

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
CALIFORNIA STATE ORGANIZATION, AREA XVII
ETA MU CHAPTER RULES**

ARTICLE I

The name of this chapter shall be **ETA MU CHAPTER**, of The Delta Kappa Gamma Society International. **California State Organization, Area XVII** chartered on May 24, 1968.

ARTICLE II PURPOSES

The ETA MU CHAPTER is dedicated to fulfilling the seven purposes of THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL and those of California State Organization and to fulfilling the mission statement to promote professional and personal growth of women educators and excellence in education.

ARTICLE III MEMBERSHIP

Membership shall be in accordance with the Delta Kappa Gamma Society International Constitution, Article III and the International Standing Rules, Section 3. The ETA MU CHAPTER shall have full authority for the administration of membership.

1. Classification

Membership is composed of active, reserve, and honorary members.

1.1 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.

1.2 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 condition and/or geographic location.

1.3 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. Invitation

2.1 Members shall be responsible for recruiting and referring prospective members. Prospective members may be invited to attend Society activities and meetings prior to invitation to membership.

2.2 An official invitation signed by the chapter President, together with a copy of the Society Information Brochure, shall be mailed or delivered by chapter members to each prospective member after the membership has voted upon her acceptance.

2.3 The name and the address of the membership chairman to whom the reply is to be made and the date the reply is expected shall be a part of the invitation.

3. Election

- 3.1** Orientation shall be conducted prior to initiation so that members may inform prospective initiates of the organization, programs, and history of the Society.
- 3.2** New members shall be initiated at least annually at a time to be determined by the Executive Board.
- 3.3** The sponsoring member shall help the new member become an integral part of the group.
- 3.4** The sponsoring member(s) may elect to pay the fee incurred at the initiation of the new member.
- 3.5** Reorientation shall be conducted by the Second Vice President/Membership Committee Chair yearly at a regular meeting.

4. Attendance

- 4.1** Attendance records are the responsibility of the Recording Secretary.
- 4.2** Members of the membership committee shall be responsible for contacting members who are not attending to determine the reason for non-attendance.
- 4.3** The Second Vice President/Membership Committee Chair shall have the responsibility of sending cards or other greetings to members who are ill.
- 4.4** The Second Vice President/Membership Committee Chair will contact members who have missed three consecutive meetings to determine reasons for non-attendance.

5. Transfer and Resignation

- 5.1** A member wishing to transfer to a different chapter must make a written request to the Chapter President. The Chapter Treasurer will provide the official application for transfer which must be completed by the member and mailed to The Delta Kappa Gamma International Headquarters, Austin, Texas.
- 5.2** A member wishing to resign shall do so by letter to the Chapter President.
- 5.3** A member wishing to request reserve status shall do so by letter to the Chapter President.

6. Reinstatement

- 6.1** A former member may request a return to active membership.
- 6.2** The reinstated member must pay current chapter dues.

ARTICLE IV FINANCES

Financial matters are in accordance with The Delta Kappa Gamma Society International Constitution, International Standing Rules, and the California State By-Laws.

1. Dues

- 1.1** Chapter dues shall be determined and approved by chapter membership annually. Any changes in the dues structure shall be approved by a two-thirds vote of those present at the meeting in which the vote is taken.
- 1.2** Annual chapter, state, and international dues and fees shall be collected by the Chapter Treasurer. Dues shall be paid by September 30 in order to meet California State deadlines.
- 1.3** The treasurer will contact members whose dues are not paid by the specified deadline.
- 1.4** Failure to meet the required payment of dues on time without explanation or statement of intent shall be cause for termination.
- 1.5** Assessments may be made as needed. Assessment must be approved by the general membership.

2. Budget and Auditing

- 2.1** The Finance Committee, comprised of the Chapter Treasurer, the current First Vice President/Program Committee Chair, a past President, and a chapter member shall formulate a budget to be presented to the membership for approval by October of each year.
- 2.2** A grant-in-aid (for non-members) and a scholarship (for members) may be awarded annually.
- 2.3** An annual audit shall be conducted according to California State Guidelines. At least two chapter members, other than those serving on the Finance Committee, shall be appointed by the President to complete the audit by June 30. An auditing checklist shall be made available to the auditors.
- 2.4** Convention travel and lodging expenses for the President shall be budgeted annually and paid for by the chapter.

3. Funds

- 3.1** The Chapter Treasurer shall collect, report, and be responsible for all general dues, special projects, and fund-raising.
- 3.2** Chapter funds shall be deposited into a local Federal D.I.C. Bank. Checking and savings accounts shall require two signatures (Chapter President and Treasurer).
- 3.3** Scholarship/grants-in-aide funds shall be categorized in a specified budget account and deposited in the chapter's general fund.
- 3.4** When appropriate, special project funds shall be designated in accordance with the annual budget and deposited in the bank.
- 3.5** Voluntary contributions shall be collected annually by the treasurer for World Fellowship and sent to International Headquarters.
- 3.6** An honorarium of \$25 may be offered to program presenters.
- 3.7** The President's pin shall be purchased by the treasurer and presented at the installation.
- 3.8** The chapter may pay at least one-half of the fees for one member to attend California State Leadership Training. In the event that no member attends Leadership Training, the budgeted amount may be carried over to the

subsequent year at which time the full fee may be paid for a member's attendance.

3.9 One-time awards or grants may be made at the discretion of the membership.

3.10 A memorial donation of \$25 may be made in the event of death of a member.

ARTICLE V OFFICERS AND RELATED PERSONNEL

1. Chapter Officers

1.1 Officers shall perform duties as specified in the *Constitution, 2015*, the California State Organization Bylaws, and as authorized in the Eta Mu Chapter Rules.

1.2. Elected chapter officers shall be President or Co-Presidents, First Vice-President/Programs, Second Vice-President/Membership, and Recording Secretary.

1.3 A treasurer and parliamentarian shall be appointed by the President. The treasurer shall be approved by the executive committee.

1.4 An assistant treasurer may be appointed by the President.

2. Duties

2.1 The President shall perform all duties prescribed by California State Organization. She shall inform members of all meetings including budget, executive board, and all training and conferences sponsored by California State Organization.

2.2 The President is ex-officio on all committees, except nominations.

2.3 The Recording Secretary shall keep minutes in narrative form which reflect the business and major activities of each meeting. The minutes shall contain the following: call to order by the President (name); date, time, and type of meeting; number of members present; program motions; and major announcements. The minutes shall be signed by the Recording Secretary or substitute. The secretary shall retain a copy of the minutes in the secretary's binder and send a copy to the President.

2.4 The Recording Secretary should be responsible for appointing someone to take minutes in her absence. She shall make sure the minutes of the past meeting are supplied if she must be absent from a meeting.

2.5 The Recording Secretary shall be a member of the Standing Rules Committee.

2.6 The Second Vice President/Membership Committee Chair handles social correspondence for the chapter. She shall send appropriate greetings and notifications to members.

2.7 The Treasurer shall be responsible for having a written report available at all meetings even if she is unable to attend.

2.8 The First Vice President shall serve as Program Chair.

2.9 The Second Vice President will serve as Membership Chair.

2.10 A vice president shall preside at meetings when the Chapter President is unable.

2.11 Officers shall be responsible for all materials issued to them and shall return them in an organized form to the Chapter President at the close of her term.

3. Election and Term of Officers

3.1 A nominating committee shall be appointed by the President and shall include one member from the previous committee and one member who has served as President. No member shall serve more than two successive terms.

3.2 Officers shall be elected by ballot by a simple majority of members present.

3.3 The President shall not serve more than two consecutive terms.

3.4 In event an office becomes vacant, the replacement shall be appointed by the President.

ARTICLE VI EXECUTIVE BOARD

1. Executive Board

1.1 The Executive Board shall consist of all elected officers and appointed committee chairpersons. The treasurer shall serve with a vote unless under remunerative contract for services. The parliamentarian shall serve ex-officio (without vote).

2. Duties of the Executive Board

2.1 The Executive Board shall meet at least two times during the year.

2.2 The Executive Board shall act on behalf of the chapter in matters requiring immediate action and/or decision.

2.3 The Executive Board shall recommend policies and procedures for consideration by members.

2.4 The Executive Board shall establish rules for budget development and approval and for the supervision of Chapter finances.

ARTICLE VII COMMITTEES

1. Committees

Committees shall be appointed by the President. Members may choose the committees on which they wish to serve.

1.1. Standing Committees shall consist of: Rules, Finance, Membership, Nominations, Programs, Communications, and Scholarship and Awards.

2. Duties of Committees

Society Business:

2.1 Chapter Rules

The Chapter Rules Committee shall consist of the Chapter President, one Vice president, and the Parliamentarian. The committee shall:

- 2.1.1. review and revise the Chapter Rules at least once a biennium
- 2.1.2. forward an electronic copy in Word format of the revised Chapter Rules to the California Organization Bylaws, Planning and Procedures Committee

2.2 Finance Committee

The Finance Committee shall be comprised of the Chapter Treasurer, the current First Vice President/Program Committee Chair, a past President, and a chapter member. The committee shall:

- 2.2.1. be responsible for setting dues and fees with the approval of the membership.
- 2.2.2. develop the annual budget.
- 2.2.3. make reports and secure the annual audit.
- 2.2.4. assist the treasurer in collecting dues and fees.
- 2.2.5. assist the treasurer in filing a financial report.

2.3 Membership Committee

The Membership Committee shall consist of the Second Vice President and two chapter members. The committee shall:

- 2.3.1. develop a plan for membership recruitment
- 2.3.2. seek prospective members
- 2.3.3. conduct voting for new members
- 2.3.4. be responsible for orientation and initiation
- 2.3.5. encourage participation by all members.
- 2.3.6. prepare the Necrology report.
- 2.3.7. maintain current biographical data of all chapter members annually
- 2.3.8. be responsible for ceremonials, re-initiation, and installations
- 2.3.9. present a single rose to the family of a member when a member of the Chapter passes away.
- 2.7.9 send a card of sympathy when an immediate member of the family (including a mother or father) passes away

2.4 Nominations Committee

The Nominations Committee shall be comprised of three (3) members. One of the three shall be the past President. The other two shall be nominated and elected by the membership. The committee shall:

- 2.4.1 present a new slate of officers and nominations for the next Nominating Committee in even-numbered years at the February meeting.

Programs of Work (Educational Excellence):

2.6 Program Committee shall consist of the First Vice President and chapter members and/or officers. This committee shall be responsible for developing programs that align with the Seven Purposes of our society. The Program Committee shall:

- 2.6.1 develop a program of meetings and activities for the year
- 2.6.2 contact speakers for meetings
- 2.6.3 schedule meetings and locations
- 2.6.4 contact hostesses or committees to provide refreshments and/or meals at chapter events

- 2.6.5 send invitations (E-Vites or mail to all members for each meeting or event).
- 2.6.6 organize a phone tree and transportation as needed
- 2.6.7 welcome and follow-up with guests and chapter members
- 2.6.8 be responsible for site arrangements, food and cleanup

Educational Services:

2.7 Communications Committee

The Communications Committee shall consist of at least three (3) chapter members who will:

- 2.7.1. be responsible for all Chapter Publicity in Chapter newsletters, local newspapers, and *Chi State News*
- 2.7.2. will develop an annual yearbook.
- 2.7.3. keep a chapter scrapbook
- 2.7.4. take pictures of events for the newsletter and website
- 2.7.5 maintain a chapter website in accordance with the DKG requirements.
- 2.7.6. coordinate work with the Program and Memberships committees
- 2.7.7 create and update a Chapter Brochure.

2.8 Legislative Committee (Educational Law and Policy)

The Legislative Committee shall consist of chapter members (member) who will:

- 2.8.1. Adopt a legislator
- 2.8.2. Communicate with the legislators and includes them as guest speakers by planning with the Program Committee
- 2.8.3. Encourage participation in Legislative Study Sessions and/or attends the annual session in Sacramento.
- 2.8.4. Keep members informed of pending legislation.

2.9 Scholarship and Awards

The Scholarship/Awards Committee shall consist of three (3) members who will:

- 2.9.1. inform members of all International, Chi State and Area scholarships available to them and the due dates
- 2.9.2. publicize and award recruitment grant(s) and student teacher awards
- 2.9.3. disseminate information for Penne Ferrell and THAT programs
- 2.9.4. nominate members for state, area and chapter awards annually.
- 2.9.5 recognize members' accomplishments
- 2.9.6. provide non-member grants for classroom needs or special projects.
- 2.9.7. plan for an annual recognition ceremony

ARTICLE VIII AREAS OF ACTIVITY

1 Chapter Meetings

- 1.1 The chapter shall hold a minimum of seven meetings per year.
- 1.2 Area meetings may be attended in lieu of regular chapter meetings.
- 1.3 A quorum shall consist of the majority of the voting members present at the meeting.

1.4 Holding Electronic Meetings: Business of the chapter may be transacted electronically as long as all members present are able to communicate with each other simultaneously and can actively participate in the meeting.

2 Area and State Conventions

2.1 The President's registration and travel expenses to State Convention will be covered by chapter funds as available during her biennial term of office.

2.2 Financial support shall be provided for official delegates.

2.3 Registration fees will be paid for any member attending conventions, workshops, or conferences.

2. Community Service Projects

Eta Mu will support service projects on an ongoing basis

3. Awards

3.1 The Chapter members shall determine awards and special types of recognition.

3.2 Recruitment Grants may be awarded as determined by the Chapter members.

3.3 The Scholarships and Awards committee shall submit all forms and present all awards.

ARTICLE IX REVISION OF CHAPTER RULES/AMENDMENTS

1. Amendments

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

1.2 At a chapter meeting, members will be notified of amendments to the standing rules.

1.3 Amendments to the chapter rules shall be approved by a simple majority of members present at the chapter meeting.

1.4 Individual rules may be considered at any regular business meeting.

ARTICLE X DISSOLUTION

1.1 Before a chapter is dissolved, the approval of the California State Organization must be obtained.

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

1.3 Any remaining fund in the chapter account shall be sent to the California State Organization treasurer for state or international projects.

1.4 The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the California State Organization archive and made available for use.

1.5 The charter must be returned to the California State Organization to be forwarded to the International Headquarters.

1.6 The California State Organization Executive Board shall decide whether the Greek name shall be reused or not.

ARTICLE XI PARLIAMENTARY AUTHORITY

1.1 The chapter meetings will be conducted by Roberts' Rules of Order.

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