

**ALPHA CHI CHAPTER
NEW YORK STATE ORGANIZATION - THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
Chapter Standing Rules**

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

- I. NAME:** Alpha Chi Chapter (organized 4/15/62), New York State, The Delta Kappa Gamma Society International
- II. OFFICERS AND RELATED PERSONNEL**
- A. Officers shall include President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian.
 - B. The elected officers shall be President, Vice-President, Recording Secretary and Corresponding Secretary.
 - C. The Treasurer shall be appointed by the Executive Board each biennium.
 - D. The Parliamentarian shall be appointed by the President.
 - E. Officers shall serve for a two-year term and for no more than two consecutive terms in the same office, except for the treasurer, whose term may be longer. It is preferred that the Vice President continue in line of succession to hold the office of president.
 - F. The Nominating Committee shall consist of at least two members who are not expected to assume offices. The committee shall present a slate of prospective elected officers to the membership in March or April of even-numbered years. Additional nominations may be made from the floor.
 - G. The election of the officers shall take place at the April meeting, with installation of the officers occurring at the May Birthday Dinner meeting.
 - H. Duties of the Officers:
 - 1. The President shall preside at all meetings, appoint chairs of standing and ad hoc committees, and perform additional duties normally associated with the office of President, including but not limited to:
 - a. The President shall appoint a member to fill a vacancy on the Executive Board.
 - b. The President is responsible for the publication of a chapter newsletter.
 - c. At the completion of her biennium, the President will prepare a Chapter Biennium Report which will reflect the chapter's activities during her biennium.
 - d. The outgoing president shall prepare material for the state directory for the first year of the incoming president.
 - 2. The Vice-President shall assist the President as necessary or as requested. She shall assume presidential duties in the event of the President's absence. She will help promote the Society's Mission and Purposes in Alpha Chi chapter, particularly in supporting the work of the Program and Service/Fundraising committees by attending their meetings and helping to coordinate and communicate their efforts.
 - 3. The Recording Secretary shall create and maintain a record of the proceedings of all Chapter Membership and Executive Board meetings. She will record the attendance numbers at each meeting in that meeting's minutes, and she will help to determine if a quorum is present at each meeting. She will

distribute the draft and approved minutes of each chapter meeting to all members, and will distribute the minutes of each Executive Board meeting to members of that board.

4. The Corresponding Secretary shall conduct necessary correspondence and serve as the chapter's Sunshine Rose Committee chairperson.
 5. The Treasurer shall maintain all financial records, collect dues and fees, pay authorized chapter expenses, oversee the budget and report the condition of the Treasury at chapter and Executive Board meetings.
- I. Installation of Officers
 1. Installation will take place at the May Birthday dinner, or at the convenience of the chapter.
 2. The President will receive her president's pin at the time of her installation as the elected president of the chapter.

III. MEMBERSHIP

- A. Applications for membership in Alpha Chi may be considered and voted upon at any chapter meeting. Applications for membership shall be obtained from, and completed applications submitted to, the Membership Committee chairperson.
- B. Four membership levels, active, reserved, honorary and collegiate, shall be offered based on the guidelines set forth by International and State rules.
- C. Newly approved members may attend meetings on a non-voting basis until the time of their induction.
- D. Orientation of member-nominees will take place prior to the induction of new members into the chapter. The purpose of orientation is to inform and prepare prospective members about the structure, practices, and expectations of the chapter.
- E. Induction of new members will be conducted, preferably, at the May Birthday dinner, or otherwise at the convenience of the chapter. Newly inducted members will be meal guests of the chapter at their induction, or at some other agreed-upon meeting.
- F. New members will receive their membership pin at the time of their induction.
- G. The new member shall pay her annual dues at the time designated for dues collection from all members.
- H. At the time of their induction, the chapter will pay for each new inductee's life-time membership in the Pi State Educational Fund.

IV. MEETINGS

- A. There shall be a minimum of five chapter meetings each year.
- B. The number of members in attendance at each chapter meeting shall be recorded in the minutes of that meeting.
- C. A quorum is needed to pass motions that are presented for a vote, either at a chapter meeting or via chapter e-mail.
- D. Thirty percent (30%) of the current chapter membership shall constitute a quorum for the purposes of voting at chapter meetings.
- E. The President will insure, with input from the Recording Secretary and Membership Chairperson, that a quorum has been met before calling for a vote.
- F. A simple majority, or one half plus one, of the membership present is needed to pass a motion.

V. EXECUTIVE BOARD

- A. The Executive Board shall consist of all the officers, both elected and appointed, as well as the immediate past president and the committee chairpersons of the Service/Fundraising and Program committees. Other committee chairpersons may serve as executive board members at the discretion of the president.
- B. The Executive Board may recommend goals, policies and procedures for consideration by the membership.
- C. The Executive Board shall carry on the business of the chapter as necessary between general membership meetings.
- D. A legally constituted executive board meeting must consist of one half (1/2) plus one (1) of the executive board members.
- E. The Executive Board shall convene at least twice a year.

VI. FINANCES

- A. The Treasurer, with input from the finance committee, shall present to the membership a proposed budget for the coming year at the first business meeting of the fiscal year, which begins on July 1.
- B. The chapter budget shall address expenses incurred at New York State Meetings (President's Leadership Training/Workshops, Executive Board of North Central Area and New York State Convention) by the President or her official delegate.
- C. Chapter dues shall be an amount based on budgetary needs, as recommended by the Treasurer, and as approved by the membership.
- D. Dues shall be paid by June 1 of each fiscal year.
- E. On July 1st, in accordance with international society rules and with chapter guidelines, nonpayment of dues shall result in discontinuation of membership.
- F. An internal audit of all financial records shall be conducted and reported to the chapter once per biennium by the Finance Committee, with input from the Treasurer.

VII. COMMITTEES

A. Society Business

- 1. Communications/Publicity Committee
- 2. Finance Committee
- 3. Website Committee
- 4. Membership/Necrology Committee
- 5. Nominating Committee
- 6. Standing Rules Committee

B. Society Mission and Purposes

- 1. Educational Excellence Committee
 - a. Program Committee
 - b. Service/Fundraising Committee
 - c. Ceremonies Committee
- 2. Scholarship/Awards Committee

C. Special Committees

- 1. Sunshine Rose Committee
- 2. Chapter Representation in North Central Area Council of New York State.
- 3. Other Committees: special ad hoc committees for specific projects/activities may be created and disbanded as needed.

VIII. PUBLICATIONS

- A. The President, or her designee, shall be responsible for the periodic creation and distribution of a chapter newsletter during her biennium, for the purpose of conveying news and information to the membership. A minimum of two newsletters per year, with one published between November and March, is preferred.
- B. The membership committee will be responsible for preparing, updating and distributing a chapter membership directory each year.
- C. The chapter website shall be regularly updated and maintained by the website committee.
- D. When appropriate, the Communications/Publicity Committee may submit articles regarding chapter activities and projects to State and International publications, as well as to local media.

IX. ACTIVITIES AND PROJECTS

- A. The major work of the chapter will be accomplished by two main committees: the Program Committee and the Service/Fundraising Committee. All members are encouraged to serve on one of these committees and to participate in all chapter activities that are organized by either committee.
- B. Upon the death of a chapter member, a red rose shall be purchased with chapter funds and sent to the family of the deceased. Following the death of a member, a memorial award (amount to be determined) in memory of that member may be given for one year only to a student graduating from the educational institution with which the deceased Alpha Chi member was associated, or other appropriate memorial of the chapter's choosing. It is the responsibility of the Sunshine Rose Committee to carry out these procedures.
- C. Scholarships and Grants-in-Aid
 - 1. Grants-in-Aid shall be bestowed annually to non-member women attending local colleges in pursuit of degrees in the field of education. The number of grants-in-aid awarded and their monetary value, shall be determined annually by the chapter. Grants-in-aid recipients shall be chosen by chapter members in conjunction with local college personnel, and in accord with the guidelines of the chapter Scholarship and Grants-in-Aid Committee. Grants-in-aid recipients who qualify may be offered complimentary collegiate level membership in Alpha Chi chapter for one year which includes DKG International and New York State affiliation.
 - 2. Scholarships, not exceeding one hundred dollars (\$100) per year, shall be awarded to a chapter member(s) in support of activities promoting their professional and personal growth. Such activities may include supporting the education of children and/or adults or the advancement of women. These scholarships will be awarded based on the guidelines adopted by the chapter. The recipient(s) will report on the use of the monies at a future chapter meeting.
- D. Some or all the proceeds of an annual auction or other fundraiser(s) shall be sent annually to DKG World Fellowship and DKG IEG Emergency Fund.
- E. Various other service/fundraising projects will be considered and undertaken each year by the chapter as promoted by the Service/Fundraising Committee.
- F. The Corresponding Secretary, along with one member, will be designated as the Sunshine Rose committee for the chapter, and shall collect separate voluntary funds from members as needed with which to provide gestures of support and friendship during times of significant life events to affected members of the chapter. The Sunshine Rose committee will establish practices and guidelines for the activities of the committee.

X. PARLIAMENTARY AUTHORITY

Roberts Rules of Order (current edition) is designated as the authority for parliamentary procedure.

XI. AMENDMENT OF STANDING RULES

- A. The Standing Rules may be amended by a vote of the membership at a chapter meeting or via group email, with two weeks prior notice of the proposed change(s).
- B. A quorum is needed to pass proposed amendments to the standing rules.
- C. A copy of the newly revised standing rules will be sent to all chapter members within two weeks of rules adoption.

XII. DISSOLUTION

- A. In the event of the dissolution of Alpha Chi Chapter, the Chapter Executive Board shall consult with the New York State Executive Board to determine the specific procedures for Chapter dissolution in accordance with the incorporation laws of New York State and the International Standing Rules.
- B. Upon decision of dissolution, Alpha Chi Chapter shall notify the New York State Executive Board and request approval. A majority vote of the New York State Executive board shall be required for Chapter dissolution. The chapter charter must be submitted back to NYSO-DKG.
- C. All remaining chapter assets will be turned over to NYSO-DKG.

Revised by Alpha Chi Chapter – 5/7/24