

Chapter Rules for Delta Delta Chapter
Ohio State Organization of Delta Kappa Gamma Society
Delta Kappa Gamma Society International

1. Chapter Name

The name of this chapter shall be Delta Delta Chapter, Ohio State Organization of Delta Kappa Gamma Society, The Delta Kappa Gamma Society International.

Mission and Purposes

The purposes of Delta Delta Chapter shall be the seven purposes of the Delta Kappa Gamma Society International, those of the Ohio State Organization of Delta Kappa Gamma Society, and includes the promotion of the Society Mission and Purposes.

2. Membership

- A. Membership in the Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the international Society, a state organization and a chapter.
- B. New members shall become members when dues are paid.
- C. New members who join between July 1 and December 31 shall pay full international dues for the current fiscal year.
- D. New members joining between January 1 and March 31 shall pay half dues.
- E. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year.
- F. Reinstated members shall pay full international dues whenever reinstated.
- G. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
- H. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.
- I. The chapter has full authority for the administration of membership. Membership records and an accurate and current roster are kept by the chapter Treasurer.
 - (a) Members shall try to attend at least four meetings per year.
 - (b) Recommendation for Membership forms shall be available at each meeting. Each form is to be completed by the sponsor and returned to the membership chairman.
 - (c) The Membership Committee will review the forms and present the candidates' names to the members. Voting on new members will take place at the April meeting, with induction at the May meeting. One other induction may be held during the year upon membership approval. A simple majority of members present will elect the candidate(s) to membership.
 - (d) Invitations to membership shall be in writing and delivered in person or by mail.
 - (e) The Membership Committee and /or the Chapter President shall plan for the orientation of the inductee prior to the induction.

3. **Classification of Members**

- A. Active members shall be women who are employed as professional educators at the time of their election or who have retired from an educational position. They shall participate fully in the activities of the Society.
- B. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, may be restored to active membership by a majority vote of the chapter.
- C. A chapter or state honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office.
- D. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Bachelor student collegiate members shall
 - (1) be enrolled in an institution offering coursework leading to a career in education; and have the intention to continue academically and professionally in the field of education; and
 - (2) be enrolled within the last two years of their bachelor's/education degree
 - b. Graduate/Masters/Doctoral student collegiate members shall have
 - (1) graduate/masters/doctoral standing in an institution offering coursework in the field of education;
 - (2) the intent to continue academically and professionally in the field of education.
 - c. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member.
 - d. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.
- E. A chapter induction fee is eliminated and will no longer be collected.

4. **Finances**

- A. Financial matters are in accordance with the Constitution, International Standing Rules and the Ohio State Organization of Delta Kappa Gamma Society By-Laws.

- B. Non-payment of dues within the aforementioned time span will result in non-paying members being removed from the rolls.
- C. The Finance Committee shall make recommendations for changes in dues and present their recommendations to the Executive Board. All members shall be notified prior to the first meeting of the fiscal year.
- D. Annual chapter, state, and international dues and fees shall be collected by June 15th.
- E. The Finance Committee shall present an annual budget approved by the Chapter President to the membership for approval, no later than the first business meeting.
- F. The Finance Committee will provide an annual audit to be approved by the Chapter President.
- G. A simple majority vote of members may vote to assess \$2.00 or more on an as needed basis.
- H. All expenses must be approved by the Chapter President prior to payment.
- I. Special funds and/or awards may be created by the Executive Board and approved by the membership.

5. Organization

- A. Delta Delta Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, Ohio State Organization of Delta Kappa Gamma Society Bylaws and Standing Rules and the Delta Delta Chapter Rules.
- B. Delta Delta Chapter retains membership in the Tri-County Coordinating Council.
- C. The Chapter President or her official representative, a chapter member, shall represent the Chapter as a voting member of the State Executive board.
- D. Recommendations to the Chapter Rules shall be presented to the members at a general meeting. Proposed changes in the Chapter Rules shall be read or distributed at one scheduled meeting and voted on at the next scheduled meeting. Rules may be added, amended or rescinded by a majority vote of the membership.

6. Officers and Duties

- A. Chapter officers shall be active members and include the President, First and Second Vice-presidents, Recording and Corresponding Secretaries.
- B. Treasurers shall be selected by the Executive Board, approved by the chapter and will serve without pay. The Treasurer shall be responsible for the chapter finances and for ordering supplies for the good of the chapter.
 - (1) The Treasurer shall order the president's pin to be presented at the installation of officers or at the end of the president's first year of office.
 - (2) The Treasurer shall send a monetary donation of \$25.00 to a designated library or charity upon the death of a member and \$15.00 upon the death of a family member. Family members include: spouse, parents, a child, only relative.
- C. The President will preside over all meetings, conduct Executive Board meetings twice a year and serve as a delegate at Tri-County meetings.
- D. The First Vice-president shall be communications chairperson and shall be responsible for the program booklet.
- E. Second Vice-president shall be membership chairperson. She will also be in charge of induction and installation ceremonies and remembrance ceremonies.

- F. Parliamentarian shall be the retiring past president appointed by the Executive Board.
- G. The Recording Secretary shall be responsible for taking minutes and attendance at each meeting and shall be responsible for updating chapter standing rules as policies are changed during business meetings.
- H. The Corresponding Secretary shall be responsible for all correspondence, including sending a card during a member's illness, for attaining an advanced degree, for an engagement, for a promotion, relocation to another geographic area, or for an appropriate occasion as directed by the president. The Corresponding Secretary shall also read all incoming correspondence at the meetings.
 - (1) The corresponding secretary shall also be responsible for sending one red rose to the funeral home upon the death of a member. A remembrance service will be held at the next chapter meeting. The family will be notified by the corresponding secretary when a remembrance service is to be held.
 - (2) Upon the death of a family member, a card will be sent to the chapter member.
- I. Elections shall be held in even-numbered years with a slate of officers prepared by the nominations committee and presented to the membership at the April meeting. Elections will take place at the April meeting with installation in May.
- J. Terms of office shall be for two years. If a vacancy occurs, the Chapter President will appoint a replacement.

7. **Boards and Committees**

- A. Executive Board: The members of the Delta Delta Chapter Executive Board shall be the elected officers, Chapter Treasurer, the immediate past president (Parliamentarian) and any others as may be appointed by the president. The Parliamentarian serves without a vote. The treasurer, who serves without pay, has a vote. The Executive Board meets at least two times yearly. A quorum is the majority of the voting members.
- B. Standing Committees: These shall be appointed by the Chapter President and include: Finance, Membership, Communications & Publicity, Nominations, Educational Excellence, Scholarship & Grants, Chapter Rules, World Leadership, Social and Legislative. Standing committees will fulfill responsibilities as outlined in the Constitution. The Chapter President serves as a member ex-officio on all committees except Nominations. For any situation requiring immediate attention, the President will notify the proper committee.
 - (1) **Finance** - The Finance Committee is responsible for preparing an annual budget, reviewing financial policies, reviewing investments, conducting internal, annual audits and possibly investigating non-dues revenue sources.
 - (2) **Membership** - The Membership Committee is responsible for planning ways to generate interest in membership, overseeing the process of recommending and voting to accept new members, and orienting those new members.

- (3) **Communications and Publicity** - The Communications and Publicity Committee is responsible for making hard copies of the Chapter newsletters available to members without access to email. This committee will also provide local newspapers with pictures and articles of chapter events.
- (4) **Nominations** - The Nominations Committee is responsible for soliciting nominees for the positions to be filled for Chapter officers. The committee shall present, at the April meeting of even-numbered years, the name of at least one nominee for each of the following:
- *President
 - *First Vice-President
 - *Second Vice-President
 - *Recording Secretary
 - *Corresponding Secretary
- (5) **Educational Excellence** - The Educational Excellence committee is responsible for keeping abreast of innovative projects and programs in education that are in our local communities and communicating their findings periodically to the Chapter.
- (6) **Scholarship and Grants** - The Scholarship and Grants committee is responsible for reviewing all applications for scholarships and grants given by the Chapter and making recommendations to the membership.
- (7) **World Fellowship** - The World Fellowship Committee is responsible for keeping members informed about International World Fellowship recipients who are studying in Ohio. The committee may maintain personal contact with recipients who are in Ohio.
- (8) **Chapter Rules** - The Chapter Rules Committee is responsible for reviewing Chapter Rules in order to recommend changes or updates per biennium.
- (9) **Legislative** - The Legislative Committee is responsible for learning about and disseminating information to members about proposed and newly-enacted legislation of interest to women educators. They should also keep abreast of changes and policies in the Ohio STRS that would affect our chapter members.
- (10) **Social Committee** - The Social Committee will be responsible for all special events including:
- a. Marriage— a gift not to exceed \$15.00 shall be presented in the name of the Chapter.
 - b. Birth or adoptions— a gift not to exceed \$15.00 shall be presented to the first born or adopted child of a member. Subsequent births/adoptions will be noted with a card.
 - c. Retirements— A gift not to exceed \$20.00 shall be presented to the member in the year of retirement from an educational position.
 - d. Members shall inform the President, the Corresponding Secretary or the Social Committee of any of the aforementioned events in order that appropriate action may be taken. The aforementioned events may be financed by an assessment of \$2.00 or more as needed.

8. Meetings

- A. Chapter meetings (seven in all) are held in the months of September through December and April through June each year.
- B. The chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting
- C. If reservations are made and not cancelled by the due date, NO refund will be given.
- D. Other meetings and excursions may be scheduled.
- E. A Quorum shall be members present.

9. Communications

- A. The President approves publications.
- B. The name and number of publication issues must be specified.

10. Parliamentary Authority

- A. In all instances and circumstances the Executive Board and the membership shall follow the Constitution, Amendments and Bylaws, and Roberts's Rules of Order.

11. Amendments

- A. The Executive Board shall review the Standing Rules at least once during the biennium. This should be done preferably in the year following International conventions, as changes there affect local chapters.
- B. Individual rules may be considered at any regular business meeting and passed by a majority vote.
- C. All changes or adjustments shall be included in the newsletter.

12. Dissolution

- A. Prior to dissolution, permission shall be obtained from the state organization. The State Executive Board is responsible for granting the dissolution of a chapter, according to Article XII, Section 2 of the Bylaws of Ohio State Organization of Delta Kappa Gamma Society.
- B. The transfer of members shall follow the international transfer procedures.
- C. Funds remaining in the Chapter treasury are to be sent to the Treasurer of Ohio State Organization of Delta Kappa Gamma Society. The Chapter charter, paraphernalia and records are to be delivered to Ohio State Organization of Delta Kappa Gamma Society.