



GAMMA TAU Franklin County, NC Region III

## Chapter Rules

**Revised and Amended 7/9/2014**

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# **Gamma Tau Chapter Rules**

The Delta Kappa Gamma Society International

Article I

## **Chapter Name**

The name of this chapter shall be Gamma Tau Chapter, Eta State (NC) Organization, The Delta Kappa Gamma Society International. All activities of Gamma Tau Chapter of The Delta Kappa Gamma Society International are governed by the International Constitution and the International Standing Rules as well as the By-Laws and Standing Rules of Eta State (NC).

Article II

## **Mission and Purposes**

The mission of Gamma Tau shall be to:

1. Promote the seven purposes of the Delta Kappa Gamma Society International and those of Eta State (North Carolina) organization, and
2. Seek to make Gamma Tau Chapter more visible and influential in educational endeavors on a nonpartisan basis. The seven *purposes* of the Delta Kappa Gamma Society International include:

1. To unite women educators of the world in a genuine spiritual fellowship
2. To honor women who have given or who evidence a potential for distinctive service in any field of education
3. To advance the professional interest and position of women in education
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society

Article III  
**Membership**

Membership is in accordance with the Constitution, Article III, and the International Standing Rules, 3. The chapter has full authority for the administration of membership.

1. An active member shares in financing chapter activities, participates in chapter programs and projects, contributes to committee work and may hold an office. An active member shall be a woman who is employed as a professional educator or who has retired from an educational position.
2. Recommendation for Membership (Form 11) shall be available at each regular chapter meeting.

Recommendation for Membership shall be completed by the sponsor and returned to the membership chair by the winter meeting.

The Membership Committee shall review Recommendations for Membership and prepare to present the candidates' names to the chapter membership. Voting for prospective members will occur at the spring meeting.

The general membership shall vote by written ballot. A majority vote by the members present will elect the candidate to membership.

Invitations to membership shall be in writing to the members-elect before or by March 15... Orientation of members-elect shall be held in September, prior to the initiation service.

3. Reserve membership is limited to formerly active members who are not able 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.
4. Honorary membership is limited to women who are not eligible for active membership but who have rendered notable service to education or to women.
5. Termination of membership shall be for failure to pay chapter dues and fees by October 31 of the chapter year, by member resignation or death. Members shall be notified in writing before being dropped from the chapter rolls. A record of all memberships terminated, including dates and reasons for termination, shall be reported to the Gamma Tau Executive Board and to Eta State (NC) Organization Treasurer (Form 18-A) by the chapter treasurer. All letters of resignation shall be filed with the chapter records.
6. Reinstatement of membership shall be in accordance with the *Constitution*. A former member may be restored to membership upon her request. The chapter treasurer

shall report to the Eta State (NC) organization treasurer when a former member has been reinstated.

7. New member orientation shall be held not less than two weeks prior to the initiation ceremonies. The president and the membership committee chair shall plan this orientation session with prospective members for a time after invitations are extended and before acceptance or rejection has been received. Members-elect will indicate in writing their acceptance to membership within seven days following orientation.
8. Initiation ceremonies for new members shall be held during the first meeting.
9. The orientation program shall be the responsibility of the President or her designee, usually the Chairman of the Membership Committee.
10. Initiation shall be held at the first meeting at which time each new member will be given a new member folder. The folder may be given at orientation.

#### **Article IV** **Finances**

1. Financial matters are in accordance with the *Constitution, International Standing Rules and Eta State Organization Bylaws and Standing Rules*.
2. The Finance Committee shall make recommendations for changes in dues no later than September. All members shall be notified prior to the first meeting of the fiscal year.
3. Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.
4. Annual chapter, state organization and international dues and fees shall be collected by the chapter prior to October 31 and forwarded to the Eta State Organization treasurer before or by November 10.
5. The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
6. The treasurer shall notify members in arrears by November 1. Members who have received proper notification and do not pay their dues by November shall be dropped from the roll. Such action does not require chapter vote; it shall be recorded in the minutes of an executive board meeting. The chapter notifies the state organization treasurer as soon as possible. Initiates shall pay their dues and an initiation fee at the time of their initiation.

7. The President shall approve all expense vouchers before they are sent to the treasurer for payment. The President's expense vouchers shall be approved by the Chair of the Finance Committee.
8. The Finance Committee shall provide an annual audit.
9. Dues: The international annual dues are \$40.00 for each active member, Eta State annual dues are \$15.00 for each active and member, chapter dues are \$12.00 for each active member, \$1.00 for each active member for the scholarship fee and \$14.00 for each active member (covers \$10 for Project of the Young Child, \$2 for World Fellowship, and \$2.00 for Eta State headquarters).
10. Dues: The international annual dues are \$20.00 for each reserve member, Eta State annual dues are \$2.00 for each reserve member and \$1.00 for each reserve member for the scholarship fee.
11. Total annual dues per active member shall be \$82.00 and for our reserve member shall be \$23.00.
12. Chapter assessments are determined for special projects and for one year only as approved by chapter vote. There is no initiation fee. There is no reinstatement fee.
13. Special funds and/or awards may be created by the Executive Board and approved by the membership.

#### Article V

### Organization

Gamma Tau Chapter shall govern the conduct of its business in a manner consistent with the Constitution, the International Standing Rules, the Eta State (NC) Organization Bylaws, the Eta State (NC) Organization Standing Rules and the Gamma Tau Chapter Rules.

#### Article VI

### Officers and Related Personnel

Gamma Tau Chapter officers shall be a president, a first vice president, a second vice president, a recording secretary, (all elected), and a treasurer appointed by the president with the approval of the executive board.

1. Chapter officers, except the treasurer, are elected in even-numbered years. When possible, officers should be elected prior to the state organization convention so that the newly elected president may attend the state organization executive board meeting and convention.
2. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the February meeting

in the second year of the biennium (even-numbered years), with election taking place at that meeting. The new officers will be initiated at the spring (March/April) meeting.

3. The officers are elected by a majority vote of the members present by a show of hands and will assume their office before or by July 1.
4. A treasurer shall be selected each biennium by the president with the approval of the executive board before the first executive board meeting of the new year.
5. Officers shall perform duties as specified in the Constitution, the Eta State Organization Bylaws, and as authorized in the Gamma Tau Chapter Rules, Article VI.
6. The president shall confirm that names and addresses of new officers are sent to the state organization president and executive coordinator at International Headquarters.
7. The president shall assure that all chapter informational paperwork is properly filed with the state and international offices as required.
8. The president shall appoint a parliamentarian who is not considered an officer.
9. The president shall represent the chapter as a voting member of the State Executive Board.
10. The first vice-president acts in place of the president when the need arises, and in the event of the death or resignation of the president, the first vice-president becomes president and serves until the next regular election of officers.
11. The first vice-president shall serve as chair of the Educational Excellence Committee. The first vice-president shall be responsible for reviewing the Chapter's Rules every two years (even year reviews). In the event of the death or resignation of either the president or the first vice-president, the second vice-president becomes first vice-president and serves until the next regular election of officers.
12. The secretary will serve on the Communications Committee. She shall keep minutes of each meeting of the chapter and Executive Board. In addition to conducting correspondences related to chapter work, the secretary or designee will assist the president in seeing that the chapter newsletter is produced during the year and that chapter remembrance items and memorials are handled.
13. Other duties are indicated in Section IX of these Rules, "Committees." In addition, officers shall perform other duties as requested by the president for the good of the chapter. Terms of Office: The officers, except for the treasurer, shall be elected in even numbered years by a majority of the Chapter members present at the time of

the election to serve for two years or until their successors are named. No officer, except the treasurer, shall serve in the same office longer than two terms in succession.

#### Article VII **Meetings**

Gamma Tau Chapter shall meet at least four times per year. The winter meeting will focus on fund raising for the Gamma Tau Scholarship Program. A quorum shall consist of a majority of the active chapter members at the time any official vote of the membership is needed.

In addition, it is important that Gamma Tau have representation at Eta State annual conventions, State Executive Board meetings, and Region III workshops as well as Southeast Regional and International Conventions. Gamma Tau will contribute toward the expenses for the President or her designee to attend. Assistance for any other officers/representatives to attend special Society meetings must be considered on an individual basis, depending upon the availability of resources.

#### Article VIII **Executive Board**

The members of Gamma Tau Chapter Executive Board shall be the elected officers, the immediate past president, and committee chairs. The treasurer is ex-officio with a vote. The parliamentarian shall be a member ex officio without vote.

The Gamma Tau Chapter Executive Board shall function according to the Constitution, Article VII, and C.

Meetings: The Board shall hold at least two meetings during the year. Special meetings may be called by the President or at the written request of two Executive Board members.

Quorum: A majority of the voting members shall constitute a quorum.

Responsibilities: The chapter Executive Board has the following responsibilities:

- A. Either assists the president in selecting or approving the president's recommendation for chapter treasurer.
- B. Act in matters requiring immediate action and decision.
- C. Recommend policies and procedures for consideration by members.
- D. Establish rules for budget development and approval and for the supervision of chapter finances.



- E. Assist the president in any requested way regarding individual chapter goals and mission, projects and other planning for the chapter's year of activity.
- F. The Executive Board shall meet in June to determine the year's goals and activities.

## Article IX

### Committees

The chapter's committee chairs are appointed by the president. Committee members are selected after all members have been given the opportunity to express an interest in committee service. The president may appoint special committees. Such committees shall be dissolved after completing their task.

The president is ex-officio on all committees except nominations.

Standing committees shall fulfill responsibilities as outlined in the Constitution and as detailed in the Delta Kappa Gamma *Go-To Guide for Chapter Members*.

The chapter or committees may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting. The following are examples: Skype and "Go to Meetings."

Committee business requiring immediate attention may be voted upon by mail (postal or e-mail) when all members of the committee have been notified.

The president shall authorize the mode, i.e., face to face or electronic, of each committee meeting.

The committee chairperson has the responsibility of submitting committee reports. The chapter must carry out chapter responsibilities related to the work of certain international committees: Communication and Publicity, Finance, Membership, Educational Excellence, Scholarship and World Fellowship. Biennial international reports of the constitutional work of the chapter shall be prepared on forms supplied by Society Headquarters and submitted by the deadline indicated to the persons designated on the forms.

Gamma Tau's Standing Committees shall be organized in work areas as established by Delta Kappa Gamma International:

- A) SOCIETY BUSINESS – Finance, Nominations, Scholarships and Communications,

B) SOCIETY MISSION AND PURPOSES – Educational Excellence, Membership, Program/Professional Affairs, Personal Growth, Music, and Environmental/Community Involvement

### **Committee Responsibilities**

Finance Committee: This committee will be composed of a chair and two additional members, appointed by the President. The chapter President and Treasurer shall serve as ex-officio members. The treasurer is without vote. It shall prepare a proposed budget, recommend amount of chapter dues and assessments, present the budget to the chapter Executive Board and chapter membership for review, modification and adoption, and supervise expenditures.

Membership Committee: The Membership Committee shall be composed of a chair and additionally any members who volunteer to serve. It shall encourage members to submit recommendations for new members, review and present applications for membership, schedule and conduct the election, keep accurate record of invitations sent and written replies, work with the president to coordinate new member induction activities – including orientation, plan the new member induction service, and perform other duties related to membership as designated by the Chapter President.

Nominations Committee: This committee shall be composed of three members. The committee will select a chair. It shall collect nominations for any elective position from chapter members, determine that each nominee is qualified for the position for which she is nominated, and make recommendations to the chapter. It shall present the slate of nominees for chapter officers at the spring Chapter meeting of the second year of the biennium (even numbered years) and perform any other duties pertaining to their committee work when directed by the president.

Educational Excellence: This area shall be chaired by the first vice-president, and it includes the following committees: Personal Growth and Services, Program/Professional Affairs, Music and Environmental/Community Involvement. This committee area is responsible for planning regular meeting chapter programs, projects, and activities related to the society purposes and mission.

### **Particular Committee Responsibilities:**

- A. Personal Growth and Services shall encourage chapter activities that develop the leadership potential of each member.
- B. Professional Affairs seeks to encourage mutual respect and cooperation within the profession and to promote women in education by informing the chapter of important issues and supporting desirable legislation or other suitable endeavors in the interests of education and of women educators.

- C. The Music chair will be in charge of the song books/sheets for the chapter singing of the Delta Kappa Gamma song and other songs for the enjoyment of members at chapter meetings.
- D. Environmental/Community Involvement shall create projects that impact the community directly (Relay for Life, Adopt a Highway, Voter Registration, Boys and Girls Clubs, etc.)
- E. The Educational Excellence area shall stay aware of the “Programs of Work” emphases of Delta Kappa Gamma International. Each committee will have its chair and their responsibilities shall be noted as detailed in the Constitution and Delta Kappa Gamma *Go-To Guide for Chapter Members*.
- F. Communications Committee: This committee shall be composed of the Recording Secretary, an appointed Chair and additional members who volunteer to serve. It will conduct correspondence related to chapter work as instructed by the president and chapter including remembrance items (as cards for members who need the support and comfort of chapter sisters) and memorials. It will work with the President to produce the chapter newsletter during the year and the chapter yearbook, which should be fully revised with new member information every two years in the summer prior to the first meeting of the even year biennium.
- G. The president **A member volunteer** shall serve as editor of publications of the “Gamma Tau Ya” Newsletter and publish a minimum of four (4) issues per year. Other responsibilities detailed in the Delta Kappa Gamma *Go-To Guide for Chapter Members* should be included in this committee area. The President approves all publications.
- H. Scholarship Committee. The scholarship committee shall be composed of at least three members who will select a chair. The committee is responsible for sending a nominee to the membership to be considered for the annual scholarship. The committee shall inform the membership of the progress of the recipient. In addition, this committee shall be aware of current activity with the World Fellowships Committee on the state and national level, as it grants world fellowships, when sufficient funds are available, to women educators who are not members of the Delta Kappa Gamma Society International and who live in countries other than the United States and Canada. This information is available in the national newsletters and available to all Society members.
- I. Gamma Tau shall offer a Grant-in-Aid to any classified Franklin County Schools’ employee who is working on a degree in education or certification in education at a certified university or college in North Carolina.

The recipient is required to seek employment in the Franklin County Schools system upon completion of college work.

The amount of the grant shall be determined by a majority vote of the members in attendance.

Principals in the school system will be notified in writing of the opportunity and select nominees who meet the Gamma Tau requirements and give them the application.

Nominees shall be submitted to the Scholarship/Grant-in Aid/World Fellowship Committee and the committee will present the nominees and qualifications to the chapter.

A quorum of chapter members present will vote on the recipient of the Grant-in-Aid.

The recipient will be announced and given a certificate and a check for the amount decided by the membership at the annual Franklin County Schools' Honors Day Program in June of the current year.

The recipient will be required to personally thank the Chapter at the first meeting of the year.

- J. The Yearbook/Handbook Committee chair shall be responsible for updating and preparing the information for the chapter yearbook/handbook each two years (even year updates). The Yearbook/Handbook Committee will be responsible for printing the book.

Gamma Tau Chapter should have the following additional standing committees or service areas:

Awards, Historian/Scrapbook, Hospitality, Photographer, Rules, US Forum and Legislation and Yearbook/Handbook

Article X

### **Activities**

Members regularly participate in two service projects. Each year members are given the opportunity to participate in a fund raiser for our scholarship effort.

Article XI

### **Dissolution**

Before a chapter is dissolved, the approval of the Eta State (NC) Organization must be obtained.

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

Any remaining funds in the chapter account shall be sent to the Eta State (NC) Organization treasurer for state or international projects.

The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the Eta State (NC) Organization archives and made available for use.

The charter must be returned to the Eta State (NC) Organization to be forwarded to the International Headquarters.

The Eta State (NC) Organization Executive Board shall decide whether the Greek name shall be reused or not.

#### Article XII

### **Parliamentary Authority**

*Robert's Rules of Order Newly Revised* (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.

#### Article XIII

### **Amendments**

The Executive Board shall review the rules at least once during the biennium.

Individual rules may be considered at any regular business meeting. A rule may be amended or rescinded by a majority vote of members with a quorum being present at the time of the rule's consideration if a notice has been published.

The rule change will take effect immediately upon adoption.

Amended and Revised October 14, 2012

Amended and Revised October 22, 2012