## THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

# ARTICLE I NAME

The name of this chapter shall be Eta Chapter, Region 5, of The North Carolina State Organization of the Delta Kappa Gamma Society International (formerly known as Eta State). The state organization’s name may be abbreviated as NC DKG.

1. The Delta Kappa Gamma Society International may also be known as the Society, Delta Kappa Gamma, ΔΚΓ, or DKG.

## ARTICLE II MISSION AND PURPOSES

## Mission

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

## Purposes

The purpose of the Eta Chapter shall be the promotion of the seven purposes of The Delta Kappa Gamma Society International and those of the Eta State Organization as follows:

* 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 interest 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.

## ARTICLE III MEMBERSHIP

**Section A.**

Active members shall be women who are **or have been** employed as a professional educator at the time of her election.

Membership in The Delta Kappa Gamma Society International shall be by
invitation only. Members inducted into the Society become members of a local
chapter, state organization, and the international Society.

## ARTICLE III MEMBERSHIP

**Section A. continued**

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| An individual becomes a member of the Society when she pays her dues. At the time she joins the Society, a member becomes a member of the International Society, NC DKG, and Eta Chapter.  |
| Chapter method for selecting candidates for membership must be stated in the chapter rules. Membership is by invitation. |
| The word initiation becomes **induction** wherever it appears in this document. |
| Chapter minutes must include the names of members terminated, including the reason and date of termination.  |
| The membership year is July 1 - June 30.  |
| Chapters will decide if and when to have an induction ceremony.  |
| Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill. |

**Section B. Classification**

1. Collegiate Membership.

Collegiate members may be undergraduate or graduate students. Bachelor student member shall be enrolled in an institution offering coursework leading to a career in education and enrolled within the last two years of her bachelor’s degree. Graduate/masters/doctoral student members shall have graduate/masters/doctoral standing in an institution offering coursework in education. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member.

* 1. A collegiate member may participate in the activities of the Society
	 except holding office.
	2. A collegiate member may serve as parliamentarian since this position is not an elected office.

2. Active members shall be women who are or have been employed as a professional educator at time of her election. An active member shall participate in the activities of the Society.

3. Reserve membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. A reserve member, so requesting, may be restored to active membership.

4. Honorary members shall be women not eligible for active membership who have rendered notable service to education. They shall be privileged to participate in all activities except that of holding office.

## Section C. Election

## 1. Candidates for active membership shall be voted upon in a chapter meeting in a manner to be determined by the chapter.

## 2. Candidates for honorary membership shall be elected by the method established by the Executive Board.

## 3. An individual becomes a member of the Society when she pays her dues.4. All records of membership shall be kept at the chapter level.

## Section D. Transfer

## A member in good standing may be transferred from one unit to another upon application to the International Headquarters.

## Section E. Termination of Membership

Membership in the Society is terminated for non-payment of dues and fees,
resignation, or death. The chapter treasurer shall report to the state treasurer
the record of all memberships terminated, including the reasons and dates of
termination. The chapter shall file all letters of resignation. Chapter minutes must include the names of members terminated, including the reason and date of termination.

## Section F. Reinstatement

## A former member shall be reinstated to membership by the chapter receiving the request and payment of dues. The chapter treasurer shall report to the state treasurer when a former member has been reinstated.

## ARTICLE IV FINANCES

Financial matters are in accordance with the Constitution, International Standing Rules, and the Eta State Bylaws.

## Section A. Induction Fee

There is no induction fee collected for new or reinstated members.

## Section B. Dues and Fees

## 1. The state annual dues shall be $15 for each active member, $2 for each reserve member, and $5 for each collegiate member. Each member shall also pay a scholarship fee of $1, as well as International and chapter dues of $67 and any required chapter assessments. International dues are $40 for each active member, and $20 for each reserve member and Collegiate member pay $20 for chapter dues,

## Section B. Dues and Fees continued

## Chapter dues are $100.

2. Any changes in the amount of state dues shall require a two-thirds (2/3) vote of members at the annual convention in an odd-numbered year. Any proposal for changes in state dues shall be presented by the Finance Committee to the Executive Board in an even-numbered year and to the NC DKG Convention the following year. In the interim, the proposed change shall be publicized to the membership through Eta State News. If it is approved by a two- thirds (2/3) vote of the Executive Board preceding the convention, it shall be presented for vote to the members in convention.

3. Annual dues and fees must be paid to the chapter treasurer by June 30 for the following fiscal year. Non-payment of dues and fees will result in termination of membership. On July 1 members shall be dropped for nonpayment of dues and fees.

4. New members who join between January 1 and March 31 shall pay one half dues and the scholarship fee for the current year. New members joining between April 1 and June 30 shall pay full dues for the ensuing year. Chapter dues may be pro-rated. Reinstated members shall pay full annual dues whenever reinstated.

5. For membership or reinstatement on and after January 1, the member shall pay one-half the international and state membership dues, in addition to the full scholarship fee. We will prorate dues that are paid after January 1.

6. Annual dues and fees must be paid to the chapter treasurer by June 30 for the following fiscal year. Immediately upon collection, International dues are to be sent to International Headquarters and state dues are to be sent to the state treasurer. Rules shall state the amount of chapter dues for collegiate members. The dues amount for all membership types must be stated in Chapter Rules. Collegiate Membership International dues are $20, State dues are $5**.** Chapters decide on collegiate dues for the chapter.

## Section C. Honorary Fee

## 1. A lifetime fee of $49.50 for international publications shall be paid by the Chapter for each honorary member at the time of Induction.

## Section D. Scholarship Fee

1. A scholarship fee shall be paid annually by each active and reserve member.

## Section E. Fiscal Year

## 1. The fiscal year of the Chapter shall be July 1—June 30 inclusive.

## Section F. Assessments

1. Assessments may be levied annually by Chapter vote at a regular chapter meeting for one year only. Reserve members shall not pay.

## Section G. Financial Control

1. The chapter shall approve a yearly budget approved by the Executive Board and recommended by the financial committee.
2. The president/co-presidents shall approve all expenditures.
3. There shall be an annual financial review of the treasurer’s books by the Executive Board.

## ARTICLE V ORGANIZATION

1. The three levels of organization shall be chapter, state organization, and international.
2. The chapter president/co-presidents are representatives on the state
organization Executive Board.
3. The chapter will participate in a coordinating council. Any active member may serve along with the president. They may be appointed by the president with approval of the Executive Board or elected by
chapter quorum. The chapter quorum shall consist of at least ten
members

## ARTICLE VI OFFICERS AND RELATED PERSONNEL

## Section A. Officers and Related Personnel

Officers, all of whom must be members of the Society, shall be president or co-presidents, a vice-president, recording secretary and corresponding (all elected). The related personnel are the treasurer, parliamentarian, photographer and World Fellowship Representative. The related personnel are appointed by the president/co-presidents.

## Section B. Duties

## In addition to the duties listed below, the president/co-presidents arerepresentatives on the state organization executive board.

## Chapter President/ Co-Presidents

* + 1. Shall act as presiding officer at regular and called meetings and direct
		 the activities of the chapter.
		2. Shall act as chair of the chapter executive board.
		3. Shall serve as ex-officio member with vote on the respective state
		 organization executive board.
		4. Shall appoint a parliamentarian.
		5. Shall appoint standing and special committee.
		6. Shall approve for payment all expense claims.
		7. Shall approve publications.
		8. Shall fill by appointment all vacancies in office.
		9. Shall ensure chapter rules are up to date and in alignment with state organization bylaws and International Constitution.
		10. Shall ensure the chapter has a plan for strategic growth and development.
		11. Shall represent the chapter at meetings, conferences, and other events.
		12. Shall take action, with the advice and approval of the executive board on matters which cannot be deferred until the next meeting.
		13. Shall check the file received from her precedent, which shall contain up to date material.
		14. Shall become familiar with president's duties, the procedures and work of the Society, and the business that the chapter has transacted previously by studying materials and by attending conferences, conventions, and workshops, including leadership development.
		15. Shall appoint and work through committees if committees are designated by chapter rules.
		16. Shall order supplies for membership the membership certificates, and key pin order forms, at least six weeks in advance

**Chapter President/Co-Presidents (continued)**

* + 1. Shall assure that recognition is given to any chapter member who is serving as a state organization or international officer, committee chair or committee member.
		2. Shall attend meetings and workshops of the state organization and
		 whenever possible the international conference and the international
		 convention.
		3. Shall participate with the Finance Committee in the processes of
		budget preparation and supervise chapter finances.
		4. Shall work with the chapter to plan the activities for the year and
		serve as an ex-officio member of committee with vote if this is a part
		of the chapter rules.
		5. Shall notify the state organization of changes of officers during the
		 biennium.
		6. Shall complete the Chapter President's Annual Report form.
		7. Shall work with the membership chair and the treasurer to contact
		each member who has not paid dues before she is dropped for non-
		payment of dues.

## Vice-President

## Shall serve as presiding officer in the absence of the president/ co- presidents.

* + 1. Shall succeed to the presidency and serve until the next regular election of officers, in the event that the president/co-presidents resign.
		2. Shall perform such other duties as the president or the Executive Board may assign to her.

## Recording Secretary

1. Shall keep minutes of each meeting and furnish the president with a copy of such minutes.
2. Shall serve as secretary to the Executive Board.
3. Shall keep an attendance roll.

## Corresponding Secretary

## 1. Shall carry on correspondence as may be delegated by the president/co-presidents.

2. Shall send a card to a member in the event of illness or death

## Treasurer

1. Shall receive and pay out all moneys belonging to the chapter.
2. Shall keep an accurate account of receipts and expenditures.
3. Shall maintain a record of receipts, bills, canceled checks, and bank statements.
4. Shall present a report at each regular meeting.
5. Shall file required 990-N report.
6. Shall submit for annual audit the accounts of the organization.
7. Shall serve as an ex-officio member on the Executive Board.
8. Shall serve ex-officio in the process of budget development and supervision of finances.
9. Shall prepare the Annual Report of Chapter treasurer, Report of Dues and Fees and Dropped members.
10. Shall maintain an accurate and current membership roster.

## Parliamentarian

1. Shall be appointed by the president/co-presidents and serve without vote.
2. Shall act as advisor to the officers and members in matters pertaining to interpretation of Constitution and to parliamentary usage.
3. Robert’s Rules of Order New Revised (current edition) shall govern
chapter proceedings.

## Photographer

## 1. Shall take pictures at meetings and other events for publication in newsletter, newspaper, and the website.

## World Fellowship Representative

* 1. Shall encourage members to contribute to the World Fellowship Program.
	2. Shall share information on World Fellowship Program at the chapter meetings.
	3. Shall invite World Fellowship recipients studying in North Carolina to attend a chapter meeting.

## Section D. Election and Term of Office

## 1. The chapter officers shall be elected in even-number years, at which time the treasurer shall be appointed by the president and executive board.

## 2. The term of each elected officer shall be two years or until a successor is named.

3. The Nomination Committee Chair (not Membership Chair) will present a slate of officer nominations biennially.

4. Officers shall take office on July 1 following their election.

5. Election of officers shall be held in the spring.

## Section E. Vacancies

## In the event that a member holding an elective or appointed position is unable to perform her duties, the position shall be declared vacant by the respective officers and a successor named by the chapter president and the executive board.

## ARTICLE VII EXECUTIVE BOARD

## Executive Board

## The members of the Executive Board shall be the elected officers of the chapter and the immediate past president and such other members as designated. The treasurer and the parliamentarian shall be ex-officio members. If the treasurer is paid for services, she serves without a vote.

## Duties of the Executive Board

## 1. Approves the treasurer (appointed by the president) for the biennium.

2. Acts in matters requiring immediate action and decision.

3. Recommends policies and procedures for consideration by members.

4. Establishes rules for budget development and approval and for the

 supervision of chapter finance.

5. Appoints chapter committees with representation of all members.

## Meetings of the Executive Board

## The chapter Executive Board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

## The Executive Board shall meet at least twice yearly. A quorum shall be a majority of the present voting members of the board.

## ARTICLE VIII COMMITTEES

## Section A. Committee Structure

## 1. The chapter shall be responsible for any state organization and/orchapter duties represented by the international committee descriptions, Article VIII, Section B, and Section C.

## 2. The chapter may establish standing committees to carry out these duties as well as special committees when needed. All committees shall be appointed by the president, with approval of the Executive Board.

## 3. Reports of the work of the chapter shall be prepared on forms specified by International Headquarters and submitted to the persons designated on the forms.

## 4. The president serves as ex officio on all committees except nominations.

## 5. In the event of an emergency, or task needing immediate attention, the Executive Board shall be assigned to facilitate the work needed.

# Section B. Society Business Committee

# These committees shall have responsibilities in the following areas:

# 1.Finance

a. Shall establish guidelines concerning all funds.

b. Shall prepare a budget for the year.

c. Shall assist with the completion of the Annual Report.

d. Shall provide for an annual audit.

## 2.Nominations

## a. Shall present a slate of nominees in even numbered years for each of the following officers: president/co-presidents, first vice-president, recording secretary and corresponding secretary.

## b. Shall plan and conduct the installation of officers according to the ritual manual and other installation materials.

### 3. Rules

a. Shall receive all proposals for amending the Bylaws and Standing Rules.

b. Shall format the proposed amendments for publication and distribution so that members will receive notice prior to the meeting.

c. Shall submit the proposed amendments/revisions to the Executive Board for recommendation and membership for adoption.

### 4. Communications and Publicity

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### a. Shall assist the chapter president/co-presidents in preparing and distributing the chapter yearbook.

b. Shall assist the editor in the publication of the Eta Chapter newsletter.

c. Shall publicize Eta Chapter events and member accomplishments

by submitting articles to the newspaper and Eta State News

d. Shall publish, distribute and update the Eta Chapter brochure at the beginning of each biennium.

e. Shall be a conduit for information between and among members of Eta Chapter.

f. Shall monitor the Eta Chapter website.

## Section C. Society Mission and Purpose

##### **1. Awards Committee**

##### **a.** Will determine members who are eligible for 5 year recognition with certificates (5-15 years) and pins (20 plus years).

#####  b. Will order 5 year certificates and pins.

c. Will present certificates and pins at the last meeting of the year.

d. Will request congratulatory letter from Eta State President for member with 50+ years of membership.

e. Will select candidates and write supporting evidence for Eta State honors such as Rising Star, Golden Key, and Founders Award by February 1.

**2. Educational Excellence Committee**

a. Shall identify and promote activities to support early career educators.

b. Shall encourage member development.

c. Shall recommend projects for chapter participation.

d. Shall emphasize global perspectives and educational excellence (Schools for Africa)

## 3. Educational Law and Policy Committee

## a. Shall study and recommend action on professional issues.

## b. Shall urge members to initiate, endorse and support legislation that is in the best interest of education and women educators.

## c. Shall educate members in strategies to impact educational policy.

## d. Shall adhere to the Society’s guidelines when initiating, endorsing and supporting legislation:

* + - 1. an individual may represent the state organization on
			legislative matters only after receiving permission from the Eta State President.
			2. legislative action should be concerned with educational
			issues, not with candidates or political parties.

## 4. Membership Committee

##  a. Shall distribute Prospect Cards to members at the September, October and January Meetings.

## b. Shall compile a list of prospect names and presents to the membership for vote in March.

## c. Shall instruct sponsors to complete a new member application form.

## d. Shall send out Prospect Letter to invite candidates to join Eta Chapter.

## e. Shall invite prospective members to orientation.

## f. Shall invite prospective members to the induction ceremony with the Induction Letter.

## g. Shall keep an accurate record of invitations sent and responses received for archives.

## h. Shall be responsible for the Chapter Necrology Report.

## 5. Scholarship Committee

a. Shall establish criteria for awarding chapter grants and scholarships.

b. Shall select grant and scholarship recipients.

c. Shall maintain contact with recipients.

d. Shall ensure that recipients receive funds.

e. Shall keep chapter informed regarding use of scholarship and grant funds.

## Section D. Social Affairs

a. Shall send electronic birthday cards to members of the chapter.

b. Shall elect and bring food for chapter meetings.

c. Shall inform members of the cost of the food prior to the meeting.

# ARTICLE IX MEETINGS

**Section A. Meetings**

1**.** Regular meetings are meetings where chapter business is conducted. At least four regular meetings of the chapter per year shall be required. Other meetings/excursions may be scheduled. 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.

2. 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.

3. No proxy voting.

4. Chapte**r** business shall be conducted by majority vote, a quorum of 10 being present.

## ARTICLE X COMMUNICATIONS AND PUBLICITY

**Section A. Publications**

The chapter co-presidents shall approve publications; newsletters (4 times a year), a yearbook and other studies of local interest that may be published and circulated to members.

## Section B. Electronic Communications

The chapter may establish and maintain various types of electronic communications, including an approved website, to facilitate meetings and to communicate with members.

**ARTICLE XI FUNDS**

**The funds of the chapter shall be known as:**

1. **The Operating Fund**

a. Shall require a budget available for chapter expenses and
distribution.

b. Shall include money for local and state scholarships.

## 2. Annual Dues and Fees:

a. Annual dues for active and reserve members should be set
Eta Chapter biennially.

**ARTICLE XII DISSOLUTION**

## Chapter Dissolution

## 1. Before a chapter is dissolved, the approval of the State Executive Board 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 state treasurer for state or international projects.

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

5. The chapter charter must be returned to the state to be forwarded to the International Headquarters.

6. Reuse of the Greek name will occur in accordance with Eta State rules/bylaws.

## ARTICLE XIII AMENDMENTS

## Amendments to Eta Chapter Standing Rules vote on statement

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1. Standing rules shall be reviewed every two years by an ad hoc committee of the Society Business committee. The Changes or amendments entertained during a meeting will be voted upon in accordance with the current Robert’s Rules of Order.
2. All proposed amendments shall be published at least one month prior to voting.
3. An approval of an amendment requires a quorum.
4. The adopted amendment will take effect immediately upon adoption; all members will receive hard copies and or electronic copies of updated rules.
5. Eta Chapter rules shall be amended automatically by the Rules committee to comply with the *Constitution,* *International Standing Rules*, and the *NC State Organization Bylaws and Standing Rules*. Notice of automatic updates shall be published in the Fall Chapter Newsletter, and read at the Fall Chapter meeting (or in other chapter publication).

## ARTICLE XIV PARLIAMENTARY AUTHORITY

Eta Chapter of the North Carolina State Organization shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, NC DKG Bylaws and Standing Rules, and the Eta Chapter of the North Carolina State Organization Rules.

Chapter Rules voted and approved October 11, 2018

Chapter Rules voted and approved January 12, 2019
Chapter Rules voted and approved October 8, 2019

Chapter Rules voted and approved January 11, 2020

Chapter Rules 2020-2021 voted and approved October 5, 2020

Chapter Rules 2020-2021 voted and approved October 20, 2020

Chapter Rules 2024 voted and approved March 1, 2024