

Approved \_\_\_\_\_

**STANDING RULES  
of  
BETA CHAPTER  
DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
VIRGINIA, IOTA STATE ORGANIZATION**

The following constitutes the **Standing Rules of Beta Chapter**, revised 2005, in conjunction with **Standing Rules, Virginia, Iota State Organization, revised 2003**, and **International Standing Rules of The Delta Kappa Gamma Society International, revised 2004**

**These chapter rules are a local addendum to the Rules of the International Society and Iota State, which take precedence over chapter rules.**

**MEMBERSHIP.**

- A. Active members are expected to attend regularly scheduled meetings and to RSVP to the Telephone Committee contact.
- B. A written record of attendance will be maintained by the Recording Secretary and submitted annually to the Membership Committee.
- C. Members who change addresses are individually responsible for notifying the chapter secretary, chapter treasurer, Iota State Executive Secretary, and International Executive Coordinator.

**OFFICERS.**

- A. Chapter officers, elected biennially, will be the following: president, first vice-president, second vice-president, recording secretary, and corresponding secretary.
- B. The treasurer will be appointed by the executive board each biennium. The position of treasurer, being a non-paid position, is a voting member of the executive board.
- C. A parliamentarian may be appointed by the president but is not considered a voting officer.
- D. Chapter officers will be elected by written ballot by March 1 of even-numbered years, and a simple majority shall elect. If there is but one nominee for an office, the election may be by voice vote.
- E. Officers may be installed at any meeting held in April, May or June. New officers assume their duties on July 1 of the new biennium.

- F. In addition to the duties of these officers as specified in the **CONSTITUTION** and **International Standing Rules, as well as Iota State Constitution**, the president will:
1. Plan to attend any leadership development seminars offered primarily for incoming presidents and officers.
  2. Notify the state president when she is unable to attend Iota State meetings at which her presence is required and to give the name of the member who will attend as her designee.
  3. Submit a history of her biennium by July 1 to the Chairman of the Iota State History Committee and the Chapter recording secretary for filing with official chapter records.
  4. Serve as a member of the Ellinor G. Preston Coordinating Council Board.
  5. Prepare and mail official invitations for chapter membership.
  6. Assign additional duties to other officers as needed.
  7. Fill by appointment any vacancies in office which occur after general elections.

#### **CHAPTER EXECUTIVE BOARD.**

- A. The Executive Board consists of the following members: president, first vice president, second vice president, recording secretary, corresponding secretary, treasurer, and immediate past president. The parliamentarian is an ex-officio, non-voting member of the executive board.

A simple majority of the Executive Board will constitute a quorum at its meetings.

#### **MEETINGS.**

- A. Beta Chapter will meet a minimum of six (6) times per year. Upon recommendation of the executive board, an Iota State meeting, area conference, or joint meeting with another chapter(s) can be considered a chapter meeting.
- B. A quorum for the conduct of official business is a majority of chapter members present.
- C. The program committee, headed by the first vice president and with the approval of the executive board, will arrange meeting dates, locations, and topics of programs for chapter meetings. Meeting dates and programs should be announced at or before the September meeting.

## DUES AND FINANCES.

- A. Chapter dues is an amount recommended by the finance committee and approved by the chapter.
- B. Annual dues (chapter, state, and international) must be received by the treasurer by October 31, on which date the treasurer will notify the president of any non-paying members. **In accordance with the Constitution of The Delta Kappa Gamma Society International, a member who has not paid current dues by November 1 will be immediately dropped from membership and notified thereof in writing. Such action must also be reported to the Iota State Treasurer. Any member requesting transfer into another chapter must have the annual dues paid by October 31.**
- C. The finance committee recommends an annual budget to the Executive Board by August 1. Upon approval by the Executive Board, the budget will be submitted to the membership for its approval at the September meeting. The treasurer is authorized to pay invoices for budgeted items; however, any requests for expenditures outside the current budget must be submitted for approval to the finance committee and executive board.
- D. The chapter budget will include travel expenses of the president or her designee at official meetings. Travel reimbursement will be at the same rate as IOTA State. Expenses of other chapter members attending official meetings will be reimbursed as budgeted.
- E. A president=s pin, which is presented to each president at the June meeting of the first year of her biennium, is a required budget item.
- F. All invoices for the current fiscal year should be submitted to the treasurer for payment and/or reimbursement by June 1.
- G. The treasurer=s accounts will be audited at the close of each fiscal year.

## COMMITTEES.

### A. GENERAL PROCEDURES:

- 1. The president names the chair and fills the remaining positions on each committee (excluding Nominations Committee) as soon as practicable after her election. Each chapter member should be given the opportunity to serve on at least one committee.
- 2. Committees should submit written updates (as appropriate) to the recording secretary. A written annual report is due June 1 of each fiscal year.

3. Special and/or ad hoc committees can be appointed at the discretion of the president.
4. The president is an ex-officio member without vote of all committees **except the Nominations Committee.**
5. All committees consist of at least three members appointed by the president, unless otherwise stated in these Rules.

**B. STANDING COMMITTEES FOR SOCIETY BUSINESS:**

1. **FINANCE.** Based on requests and recommendations of officers and committees, the Finance Committee prepares an annual budget, which in turn will be voted upon by the membership at the September meeting. Along with the appointed members, the president and treasurer are members (ex-officio) of the Finance Committee.

The Finance Committee continually reviews finances of the chapter and makes any recommendations regarding dues and any other assessments.

2. **MEMBERSHIP.** The Membership Committee is chaired by the second vice president. Specific duties of the committee are as follows:
  - a. Encouraging members to recommend key women educators as candidates for membership in the Society.
  - b. Reviewing qualifications of women who have been recommended for membership, abiding by the Ellinor G. Preston Coordinating Council procedures for determining eligibility of candidates.
  - c. Presenting names and credentials of qualified candidates for membership to chapter members at a regular meeting, one month in advance of the proposed vote.
  - d. Conducting the voting by the membership by written ballot.
  - e. Assisting the president in sending invitations to candidates and in maintaining a record of responses.
  - f. Informing the Orientation and Initiation Committee of candidates for induction into the Society.
  - g. Keeping an up-to-date file of biographical data on members.
  - h. Submitting an annual necrology report to the Iota State membership chairman, Iota State president, chapter president, and committee files.
  - i. Initiating contacts with members who are absent at meetings and presenting any resignations to the membership.
3. **NOMINATIONS.** The Nominations Committee is comprised of three members elected by the membership. **This committee has no ex-officio members.** The duties of this committee are as follows:

- a. Electing its chair from among the committee membership.
  - b. Soliciting recommendations from members for chapter officers and presenting to the membership in even-numbered years a slate of one candidate for each elective office and three members for the Nominations Committee.
  - c. Printing ballots, conduct voting prior to the March meeting.
  - d. Informing the Iota State President and Iota State Executive Secretary of new officers by March 1, as specified in **Iota State Standing Rules**.
  - e. Conducting an installation ceremony prior to June 30 of the biennium.
4. **ORIENTATION AND INITIATION.** The Orientation and Initiation Committee works with the Membership Committee in orienting initiates to the goals and purposes of the Society. This committee is responsible for each year=s initiation ceremony.
5. **HISTORY/ARCHIVES.** The History/Archives Committee is responsible for maintaining a historical history of chapter activities, which should include, but not be limited to, taking photographs and/or making videos, clipping articles from the media relating to accomplishments of members, and maintaining an appropriate display of such chapter history.
6. **TELEPHONE.** The Telephone Committee provides contact persons for the general membership. Members of this committee are responsible for the following duties:
- a. Reminding members of upcoming meetings or other special activities.
  - b. Informing members of illness, death, or bereavement within the membership.
  - c. Serving as a contact for RSVPs to membership activities and relaying information from members about expected absences.
7. **SOCIAL.** The Social Committee shall arrange for refreshments and/or meals, decorations, or other requirements of a social nature as needed or requested by the program committee or president.

**C. STANDING COMMITTEES FOR PROGRAM OF WORK:**

1. **Program.** The first vice president is the chair of the Program Committee. The chairs of the Music, Personal Growth and Services, Research, and Professional Affairs committees are its other members.

The **Program Committee** is responsible for programs which address one or more of the Society=s seven purposes. Each year this committee should plan one program designed to re-orient members to the ideals, goals, and history of the Society. Programs should also relate to the current international theme, stimulate thinking, and encourage maximum participation by chapter members.

2. **Music.** The Music Committee provides for music at meetings and for special occasions and functions and encourages the integration of music written specially for the Society into chapter activities.
3. **Personal Growth and Services.** The Personal Growth and Services Committee provides direction for personal growth and improvement of quality of living for members, while at the same time focusing on personal and chapter service.
4. **Professional Affairs.** The Professional Affairs Committee develops an action program which encourages mutual respect and cooperation within the profession and promotes women in education. The committee reviews applications and recommends the recipient of the annual Frances N. Wimer Recruitment Grant.
5. **Legislation.** The Legislation Committee encourages members to be informed about legislation related to education and the status of women educators and to get involved in the legislative process.
5. **Research.** The Research Committee encourages members to understand and apply the results of research projects that relate to the Society's purposes. This committee also provides the membership with general information regarding research opportunities and monies available for research through Iota State and the International Society as well as the application processes required.

#### **D. STANDING COMMITTEES FOR EDUCATIONAL SERVICES:**

1. **Communications.** The Communications Committee serves as the major public relations arm of the chapter with the following responsibilities:
  - a. publishing a chapter newsletter at least four times per year or as deemed advisable by the president.
  - b. mailing a copy of each newsletter to **Iota State President, Iota State Executive Secretary, Iota State Communications Chairman, Iota State Editor, and Ellinor G. Preston Coordinating Council chairman.**
  - c. publicizing in the local media (as well as Society media) chapter activities and accomplishments of members.
  - d. preparing and distributing the annual chapter yearbook and sending **three** copies to the Iota State Executive Secretary.
3. **Scholarships.** The Scholarships Committee promotes interest among members in scholarships and continued education opportunities by:
  - a. informing members of scholarships and fellowships available through Iota State and the Delta Kappa Gamma Society International;
  - b. apprising members of scholarship and fellowship requirements;

- c. notifying members of various deadlines for scholarship and fellowship applications and assisting members in obtaining necessary applications.
4. **World Fellowships.** The World Fellowship Committee encourages interest in world fellowships activities and encourages contributions to the World Fellowship Fund that assists women educators who do not live in the United States or Canada and who are not members of the Society. This committee is responsible for a chapter fund-raising project to benefit the World Fellowship Fund.

#### E. **AD HOC COMMITTEES.**

Ad hoc committees may be appointed by the president, as needed, to accomplish special activities of the chapter. After submitting its final report, each *ad hoc* committee will be dissolved.

#### **CHAPTER RULES.**

An *ad hoc* Rules Committee should be appointed periodically by the president to review chapter rules and to make any recommendations for change so that they may conform to current International and IOTA State rules.

**Amendments to chapter rules and new rules** are adopted by a majority vote of chapter members present. The recording secretary is responsible for filing a copy of the Rules and keeping copies of them available for distribution.