THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

ETA STATE

**Beta Delta Chapter**

**CHAPTER RULES**

**(Amended October 2019)**

**ARTICLE I**

**(Chapter Name)**

The name of this chapter is Beta Delta Chapter, of the North Carolina State Organization (formerly known as Eta State), of The Delta Kappa Gamma Society International.

The North Carolina State Organization may be abbreviated as NC DKG

**ARTICLE II**

**(Mission and Purposes)**

The mission of Beta Delta Chapter shall be to:

**1**. Promote the seven Purposes of the Delta Kappa Gamma Society International and those of the NC DKG State Organization.

**2**. Seek to make Beta Delta Chapter more visible and influential in educational endeavors on a nonpartisan basis.

**ARTICLE III**

**(Membership)**

Membership in Beta Delta Chapter shall be governed by the *Constitution* and the International Standing Rules. Beta Delta Chapter has full authority for the administration of membership.

**1**. The Chapter Membership Application shall be completed by the sponsor and returned to the membership chairman in November. The Membership Committee shall review the Chapter Membership Application and prepare to present the candidates’ names to the chapter membership. Active members and/or honorary members may be elected annually at the December meeting of the chapter by printed ballot. An individual becomes a member of the Society when she pays her dues.

**2**. Reserve membership is limited to formerly active members who are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. A member must request reserve status from the chapter in writing. Reserve status shall be granted by a majority vote.

**3**. Honorary membership is limited to women who are not eligible for active membership but who have rendered notable service to education or to women.

**4**. The membership year is July 1 – June 30. Termination of membership shall be for failure to pay chapter dues and fees or by member resignation.

**5**. Members shall be notified in writing before being dropped from the chapter roll. The names of members terminated, reasons and dates of termination shall be reported in a chapter meeting and included in the minutes. A record of all memberships terminated, including dates and reasons for termination, shall be reported to the Beta Delta Executive Board and to the NC DKG Treasurer (Form 18-A) by the chapter treasurer. All letters of resignation shall be filed with the chapter records.

**5**. Reinstatement of membership shall be in accordance with the *Constitution*.

The chapter treasurer shall report to the State Treasurer when a former member has been reinstated.

**6**. New member orientation shall be held not less than two weeks prior to the induction ceremonies. The president and the membership committee chairman shall plan this orientation. Members-elect will indicate in writing their acceptance to membership within seven days following orientation.

**7**. Induction ceremonies for new members shall be held on the date set by the Greensboro Coordinating Council.

**ARTICLE IV**

**(Finances)**

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

**1**. Beta Delta Chapter annual dues shall be $75.00 for active members, $23.00 for reserve members, and $30.00 for collegiate members, payable to the chapter treasurer between April 1 and June 30. For membership or reinstatement on and after January 1, the member shall pay one-half the international and state membership dues and the full scholarship fee.

**2**. Dues are distributed by the chapter treasurer as follows:

 Active Reserve Collegiate

 International $40.00 $20.00 $20.00

NC DKG $15.00 $ 2.00 $5.00

State Scholarship fee $ 1.00 $ 1.00

 Beta Delta Chapter $19.00 $ 0.00 $5.00

 Total $75.00 $23.00 $30.00

**3**. The Finance Committee shall make recommendations for changes in dues no later than March 1. Any proposal to change the amount of chapter dues and fees shall require a majority vote.

**4**. The Beta Delta Chapter Budget is developed annually by the chapter finance committee and presented for approval by the chapter membership at the first meeting of the fiscal year.

5. The Budget shall be subject to annual review and amendment, if necessary, by the Finance Committee and the Executive Board.

6. The Beta Delta President shall approve all expenses before they are sent to the chapter treasurer for payment.

7. The Finance Committee shall accept the selection of the auditors and review the annual audit. The audit report shall be presented to the Executive Board for information.

8. Items in the budget include

* Dues and fees
* Non dues revenue
* Chapter Expenses

-postage

-Bank Service fees

-Memorials

-Hospitality / Social

-Conference Expenses

-Committee Work and Programs

-Miscellaneous

* State and Local Expenses

-Headquarters Fund

-Coordinating Council

* Scholarships

-World Fellowship Fund

-State Scholarship Fund

-Anna Joyce Reardon Grant for Chapter Members

-Shaw-Lewis Grant for First Year Teachers

-Lynda Tamblyn Endowment Fund

* Projects

9. Monies generated from chapter fund raising event/s will become a part of the general fund and disbursed as needed.

10. State Convention costs for chapter president will be paid by the chapter, including mileage in accordance with NC DKG guidelines, full conference registration and half lodging.

11. An annual start-up balance of no less than $2,000 will be maintained.

12. Expenditures made by the chapter treasurer shall be reported to the membership at each meeting.

**ARTICLE V**

**(Organization)**

Beta Delta Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the *International Standing Rules* and the NC DKG Bylaws and Standing Rules.

**1**. Beta Delta Chapter Rules are consistent with the *Constitution* and the NC DKG Bylaws and Standing Rules.

**2**. Beta Delta Chapter retains membership in the Greensboro Coordinating Council. The chapter president is a member of the council. At least one other chapter member serves as a council officer on an established rotating schedule.

**3**. The Beta Delta Chapter President shall represent the chapter as a voting member of the NC DKG Executive Board.

**ARTICLE VI**

**(Officers and Related Personnel)**

**1**. The nominations committee of Beta Delta Chapter shall present biennially in even-numbered years at least one nominee for each of the following offices:

 President

 Vice-president

 Secretary

**2**. The chapter officers shall be elected by a majority vote at the February meeting of the chapter in even numbered years. Election shall be by ballot or may be by voice vote if there is only one nominee for an office.

3. The chapter president, vice president and secretary serve a two year term or until a successor is named.

**4**. The treasurer shall be selected by the executive board and may serve on a continuing basis.

**5**. The parliamentarian shall be selected by the newly-elected president and may serve on a continuing basis.

**6**. A US Forum Representative shall be selected by the newly-elected president and may serve on a continuing basis.

**7**. Officers shall perform duties as specified in the *Constitution*, the NC DKG Bylaws, and as authorized in the Beta Delta Chapter Rules.

In addition:

* The president shall serve as a member of the Greensboro Coordinating Council.
* The vice president shall serve as chairman of the Educational Excellence Committee.
* The recording secretary shall be responsible for updating chapter rules as policies are changed during business meetings.
* The treasurer shall order the president’s pin at the chapter’s expense and make it available for the installation of new officers.

**8**. As soon as the newly-elected president has appointed committees to serve during the biennium, she shall send a list of standing committee chairmen, with their addresses, to the state executive secretary. The name, address, and email address of the chapter’s US Forum Representative should be sent to the NC DKG US Forum Representative by July 1.

**ARTICLE VII**

**(Executive Board)**

**1**. The members of Beta Delta Chapter Executive Board shall be the elected officers, the immediate past president, and the chairmen of the standing committees. The treasurer is ex-officio “with vote” and the parliamentarian is ex-officio “without vote”.

**2**. The duties of the executive board shall follow those outlined in the *Constitution*.

**3**. The executive board shall meet at least twice annually. The board may meet at other times upon the call of the president.

**4**. A quorum is a majority of the voting members of the executive board.

**ARTICLE VIII**

**(Committees)**

**1**. Standing Committees shall be:

Society Mission and Purposes

1. Archives
2. Awards
3. Educational Excellence
4. Global Outreach
5. Induction
6. Membership
7. Scholarship
8. Social

Society Business

1. Communications
2. Finance
3. Nominations
4. Rules

**2**. All standing committee members and chairmen shall be appointed by the President.

**3**.The President is an ex-officio member of all committees except Nominations.

**4**.Beta Delta committees shall function in accordance with the *Constitution*, NC DKG Bylaws, and the Go-To Guide of the Delta Kappa Gamma Society International, latest edition. Reports requested at the state and international levels shall be submitted in the format specified by Society Headquarters.

**5**.Ad hoc committees shall be appointed by the President as needed.

**6**. Beta Delta Chapter

**Archives** *Responsibilities include maintaining our chapter scrapbook through pictures of chapter events, collecting articles about/by members, collecting chapter certificates and other artifacts, identifying a member to serve as historian, and presenting periodic programs about DKG and Beta Delta’s history to the membership.*

**Awards** *Responsibilities include establishing a structure by which the chapter recognizes members through awards, tributes, and/or recognition, working with the membership committee and president to honor 25, 30, 40, 50, 55, and 60 year members, and recommending members for NC DKG and/or International recognition.*

**Educational Excellence** *Responsibilities include planning chapter programs that support the chapter, state, and/or international themes, planning and coordinating Beta Delta’s beginning teacher support/service project, and preparing related reports to submit to NC DKG.*

**Global Outreach / World Fellowship** *Responsibilities include supporting and promoting the work of Beta Delta, NC DKG and International as it relates to grants, scholarships and outreach projects, and organizing Beta Delta’s Holiday Brunch/Auction with proceeds distributed in accordance with Beta Delta’s annual budget.*

**Induction** *Responsibilities include working with the Membership Committee to conduct orientation for prospective members, serving as the liaison between the chapter and the new inductees, and working with the Greensboro Coordinating Council on the Induction Ceremony.*

**Membership** *Responsibilities include encouraging members to submit recommendations for new members, presenting names of qualified applicants for chapter vote, conducting orientation of prospective members, conducting periodic reorientation for chapter members, encouraging members attendance at chapter meetings and events, keeping an up-to-date electronic file of biographical data of chapter members, working with the Communications Committee to publish a members’ yearbook, and preparing the membership report for NC DKG.*

**Scholarship** *Responsibilities include informing members of available NC DKG and International Society scholarship for graduate studies, publishing and distributing Beta Delta’s grant information for members and non-members, screening and presenting qualified applicants for chapter vote.*

**Social** *Responsibilities include preparing and providing at each meeting permanent nametags for chapter members, providing refreshments for special meetings and the prospective member orientation, maintaining contact with reserve and inactive members, sending cards to members during times of illness and loss of a loved one, and working with the Greensboro Coordinating Council on the Induction Ceremony.*

**Communications**  *Responsibilities include publishing and distributing the newsletter each quarter, submitting the newsletter to NC DKG including as annual report, submitting newsletter to other chapter presidents in the region, working with the Membership Committee to publish a members’ yearbook each biennium, organizing members into email, telephone, and mail networks in order to distribute news and reminders, creating and maintaining a chapter website, and identifying two members to serve in the primary roles of Newsletter Editor and Web Master.*

**Finance** *Responsibilities include preparing a budget, conducting periodic audits of the chapter’s financial records, and submitting reports to NC DKG.*

**Nominations** *The Nominations Committee shall be composed of three members, each serving a term of four years. The terms shall overlap, with two members appointed in one biennium and one member in the alternate biennium. The committee shall present its report for action at the February meeting in even-numbered years and nominate members to fill vacancies should they occur during the year.*

**Rules** *The Rules Committee shall review governing documents each biennium for concordance, accuracy, and clarity. They shall propose amendments for change as needed. They shall submit rules for review as requested by NC DKG.*

**ARTICLE IX**

**(Meetings)**

**1**. Beta Delta Chapter shall meet to conduct business at least four times per year during the months of October, December, February and May.

**2**. For the purposes of conducting the chapter’s business, a quorum shall consist of no less than twelve of the active membership.

**3**. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two as long as members may hear and actively participate in the meeting.

**4.** Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action. Ratification of mail voting must be made at the next face-to-face meeting.

5. No proxy voting.

**ARTICLE X**

**(Activities)**

**1**. Programs – Educational Excellence Committee shall plan and present programs at the October, February, and May meetings. Program topics shall follow the International and/or NC DKG program theme.

**2**. Brunch and Auction - The Global Outreach Committee shall plan and direct the brunch and fundraising auction at the December meeting.

**3**. Memorial Tributes - A memorial tribute shall be written following the death of a Beta Delta member. This tribute shall be read at a chapter meeting and sent to the NC DKG Membership Chairman to be included in the Book of Remembrance.

**4**. Purchase of Delta Kappa Gamma Pins / Pendants –

**a**. The chapter President’s pin shall be ordered by the treasurer and presented to the President at the beginning of her first year in office.

**b**. New members’ pins shall be ordered by the treasurer following the chapter orientation meeting and presented at induction.

**c**. The disposition of pins returned to the chapter by the families of deceased members shall be the responsibility of the executive board.

**d**. Beta Delta shall recognize members who retire. Presentation shall be made at an appropriate time following the member’s retirement.

**5**. Member Illness – A Social Committee designee shall send a written note to members who are hospitalized or in the case of a death in the family.

**6**. The *Beta Delta News* shall be published at least four times per year and approved by the chapter president for distributed to the membership following the October, December, February, and May meetings.

**7**. The Shaw-Lewis Grant in Aid has been created by the executive board and approved by the chapter membership. It shall be presented annually to a qualified beginning teacher (0-4 years).

8. The Dr. Anna Joyce Reardon Award has been created by the executive board and approved by the chapter membership. It shall be presented to current chapter members to assist in pursuing educational endeavors.

**ARTICLE XI**

**(Parliamentary Authority)**

Robert’s Rules of Order (current edition) is designated for the governance of Beta Delta Chapter in all instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

**ARTICLE XII**

**(Amendments)**

**1**. The executive board shall review the chapter rules at least once during the biennium.

**2**. Beta Delta Rules shall be amended automatically by the chapter Rules Committee to comply with the *Constitution, International Standing Rules*, and the *NC DKG Bylaws and Standing* *Rules*. Notice of automatic updates shall be published in the Beta Delta Newsletter issue immediately following the changes.

**3**. Individual chapter rules may be considered at any regular business meeting.

**4**. Beta Delta chapter rules may be amended or rescinded by a majority vote of members present. Changes shall be printed in the *Beta Delta News*.

**ARTICLE XIII**

**(Dissolution)**

**1**. Before a chapter can be dissolved, the approval of the NC DKG Organization must be obtained.

**2.** Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.

**3.** Any remaining funds in the chapter account shall be sent to the NC DKG treasurer for state or international projects.

**4**. The chapter’s paraphernalia, the Society publications, and the chapter records shall be retained in the NC DKG archives and made available for use.

**5.** The charter must be returned to NC DKG be forwarded to the International Headquarters.

**6.** The NC DKG Executive Board shall decide whether the Greek name shall be reused or not.