

Chapter Rules of Eta Zeta Chapter of The Delta Kappa Gamma Society International

Proposed Revision, January 25, 2014

ARTICLE I: Name

- I:1 The name of this organization is the ETA ZETA chapter of the ΔΚΓ Society International, CHI (California) State, Area VII, Chartered September 25, 1966.

ARTICLE II: Purposes

- II:1 The Chapter is dedicated to fulfilling the seven (7) purposes of ΔΚΓ Society International as stated in the Constitution.
- II:2 The Chapter is dedicated to fulfilling the International mission statement which is to promote professional and personal growth of women educators and excellence in education.

ARTICLE III: Membership

- III:1 Qualifications for active, reserve, and honorary membership are as stated in the constitution. Section B, Classification
1. An active member shall be a woman who is employed as a professional educator or has been retired from an educational position. An active member shall participate in the activities of the Society. Section C. Reserve Membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the Chapter.

- III:2 Membership is by invitation only.

ELECTION

- III:3 The Membership **Chairman/**Committee shall present the names of qualified candidate for membership.
- III:4 Voting shall be by secret ballot, requiring approval of 4/5 of ballots cast.
- III:5 Invitations to those elected to membership may be mailed or hand-delivered within thirty (30) days after election.

ORIENTATION

- III:6 Those who accept the invitation to join should be asked to an Orientation Meeting to acquaint them with responsibilities and advantages of membership in ΔΚΓ International.

INITIATION

- III:7 Initiation date is to be set by Executive Board.
- III:8 The Ceremonials **Chairman/**Committee will be responsible for the arrangements and conducting the ceremony, under the direction of the ~~2nd~~ **Second Vice-President.**
- III:9 Key pins will be presented to initiates at the close of the ceremony. **Key pins are purchased by the Chapter Treasurer.**

TRANSFERS

- ~~III:10 All requests for transfers will be referred to the Membership Committee.~~

- III:10 Transferred members are accepted without a vote.

TERMINATION OF MEMBERSHIP

- III:12 Membership may be terminated for non-payment of dues or by resignation.

- III:13 Resignations must be accepted by the Chapter and recorded in the minutes.
III:14 The names of members dropped for non-payment of dues must be recorded as such in the minutes.

REINSTATEMENT

- III:15 A former member shall be reinstated to membership by the Chapter receiving the request.

MEMBERSHIP RECORDS

- III:16 Membership records should be maintained in perpetuity by the Membership Committee.
III:17 All members shall have a Chapter ~~Handbook~~ Yearbook including the Standing Rules.
III:18 An up-dated listing of current active, reserve, and honorary members will be included in the Chapter ~~Handbook~~ Yearbook.
III:19 A page in the Chapter ~~Handbook~~ Yearbook will be reserved in memoriam of deceased members.

ATTENDANCE

- III:20 A meeting notice will be mailed to all members prior to each meeting.
III:21 A telephone system will be used for each meeting when food will be served, or as requested by the Hosting Committee.
III:22 A membership sign-in book will be distributed at each meeting and the total number of members and guests will be recorded in the minutes.

ARTICLE IV: Finances

DUES

- IV:1 Dues are payable to the Chapter Treasurer no later than June 1st.
IV:2 Notice will be sent in the May newsletter with dues deadline.
IV:3 Dues for active members shall be \$85.00 per year **if paid by June 1st and \$90.00 if paid after June 1st. (approved by vote October 13, 2013, will not include this date in final rules)**
IV:4 Dues for reserve members shall be \$20.00 per year.
IV:5 A lifetime fee of \$50 shall be paid for honorary members at the time of initiation.
IV:6 The Chapter will absorb the dues of reserve members residing in nursing facilities.
IV:7 Dues not collected by August 1st will be considered “delinquent” and a letter will be sent to the member requesting full membership dues, within 30 days or membership will be dropped.
IV:8 Chapter dues may be increased as needed by a 4/5 vote of members present at a regular meeting.

ASSESSMENTS

- IV:9 Assessments may be established to defray expenses for specific purposes if agreed upon by 4/5 of those present at a regular meeting.

OTHER INCOME

- IV:10 Income raised through fund raiser(s) shall be used for projects or to help defray expenses for specific purposes. Agreement as to purpose must be determined by 4/5 of those present at a regular meetings.

BUDGET

- IV:11 The annual budget shall be prepared by the Finance Committee, with the Treasurer serving as an ex-officio member of the group.
IV:12 The budget shall be presented to the Chapter for adoption at the first meeting of the year.

IV:13 The Chapter Executive Board shall provided for an annual audit of the books.

DONATIONS

IV:15 Monies received through donations shall be used as determined by 4/5 of the members present at the regular meeting when such donation is announced.

ARTICLE V: Organization

V:1 Upon initiation and payment of dues, each person becomes a member of the Chapter, State, and International units.

~~INTERNATIONAL~~

V:2 Any member may attend and participate in the International Conventions, Regional Conferences, State Conventions, and Area Conferences.

V:3 The ΔΚΓ International is divided into four regions. CHI (California) State is in the Southwest Region.

~~CHAPTER~~

V:4 If the Chapter votes to dissolve, it must follow the procedures listed in the Constitution, International Standing Rules, and the CHI State By-laws.

ARTICLE VI: Officers

VI:1 The International Constitution requires that each Chapter shall have a President, **First** Vice-President, and Recording Secretary (all elected), and a Treasurer (selected by the Executive Board).

VI:2 Eta Zeta shall also have a Second Vice-President and a Corresponding Secretary.

VI:3 The Parliamentarian shall be the immediate past president, and shall serve as members ex officio, without a vote.

VI:4 If the immediate past president is unable to serve as parliamentarian, one will be appointed by the President, with the approval of the Executive Board.

NOMINATIONS

VI:5 A Nominations Committee of three members shall be appointed by the President during November at the end of the biennium.

VI:6 Election of officers shall be held no later than April so that the in-coming presidents can attend the CHI State Convention in May.

ELECTIONS

VI:7 Elections shall be in even-numbered years and shall be for a term of two (2) years.

VI:8 No officer, except the treasurer, shall serve in the same office for longer than two (2) terms in succession.

DUTIES of OFFICERS

VI:9 The duties of officers are described in the International Constitution and Handbook.

VI:10 The President shall take action, with the advice and approval of the Executive Board, in matters which cannot be deferred until the next meeting.

VI:11 The President or designee shall attend meetings called by the Area Director.

VI:12 The President may assign such other duties as needed to carry out the work of the chapter.

VI:13 The Treasurer orders the President's pin in January before installation. The pin is presented to the President at the meeting prior to the CHI State Convention in May.

ARTICLE VII: Executive Board

- VII:1 Mandated members of the Chapter Executive Board are the elected officers of the chapter and each has one vote.
- VII:2 Parliamentarian and Treasurer are ex-officio members of the Executive Board, without a vote.
- VII:3 All chairmen of Standing Committees are encouraged to attend the Executive Board meetings and may vote.
- MEETINGS**
- VII:4 Executive Board meetings must be held at least twice annually, before the first regular meeting and in January.
- VII:5 The president may call other meetings as needed.
- VII:6 A quorum shall be a majority of the voting members in VII:1 above.

~~ARTICLE VIII: Officers~~

- ~~VIII:1 Standing Committees for the Eta Zeta Chapter are as follows:
Finance* Membership* Nominations
Program* Scholarships* World Fellowship,
Personal Growth and Services*~~
- ~~VIII:2 Chapter committees responsible for reporting to the State and International Society are designated with an asterisk (*) in VIII:1 above.~~
- ~~VIII:3 Specific duties of each committee shall be included as a special page in the Chapter Handbook.~~
- ~~GRANT-IN-AID/SCHOLARSHIP PROGRAM~~
- ~~VIII:4 A committee shall be appointed by the Executive Board.~~
- ~~VIII:5 Recommendations of the 3-member committee will be approved without a vote of the membership.~~
- ~~VIII:6 Regular college Grant-in-Aid application forms will be used.~~
- ~~VIII:7 Personnel at COS and Porterville College will assist in the selection of two recipients (one each, maximum of two total).~~
- ~~VIII:8 The membership will select a fund-raising project to finance the Grant-in-Aid program.~~

ARTICLE VIII: Committees

- VIII:1 Standing Committees for the Eta Zeta Chapter shall be:
Finance, Membership, Communications/Marketing, Educational Excellence/Program, Educational Law/Policy, and Scholarship.
- SOCIETY BUSINESS**
- VIII:2 Finance Chairman/Committee (Treasurer) shall:
Assist in developing the annual budget.
Make reports and secure the annual audit.
Collect dues and fees.
File financial reports.
- VIII:4 Membership Chairman (Second Vice-President) shall:
Seek prospective members.
Conduct voting of new members.
Be responsible for orientation and initiation.
Prepare the Necrology report.
Maintain membership records.

- VIII:5 Communications/Marketing Committee shall:
Be responsible for all Chapter Publicity in Chapter newsletters and Chapter website.
- SOCIETY MISSION AND PURPOSES**
- VIII:8 Educational Excellence/Program Chairman (First Vice-President) shall:
Develop programs that align with the Seven Purposes of our Society.
Disseminate information about the LIFE program.
Disseminate information for Early Career Educators such as the Penne Ferrell and THAT programs.
- VIII:9 Educational Law/Policy Chairman/Committee shall:
Keep members informed of pending legislation.
- VIII:10 Scholarship Committee shall:
Keep members informed of dates of all International, Chi State, Area, Roads Scholar scholarships.
Publicize and award recruitment grant(s) and student teacher awards.
Personnel at COS and Porterville College will assist in the selection of two recipients (one each, maximum of two total).
The membership will select a fund-raising project to finance the recruitment grants program.

ARTICLE IX: Areas of Activity

MEETINGS

- IX:1 This Chapter shall meet at least four (4) times yearly.
- IX:2 A quorum for conducting chapter business shall be members present.
- CONVENTIONS:**
- IX:3 The President, or designee, shall be the official representative of the Chapter at the CHI State Convention.
- IX:4 Money shall be budgeted annually to defray all or part of the expenses for the President/designee's attendance at CHI State Convention.

AWARDS

- IX:5 Awards and special types of recognitions shall be determined by the chapter members.

ARTICLE X: Funds

- X:1 The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and spent.
- X:2 The Chapter shall pay an annual bonding fee to CHI State.
- BANK ACCOUNTS AND EXPENDITURES**
- X:3 The account shall be maintained at a FDIC bank, as determined by the Finance Committee.
- X:4 Two (2) signatures shall be required on all checks. Signatures on file shall be those of an Executive Board designee and the Treasurer.
- X:5 A MAXIMUM of \$20.00 is allotted for an outside-of-chapter speaker. Amounts above \$20.00 require prior approval of the membership.
- X:6 All receipts for repayment of chapter expenses must have a VOUCHER attached before the Treasurer can write a check.
- X:7 VOUCHER may be authorized by the Chapter President, Vice-President, or designee.

SERVICE PROJECT

- X:8 Membership shall select a special fund-raising project.
- X:9 A MAXIMUM of \$500.00 of profits will be earmarked for the Project and the excess amount will be deposited into Chapter Savings.

ARTICLE XI: Amendments

- XI:1 Amendments to these rules may be proposed by any member of the Chapter.
- XI:2 Official copies of there Chapter Rules shall be kept in the President's files, and in the Recording Secretary's files.
- XI:3 The Executive Board shall be responsible of up-dating the Chapter Rules when there are additions, amendments, or deletions.

NOTIFICATION

- XI:4 Members shall be notified in advance of proposals which would increase dues or assessments.
- XI:5 Approval of the 2/3 of the votes cast shall be required to amend these Rules.

ARTICLE XII: Officers

- XII:1 Robert's Rules of Order, Newly Revised shall govern proceedings in all cases not provided for in the International Constitution, the International Standing Rules, CHI State By-laws, and these Chapter Rules.