

DELTA KAPPA GAMMA
ALPHA PHI CHAPTER RULES
Leading Women Educators Impacting Education Worldwide
Revised December 2023
Approved January 2024

ARTICLE I NAME

The name of this chapter shall be Alpha Phi Chapter of the North Carolina State Organization of the Delta Kappa Gamma Society International abbreviated as NC DKG.

1. The Delta Kappa Gamma Society International may also be known as the Society, Delta Kappa Gamma, ΔΚΓ, or DKG.

ARTICLE II MISSION AND PURPOSES

Mission

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education

Purposes

The purpose of Alpha Phi Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of the NC DKG Organization and the promotion of these 7 purposes.

ARTICLE III MEMBERSHIP

Section A. Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. An individual becomes a member of the Society when she pays her dues. Members inducted into the Society become members of chapters, state organizations, and the international Society.

Section B. Classification

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
2. 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. A reserve member, so requesting, may be restored to active membership.
3. Collegiate members shall be undergraduate or graduate students.
 - Bachelor student members shall be enrolled in an institution offering coursework leading to a career in education and enrolled within the last two years of her bachelor's degree.

- Graduate/masters/doctoral student members shall have graduate/masters/doctoral standing in an institution offering coursework in education.
 - Collegiate Membership Status:
 - 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.
4. Honorary members shall be women not eligible for active membership who have rendered notable service to education. They shall be privileged to participate in all activities except that of holding office.

Section C. Election

1. Candidates for active membership shall be presented to chapter members (electronically or in person) for acceptance as chapter members.
2. Candidates for honorary membership shall be elected by the method established by the executive board.
3. All records of membership shall be kept at the chapter level.
4. Membership year is from July 1-June 30.
5. The chapter will decide if and when to have an induction ceremony.

Section D. Transfer

1. A member in good standing may be transferred from one unit to another upon application to the International Headquarters.

Section E. Termination of Membership

1. Membership in the Society can be terminated. Reasons for termination include but are not limited to: nonpayment of dues and fees, resignation, death, failure to maintain the purpose and mission of DKG, or for personal or professional impropriety.
 - Letters of resignation shall be kept in chapter file.
 - Names of members terminated, including the reason and date of termination

Section F. Reinstatement

1. A former member shall be reinstated to membership by the chapter receiving the request.
2. The chapter treasurer shall report to the state treasurer when a former member has been reinstated.

ARTICLE IV FINANCES

Financial matters are in accordance with the Constitution, International Standing Rules, and the NC DKG Bylaws.

Section A. Induction Fee

1. An induction fee shall not be paid from the chapter budget for each new or reinstated member.

Section B. Annual Dues

1. Annual dues shall be required of active, reserve, and collegiate members. Active members dues are \$75. Reserve dues are \$40. Collegiate dues are \$20 international; state dues are \$5 and chapter dues are \$5.00.
2. International dues shall be an amount recommended by the Executive Board and approved by the international convention.
3. State organization dues shall be an amount determined in accordance with the NC DKG organization. Chapter dues shall be collected by the Chapter treasurer.
4. Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter, state, or international organization project or special funds/awards created by the board and approved by members.
5. Chapter dues will be determined by the executive board upon recommendation of the finance committee.

Section C. Honorary Fee

1. A lifetime fee of \$49.50 for international publications shall be paid by the Chapter for each honorary member at the time of induction.

Section D. Scholarship Fee

1. A scholarship fee shall be paid annually by each active and reserve member.

Section E. Fiscal Year

1. The fiscal year of the Chapter shall be July 1—June 30 inclusive.

Section F. Payment of Dues and Fees

1. Annual dues and fees shall be paid no later than June 30 of each year.
2. Immediately upon collection, International dues are to be sent to International Headquarters and state dues are to be sent to the state treasurer.
3. Dues for New members:
 - New members who join between January 1 and March 31 shall pay one half dues and the scholarship fee for the current year.
 - New members joining between April 1 and June 30 shall pay full dues for the ensuing year.
 - Chapter dues may be pro-rated.
4. Reinstated members shall pay full annual dues whenever reinstated.

Section G. Assessments

1. Assessments may be levied annually by Chapter vote at a regular chapter meeting for one year only. Reserve members shall not pay.

Section H. Financial Control

1. The chapter shall approve a yearly budget approved by the executive board and recommended by the finance committee.
2. The president shall approve all expenditures.
3. There shall be a yearly financial review of the treasurer's books by the executive board.

ARTICLE V ORGANIZATION

1. The three levels of organization shall be chapter, state organization, and international.
2. The chapter president is a representative on the state organization executive board.
3. The chapter may participate in a coordinating council. Any active member may serve along with the president. They may be appointed by the president with the approval of the executive board or elected by chapter quorum.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. Officers and Appointed Personnel

Officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, and a recording secretary (all elected). A treasurer shall be appointed by the president with the approval of the executive board. A parliamentarian, who is a member, shall be appointed by the president.

Section B. Duties

In addition to the duties listed below, the chapter president is a representative on the state organization executive board.

Chapter President shall:

- (1) act as presiding officer at regular and called meetings and direct the activities of the Organization.
- (2) act as chairman of the respective executive board.
- (3) appoint a parliamentarian from the membership.
- (4) appoint standing and special committees.
- (5) approve payment of all expense claims.
- (6) approve publications.
- (7) fill by appointment all vacancies in office.
- (8) represent the Society at meetings, conferences, and other events.
- (9) take action, with the advice and approval of the respective executive board, on matters which

cannot be deferred until the next meeting.

- (10) serve, ex-officio, on the respective levels in the process of budget development and supervision of finances.
- (11) reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.

First Vice-President shall:

- (1) serve as presiding officer in the absence of the president and, in the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of officers.
- (2) perform such other duties as the president or the executive board shall assign to her.

Second Vice-President shall:

- (1) serve as presiding officer in the absence of both the president and the first vice-president and, in the event of the resignation or death of either the president or the first vice-president, shall succeed to the office of first vice-president and serve until the next regular election of officers.
- (2) serve as yearbook chairperson and perform other such duties as the president or the executive board shall assign to her.
- (3) keep a record of chapter activities of the chapter including news reports and pictures.

Recording Secretary shall:

- (1) keep minutes of each meeting and furnish the president with a copy of such minutes.
- (2) serve as secretary to the executive board.

Treasurer shall:

- (1) receive and pay out all moneys belonging to the chapter
- (2) keep an accurate account of receipts and expenditures
- (3) maintain a record of receipts, bills, canceled checks, and bank statements
- (4) present a report at each regular meeting
- (5) file required tax reports
- (6) submit for annual audit the accounts of the organization
- (7) serve as an ex-officio member on the executive board
- (8) serve ex-officio in the process of budget development and supervision of finances
- (9) maintain an accurate and current membership roster

Parliamentarian shall:

- (1) be appointed by the president and serve without a vote.
- (2) act as an advisor to the officers and members in matters pertaining to interpretation of the Constitution and to parliamentary usage. Robert's Rules of Order Newly Revised (current edition) shall govern chapter proceedings.

Section D. Election and Term of Office

1. The chapter officers shall be elected in even-number years, at which time the treasurer shall be appointed by the president and executive board.
2. The term of each elected officer shall be two years or until a successor is named. No officer except the treasurer may serve in the same office longer than two terms in succession.
3. An ad hoc committee of at least three members from the Society Business Committee will present a slate of officer nominations biennially.
4. Officers shall take office on July 1 following their election.
5. Election of officers shall be held biennially at the spring meeting.

Section E. Vacancies

In the event that a member holding an elective or appointed 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 and the executive board.

ARTICLE VII BOARDS

Executive Board

The members of the executive board shall be the elected officers of the chapter and the immediate past president and such other members as designated. The treasurer and the parliamentarian shall be ex-officio members. If the treasurer is paid for services, she serves without a vote.

Duties of the executive board:

- a. approves the treasurer (appointed by the president) for the biennium.
- b. acts in matters requiring immediate action and decision.
- c. recommends policies and procedures for consideration by members.
- d. establishes rules for budget development and approval and for the supervision of chapter finances
- e. appoints chapter committees with representation of all members.

Meetings of the executive board:

- a. The chapter executive board may be held in person or through electronic communication, or both ways, as long as all members may simultaneously engage in the meeting or business as determined by their situational needs.
- b. The executive board shall meet at least twice yearly.
- c. A quorum shall be a majority of the present voting members of the board.

ARTICLE VIII COMMITTEES

Section A. Committee Structure

1. The chapter shall be responsible for any state organization and/or chapter duties represented by the international committee descriptions, Article VIII, Section B., and Section C.
2. The chapter may establish standing committees to carry out these duties as well as special committees when needed. All committees shall be appointed by the president, with approval, of the executive board.
3. Reports of the work of the chapter shall be prepared on forms supplied by International Headquarters and submitted to the persons designated on the forms.
4. The president serves as ex officio on all committees except nominations.
5. In the event of an emergency, or task needing immediate attention, the executive board shall be assigned to facilitate the work needed.

Executive Board: (15 members)

1. To be composed of the officers and committee chairs
2. To meet at least twice a year
3. To determine the strategic goals for the biennium
4. To determine the following:
 - dates of meetings
 - program focus for each meeting
 - hostesses
 - committee members
 - locations of meetings
 - number of meetings

Finance Committee: (4)

1. To be headed by chapter treasurer (include fundraising chair and scholarship chair)
2. To meet prior to the first meeting of the year to prepare a yearly budget including:
 - convention project
 - fundraising ideas
 - charities
 - scholarships and grants
3. To present budget at first meeting for approval by majority of members present
4. The treasurer shall on behalf of the Finance Committee:
 - Submit an info article for each newsletter

EEC Committee: (5)

1. To be headed by first vice president
2. To contribute to the program schedule for the year
3. To include at least once a year:
 - Schools for Africa
 - World Fellowship
 - Law and Policy/Legislative\
 - NC DKG Educational Foundation
4. To include an information article for each newsletter
5. To incorporate a way to collect money for donations to specific programs

Membership Committee: (3)

1. To be headed by 2nd vice president
2. To encourage new member names from members
3. To meet with prospective members
4. To do a new member orientation
5. To induct new members
6. To investigate reinstating lost members
7. To hold a membership celebration each year
 - To recognize years 20, 30, 40, 50, 60
 - To recognize <10 years with cords
8. To solicit a sister to update the yearbook annually

Communications Committee: (5)

1. To be headed by the newsletter editor
2. To submit at least 4 newsletters per year
3. To include the webmaster and facebook editors
4. To submit a sister/sister list each year to include new members
5. To procure a sister to be one to share info/ send cards/letters
6. To procure a sister to be leader of publicity assignments
7. To draft / submit a publicity strategy plan for the biennium
8. To create new brochures/pamphlets as needed

Nominations Committee: (3)

1. To meet each year in the winter
 - Year 1: to begin to meet with members to encourage them to accept offices
 - Year 2-to finalize officers for next biennium
2. To install new officers every even year (2020/2022 etc. in the spring

Fundraising Committee: (3)

1. To determine fundraising goals and initiatives
 - Wreaths
 - Badges & badge holders
 - Vests and cardigans
2. To set pricing guides for initiatives
3. To determine strategies to accomplish fundraising
 - Work with wreaths and local tree farms
 - Work with local printing company re: badges, badge holders, vests, cardigans, etc.

Scholarship Committee: (4)

1. To review guidelines
2. To determine number and amount of each with finance committee
3. To determine scholarship winners:
 - Distribute info and applications to schools and chapter
 - Review applications
 - Make selections
 - Present to chapter for voting
 - Appraise treasurer of necessary info
 - Encourage winners to attend meeting
4. To gather info for newsletter:
 - Chair contributes article to newsletter each time
 - Solicit news item from scholarship winner(s) for each newsletter

Rules Committee: (3)

1. To meet yearly to review/revise current rules and bylaws
2. To present changes to chapter for vote prior to March 1
3. To give updated rules to president and webmaster to post
4. To stay abreast of state and international changes

Beginning Teacher Committee: (3)

1. To determine specific activities to impact beginning teachers
2. To contact Asheville City and Buncombe County Schools as needed
3. To determine dates, etc.
4. To execute plan
5. To take pictures and write article for our newsletter, local papers, NC DKG newsletter

Chapter Achievement Committee: (7)

1. To be headed by immediate past president
2. To be membered by all past presidents and presiding president
3. To download form early in year and begin collecting info each month/meeting
 - Recruit, assign, and encourage members to complete specific sections
4. Meet in winter to determine points on form and other info needed
5. Meet in February to finalize and upload the completed form
6. Send form to president who will send to regional director before March 1
7. To submit an article for each newsletter re: how to get points, how everyone can help, etc.

Special Projects Committee: (4)

1. To procure an entry submission to international art gallery
2. To determine ways we can be involved with community outreach
3. To submit program ideas to executive board
4. To develop chapter mentoring projects
5. To investigate and submit ideas for volunteer opportunities

ARTICLE IX AREAS OF ACTIVITY

Section A. Meetings

1. Regular meetings are meetings where chapter business is conducted. At least four regular meetings of the chapter per year shall be required. Other meetings/excursions may be scheduled.
2. Chapter business shall be conducted by a majority vote, a quorum being present.
3. Chapter meetings may be held in person or through electronic communication, or both ways, as long as all members may simultaneously engage in the meeting or business as determined by their situational needs.
4. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action.
5. Ratification of mail or electronic voting must be made at the next in person meeting, such as membership candidates.
6. No proxy voting is allowed.
7. Reports requested for state organizations and chapters shall be submitted in the format specified by Society.

Section B. Publications

The chapter president shall approve publications; newsletters (4 times a year), a yearbook and other studies of local interest that may be published and circulated.

Section C. Electronic Communications

1. The chapter may establish and maintain various types of electronic communications to facilitate meetings and to communicate with members as long as all members may simultaneously engage in the meeting or business as determined by their situational needs.

ARTICLE X FUNDS

The funds of the chapter shall be known as:

1. The Operating Fund:
 - a. requires a budget available for chapter expenses and distribution.
 - b. includes money for local and state scholarships.
2. Annual Dues and Fees
 - a. Annual dues for active and reserve members should be set by Alpha Phi biennially.

ARTICLE XI DISSOLUTION

Chapter dissolution

- A. Before a chapter is dissolved, the approval of the State Executive Board must be obtained.
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- C. Any remaining funds in the chapter account shall be sent to the state treasurer for state or international projects.
- D. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state archives and made available for use.
- E. The chapter charter must be returned to the state to be forwarded to the International Headquarters.
- F. Reuse of the Greek name will occur in accordance with NC DKG State rules/bylaws.

ARTICLE XII AMENDMENTS

Amendments to Alpha Phi Standing Rules

- A. Standing rules shall be reviewed every two years by an ad hoc committee of the Society Business

committee. Changes or amendments entertained during a meeting will be voted upon in accordance with the current Robert's Rules of Order.

- B. All proposed amendments shall be published at least one month prior to voting.
- C. An approval of an amendment requires a quorum.
- D. The adopted amendment will take effect immediately upon adoption; all members will receive hard copies/electronic copies of updated rules.
- E. Chapter rules shall be amended automatically by the chapter rules committee to comply with the *Constitution, International Standing Rules and the NC State Organization Bylaws and Standing Rules*. Automatic updates shall be published in the Chapter Newsletter.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Alpha Phi Chapter of NC DKG shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, NC DKG State Bylaws and Standing Rules, and the Alpha Phi Chapter Rules.

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