

ZETA ZETA BYLAWS STANDING RULES, 2008-2010

ARTICLE 1 NAME

- 1.0 The name of this chapter shall be Zeta Zeta, Chi State Organization, Area III, Delta Kappa Gamma Society International.
- 1.01 Zeta Zeta Chapter was founded October 1, 1961.

ARTICLE II PURPOSES

- 2.0 The Purposes of Zeta Zeta Chapter shall be the seven Purposes of Delta Kappa Gamma Society International and those of the Chi State Organization.
- 2.01 Zeta Zeta Chapter is dedicated to the Delta Kappa Gamma International Mission Statement which is to promote professional and personal growth of women educators and excellence in education.

ARTICLE III MEMBERSHIP

- 3.0 “Membership is in accordance with the Constitution, Article III and the International Standing Rule Section III. The chapter has full authority for the administration of membership.”
- 3.01 Active members shall be women who are employed in educational work at the time of their election and have had three or more years of experience as professional educators, or have been retired from an educational position no more than two years. They shall participate in the activities of the Society.
- 3.02 Membership is by invitation only.
- 3.03 An orientation of prospective members is provided prior to initiation through attendance at two meetings, and receiving documentation upon initiation.
- 3.04 The Initiation is held in the spring and/or fall and is planned and conducted by the Nominations/Ceremony committee.

ARTICLE IV FINANCE

- 4.0 Financial matters are in accordance with the Constitution, International Standing Rules and Chi State Bylaws.
- 4.01 Chapter dues are determined annually by the Executive Board at the August meeting.
- 4.02 Chapter assessments are for a special project and for one year only.
- 4.03 Chapter assessments shall be determined annually by Chapter vote at a regular Chapter meeting. (Reserve members do not pay assessments.)
- 4.04 Annual Chapter, State, and International dues and fees shall be collected by the Treasurer. This is done in harmony with the superior documents.
- 4.05 A budget is developed by the Treasurer, and overseen by the Finance Committee. The budget is approved by the membership at a fall meeting.

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- 4.06 An audit will be conducted annually by the Finance Committee.

ARTICLE V ORGANIZATION

- 5.01 Zeta Zeta Chapter shall govern the conduct of business in a manner consistent with the Constitution, International Standing Rules, Chi State Bylaws, Chi State Standing Rules and the Zeta Zeta Chapter Rules.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

- 6.0 Zeta Zeta Chapter elected officers are President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. A Parliamentarian is appointed by the President.
- 6.01 Officers are elected in even-numbered years in April and serve for two years. Installation is in May or September.
- 6.02 The election and Installation is conducted by the Nominations/ Ceremony Committee.
- 6.03 Zeta Zeta Chapter Treasurer shall submit for annual audit financial review the accounts of the organization.
- 6.04 The duties of officers are described in the International Constitution and Handbook.
- 6.05 President may assign such other duties as needed to carry out the work of the chapter.
- 6.06 The President or designee shall attend meetings called by the Area Director.

ARTICLE VII EXECUTIVE BOARD

- 7.0 Zeta Zeta has an Executive Board with elected officers. Voting members are elected by the membership. (See Article VI, 6.0). In some cases positions can be held by two people, creating a co-position.
- 7.01 Other members, such as Committee Chairpersons, may be added but are ex-officio members, without vote.
- 7.02 The Executive Board functions according to the Constitution, Article 7, Section C.

ARTICLE VIII COMMITTEES

- 8.0 Zeta Zeta Chapter has the following Committees:

Society Business Committees:

- Finance (There are at least four members and the Treasurer on this committee.)
- Membership
- Nominations/Ceremony (Installation & Initiation)

Educational Services:

- Communications
- Scholarships & Awards (Members), & Tuition Grants

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World Fellowship

Program of Work

Personal Growth and Service

Professional Affairs/ Research

Music and Other Ceremonies (Ceremony of Remembrance)

Hospitality

- 8.01 Each committee shall have a Committee Chairperson, who serves as a liaison between the Executive Board and the Members at Large.

ARTICLE IX MEETINGS

- 9.0 Zeta Zeta has a least four meetings a year.
- 9.01 Elections are in April every two years.
- 9.02 Installation/Initiation is in May and/or fall.
- 9.03 Recruitment/Tuition Grants are awarded in April.
- 9.04 The requirement for a quorum is 51%.

ARTICLE X AMENDMENTS

- 10.0 An amendment of Zeta Zeta Rules shall be voted upon by members at a chapter meeting with a quorum present.
- 10.01 51% voting in favor of proposed amendment shall be considered passing.

ARTICLE XI PARLIAMENTARY AUTHORITY

- 11.0 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.
- 11.1 Past President serves as Parliamentarian for our chapter, and is invited to attend all chapter meetings and Executive Board Meetings.