha Iota State Organization treasurer by November 10.

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 Alpha Iota 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, a recording secretary, a corresponding secretary.
- B. The slate of officers, with one nominee per office, 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 nominees for the Nominations Committee.
- C. Installation of New Officers is held at the spring (May) Birthday Dinner in even numbered years. The Birthday Committee is responsible for the installation.

- 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 Alpha Iota State treasurer.
 - 3. Shall order official jewelry for new members/president.
 - 4. Shall attend Treasurer's meeting and Leadership Development workshops.
 - 5. Shall supervise and reimburses expenditures.
 - 6. Shall balance the checkbook.
 - 7. Shall prepare for yearly financial review and notifies the Finance Committee when she is ready to meet
- E. Officers shall perform duties as specified in the *Constitution, VI*, the Alpha Iota 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, 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* and International Standing Rules and the Alpha Iota State 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 select the Treasurer and Parliamentarian for the biennium.
 - 4. The duties of other officers are also outlined in Alpha Iota State Bylaws, Article VI page B-5.

VII. Chapter Meetings

- A. Gamma Alpha Chapter shall meet a minimum of six times per year during the months of September - June.
- B. Chapter meetings are held on the third Wednesday of the month.
- C. A quorum for chapter business shall be the members present.
- D. The fiscal year of the chapter shall be July 1 through June 30 inclusive.
- E. 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 place of the regular chapter meeting.
- F. The Chapter Executive Board shall determine the date of additional initiation of new members, if necessary.

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 Responsibilities: (Chairman is the Vice-President)

1. Shall help plan year's program
2. Shall remind members that the "Recommendation for Membership" form is on our chapter website
3. Shall secure and present names of those recommended for membership.
4. Shall make sure Yearbook Chairman, Corresponding Secretary and Treasurer have names and addresses for records.
5. Shall send invitations to members-elect and receive replies.
6. Shall plan and conduct Orientation of New Members (usually in October)
7. Shall conduct Initiation Ceremony in January or when needed.
8. Shall prepare necrology report for the State if a member dies.

B. Nominations Committee Responsibilities:

1. Shall consist of past Presidents and an elected Nominations Chairman.
2. Shall poll membership and seek out individuals interested in taking leadership roles
3. Shall prepare a slate of officers and present it to the membership in January of even numbered years.
4. Shall prepare a ballot that includes the slate of officers and nominees for the next biennium's Nominations Committee.
5. Shall send names and addresses of new officers to State and International headquarters at president's request.
6. 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 two additional members 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. Shall review the treasurer's books at the end of each fiscal year.

D. Program Committee Responsibilities:

1. We plan programs at the Planning Meeting in June.
2. Member(s) 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 mail recipient's name to the State by published deadline
4. Shall purchase the rose charm given to the Chapter Woman of Distinction
5. Shall be dedicated to improving the quality of daily living through enriching the personal lives of members through participating in community services
6. Shall contact our community service project for needs assessment

F. Legislation/U.S. Forum Committee Responsibilities:

1. Shall help plan year's programs.
2. Shall encourage members to serve on local boards and commissions.
3. Shall recommend action to encourage legislation favorable to education and/or women.
4. Shall support Alpha Iota State legislative activities.
5. Shall keep membership aware of current legislation.
6. Shall send articles to newsletter editor regarding current legislation for publication

G. Grant-in-Aid/Scholarship Committee Responsibilities:

1. Shall establish criteria and due date for awarding Grant-in-Aid for women seeking a degree in education.
2. Shall advise membership that application for Grant-in-Aid is on Gamma Alpha's website.
3. Shall review applications and select a recipient(s).
4. The number of Grant-in-Aid awards (\$500) shall be determined by the success of our annual Holiday Auction.
5. Shall instruct treasurer to mail check to the Grant-in-aid recipient.
6. Shall invite recipient to Birthday Dinner for check presentation
7. Shall prepare a certificate for recipient

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

1. Shall promote the work of the World Fellowships Committee
2. Shall encourage contributions to the World Fellowships Fund by collecting money from members who fail to wear their key pin and name tag
3. Shall coordinate basket donation for Fall Conference and State Convention auctions
4. Coordinating the Annual Silent Vacation Auction during the first meeting in September
5. Shall instruct treasurer to send any contributions to World Fellowships Fund/Member Supporting Member
6. Shall sell 50-50 tickets at designated meetings

I. Yearbook Committee Responsibilities:

1. Shall secure members' change of address, phone, e-mail, school placement information and photos at the September meeting.
2. Shall become familiar with the Yearbook criteria from the State and include in Gamma Alpha's yearbook. Include yearly meeting details and phone tree information.
3. Shall send requested 3 copies to the State adhering to due dates (Dec.. 1).

J. Newsletter Committee Responsibilities:

1. Shall attend State Communication Workshops or send a representative
2. Shall become aware of criteria needed for effective communication
3. State Communications Committee provides an assessment sheet
4. Shall encourage members to provide information for the newsletter
5. Shall purchase envelopes, stamps, paper and mailing labels when needed
6. Turn in receipts for reimbursements
7. Send electronic copy to State Communications chairman for review
8. Shall use email reminders or texts regarding meetings

K. Birthday Dinner Committee Responsibilities:

1. Shall secure a facility to hold the Birthday Dinner
2. Shall Set the menu
3. Shall send program information to Yearbook and Newsletter editors
4. Shall prepare the flyer
5. Shall prepare the program
6. Shall plan the Birthday Ceremony
7. Shall perform the Installation Ceremony in even years
8. Shall order the Birthday cake/cupcakes
9. Shall check if there are retirees
10. Requests that the treasurer purchases the retirement gift/and cards
11. Shall purchase roses for new officers, retirees, Chapter Woman of Distinction, Grant recipient, and Friend of Education recipient
12. Upon the death of a member will perform the Ceremony of Remembrance at the Birthday Dinner with assistance from the Sunshine Committee

L. Sunshine Committee Responsibilities:

1. Shall send birthday cards
2. Shall send cards or make sunshine phone calls to ill members
3. Shall make a donation to Seedlings Braille Books for Children upon the death of a member
4. Shall inquire if family would like the chapter to perform the appropriate ceremony at the funeral home
5. Will assist Birthday Committee with the Ceremony of Remembrance at the Birthday Dinner

X. Dissolution

A. Procedure:

1. Before a chapter is dissolved, the approval of Alpha Iota State Organization must be obtained.
2. 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 Alpha Iota State Organization treasurer for state or international projects.
4. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the Alpha Iota State Organization archives and made available for use.
5. The charter must be returned to Alpha Iota State Organization to be forwarded to International Headquarters.
6. The Alpha Iota 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.