

# ALPHA BETA CHAPTER RULES

## I. NAME

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

## II. OBJECTIVE

The objective of Alpha Beta Chapter shall be to promote the seven Purposes of The Delta Kappa Gamma Society International as found in the **CONSTITUTION, ARTICLE II.**

## III. MEMBERSHIP

- A. Membership is in accordance with the **CONSTITUTION, ARTICLE III**, and the **INTERNATIONAL STANDING RULES, 3**. Membership is composed of active, reserve, honorary and collegiate members. The chapter has full authority for the administration of membership.
- B. The Recommendation for Membership form completed by a member or an application form completed by a prospective member shall be given to the membership chair at any time during the biennium.
- C. Voting Process
  1. The general membership in attendance shall vote by secret ballot. The ballot shall include the name of each candidate and a brief biographical sketch.
  2. Members shall vote YES or NO for each candidate. Any member voting NO shall be encouraged to note the professional reason for her objection on the ballot.
  3. A 2/3 YES vote of the members in attendance shall be required for a candidate to be invited to membership.
- D. Invitations to membership shall be in writing, signed by the membership chair, and delivered by a chapter member, if possible, within 14 days following election to membership.
- E. Each member-elect shall send her written acceptance of membership to the chapter president within seven (7) days following orientation.
- F. An induction for new members shall be held as needed, not to exceed two per calendar year.
- G. Induction may occur at any chapter meeting following an orientation session.
- H. Keypins for the inductees and presidents' pins shall be provided by the Chapter.

- I. An 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.
- J. The recording secretary shall record in the minutes of the chapter and/or executive board meeting the name of any member whose membership is terminated. The record shall include the reason and date of termination in accordance with **INTERNATIONAL STANDING RULE 3.6.**

#### **IV. FINANCES**

- A. Financial matters shall be in accordance with the **CONSTITUTION, ARTICLE IV, INTERNATIONAL STANDING RULE, 4** and Pennsylvania State Organization Bylaws.
- B. Chapter dues shall be determined annually by majority vote of members in attendance no later than the meeting before the beginning of the fiscal year.
- C. Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer prior to June 30 and forwarded to the Pennsylvania State Organization treasurer and International. On June 15, the treasurer shall send one letter reminding any member who has not paid her dues. On October 1, a member shall be dropped for nonpayment of dues and assessments.
- D. The chapter shall pay expenses (as budgeted) for the president and first vice-president to attend the state-sponsored professional development conference/seminar. In the event that one or both cannot attend, the expenses of an alternate officer or member may be paid as determined by the Executive Board.
- E. The chapter shall reimburse the president's expenses to the State Convention.
  - 1. Allowable expenses shall be: mileage at current charitable rate, parking and turnpike fees, if applicable, two nights lodging, not to exceed ½ double-occupancy room rate, meals during convention with 15% gratuity, and convention registration fees.
  - 2. Receipts for above expenses shall be submitted to the chapter treasurer within 10 days of the State Convention.
  - 3. In the second year of the biennium, both the in-coming and out-going presidents shall have their expenses reimbursed for the State Convention.
- F. The chapter president shall be given a \$325 stipend to attend international conventions and/or international conferences.
- G. The chapter shall pay the current IRS mileage rate for charitable giving towards the president's travel expenses for state meetings.
- H. The treasurer shall purchase the Gold Case Chapter President's Pin when necessary and 50 year pins as appropriate.
- I. An induction fee of \$10 shall be charged to each inductee: \$2.50 must be sent to the state and the other \$7.50 retained by the chapter.
- J. Funds for the grant-in-aid shall be the budgeted minimum of \$350 annually.

- K. The budgeted amount for World Fellowship shall be paid by the treasurer by January 1 of each year.
- L. A \$100 contribution shall be made annually toward the Bedford County Reading Contest upon request by the contest sponsor.
- M. A Conference Fund shall be maintained to encourage members to attend state and international gatherings.
  - 1. A \$50 stipend shall be given to each member attending the professional development conference and state convention.
  - 2. The balance of this fund shall be divided among those members attending international events or conference.
  - 3. Fundraisers shall be conducted to support the fund.
  - 4. The treasurer shall receive and disburse all proceeds from this Fund unless otherwise recorded in the treasurer's file.
- N. A Projects Fund shall be maintained to defray the cost of chapter projects.
- O. A gift of \$25 shall be sent to the Pennsylvania State Organization Scholarship Fund in memory of a deceased chapter member.
- P. The financial records of the chapter shall be reviewed annually by an ad hoc committee of at least three chapter member volunteers.

## V. ORGANIZATION

- A. Alpha Beta Chapter shall govern the conduct of its business in a manner consistent with the **CONSTITUTION, INTERNATIONAL STANDING RULES**, the Pennsylvania State Organization Bylaws, the Pennsylvania State Organization Standing Rules and the Alpha Beta Chapter Rules.
- B. The chapter president is a representative on the Pennsylvania State Organization Executive Board.

## VI. OFFICERS AND RELATED PERSONNEL

- A. Alpha Beta Chapter officers shall be a president, a first vice-president, a second vice-president, a recording secretary, (all elected), a treasurer (selected by the executive board) and a parliamentarian (appointed by the president - elect).
  - 1. Only those maintaining Active membership may hold office.
  - 2. Active, Collegiate and Honorary members may serve as parliamentarian.
- B. Officers shall perform duties as specified in the **CONSTITUTION, ARTICLE VI, C**, the Pennsylvania State Organization Bylaws, and the Pennsylvania State Organization Standing Rules.
  - 1. In addition to the duties prescribed in the **CONSTITUTION, ARTICLE VI**, the first vice-president shall serve as chair of the Educational Excellence Committee.
  - 2. In addition to the duties prescribed in the **CONSTITUTION, ARTICLE VI**, the second vice-president shall serve as chair of the Membership Committee.
  - 3. The chapter president serves as member ex-officio on committees except Nominations.

- C. The term of office shall be two years or until a successor can be named. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
- D. Nominations for office shall be made by the nominations committee during the second year of the biennium. The slate of officers shall be presented at the fall meeting of the second year of the biennium with elections at the December meeting. The ballot shall include the slate of officers and four nominees for the Nominations Committee. In case of cancellation of the scheduled meeting, the ballot shall be mailed to each member. Ballots shall be returned to the Nominations Committee chair for tabulation.

## **VII. MEETINGS**

- A. Alpha Beta Chapter shall meet at least six (6) times per year during the months of August, September/October, December, March, April/May, and June.
- B. A quorum shall consist of a majority of the members present.
- C. Attendance
  - 1. The corresponding coordinator shall send notices of chapter meetings three weeks prior to the meeting date.
  - 2. It is of utmost importance that all members respond to meeting announcements giving reason if unable to attend. All responses must be returned by given due date.
  - 3. A member is expected to attend the scheduled meetings.
  - 4. If a reservation is made by a member who does not then attend the meeting, this member shall be responsible for payment if required by the restaurant. Otherwise, payment shall be returned.
  - 5. A member should contact the hospitality chair or treasurer if an emergency prohibits meeting attendance.
  - 6. With the recommendation of the Executive Board the membership chair shall express concern and encouragement by contacting any member who attends fewer than two meetings a year.
- D. If the chapter, committee, subcommittee, or work group is unable to physically hold a meeting, an electronic meeting may be held as long as all the members may simultaneously hear one another and participate during the meeting.

## **VIII. EXECUTIVE BOARD**

- A. The members of the Alpha Beta Chapter Executive Board shall be the elected officers and the immediate past president. The treasurer shall be ex-officio “with vote” and the parliamentarian shall be ex-officio “without vote.”
- B. The Alpha Beta Chapter Executive Board shall function according to the **CONSTITUTION, ARTICLE VII, C.**
- C. The Executive Board shall select a treasurer for the following biennium at the December meeting of the second year of the current biennium.

- D. The Executive Board shall have two scheduled meetings annually.
- E. The president may call special meetings as needed.
- F. A quorum shall be the majority of the voting members.
- G. The Executive Board shall decide on the disposition of Society jewelry that has been returned to the chapter.

## IX. COMMITTEES

(Please note these are outlined in Appendix A)

- A. Standing committees shall be:
  - 1. Society Business: Membership, Finance, Nominations, Communications.
  - 2. Society Mission and Purposes: Educational Excellence, Community Outreach.
  - 3. Special Committees: Historical Records, Ceremonies.
- B. Duties of Committees shall be:
  - 1. **Membership.**
    - a. The Membership Committee shall coordinate the recruitment efforts of the chapter.
    - b. The committee chair shall be the second vice-president.
    - c. The committee shall make the Recommendation for Membership Form available at each meeting.
    - d. The committee shall review Recommendations for Membership and individual applications and prepare to present the candidates' names to the chapter membership.
    - e. The membership committee shall orient members-elect at least 14 days prior to induction.
    - f. The membership chair shall hold all the membership records.
    - g. The membership chair shall award certificates of recognition and fifty year pins when appropriate.
    - h. The membership chair shall establish and conduct a mentor system within the chapter.
    - i. A recognition certificate shall be awarded to each member at the conclusion of each ten years of membership.
  - 2. **Finance.**
    - a. The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the meeting before the beginning of the fiscal year. The fiscal year shall be July 1 to June 30 inclusive. The chapter president will be in attendance at the Finance meeting.
    - b. The Finance Committee shall make recommendations for changes in dues if any and notify all members prior to the meeting before the beginning of the fiscal year.
    - c. The Ways and Means subcommittee, with a coordinator, shall conduct all fundraising for chapter-approved funds.

3. **Nominations.**

- a. The Nominations Committee shall solicit recommendations of candidates for each office (second year of the biennium) and prepare/present a slate of officers to membership for vote.
- b. The committee shall consist of four elected members, including the immediate past president.
- c. A fifth member shall be retained from the existing Nominations Committee. The Executive Board shall appoint this member as chair.

4. **Communications.**

- a. The Communications Committee shall provide linkage of member to member and encourage communication with external groups. The committee shall consist of a chair and several coordinators.
- b. The publicity coordinator shall be responsible for writing and submitting articles to be sent to local newspapers and *The Keystonian*.
- c. The Newsletter editor and staff shall compile articles of importance as submitted by the membership. The Newsletter, *Alpha Beta Bits*, may accompany the meeting notice and will be produced at least four times per year.
- d. The Fellowship Connection Coordinator shall manage the remembrance work group (responsible for sending cards to members who are unable to attend meetings) and telephone/email relay work group (responsible for notifying members of important events and for recognizing major life events as outlined in the social procedures) work groups.
- e. The Directory Coordinator shall be responsible for updating the directory pages periodically.
- f. The Technology Coordinator(s) shall assist other committees with technological support as needed.
- g. The Webmaster shall be responsible for the maintenance of the Chapter website.
- h. The Corresponding Coordinator shall be responsible for sending notices of chapter meetings and the newsletter as well as sharing correspondence received by the chapter.
- i. The President approves all publications.

5. **Educational Excellence Committee (EEC)**

- a. The Educational Excellence Committee (EEC) shall support excellence in education through programs of action that encourage leadership, personal and professional development, global involvement, educational law and policy, and projects.
- b. The Committee shall consist of a chair (the first vice-president) and three (3) Subcommittees: US Forum (tracks and presents information about legislative issues related to education, women, children, and welfare of members), Visual and Performing Arts, (plans and implements artistic

events), and Hospitality (makes arrangements in conjunction with the president for chapter meetings). Subcommittees will have additional members to assist as needed.

c. The Educational Excellence Committee (EEC) members shall seek to find chapter members who are worthy of the State Album of Distinction, Rosebud Award and State Achievement Award and encourage chapter members to apply for Scholarships, Enrichment Grants and the Nancy Grove Award.

d. The committee shall function in reference to the Pennsylvania State Organization Bylaws Article VIII, Section 3 F, Subsections 2-6.

6. **Community Outreach Committee**

a. The Community Outreach Committee shall promote and coordinate activities and projects that develop a strong sense of social responsibility and civic awareness. The committee shall consist of a chair and three (3) subcommittees and coordinators for each activity or project.

b. The World Fellowship subcommittee shall encourage members to communicate with recipients studying at Pennsylvania Colleges and Universities.

c. The Projects Subcommittee shall coordinate chapter community service projects.

d. The Grant-in-Aid Subcommittee shall promote the award and recruit applicants.

i. Grant(s)-in-Aid of a minimum of \$1000 shall be awarded to local junior(s) or senior(s) majoring in education in alternating years as well as a collegiate membership for that biennium.

ii. The Grant-in-Aid shall be awarded the first year of the biennium with applications due at the December meeting and the award(s) presented at the March meeting.

iii. The subcommittee shall screen applications, select and notify the recipients(s). The committee shall also determine the amount of money and number of recipients.

iv. Members may make donations or funds may be earmarked for Grant-in-Aid by the Ways and Means Subcommittee in addition to the \$350 budgeted annually.

7. **Historical Records.**

a. The Historical Records/Scrapbook Committee shall be responsible for keeping the archival records of the chapter.

b. The presidents' biannual summaries shall be retained as a permanent chapter record.

8. **Ceremonies Committee.** The Ceremonies Committee shall conduct the following: the induction of new members, the installation of officers, and presentation of pins, necrology and memorial services.

## **X. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (newly revised) shall govern the proceedings of the Alpha Beta Chapter in all instances in which the authority is not inconsistent with the **CONSTITUTION**, Pennsylvania State Organization Bylaws, Pennsylvania State Organization Standing Rules and Chapter Rules.

## **XI. AMENDMENTS**

- A. The Executive Board shall review the rules at least once during the biennium.
- B. Changes to individual rules may be considered at any regular business meeting.
- C. A 2/3 vote of the members in attendance shall be required for a Chapter Rule to be amended.
- D. Members shall be notified of the amended Chapter Rule in the next edition of the chapter newsletter, *Alpha Beta Bits*.
- E. Unless otherwise stated, adopted amendments shall take effect immediately.
- F. These chapter rules shall be amended automatically by the Ad Hoc Committee for the Revision of Chapter Rules to comply with the **CONSTITUTION** and **INTERNATIONAL STANDING RULES**. Notice of the automatic amendments shall be published in an issue of the *Alpha Beta Bits*.

## **XII. MERGER AND CONSOLIDATION**

If existing chapters wish to combine, a merger or consolidation may take place. In a merger of chapters any remaining funds in the chapter to be absorbed shall be turned over to the receiving chapter. Under a consolidation, two or more chapters discontinue their separate existences and create a new chapter.

## **XIII. DISSOLUTION**

- A. Before a chapter is dissolved, the approval of the Pennsylvania State Organization must be obtained.
- B. International procedures must be followed for transfer of members to other chapters.
- C. Any remaining funds in the chapter account shall be sent to the Pennsylvania State Organization Treasurer for state or international projects.
- D. The chapter's charter, paraphernalia, the Society publications, and the chapter records shall be delivered to the Pennsylvania State Organization.
- E. Procedures for dissolution shall be in accordance with the Pennsylvania State Organization Bylaws, Article XIV, Section 2.



Submitted by the Ad Hoc Committee for the  
Revision of Chapter Rules:  
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## **Alpha Beta Chapter Rules Appendix A Committees**

### ***Society Business***

1. Membership Committee
2. Nominations Committee
3. Finance Committee
  - a. Ways and Means Subcommittee
4. Communications Committee
  - a. Publicity coordinator
  - b. Newsletter editor and staff
  - c. Fellowship Connection Coordinator
    - i. Remembrance Work Group
    - ii. Telephone/e-mail Work Group
  - d. Directory Coordinator
  - e. Technology Coordinator
  - f. Webmaster
  - g. Corresponding Coordinator

### ***Mission and Purposes***

1. Educational Excellence Committee
  - a. Hospitality Subcommittee
  - b. U.S. Forum Subcommittee
  - c. Visual and Performing Arts Subcommittee
2. Community Outreach Committee
  - a. World Fellowship Subcommittee
  - b. Projects Subcommittee
  - c. Grant-in-Aid Subcommittee

### ***Special Committees***

1. Historical Records Committee
2. Ceremonies Committee