

STANDING RULES GAMMA CHAPTER

Article I: Name

The name of this chapter shall be Gamma of-the Tennessee State Organization of The Delta Kappa Gamma Society International (hereby referred to as the Tennessee State Organization).

Article II: Purpose

Section A. To carry out the seven purposes as designated by the Delta Kappa Gamma Society International.

Section B. To provide an environment in which the members are able to enhance their roles as educators.

Article III: Membership

Section A. Membership is by invitation only. Applications for membership may be accepted at any time and will be voted on by the chapter membership at a chapter meeting or by virtual vote.

Section B. An individual becomes a member of the Society when she pays her dues. The membership of Gamma shall be composed of active, reserve, honorary, and collegiate members from the geographical area of Carter, Unicoi, and Washington counties or other local areas as deemed necessary.

1. Active Membership = a woman who is currently serving as an educator or who has retired from educational service
2. Reserve Membership = a woman who has maintained active membership, but is no longer able to attend meetings due to personal health or geographical issues
3. Honorary Membership = a woman who shows great support to the educational community, but has never been a professional educator
4. Collegiate Members shall be undergraduate or graduate students who meet the following criteria:
 - a. Undergraduate student collegiate member shall
 - (1) be academically and professionally in the field of education; and
 - (2) be enrolled within the last two years of their undergraduate education degree
 - b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education. When a collegiate member starts her career as a paid educator, she will pay active dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree.
5. Collegiate members may participate in the activities of the Society except holding office. They may serve as Parliamentarian since it is not an elected office.

Section C. Induction

1. Induction shall be held as needed.
2. Initiates or sponsors shall pay the induction fee as designated by the current International and Tennessee State Organization Bylaws, which is currently \$7.50. This is due at the time of induction. The chapter retains the induction fee.

Section D. Active members are encouraged to attend all regular meetings.

Section E. Membership may only be terminated by non-payment of dues, formal written resignation, or death. Chapter minutes must include the names of members terminated, including the reason and date of termination.

Section F. Membership may be reinstated at any time by paying dues in full and completing the appropriate paperwork.

Section G. Transfer of membership only applies to active and reserve members. The chapter must

accept all transfers. Applications for transfer must be completed and mailed to International Headquarters.

Section H. Orientation/Reorientation

1. An orientation tea will be held for new initiates prior to the induction ceremony. *Pride in the Big Picture* may be used as an orientation guide.
2. Reorientation may occur at any regular chapter meeting as deemed necessary by the executive board or program committee. *Sustaining Pride in the Big Picture* may be used for this.

Article IV: Finances

Section A. Annual Dues

1. The amount of chapter dues shall be determined by the Finance Committee/Executive Board and approved by the membership.
2. The contribution of \$1.00 for each member to World Fellowship, to regular scholarships, to special scholarships, plus any other assessment deemed necessary by the Finance Committee shall be collected with the dues in one payment.
3. All state organization and international dues and fees shall be collected by the chapter treasurer by June 30 and should be sent, as instructed, no later than July 10 of each year.
4. Annual dues and international scholarship fees (\$1.00 per active and reserve members) shall be paid no later than June 30 of each year. On July 1, members shall be dropped for nonpayment of dues and fees. Current Gamma dues are:
 - a. Active = \$85
(\$40 International, \$14 State, \$1 Scholarships, \$30 Local)
 - b. Reserve = \$42
(\$20 International, \$7 State, \$1 Scholarships, \$14 Local)
 - c. Collegiate = \$40
(\$20 International, \$7 State, \$13 Local)
5. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues and fees and scholarship fee for the current year. For members commencing on or after January 1, the member shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
6. Immediately thereafter, the state organization and the international portion of the dues and fees shall be sent to the respective organization treasurer. For international dues not paid by September 1, the member shall be dropped as of October 1.
7. Collegiate members do not pay scholarship fees.

Section B. Financial Control

1. The Finance Committee shall submit a proposed budget to be approved by a majority vote of those members present at the first meeting in the fall.
2. The treasurer will sign all chapter checks. Members seeking reimbursement for expenses shall present invoices within 45 days for approval by the chapter president. The president will forward them to the chapter treasurer for payment. The president or a past president of the chapter shall be a co-signer of the bank account.
3. The Finance Committee or CPA shall audit the treasurer's books at the end of the financial year.
4. Gamma's fiscal year runs from July 1 – June 30.

Section C. Designated Stipends

1. The chapter president shall receive a stipend to equal her registration and meals, cost of room for two nights, and travel expense for the Tennessee State Organization Convention based on the state of the chapter treasury.

2. The chapter president shall receive reimbursement for expenses to the Delta Kappa Gamma Society International Convention and the Southeast Regional Conference as follows: the cost of registration, society meals, and one-half (1/2) of the price of a double room at the convention/conference hotel based on the state of the chapter treasury. The Finance Committee will decide annually an amount for travel taking into account the location of the various meetings and the state of the chapter treasury.
3. In the event the president is unable to attend these meetings, the stipend will be given to her representative as designated by the members of the chapter.
4. An annual stipend of \$150 will be budgeted for Gamma members to attend the Tennessee State Organization Convention. This amount will be equally divided among those who attend, excluding the chapter president.
5. Fees will be paid for any member attending Chapter Officer Training or the Beginning Leadership Seminar if funds are available in the chapter treasury.

Article V: Organization & Meetings

The organization and the number of meetings per year shall be in accordance with the Constitution and Tennessee State Organization Bylaws. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two as long as members may hear and actively participate in the meeting. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action. Ratification of mail voting must be made at the next face-to-face meeting. No proxy voting is allowed.

Article VI: Officers

Section A. Offices

1. The officers shall be a president, vice-president, and secretary (all elected), and treasurer (selected by the Executive Board).
2. A parliamentarian is appointed by the president.

Section B. Duties

1. The president shall:
 - (a) perform duties as prescribed by the chapter executive board.
 - (b) preside at all chapter meetings.
 - (c) appoint members to serve on chapter committees
 - (d) attend state and regional conventions, or to select a representative to go in her place.
 - (e) select the time and location for executive board meetings.
 - (f) approve all expenditures.
 - (g) assume responsibility for other decisions and arrangements that need executive action
 - (h) submit a chapter excellence form each year.
 - (i) stay up-to-date with all state and international activities, events, and changes.
2. The vice-president shall:
 - (a) perform duties as prescribed by the chapter executive board.
 - (b) preside at chapter meetings if the president is unable to do so.
 - (c) take over for the president if she is unable to fulfill her duties.
 - (d) attend state and regional conventions, when possible.
 - (e) serve as Chair of the Program Committee, which involves planning the chapter meetings.
 - (f) obtain members to serve as table hostesses and to give inspirations.
 - (g) develop and oversee the courtesy committee (callers).
 - (h) update the chapter yearbook (or delegate someone to do this) and submit it to the state by December 15.
 - (i) arrange and oversee the meeting locations and meals.
3. The recording secretary shall:
 - (a) perform duties as prescribed by the chapter executive board.

- (b) record business of Executive Board meetings and chapter business meetings, and preserve a print and digital copy of all official minutes for placement in the chapter archives.
- (c) be prepared at the current meeting to read aloud the minutes from the previous business session.
- (d) attend state and regional conventions, when possible.
- (e) select a replacement for taking the minutes if she is unable to attend the meeting.
- 4. The corresponding secretary shall:
 - (a) perform duties as prescribed by the chapter executive board.
 - (b) be responsible for all written correspondence to/from the chapter.
 - (c) keep members informed of chapter announcements, illnesses, praises, etc.
 - (d) deliver a single rose to a member who has lost an immediate family member.
 - (e) attend state and regional conventions, when possible.
- 5. The treasurer shall:
 - (a) perform duties as prescribed by the chapter executive board.
 - (b) submit an annual budget for approval by the executive board.
 - (c) collect all monies for dues, meals, society projects, or special events.
 - (d) attend state and regional conventions, when possible.
 - (e) submit an annual report to the state treasurer as directed by the state.
 - (f) maintain current records and bank statements.
 - (g) submit all records for an annual audit each year.
 - (h) submit all paperwork for new, terminated, transferred, and reinstated members by the state deadlines.
 - (i) maintain an accurate and current membership roster.
- 6. The parliamentarian shall:
 - (a) perform duties as prescribed by the chapter executive board.
 - (b) serve as parliamentary advisor to the president during her term in office.
 - (c) serve as ex officio member of the Rules Committee.
 - (d) attend state and regional conventions, when possible.

Section C. Term of Office

- 1. Officers shall serve a term of two years.
- 2. No officer except the treasurer may serve in the same office longer than two terms in succession.

Section D. Vacancies

- 1. When a vacancy occurs in the office of president, the first vice-president shall become the president.
- 2. When a vacancy occurs in other elective or appointed positions, the president shall name a successor.

Section E. Nominations and Elections

- 1. The Nominations Committee shall present one nominee for each elective office prior to the March meeting. Other nominations may be made from the floor.
- 2. If there is only one nominee for each office, the election shall be by voice vote or show of hands. If there is more than one nominee for each office, the election shall be by ballot vote. The election will be held at the March meeting or by virtual vote prior to the April meeting.
- 3. Officers shall be chosen from a variety of employment locations and counties when feasible.
- 4. Installation of new officers will take place at the April meeting.

Article VII: Executive Board

Members and duties are mandated by Tennessee Sate Organization Bylaws (Article VIII, Section B).

- 1. The Executive Board consists of the following people: all elected officers and the immediate past chapter president. The treasurer and parliamentarian shall be ex-officio members, without vote.
- 2. Two meetings of this board will be held annually at the discretion of the president.
- 3. The Executive Board shall:
 - (a.) recommend policies and procedures for consideration by the chapter.

- (b.) examine, modify if necessary, and adopt the chapter budget.
- (c.) select the treasurer.
- (d.) determine time and place of chapter meetings.
- (e.) have authority to make decisions for members between stated meetings.

Article VIII: Committees

Section A. Standing Committees

- 1. Society Business
 - a. Membership
 - b. Finance
 - c. Nominations
- 2. Program of Work
 - a. Program
 - b. Personal Growth and Services
 - c. Professional Affairs
 - d. Courtesy
- 3. Educational Services
 - a. CIEC
 - b. Communications/Newsletter
 - c. Literacy
 - d. Scholarship
 - e. International Projects

Section B. Composition of Committees

- 1. All chapter committees shall be appointed by the president to serve for two years.
- 2. When appointing committees, the president shall consider continuity as well as encouraging membership from a variety of employment locations.
- 3. Committees may be combined as needed for better effectiveness. This will be done at the discretion of the chapter president.

Section C. Duties of Committees

- 1. Society Business
 - a. Membership
 - i. Distribute applications for membership.
 - ii. Study applications and make recommendations.
 - iii. Conduct the election of new members
 - iv. Plan an orientation for the initiation ceremony.
 - v. Make arrangements for the initiation ceremony.
 - vi. Keep membership and necrology records updated.
 - b. Finance
 - i. Prepare a budget each year.
 - ii. Set annual chapter dues.
 - iii. Audit treasurer's books annually or submit to CPA for approval.
 - iv. Include president and treasurer as ex-officio members.
 - c. Nominations
 - i. Present a nominee for each elected office.
 - ii. Prepare and count ballots, if needed.
- 2. Program of Work
 - a. (1) The vice-president shall be the chairman. Other members are the chairmen of the following committees: Personal Growth & Services, Professional Affairs, and Courtesy.
(2) Keep members informed of program topics and focus.
 - b. Personal Growth and Services
 - c. Professional Affairs

3. Educational Services
 - a. Communications– Shall prepare at least five newsletters per year, maintain a current chapter website, and prepare/submit the yearbook by the state deadline.
 - b. International Projects– Inform members concerning the World Fellowship Fund and of our chapter’s World Fellowship adoptee. Inform members about Schools for Africa and other international projects.
 - c. Scholarship – See that interested members receive applications for available scholarships.
4. Special Committees
 - a. Courtesy
 - (1) Serve as a calling committee to inform members of meetings and any special needs relating to members, as directed by the president.
 - (2) In the event of the death of a member, arrange for a memorial gift to an appropriate institution or one designated by the family, not to exceed \$25.
 - b. CIEC – Inform members of CIEC activities and encourage participation.

Section D. Committee Reports

Where indicated, chairmen of committees shall prepare reports on forms supplied by International headquarters and submit to the persons designated.

Article IX: Parliamentary Authority

In all cases not provided for in the Delta Kappa Gamma Constitution, Xi State Bylaws, or Chapter Standing Rules, *Robert’s Rules of Order Newly Revised* shall govern.

Article X: Amendments

Gamma Chapter rules shall be amended automatically by the Chapter Rules Committee or Executive Board to comply with the *Constitution, International Standing Rules*, and the *Tennessee State Organization Bylaws and Standing Rules*. Notice of automatic updates shall be published in the chapter newsletter or on the chapter website.

Article XI: Merger and Dissolution

Section A. Chapter Merger

According to *Robert’s Rules of Order, Newly Revised*, chapters experiencing difficulties may choose to merge with another existing chapter. The steps are

1. The chapters decide which chapter will continue and which will discontinue.
2. Both chapters’ membership must agree.
3. The chapter that is discontinuing turns over all records, funds, and other possessions to the continuing chapter.
4. Members of the discontinuing chapter are transferred and welcomed into the continuing chapter.

Section B. Chapter Dissolution

1. Before a chapter may be dissolved, the approval of the state organization Executive Board must be obtained.
2. The charter must be returned to the state organization to be forwarded to International Headquarters.
3. Any remaining funds in the chapter’s account shall be sent to the state organization treasurer.
4. Initiation paraphernalia, chapter records, and Society publications are to be sent to the state organization for retention in the archives and to be made available for use.
5. Those members desiring to maintain membership may transfer to other chapters or become state members if there is no other chapter near them. International procedures must be followed.
6. The Tennessee State Organization Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

Article XII: Chapter Customs, Traditions, Policies, & Procedures

Section A. Chapter Meetings

1. A hostess will provide candy for the tables for each meeting and provide a door prize if desired.
2. An inspiration/devotion will be given at each meeting.
3. Members will be given the opportunity to sign up for A1 and/or A2 at the beginning of each new year. The Vice-President is in charge of this.
4. All aspects of the annual Christmas Brunch will be the responsibility of Area I chapters on a rotational basis. It will be held on the first Saturday in December, or on the date selected by the hosting chapter. All Area I chapters are to be invited. Donations for a chapter project will be collected at the brunch if designated by the hosting chapter(s).
5. A silent auction may be held each year at the discretion of the Executive Board. Proceeds will be deposited into the chapter treasury and will be used to fund attendance at Delta Kappa Gamma conventions, as voted on by the Executive Board.
6. An annual Founder's Day program will be held.
7. The last meeting of the year will include honoring outstanding student teachers from Milligan and ETSU (1 per school).

Section B. Guest Meals

1. The Area Director is to be invited to attend a chapter meeting each year. Her meal is to be paid for by the chapter treasury.
2. A local government representative is to be invited to attend a chapter meeting each year. His/her meal is to be paid for by the chapter treasury.
3. When a non-chapter member presents the program, his/her meal is to be paid for by the chapter treasury and a donation may be made to a DKG fund in his/her honor.
4. When a chapter member presents the program, her meal is to be paid for by the chapter treasury.
5. The honored student teachers and their guests will have their meals paid for by the chapter treasury.
6. On the night of initiation, new initiates will have their meals paid for by the chapter treasury.

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