

**The Delta Kappa Gamma International
Chi State
Zeta Zeta Chapter Rules**

ARTICLE I - Name

The name of this organization is the Zeta Zeta Chapter of The Delta Kappa Gamma Society International, **DKG California State Organization**, Area III chartered on October 1, 1961.

ARTICLE II - Purposes

1. The Chapter is dedicated to fulfilling the seven Purposes of The Delta Kappa Gamma Society International as stated in the *Constitution*.
2. The Chapter is dedicated to fulfilling the International Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

ARTICLE III - Membership

1. Invitation

Qualifications for Active, **Reserve**, Honorary, and **Collegiate** membership are as stated in *The Constitution of The Delta Kappa Gamma Society International*.

2. Classification

2.1 An Active member shall be a woman who is employed as a professional educator or has been retired from an educational position. An active member shall participate in the activities of the Society.

2.2 A Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the Chapter because of physical disability and/or geographic location.

2.3 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. This member does not have to live in the Chapter area.

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.

3. Election

3.1 The Membership Committee shall present the names of qualified candidates for membership at a Chapter meeting: give a brief **statement of each candidate's qualifications** and how they will fit into Chapter parity.

3.2 Voting shall be by secret ballot requiring approval of a majority of the ballots cast.

3.3 Invitations to those elected to membership may be emailed, mailed or hand delivered by the Membership Chairman **within 7 days following** election.

4. Orientation

4.1 All those who accept the invitation to join the Chapter will be asked to an orientation meeting to acquaint them with the advantages and responsibilities of membership in The Delta Kappa Gamma Society International.

4.2 The orientation is the responsibility of the Chapter officers and the Membership Committee.

4.3 Orientation is given **prior to the induction**.

4.4 The initiate shall attend the orientation meeting with the sponsor and/or chapter member.

5. Induction

5.1 **Induction** will be held at a location suitable for the ceremony.

5.2 The Ceremonies Committee will be responsible for the arrangements and conduct the ceremony.

5.3 Sponsors of the initiate should be responsible for: a) seeing that the initiate is present, b) introducing her to others, and c) making her feel a part of the group.

5.4 The Ceremonies Chairman will store the **induction** paraphernalia.

5.5 The Chapter will provide key pins to new initiates during the ceremony.

6. Transfers

Transfer members are accepted without a vote and may become part of the Chapter at any time.

7. Termination of Membership

7.1 Membership may be terminated for non-payment of dues **by International** or by resignation.

7.2 Resignations must be accepted by the Chapter and recorded in the minutes.

8. Reinstatement

Former members shall be reinstated to membership by the Chapter receiving the request without a vote.

9. Membership Records

9.1 The Membership Committee, **with the assistance of the Treasurer(s)**, shall maintain membership records in perpetuity.

9.2 During each biennium, members will update their biographical profile sheets **as needed**. **Copies** will be kept by the President and Historian.

ARTICLE IV - Finance

1. Dues and Fees

1.1 The **current** dues and fees of **\$90 (made out to DKG-ZZ)** shall be determined by each annual budget.

1.2 Dues are payable to the Chapter Treasurer **by June 30**. On **November October 1**, members shall be dropped for non-payment of dues.

2. Assessments

Assessments may be established to defray expenses for specific purposes if agreed upon by a majority of those present at a regular meeting.

3. Other Income

Income raised through fundraiser(s) **may** be used for specific purposes if agreed upon by a majority of those present at a regular meeting.

4. Budget

4.1 The annual budget shall be prepared by the Finance Committee with the Treasurer(s) serving as an ex-officio member of the group.

4.2 The Chapter shall budget expenses to the **DKG California State** Convention for the Chapter President(s).

4.3 The Chapter budget shall be presented to the Chapter Executive Board for approval prior to the general membership vote.

4.4 The budget shall be presented for approval by members at the first Chapter meeting following the Finance Committee meeting.

4.5 The President(s) and Treasurer(s) shall sign all Chapter checks. *(Some Chapters require 2 signatures, but have 3 on the signature card in case someone is out of town.)*

5. Audit

5.1 The Chapter Executive Board shall provide for an annual audit of the books.

5.2 This audit shall be completed by July 31 and a report submitted to the Chapter at the first meeting in the fall.

5.3 The President(s) **will** appoint a minimum of two members to meet with the Treasurer for the audit. One of those members shall be the Chairman of the Chapter Finance Committee

6. Donations

Monies received through undesignated donations shall be used as determined by a majority of members present at a regular meeting.

7. Fundraising

7.1 Dues and fees shall cover operating expenses.

7.2 Funds may be raised for other purposes, including recruitment grants, scholarships, or THAT awards.

Article V - Organization

Zeta Zeta Chapter shall govern the conduct of its business as stipulated in the *Constitution of The Delta Kappa Gamma Society International, International Standing Rules, the Bylaws of DKG California State, and the Zeta Zeta Chapter Rules.*

ARTICLE VI - Officers

1. Chapter Officers

- 1.1 Chapter officers, all of whom must be members of the Society, shall be elected: President(s), First and Second Vice-President(s), Recording Secretary(s), and Corresponding Secretary(s).
- 1.2 The President(s) appoints the Treasurer(s) and Parliamentarian.

ARTICLE VII - Society Business

1. Nominations

~~1.1 The Nominations Committee shall be elected at the same time as officers of the chapter.~~

1.1 The President(s) shall appoint the Chairman of the Nominations Committee.

1.2 The Nominations committee shall report on a slate of officers at the February meeting in even numbered years.

1.3 Election of officers and the Nominations Committee shall be held no later than April so that the incoming President(s) can attend the DKG California State Convention in May.

2. Elections

2.1 Election shall be in even-numbered years and shall be for a term of two years.

2.2 No officer, except the Treasurer, shall serve in the same office for longer than two terms in succession, if at all possible.

3. Duties of Officers

3.1 The duties of officers are described in The International Constitution.

3.2 The First Vice President(s) in charge of Membership (with the help of the Treasurer) shall be responsible for assisting with the Chapter Yearbook.

3.3 The Second Vice President(s) in charge of Programs shall serve as Chairman of the Program Committee.

3.4 The President/Historian shall send a communication newsletter/bulletin via e-mail prior to each meeting reminding the members of the date, location, program and other items of interest concerning the upcoming meeting.

3.5 The President(s) shall take action, with the advice and approval of the Executive Board, in matters that cannot be deferred until the next meeting.

3.6 The President(s) shall attend meetings called by the Area Director.

3.7 The President(s) shall fill by appointment all vacancies with approval of the Executive Board.

3.8 The Treasurer(s) orders the President's pin. The pin is presented to the President at the installation of Officers meeting.

3.9 The Corresponding Secretary shall send cards, letters, flowers etc. when appropriate or asked to do so by the President(s).

ARTICLE VIII: Executive Board

1. Executive Board Membership

The Executive Board membership shall be comprised of the elected Officers of the Chapter, the Treasurer(s), and Immediate Past President(s), (Parliamentarian). ~~shall serve as members ex officio, the Parliamentarian without vote, the Treasurer(s) with a vote if not being paid for her services.~~

2. Duties

The duties of the Chapter Executive Board include the following:

~~2.1 To select the Treasurer for the biennium.~~

2.1 To select an At-Large Member for the biennium (*optional*).

2.2 To act in matters requiring immediate action and decision.

2.3 To recommend policies and procedures for consideration by the members.

2.4 To establish rules for budget development and approval and for the supervision of Chapter finances.

2.5 The Executive Board shall meet at least twice a year, the quorum being a majority of voting members of the board.

ARTICLE IX : Committees

1. Standing Committees

This Chapter's Committees consist of: Chapter Rules, Finance, Membership, Nominations, Chapter History (Historian), Educational Excellence/ Programs, Visual and Performing Arts (Music /Art) Committee, Ceremonies, Communications, Educational Law,/Policy (Legislation), Scholarship, Awards, & Tuition Grants, Global Awareness, and Hospitality.

2. Duties of Committees

Society Business

2.1 Chapter Rules

The Chapter Rules Committee shall:

- a. Review and revise the Chapter Rules at least once a biennium
- b. Forward an electronic copy in Word of the revised Chapter Rules to the DKG California State Bylaws, Planning and Procedures Committee .

2.2 Finance Committee

The Finance Committee shall:

- a. Be responsible for setting dues and fees with the approval of the membership
- b. Develop the annual budget

- c. Make reports and secure the annual audit

2.3 Membership Committee

The Membership Committee shall:

- a. Develop a **Chapter** plan for membership recruitment
- b. Seek prospective members
- c. Conducts voting
- d. Be responsible for **Orientation and Induction**
- e. Encourage participation by all members.
- f. **Assist with** the Necrology report.
- g. Annually maintain current biographical data of all Chapter members, **and send copies as available to Historian.**
- h. **Maintains name tags**

2.4 Nominations Committee

The Nominations Committee shall:

- a. Be comprised of three (3) members. One of the three shall be a past President. **The other two shall be appointed by President(s)**
- b. This committee shall present a new slate of officers and nominations for the next Nominating Committee in even-numbered years at the February meeting.

2.5 Chapter History Committee- Historian

- a. Keeps Chapter scrapbook
- b. Takes pictures

Society Mission and Purposes

2.6 Educational Excellence/Program Committee shall be responsible for developing programs that align with the Seven Purposes of our society.

2.7 Visual and Performing Arts (Music /Art) Committee shall be responsible for the music at meeting, **installation / induction ceremonies**, as planned by the program committee.

2.8 Ceremonials Committee shall be responsible for set-up **and presentation at meetings for Induction** ceremonies as planned by the Program Committee.

Educational Services

2.9 Communications Committee

The Communications Committee shall:

- a. Be responsible for all Chapter Publicity in Chapter newsletters, local newspapers, and **DKG Connection**
- b. Shall develop, **print and distribute** an annual yearbook.
- c. Maintain chapter website

2.10 Educational Law/Policy Committee (Legislation)

- a. Adopts a legislator
- b. **Contacts Legislation representatives.**
- c. Communicates with the legislators and includes them as guest speakers
- d. Encourages participation in Legislative Study Sessions.
- e. Keeps members informed of pending legislation.

2.11 Scholarship/Awards/Tuition Grants

The Scholarship/Awards Committee shall:

- a. Keep members informed of all International, **DKG California** and Area scholarships available to them and the due dates.
- b. Publicize and award ~~recruitment~~ **Tuition grants**, and student teacher awards.

2.12 Global Awareness shall:

- a. Contact a World Fellowship recipient if she is enrolled locally.
- b. Make members aware of International programs - Schools for Africa and Early Career Educators (S.E.E.)
- c. **Collect and send in *Change for Change***

2.13 Hospitality Committee shall:

- a. **Greet people**
- b. **Make people feel welcome.**

ARTICLE X: Areas of Activity

1. Meetings

- 1.1 The Chapter **may** meet September through May of each academic year **with a minimum of four meetings.**
- 1.2 A quorum for conducting Chapter business shall be a majority of the members in attendance.
- 1.3 Active members are expected to attend regular meetings.
- 1.4 **Induction** is in spring and/or fall.

2. Conventions

- 2.1 The Chapter President(s), or designee, shall be the official representative of the Chapter at **DKG California** State Conventions.
- 2.2 Money shall be budgeted annually to defray the expenses of the President(s)' attendance at the **DKG California** State Convention.

3. Awards

- 3.1 The Chapter members shall ~~determine~~ **suggest** awards and special types of recognition.
- 3.2 **Chapter Awards shall be awarded by President(s)** as determined by the Chapter members.

4. Death of a Member or her Family (optional)

- 4.1 When a member of the Chapter passes away, a single rose will be presented to her family, **along with the Celebration of Life Program from the CA State Convention.**
- 4.2 When an immediate member of the family (including a mother or father) passes on, a card of sympathy will be sent **by the Chapter Corresponding Secretary(s).**

Article XI: Funds

1. General

The Treasurer(s) shall be responsible for making all deposits and keeping an account of all monies received and spent.

2. Checking Account

2.1 The account shall be maintained at a FDIC bank, as determined by the Finance Committee.

2.2 Two signatures shall be required on all checks. Signatures on file shall be those of the President(s), ~~the Vice President,~~ and the Treasurer(s).

2.3 An audit shall be done annually.

ARTICLE XII: Revision of Chapter Rules

1. Amendments

1.1 Any member of the Chapter may propose amendments to these rules.

1.2 **Three** "official" copies of these Chapter Rules shall be kept up to date; one in the President(s) files, one in the Recording Secretary'(s) file., **and one by the Parliamentarian.**

1.3 A copy of the updated Chapter Rules shall be sent to the **DKG California** State Bylaws Committee for review.

1.4 The Chapter Rules committee shall be responsible for updating the Chapter Rules when there are additions, amendments or deletions.

2. Notification

Members must be notified in advance of proposals that would increase dues or assessments.

3. Vote

Approval by a majority of the votes cast shall be required to amend these rules.

4. Revision of Chapter Rules

Revisions may be made as the Chapter deems necessary, by majority vote of those present at the meeting and may become effective immediately. A copy of the Zeta Zeta Chapter Rules/Bylaws will be posted on our Chapter Website, <www.dkg-zetazeta.org>

Article XIII: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern proceedings in all cases not provided for in the *International Constitution*, the *International Standing Rules*, **DKG California State Bylaws**, and these *Chapter Rules*.

Revision presented and approved: **May 2016 and revised July 2019.**
Submitted to DKG California State Bylaws Committee

Zeta Zeta Committee Members: Stephanie Brown-Myers, Peggy Ebersole, Kit King, Diana Sawin, and Terry Magnin. July 25, 2019