

KAPPA CHAPTER RULES

VIRGINIA STATE ORGANIZATION THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL (Revised 2020)

NAME

The name of this chapter shall be Kappa, a chapter of Virginia State Organization, The Delta Kappa Gamma Society International.

MISSION AND PURPOSE

The mission and purposes of this chapter shall be the mission and purposes of The Delta Kappa Gamma Society International (Constitution, Article II).

Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Vision Statement: Leading Women Educators Impacting Education Worldwide

Purposes: The Purposes of The Delta Kappa Gamma Society International shall be

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 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; and
7. to inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.

MEMBERSHIP

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of a chapter, a state organization, and the International Society.
2. An individual becomes a member of the Society when she pays dues. She is inducted only once.
3. Members who change addresses, names, or contact information are individually responsible for notifying the chapter secretary, chapter treasurer, Virginia State Executive Secretary, and the International Executive Director.

Classification

1. An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.
2. 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.
 - a. Reserve status shall be granted by a majority vote of the chapter.
 - b. A reserve member; so requesting, shall be restored to active membership.
3. An honorary chapter member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected by majority vote of the chapter membership to honorary membership in recognition of such service.

Election

1. A candidate for active membership shall be voted upon at a chapter meeting in a manner to be determined by the chapter's executive board.
2. A candidate for honorary membership at the chapter, state organization, or international level shall be elected by method established by the respective executive board.

Transfer

A member in good standing may transfer from one chapter to another by notifying International Society Headquarters.

Termination of Membership

Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.

Reinstatement

A former member shall be reinstated for membership by the chapter receiving the request from the former member.

FINANCES

Financial matters are to be in accordance with the International Constitution and Standing Rules and the Virginia State Organization Bylaws and Standing Rules.

Annual Dues

1. Chapter dues shall be an amount determined in accordance with rules set by the chapter.
2. All funds, including state and International, shall be sent to the chapter treasurer so that a complete record of all funds can be maintained. No member other than the treasurer shall keep funds of the chapter in her possession.
3. The Finance Committee shall be responsible for supervision of the financial affairs of the Chapter, including recommendations for the amount of dues, preparation of budget, and

4. an annual audit. The Finance Committee shall submit an annual budget to the chapter for approval.
5. Funding may come from individuals, the chapter budget or fundraising events.
6. The Downs-Ryerson Grant-in-Aid shall be awarded annually to a woman in the Kappa chapter area who is planning to enter the field of education. The amounts of the grant shall be recommended by the Finance Committee and approved by the Chapter each year. The academic ability and character of nominees should be considered. The Chapter shall make contact with the recipient during the academic year to lend moral support and encouragement. A file of recipients shall be kept including contact information, date the award was made, high school and college.

Fees

1. Induction Fee: At the time of induction an active member shall pay an induction fee as determined by International.
2. Scholarship Fee: Each active and reserve member shall pay a scholarship fee annually as determined by International.
3. Honorary Fee: The inducting unit of the Society shall pay a lifetime fee for each honorary member at the time of induction.

Payment of Dues/Fees

1. A member shall pay annual dues and fees no later than June 30 of each year. On October 1, a member shall be dropped for non-payment of dues and fees.
2. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half ($\frac{1}{2}$) of the international membership dues. For membership commencing on or after January 1, Virginia State Organization dues shall be pro-rated as one-half ($\frac{1}{2}$) the state membership dues. Immediately thereafter, the state and international portions of the dues and fees shall be sent to the state treasurer.

ORGANIZATION

1. Chapters shall be organized in accordance with the Virginia State Bylaws and Standing Rules. Each chapter so organized shall have no fewer than twelve (12) members. The Society shall grant the charter.
2. Charter members shall be those who become members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter.
3. Each chapter shall have chapter rules which are consistent with the DKG Constitution and the Virginia State Bylaws and Standing Rules. A copy of a chapter's rules shall be reviewed each biennium by the Virginia rules committee.
4. Chapter officers, except the treasurer, shall be elected in even-numbered years by majority vote.
 - a. The term of each elected officer shall be two years until a successor is named. No officer, except the treasurer, may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following the election.
 - b. The treasurer shall be selected by the chapter executive board.

5. The chapter president shall represent the chapter as a voting member of the Virginia State Executive Board.

OFFICERS AND EXECUTIVE BOARD

Chapter Officers

The chapter officers shall consist of a president, a first vice-president, a second vice-president, recording secretary, and corresponding secretary. The Executive Board shall select the treasurer each biennium. The president shall appoint a parliamentarian.

Duties

1. The president shall:
 - a. act as presiding officer at regular and called meetings and direct the activities of the organization;
 - b. act as chair of the executive board;
 - c. appoint standing, special committees, a parliamentarian;
 - d. serve as member ex officio, with vote, on all committees except nominations;
 - e. approve for payment all expense claims;
 - f. approve publications;
 - g. fill by appointment all vacancies;
 - h. represent the chapter at meetings, conferences, and other events;
 - i. take action, with the advice and approval of the executive board, on matters that cannot be deferred until the next meeting; and
 - j. serve as a member of the state executive board.
 - k. Ad hoc committees may be appointed at the discretion of the president.
2. The first vice-president shall:
 - a. serve as presiding officer in the absence of the president;
 - b. in the event of the death or resignation of the president, succeed to the presidency serve until the next regular election of officers;
 - c. serve as chair of the program committee; and
 - d. perform such other duties as the president or the executive board shall assign her.
3. The second vice-president shall:
 - a. serve as chair of the membership committee.
 - b. serve as presiding officer in the absence of both the president and the first vice president; and
 - c. perform such other duties as the president or the executive board shall assign to her.
4. The recording secretary shall:
 - a. keep minutes of each meeting and shall furnish the president with a copy of each minute; and
 - b. keep a record of attendance at each meeting and submit it to the membership committee.

5. The corresponding secretary shall:
 - a. carry on correspondence designated by the president; and
 - b. prepare and distribute the chapter newsletter.

6. The treasurer shall:
 - a. receive and pay out all moneys belonging to the chapter;
 - b. keep an accurate account of receipts and expenditures;
 - c. maintain a record of receipts, bills, and bank accounts;
 - d. present a report at each regular meeting;
 - e. file required tax reports;
 - f. submit for annual audit/financial review the accounts of the chapter;
 - g. serve as a voting member of the executive board; and
 - h. follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter finance committee.

7. The parliamentarian shall;
 - a. acts as advisor to the officers and the members of the chapter in matters pertaining to interpretation of the *Constitution* and to parliamentary usage; and
 - b. serve as a member ex officio, without vote, on the executive board.

Chapter Executive Board

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, the treasurer and standing committee chairs. The chapter treasurer and the parliamentarian shall serve as members ex officio, the parliamentarian without vote.
2. The chapter executive board shall
 - a. Select the chapter treasurer for the biennium.
 - b. Act in matters requiring immediate action and decision.
 - c. Recommend policies and procedures for consideration by members.
 - d. Approve a proposed budget for consideration by the membership.

COMMITTEES

1. Society Business
 - a. Communications and Publicity
 - b. Finance and Grant In Aid
 - c. History/Archives
 - d. Program and Leadership Development
 - e. Membership/Induction
 - f. Nominations
 - g. Yearbook
 - h. Music

2. Society Mission and Purposes
 - a. Legislative/Rules

- b. Educational Excellence

COMMITTEE DUTIES

1. Society Business

- a. Communications and Publicity Committee
 - i. The committee shall be responsible for developing, promoting and publicizing activities and accomplishments of members in the local media and instate/international publications.
 - ii. The committee shall provide ways of linking members to chapter and state communications and encourage communication with external groups.
 - iii. Disseminate copies of chapter publications.
- b. Finance and Grant-In-Aid Committee:
 - i. The committee shall be responsible for supervision of the financial affairs of the chapter, including recommendations for the amount of dues, preparation of a budget, and a financial review.
 - ii. Finance Committee shall secure budget requests from officers and committee chairs before preparing the budget and present this budget at the August meeting of the Executive Board.
 - iii. Oversee the Grant-in-Aid selection and presentation.
- c. History/Archives Committee:
 - i. The committee shall be responsible for assembling, organizing and preserving materials essential to the record of Kappa Chapter.
- d. Program and Leadership Development Committee:
 - i. Develop programs, projects, and activities which implement the International program focus and the state program of action.
 - ii. Appoint hostess committees, reserve meeting places and make all arrangements for Chapter programs.
 - iii. Encourage leadership development and provide opportunities to develop leadership skills.
 - iv. Appoint hostess committees and remind each month's hostesses of refreshments.
 - v. Appoint greeters for each meeting, reserve meeting places and organize Kappa Callers.
- e. Membership/Induction Committee:
 - i. Provide for orientation and/or reorientation of members at least once during each biennium.
 - ii. Keep records of biographical information and review them regularly.
 - iii. Solicit suggestions for prospective members using the International Recruitment model.
 - iv. Provide for a time of remembrance for deceased members.

v. Contact members absent from regular meetings and express concern of Chapter with a note or card during illness and bereavement.

vi. Conduct induction of new members using established protocols.

f. Nominations Committee:

i. Present in election years, a slate of one nominee for each elective office and three (3) nominees for the nominations committee.

ii. Prepare a ballot for the election of those nominated.

iii. Conduct induction of new officers.

g. Yearbook Committee:

i. Update, publish, and distribute the chapter yearbook each fall.

ii. Obtain information about programs for inclusion in the yearbook.

h. Music Committee:

i. The committee shall provide music and/or accompaniment for chapter functions as requested.

2. Society Mission and Purposes

a. Legislative/Rules Committee:

i. Inform members about legislative issues and encourage them to work toward improving education and the status of educators.

ii. Receive all proposals for amending Chapter Rules and present proposals to Executive Committee for study and recommendations.

iii. Submit Chapter rules each biennium to Virginia State Rules Committee.

b. Educational Excellence Committee

i. Promote international and state programs for excellence in education.

ii. Encourage Chapter and individual support for Society projects including World Fellowship, DKG Educational Foundation, Golden Gift Fund Awards (Special Study Stipends/Leadership Management Seminar), Scholarships, Emergency Fund, IOTA State Educational Foundation, and Professional Enrichment Stipends.

iii. Serve as a liaison between the international society and the chapter.

3. Chapters are encouraged to place each active member on at least one committee.

MEETINGS

1. Chapter meetings shall be held at least four (4) times per year. Chapter executive boards shall meet twice annually.

2. A quorum for chapter business shall be 30% of active members.

3. There shall be no proxy voting.

4. The chapter executive board may meet through electronic communication.

5. A written record of attendance shall be maintained by the chapter secretary and submitted to the Membership Committee.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of the chapter in all cases not provided for in the Virginia State Bylaws and Standing Rules.

AMENDMENTS

Proposed amendments to Kappa Chapter rules shall be submitted to the Legislative Rules Committee for consideration and recommendation to Executive Board.

Date last amended/revised January 2020