

**CHAPTER RULES**  
**Zeta Chapter**  
**Alpha Sigma State, WA**  
**The Delta Kappa Gamma Society International**

**ARTICLE I**

**NAME**

The name of this chapter shall be Zeta of Alpha Sigma State, Washington, of the Delta Kappa Gamma Society International.

**ARTICLE II**

**PURPOSES**

The purposes of Zeta Chapter shall be to:

1. promote the purposes, mission and vision of The Delta Kappa Gamma Society International as found in the Current International Constitution.
2. provide leadership training for chapter members.
3. define and develop rules and procedures for Zeta Chapter.
4. set standards of record keeping for Zeta Chapter.
5. coordinate efforts of the state and international at the local level.

**ARTICLE III**

**MEMBERSHIP**

**Section A**

Membership in Zeta Chapter shall be composed of active, reserve and honorary. All membership is in accordance with the Constitution, Article III. Members who have life membership are recognized as either active or reserve.

**Section B**

Members of the chapter shall have full power to act on chapter membership. A four-fifths (4/5) vote of approval of members present is required to vote in new members. The president, the membership chair, and the initiation chair shall organize the orientation session (s) and the initiation.

**Section C**

**Termination of Membership**

A complete record of all terminated membership in Zeta Chapter shall be maintained by the treasurer. The record shall include the date of termination.

**Section D**

**Reinstatement to Membership**

The chapter chair of the membership committee shall notify the treasurer when a former member has been reinstated.

## **ARTICLE IV**

### **FINANCES**

#### **Section A**

##### Annual Dues

1. Chapter dues shall be listed in the yearbook.

#### **Section B**

1. Chapter dues shall be established by a four-fifths (4/5) vote of all members present at a regular meeting.
2. The chapter president is responsible for the compilation of the total chapter vote.

#### **Section C**

1. All dues and fees shall be collected by the chapter treasurer.
2. State and international portions of dues and fees shall be forwarded to the state treasurer.
3. Annual dues and fees, both state and international, shall be paid each year between May 1 and October 31.
4. On November 1 members shall be dropped for non-payment of dues and fees.
5. The chapter shall conform to Constitution Article IV in its entirety.

#### **Section D**

##### Financial Controls

1. The finance committee shall submit a proposed budget annually for adoption by the Executive Board of Zeta Chapter.
2. All bills shall be accompanied by receipts of expenditures. These records shall be kept for five years.
3. Report of the annual financial review shall be submitted to the Executive Board of Zeta Chapter for adoption.
4. Expenses of the president and the incoming president to state and area meetings shall be paid to the extent the budget allows.
5. The treasurer may purchase the president's pin prior to the election of new officers. The pin shall be presented at the May meeting.

## **ARTICLE V**

### **ORGANIZATION**

#### **Section A**

##### Chapter Division Procedure:

1. Zeta Chapter shall petition the Expansion Committee and the Executive Board of Alpha Sigma State for the right to study the feasibility of dividing the chapter when the membership votes to consider such action.
2. Zeta Chapter shall not consider a division of the chapter unless there are twelve or more active members who could be better served in a new chapter due to meeting dates, length of travel, or similar needs.
3. The president shall appoint an expansion committee to study the formation of a new chapter when this need is expressed.
4. After appropriate study, the Expansion Committee Chair will make a recommendation to the membership regarding the division of the chapter. A four-fifths (4/5) vote of the members present at a regular meeting will be required before expansion can be recommended to Alpha Sigma State.

**ARTICLE VI**  
**OFFICERS AND RELATED PERSONNEL**

**Section A**

Officers:

1. Chapter officers shall be: a president, a vice-president, a recording secretary, and a corresponding secretary elected by the membership.
2. A treasurer is selected by the Executive Board.
3. A parliamentarian is appointed by the chapter president.

**Section B**

Duties:

Officers and related personnel shall perform the duties as prescribed in the Constitution, Article VI, as authorized by Alpha Sigma State, Washington, bylaws and as outlined in chapter rules.

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 and special committees except the Nominations Committee which shall be elected by the membership.
  - d. serve as an ex-officio member of all committees except Nominations.
  - e. approve publications.
  - f. fill by appointment all vacancies in office.
  - g. represent the Society with other societies and at public meetings and conferences.
  - h. take action, with the advice and approval of the Executive Board, on matters which cannot be deferred until the next meeting.
  - i. inventory the file received from her predecessor for appropriate contents (see Handbook, section on Officers and Related Personnel).
  - j. attend all pertinent DKG meetings and workshops and report to the membership.
2. The vice-president shall:
  - a. assume presidential responsibility and authority in the absence of the president.
  - b. coordinate the efforts of the program committee.
  - c. perform such other duties as directed by the president.
  - d. assume responsibility for name tags of Zeta members.
3. The recording secretary shall:
  - a. record minutes of each business meeting (including Executive Board meetings).
  - b. furnish copies of all minutes to the president for approval.
  - c. sign all minutes approved by the president.
  - d. maintain minutes and pertinent membership records which are never to be discarded or destroyed.
4. The corresponding secretary shall carry on the correspondence of the chapter as delegated by the president.

5. The treasurer shall, in addition to the duties as required by the Constitution, Article VI:
  - a. train the incoming treasurer.
  - b. prepare regular reports to the membership.
  - c. keep bills and receipts for five years.
  - d. report the death of members promptly.
6. The parliamentarian shall:
  - a. give assistance to chapter officers in understanding the Constitution and Bylaws.
  - b. provide assistance to chapter members to attain skill in parliamentary procedure.
  - c. be responsible in seeing the adopted rules are followed.

### **Section C**

Election and term of office:

All elections, terms of office, and statements of duties shall be in accordance with the Constitution, the Bylaws of Alpha Sigma State, Washington, and local chapter rules.

1. Chapter officers:

- a. The president, vice-president, recording secretary, and corresponding secretary shall be elected by the membership in even-numbered years and shall serve terms of two years.
- b. The treasurer shall be selected by a majority vote of the Executive Board.
- c. All officers shall be elected by a four-fifths (4/5) vote of members present at the April meeting with installation at the May meeting..
- d. All officers shall take office on July 1 following their election.

2. Nomination and election:

- a. Nominations for the offices of president, vice-president, recording secretary and corresponding secretary shall be made by the nominations committee.
- b. Names of all nominees must appear on a ballot if more than one nominee is presented.
- c. Nominations may be made from the floor with the prior consent of the nominee.
- d. Election may be by voice vote if only one nominee is presented for an office.

### **Section D**

Vacancies:

The president shall fill by appointment all vacancies in office. See Alpha Sigma State Constitution, Article VI-

## **ARTICLE VII BOARD**

Executive Board:

1. Membership of the Executive Board shall be the elected officers and the immediate past president. The treasurer shall serve as ex-officio member with vote. The Parliamentarian is ex-officio without vote.
2. Duties:
  - a. Select the treasurer for the biennium.
  - 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.
3. Meetings:
- a. Zeta Chapter Executive Board shall meet at least twice yearly as follows:
    - (1) by late August or early September to review goals and objectives.
    - (2) at the discretion of the president.

**ARTICLE VIII  
COMMITTEES**

**Section A**

Committee Structure Suggestions:

- |                               |                       |                   |             |             |              |
|-------------------------------|-----------------------|-------------------|-------------|-------------|--------------|
| * Financial Review            | *Communications       | *Finance          | *Initiation | *Membership | *Nominations |
| *Personal Growth and Services | *Professional Affairs | *Program          | *Research   | *Rules      |              |
| *Scholarship                  | *Margaret Weed Award  | *Chapter Yearbook |             |             |              |

**Section B**

General Procedure:

1. All committee members shall be appointed by the president except those of the nominations committee.
2. All committee members shall serve for two years.
3. The president shall be an ex-officio member of all committees except the nominations committee.
4. Committee meetings shall be held at the discretion of the chair; and after notification of the chapter president.
5. Ex official shall be a member having a voice but not a vote.

**Section C**

Committee Responsibilities:

1. Financial Review -- minimum of three members.  
The committee shall make an annual financial review of the treasurer's records.
2. Communications  
The committee shall:
  - a. prepare and circulate among chapter members materials that will be useful in making known the work of Delta Kappa Gamma.
  - b. communicate with the media about the program and work of Delta Kappa Gamma.
3. Finance -- minimum of three members  
The committee shall:
  - a. be responsible for the supervision of the financial affairs of the chapter.
  - b. make recommendations on the expenditures and investment of funds.
  - c. prepare a budget annually for study and adoption by the chapter.
  - d. provide for an annual financial review of the treasurer's records.
4. Initiation -- two members  
The committee shall arrange and conduct the initiation ceremony.
5. Membership -- minimum of three members  
The committee shall:

- a. The chair shall process all proposals for new members.
  - b. The committee shall be responsible for the necrology records and necrology services.
6. Nominations -- minimum of three members
- The committee shall:
- a. submit name(s) of all nominees for each elected position.
  - b. prepare the ballots, if needed, and conduct the election.
7. Personal Growth & Services
- The committee shall:
- a. encourage and assist members to prepare for leadership opportunities.
  - b. prepare or arrange for one program each year.
8. Professional Affairs
- The committee shall:
- a. foster a climate of mutual respect and cooperation within the profession.
  - b. study and recommend action on professional problems.
  - c. initiate action in the field of legislation to improve education and the status of women educators.
  - d. prepare or arrange for one program each year.
9. Program
- The committee shall:
- a. prepare programs that cover a wide range of activities which follow the yearly theme and fulfill the purposes of Delta Kappa Gamma.
  - b. communicate suggestions from the state and international committees to chapter members and present ideas and suggestions from the chapter to the state and international.
  - c. keep chapter members informed through workshops, suggestions, and programs.
  - d. promote the use of music at chapter meetings.
  - e. study and recommend actions on professional problems.
10. Research
- The committee shall:
- a. conduct local research projects and maintain as a permanent record.
  - b. publicize studies of the Society.
  - c. publicize research pertinent to education and women.
11. Rules – minimum of three members
- The committee shall:
- a. receive all recommendations and proposals for amending and revising the chapter rules.
  - b. study and prepare recommendations to the Executive Board for further study and consideration.
  - c. present the approved proposals to the membership for a vote.
12. Scholarship -- minimum of three members, one of which shall have been a member of the previous committee.
- The committee shall:
- a. promote information about, interest in, and support for scholarships and recruitment grants.

- b. use media to publicize scholarships and recruitment grants.
- c. cooperate in raising funds for scholarships and recruitment grants.
- d. encourage worthy recipients.
- e. announce the recruitment grant recipient after the formal notification to the recipient.
- f. promote work of the international World Fellowship Committee.
- g. encourage contributions to the World Fellowship Fund.

**Section D**

Special committees shall be appointed by the president as authorized. The committee shall be dissolved immediately after submitting their final report.

**ARTICLE IX  
AREAS OF ACTIVITY**

**Section A**

Meetings:

1. Zeta Chapter shall hold seven meetings each year (Sept., Oct., Nov., Dec., Feb., April and May), the time and place to be determined by the Executive Board. Members are urged to attend.
2. Zeta members are encouraged to attend all pertinent DKG meetings.
3. Zeta members are encouraged to attend state meetings.
4. A quorum at chapter meetings shall be 30% of total chapter members.

**Section B**

Publications:

1. Chapter members are encouraged to contribute to Alpha Sigma News.
2. Chapter members are encouraged to read all publications of the Society to keep informed about Delta Kappa Gamma.

**Section C**

Funds:

1. Alpha Sigma State Scholarship Fund (Constitution, Article IX)
  - a. Funds are contributed by chapter members through dues structure.
  - b. At the April meeting the membership shall determine if chapter revenues allow additional contributions to be given at the State Convention by the chapter president or designee.
2. Rachel Royston Permanent Scholarship Foundation Fund
  - a. At the April meeting the membership shall determine what amount of chapter revenues shall be contributed to the fund at the State Convention by the chapter president or designee.
3. Ruby Long Recruitment Grant.
  - a. The chapter will award a recruitment grant annually to a young woman living in our area who has been accepted for a career in the teaching profession.
  - b. Funds are contributed by chapter members through local dues, individual contributions, and fund raising activities.
4. World Fellowship Fund.
  - a. Funds are contributed through individual contributions.
5. Ruth Bump Birthday Fund for Literacy.

- a. Funds are contributed through individual contributions at meetings.

**ARTICLE X  
AMENDMENTS**

**Section A**

Methods for submitting proposals:

1. Proposals for amendment or revision of the chapter rules may be submitted to the chair of the rules committee by any member or committee.
2. All proposals for amendment or revision shall be studied by the rules committee. Recommendations for change shall be submitted to the Executive Board for approval prior to being submitted to a vote of the membership.
3. Any member or committee that has submitted a proposed amendment or revision which has been rejected by The Executive Board must be notified of the rejection. The reasons for the rejection shall be given by the president within ten days of the date of rejection.

**Section B**

Vote on amendments or revisions:

1. Vote on amendments to or revisions of the chapter rules shall be by standing vote of members present at the regular meeting when the vote is taken.
2. Approval by two-thirds (2/3) of the votes cast shall be required for the adoption of the amendment to or revision of the chapter rules.

**ARTICLE XI  
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the proceedings of Zeta Chapter, Alpha Sigma State, Washington, in all cases not provided for in the Constitution, state bylaws and chapter rules.

**ARTICLE XII  
DISSOLUTION CLAUSE FOR CHAPTER RULES**

In the event of the dissolution of Zeta Chapter, the net assets shall be distributed as follows:

1. The approval for Chapter dissolution shall be obtained from the State Executive Board.
2. All liabilities and obligations shall be paid and satisfied or adequate provision made therefore in accordance with the Statutes of Incorporation for the State of Washington as they are applicable to the chapter.
3. The Chapter Executive Board shall determine specific procedures for liquidating remaining assets, except that no member may personally benefit from such dissolution.
  - a. Funds remaining in the Ruby Long account and the General Fund account shall go to a recipient to be determined by The Executive Board.
  - b. Funds remaining in the Ruth Bump Birthday Fund account and the Literacy account will go to the North Central Washington Literacy Council.
  - c. Any funds slated for the State or International organizations will be forwarded to them.
4. Dissolution procedures shall be in accordance with International and State rules.

Adopted by Zeta Chapter on 11 Oct 2012.

Approved by Alpha Sigma State Bylaws and Rules Committee Nov 2012.