

Chapter Rules of Alpha Delta Chapter Of Alpha Sigma State (Washington) The Delta Kappa Gamma Society International

ARTICLE 1: NAME

1.1. The name of this chapter shall be Alpha Delta Chapter, Washington State - Alpha Sigma State, the Delta Kappa Gamma Society International, a non-profit educational organization in King County.

ARTICLE 2: MISSION AND PURPOSE

2.1. The purposes of Alpha Delta Chapter shall be the seven purposes of the Delta Kappa Gamma Society International and those of Alpha Sigma State.

2.2. The mission of this chapter and Delta Kappa Gamma Society International is to promote professional and personal growth of women educators and excellence in education.

2.3. The vision of this chapter shall be "Leading Women Educators Impacting Education Worldwide."

ARTICLE 3: MEMBERSHIP

3.1. Membership in the Delta Kappa Gamma Society International shall be by invitation. Members inducted into the Society become members of chapters, state organizations, and the International Society. An individual becomes a member of the society when she pays her dues. An individual is inducted only once. All membership practices are in accordance with the *Constitution*, Article III and the International *Standing Rules*, Section 3. The chapter has full authority for the administration of membership; records are kept by the chapter. Membership is classified as active, collegiate, reserve, and honorary as per the International *Constitution*. Chapter minutes will reflect the names of members terminated, including the reason and date of termination.

3.2. Membership Classification

3.2.1. ACTIVE MEMBERS are women educators who have been invited to join Alpha Delta Chapter of Alpha Sigma State of Delta Kappa Gamma Society International. They pay the annual dues set by the chapter and participate in the various activities of the chapter. They serve as officers or on committees when asked to do so. They attend as many as possible of the scheduled meetings and activities of Alpha Delta as well as state and international conferences. Active members shall be those still working in the field of education or those who have retired.

3.2.2. RESERVE MEMBERS are former active members who are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. Reserve status shall be granted by a majority vote of the chapter. Upon request, a reserve member may return to active membership. Reserve members pay the membership fee set by the chapter.

3.2.3. NEW MEMBERS: A candidate for active membership shall be selected by the method established by the chapter's rules. Any member may present the name of a qualified women educator for membership in Alpha Delta Chapter. She shall give as complete a profile as possible of the candidate before the next upcoming business meeting of the chapter. If the members present give their approval, the president will send a written invitation and the candidate will be inducted into full membership at the next appropriate meeting.

3.2.4 COLLEGIATE MEMBERS shall be undergraduate or graduate students who meet the following criteria:

a. Undergraduate student collegiate members shall

(1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

(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 member 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 program.

A collegiate member may participate in the activities of the Society except holding office. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

3.3. Membership Orientation

The Membership Chair is responsible for ensuring that sponsors orient new members prior to induction. Said orientation shall discuss all levels of the society, expectations for involvement, fees, dues, and chapter projects.

3.4. Membership Transfer, Reinstatement, and Termination

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters. A former member may be reinstated to membership by the chapter receiving the request. Membership in the Society is terminated for non-payment of dues and fees, resignation or death.

ARTICLE 4: FINANCES

4.1. Financial matters are in accordance with the *Constitution, International Standing Rules* and *Alpha Sigma State Bylaws* and *Standing Rules*.

4.2. Dues, Fees and Assessments

4.2.1. An induction fee shall be required of all members. The amount shall be in accordance with the *International Standing Rules*: U.S. Ten and No/100 Dollars (\$10.00).

The Induction fee shall be allocated

Chapter U.S. Seven and 50/00 (\$7.50).

State..... U.S. Two and 50/00 (\$2.50).

4.2.2. International dues shall be an amount determined in accordance with *International*.

4.2.3. State organization dues shall be an amount determined in accordance with state organization *Bylaws*.

4.2.4. Chapter dues shall be an amount determined in accordance with the rules set by the chapter. Level of chapter dues shall be recorded in the minutes. Dues are payable at or before the September meeting. Dues include amounts mandated for State and International Funds.

4.2.5. Other chapter assessments shall be determined annually by chapter vote at a regularly scheduled meeting. Special funds and/or awards may be created by the Executive Board and approved by the membership.

4.2.6. The chapter may choose to waive chapter dues for a member who has financial need. In addition, the chapter may accept confidential donations from other members to assist members who need financial support in paying the remaining chapter, state, and international dues.

4.2.7. International Fund: At the August planning meeting, members may choose the International Fund they wish to support.

4.3 Payment of Dues and Fees

1. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
2. The international portion of the dues and fees shall be sent between July 1 and September 30.
3. For membership or reinstatement commencing between July 1 and December 31, the member shall pay the induction fee (new member only), dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half of the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
4. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state organization treasurer and International.
5. A member who fails to complete payment of international dues shall be dropped as of October 1. *Proviso: This bylaw will take effect in 2019*

4.4. Controls and Financial Review Requirement Financial controls include an annual budget from the Treasurer, and President's approval of expenses. The Treasurer shall check invoices for errors and ask for clarification if necessary. Two members of the Finance Committee shall review the books once a year.

4.5. State Funds

4.5.1. The State Grant-in-Aid Fund

- a. The State shall maintain a grant-in-aid fund (known also as Alpha Sigma State Scholarship) for the benefit of members. A chapter may maintain a grant-in-aid fund.
- b. The scholarship fee paid by a member shall be divided as follows:
 - (1) one hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.
 - (2) eighty percent (80%) retained by the chapter having a chapter scholarship fund.

ARTICLE 5: ORGANIZATION

5.1. Alpha Delta Chapter shall have chapter rules that are consistent with the *Constitution* and *International Standing Rules* and the *Washington State Bylaws* and *Standing Rules*. Each biennium, chapter rules will be reviewed for consistency with international and state governing documents.

5.2. The Chapter President is a representative on the Alpha Sigma State Executive Board.

5.3. The President and a chapter member serve on the Area VII Coordinating Council.

ARTICLE 6: OFFICERS AND RELATED PERSONNEL

6.1. Elected chapter officers include President, Vice President, and Recording-and- Corresponding Secretary. A Treasurer is selected by the chapter Executive Board. Although not an officer, a parliamentarian is appointed. Members may not hold more than one state or one local chapter office at a time.

6.2. Duties of Officers

6.2.1. The President shall preside at meetings. She shall attend as many State and International Conferences as possible. She shall appoint committee chairpersons. Before each meeting she shall send out a presidential letter in lieu of a newsletter and any other memos she deems necessary. She shall appoint committee chairpersons after first asking for volunteers.

6.2.2. The Vice President shall work closely with the President. She shall preside at meetings whenever the President is unable to be present. She shall serve as chair of the Program Committee.

6.2.3. The Recording-and-Corresponding Secretary shall record minutes at every meeting and report the minutes at the following meeting, where they will be corrected if necessary and then accepted. She shall read any correspondence that has been received. She shall maintain a permanent file of all chapter minutes. Minutes will include the names of members terminated, including the reason and date of termination.

6.2.4. The Treasurer shall be responsible for receiving and paying out all moneys; keeping an accurate record of receipts and expenditures; keeping a file of receipts, bills, canceled checks and bank statements, reporting at regular meetings and submitting the records for financial review.

The Treasurer shall maintain an accurate and current membership roster.

The Treasurer shall serve as a member *ex officio*, without vote if under remunerative contract for her services, on the respective executive board.

6.3. Elections and Terms of Office

6.3.1. The Nominations Committee shall present the slate of nominees for each office to the membership in the spring of even-numbered years. Additional nominations may be added from the floor.

6.3.2. The chapter officers shall be elected by a majority vote of the membership present at the meeting designated for election. Officers shall be installed at the last meeting of the academic year following their election, and take office on July 1.

6.3.3. The term of each elected officer shall be two years or until a successor is named. The chapter is encouraged to rotate members through the variety of officer positions to foster leadership and full participation of members in the chapter.

6.4. Vacancies

In the event that a member holding an executive or appointive position is unable to perform her duties, the position shall be declared vacant by the respective officers and a successor named by the chapter President.

ARTICLE 7: EXECUTIVE BOARD

7.1. The Executive Board shall consist of the elected officers of: President, Vice President, Recording and Corresponding Secretary, and the immediate Past President. The Treasurer is selected by the Executive Board each biennium.

7.2. The Parliamentarian serves without vote.

7.3. The Executive Board meets at least twice a year, but may meet more often.

7.4. A quorum is the majority of the voting members. There shall be no proxy voting.

7.5. The Executive Board shall establish rules for budget development and approval and for the supervision of chapter finances.

7.6. The Treasurer will establish the chapter's checking account with at least two other signatures.

ARTICLE 8: COMMITTEES

8.1. Society Business

8.1.1. Finance shall prepare a budget and review the accounts annually. The chapter President and Treasurer shall serve as ex-officio members.

8.1.2. Membership shall present names and qualifications of those individuals recommended for membership prior to the meeting set for voting; keep a record of invitations and the replies; ensure new member orientation and reorientation of current members; plan and follow through with the induction ceremony; keep an up-to-date file of biographical data on chapter members; and notify the state organization of deceased member(s), including biographical data. The committee shall initiate, with approval of the executive board, activities for recognition, retention and retrieval of chapter members.

8.1.3. Nominations shall solicit from members suggestions for officers; ascertain willingness to serve; present slate to members; prepare the ballot; send information to state and international after the election; and prepare a report of the election.

8.2. Program of Work

8.2.1. Committees include Program, Personal Growth and Services, Professional Affairs, and Research.

8.2.2. Programs should focus upon the Purposes, vision and mission of the Society as well as on the themes found in the program manual, adjusted to the chapter's needs and interests, and encourage active member participation.

8.2.3. Chapter members' input shall be solicited in planning the annual program.

8.3. Education Services

8.3.1. Committees include Yearbook, Telephone, and Scholarship.

8.3.2. Scholarship Committee shall establish criteria for awarding the chapter's grants-in-aid and scholarships; select applicants; make a report to the chapter annually on the applicant(s) chosen for the grant/scholarship; and maintain contact with recipients, reporting back to the chapter any relevant and significant accomplishments.

8.4. The Chapter President serves as member ex officio on all committees except Nominations.

8.5. Tasks requiring immediate attention shall be communicated to the President, who shall in turn communicate with the appropriate committee for resolution.

ARTICLE 9: MEETINGS

9.1. Meetings

9.1.1. At least four business meetings shall be held each year. Additional meetings may be held. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

9.1.2. A quorum shall be one-half the active voting membership.

All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of the chapter members shall be required for action. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.

9.1.3. There shall be no proxy voting.

9.1.4. Meetings are open to the public, including inductions.

9.1.5. Dates for chapter meetings and programs shall be set at the August Planning Meeting, following a potluck picnic. Meetings traditionally include: a brunch or lunch meeting in September at a member's residence; brunch meeting at a venue of choice in October; Christmas lunch at the Women's University Club or other venue of choice; February brunch meeting at a member's residence; King County Chapters' Breakfast (Area VII Workshop) in March; State Convention in April; brunch meeting at a member's residence in May or June, including installation of officers in even-numbered years and induction of any new members.

9.2. Special Cultural Event

Because of a generous bequest from Marie Huseby, an Alpha Delta member who passed away in 1989, Alpha Delta members shall be entitled to attend a cultural event (a play, musical event, etc.)

decided upon by a majority vote. Arrangements shall be handled by a special committee appointed by the President.

ARTICLE 10: COMMUNICATIONS AND MARKETING

10.1. The Chapter President shall send out a President's Newsletter about two weeks prior to each of the six chapter meetings in a given year. The Telephone Committee shall contact the membership to ascertain attendance at each meeting.

10.2. The chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

ARTICLE 11: PARLIAMENTARY AUTHORITY

11.1. Robert's Rules of Order, Newly Revised (current edition) shall govern the proceedings of Alpha Delta Chapter in all cases not provided for in the *Constitution*, *Alpha Sigma State Bylaws*, *International* and *Alpha Sigma State Standing Rules*.

ARTICLE 12: AMENDMENTS

12.1. Any member or committee or the executive board may make a proposal for amendment to or revision of Alpha Delta Chapter Rules at any chapter meeting. A two-thirds vote of the members in attendance is necessary for approval. The Telephone Committee shall inform the chapter membership of the changes. Alpha Sigma State Bylaws Committee must be notified of the changes and the revision date.

ARTICLE 13: DISSOLUTION

13.1. The chapter shall first try to merge with another Seattle King County chapter. If such a merger fails, the approval of the Alpha Delta State Executive Board shall be obtained prior to any dissolution of the chapter. Then the Dissolution Procedure shall be in accordance with the Alpha Sigma State Bylaws, Article XVII Dissolution 2.a – 2.f Funds remaining in chapter accounts are to be sent to the state organization treasurer. The assets of the chapter shall be divided equally between the Rachel Royston Permanent Scholarship Foundation and the Alpha Sigma State Scholarship Fund. The chapter charter, paraphernalia and records are to be delivered to the state organization designee.

Date adopted: 1 February 2014

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