

## GAMMA CHAPTER RULES

### Revised October 2019

#### I. NAME

The name of the chapter shall be Gamma Chapter, Mississippi State Organization, The Delta Kappa Gamma Society International.

#### II. PURPOSES

The purposes shall be the seven Purposes of The Delta Kappa Gamma Society International.

#### III. ORGANIZATION

The chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Mississippi State Organization Bylaws, and Gamma Chapter Rules.*

#### IV. MEMBERSHIP

- A. Membership shall be in accordance with the *Constitution, Article III, and International Standing Rules, 3.* The chapter has full authority for administration of membership.
- B. Members shall be classified as active, reserve, collegiate, or honorary.
  1. An active member shall be a woman who is or who has been employed (currently hired by an employer and/or paid salary or fee for specific educational services) as a professional educator at the time of her election. 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 activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter members present. A reserve member, so requesting, shall be restored to active membership.
  3. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
    - a. Undergraduate student collegiate members shall
      - (1) Be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
      - (2) Be enrolled within the last two years of their undergraduate education degree.
    - b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.
  4. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women.
- C. Recommendation for Membership Forms shall be available at each chapter meeting.
- D. The Recommendation for Membership Form shall be completed by the sponsor and returned to the chapter Membership Committee Chair at least one (1) meeting prior to the vote.
- E. Chapter members shall vote by secret ballot prepared by the Membership Committee. Each candidate receiving a majority of the votes cast shall be invited to join Gamma Chapter.
- F. A written invitation to membership shall be extended following election to membership. Upon receipt of the invitation, a written response to accept or decline membership must be received within ten (10) days.
- G. Orientation of members-elect shall be held within thirty (30) days.

- H. The orientation program shall be responsibility of the Membership Committee and the President.
- I. Induction shall be held at the chapter meeting following orientation.
- J. An individual becomes a member of the Society when she is inducted into the chapter and pays her dues.
- K. Gamma Chapter shall conduct a re-orientation / re-commitment for members at least once each biennium (suggested DKG Reaffirmation ceremony in chapter yearbook).
- L. The recording secretary shall record in the minutes the name of any member whose membership is terminated.
- M. A former member may be reinstated into Gamma Chapter in accordance with the regulations as given in the *Constitution*, Article 3, Section F.
- N. A member of Delta Kappa Gamma in good standing may apply for transfer to Gamma Chapter in accordance with the regulations given in the *Constitution*, Article 3, Section F.
- O. The chapter shall honor the memory of a deceased member.
- P. Each member is encouraged to complete the Pin Legacy form (printed in the yearbook) and place it with her important papers. At the death of a member, family members are encouraged to return Society jewelry to the chapter president. The Executive Board shall decide on disposition of Society jewelry that has been returned to the chapter.

## V. FINANCES

- A. Financial matters are in accordance with the *Constitution*, *International Standing Rules*, and *Mississippi State Organization Bylaws*.
- B. The Finance Committee shall develop an annual proposed budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
- C. Any recommendations for changes in chapter dues shall be determined by chapter vote no later than the last meeting of the fiscal year.
- D. Annual chapter, state, and international dues and fees shall be collected by the chapter treasurer prior to June 30. On October 1, members shall be dropped for non-payment of dues and fees. It is the duty of the chapter treasurer to notify members of dues payment no later than June 15. Notification should address that non-payment will result in being dropped from membership rolls.
- E. Gamma Chapter dues shall include an assessment for scholarship fee, for donation to the World Fellowship Fund, and the Grant-in-Aid award.
- F. Other Income
  - 1. The Grant-in-Aid will be presented to a female college student entering her third year of an approved teacher-prep program. Awardee shall be encouraged to apply for the Mississippi State Organization Grant-in-Aid Award.
  - 2. Interest from the investment of two (2) special gift funds:
    - a. The Linnie Wilson Travel Fund – the president or designee representing Gamma Chapter can apply for up to four-hundred-dollars (\$400.00) per year to attend DKG conferences and meetings, subject to the approval of the Executive Board. A voucher form and receipts must be submitted to the chapter treasurer following attendance.
    - b. The Maude Smith Scholar Fund for Professional Development. In even-numbered years, a portion of the funds will be used for chapter officer training. In odd-numbered years, these funds are used to pay for Gamma Chapter applicants to attend Leadership Management Seminar. Members may submit an application any time during the biennium for professional development programs based on funds available. A maximum of up to three (3) five hundred dollar (\$500.00) scholarships is available per biennium. Applications can be accessed online and should be sent to the Finance and Scholarship Committee.

- G. All expense vouchers shall be approved by the president before being paid.
- H. The names of at least two chapter members shall be on all bank accounts.

## VI. OFFICERS

- A. All chapter officers shall perform the duties as prescribed in the *Constitution*, Article VI, and the *Mississippi State Organization Bylaws* and *Gamma Chapter Rules*.
- B. Chapter officers shall be president, first vice-president, second vice-president, secretary (all elected), with treasurer (appointed by Executive Board) and parliamentarian (appointed by the president).
- C. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the member via *GammaGram* newsletter or other electronic media, with the election taking place in March of even-numbered years. The nominees shall be elected by a majority of the members present. New officer installation shall take place in April.
- D. Officer Responsibilities
  1. At the beginning of her biennium, the president shall attend the Chapter Leaders Retreat conducted by the Mississippi State Organization. She is a representative on the Mississippi State Organization Executive Board and is expected to attend Executive Board meetings or assign a designee to attend in her place. The president shall serve as a member ex officio on all committees except Nominations.
  2. At the beginning of her biennium, the first vice-president shall attend the Chapter Leaders Retreat conducted by the Mississippi State Organization. The first vice-president shall serve as chair of the Educational Excellence Committee (Program). The first vice president is responsible for updating and preparing information for the chapter yearbook each year. She, or a designee, is responsible for publishing yearbooks to be distributed to members at the September meeting. In conjunction with the Legislative, Music, Personal Growth & Services, Professional Affairs, and World Fellowship Committees, she shall plan programs, secure presenters, and arrange for meeting locations. In the absence of the president at a chapter meeting, the first vice-president shall preside and conduct Gamma Chapter business. When a vacancy occurs in the office of president, the first vice-president shall become president.
  3. At the beginning of her biennium, the second vice-president shall attend the Chapter Leaders Retreat conducted by the Mississippi State Organization. The second vice-president shall serve as Membership Committee Chair. She is responsible for scheduling and conducting the orientation of new members prior to their induction. Additionally, she is in charge of the induction ceremony for new members.
  4. The secretary shall keep minutes of the chapter meetings and submit them to the president and newsletter editor. She shall be responsible for correspondence as directed by the president.
  5. At the beginning of her biennium, the treasurer shall attend the Chapter Leaders Retreat conducted by the Mississippi State Organization. She is responsible for collecting chapter dues from each active, reserve, and collegiate member. She is responsible for creating and distributing a financial statement at each meeting, maintaining chapter financial records, and for submitting required forms electronically to the state treasurer. She also serves on the Finance Committee as an ex-officio member without vote. Upon assuming office, the treasurer shall be presented her treasurer's pin that will be purchased by the chapter. The outgoing treasurer shall be responsible for purchasing and presenting the pin. The treasurer will purchase the president's pin at the chapter's expense and make it available to the Nominations Committee chair before installation of officers.

## VII. MEETINGS

- A. The chapter shall meet at least seven (7) times per year.
- B. A quorum shall consist of a majority of members present.
- C. There shall be no proxy voting.

## VIII. EXECUTIVE BOARD

- A. Members of the Executive Board shall be elected and appointed officers, and immediate past president. The Executive Board shall meet annually prior to August 1 and at least one (1) other time during the year.
- B. A quorum shall consist of a majority of the voting members present.
- C. The Executive Board shall function according to the *Constitution*, Article VII, Section C.

## IX. COMMITTEES

With the exception of the Nominations Committee, standing committees shall be appointed by the president. She may name a special committee to focus on tasks not assigned to standing committees. The committee is dissolved when its work has been completed and a final report has been made. Committee work shall be conducted in accordance with the *Constitution, Mississippi State Organization, and Gamma Chapter Rules*. Committee chairmen are responsible for submitting required reports to state and international.

- A. Communications and Marketing – At least two (2) newsletters shall be published each year and submitted to the designated state committee. The committee shall develop a chain of communication within the organization, send newsworthy items to local and Society newspapers; and shall keep the Gamma Chapter website updated as needed. Individual chapter members are responsible for submitting information to keep the committee apprised of personal news. The communications chair shall keep the membership informed of important events and legislation that affect education.
- B. Finance and Scholarship – The Finance and Scholarship Committee is responsible for constructing, reviewing, and adopting a proposed budget each year. The committee shall supervise investments and annually review the chapter's accounts. The committee shall ensure the filing of IRS 990 annually. In charge of scholarship, the committee shall inform members of various international, state, and chapter scholarships. The committee shall receive and screen applications for the following chapter scholarships:
  1. Maude Smith Scholarship – Up to three (3) five-hundred dollar (\$500.00) scholarships for professional development are available each biennium. An applicant must have been an active member of Gamma Chapter for at least three (3) years and involved in the chapter's activities. In even-numbered years, a portion of the scholarship funds will be used for Chapter Officer Training. In odd-numbered years, scholarship funds will be used to pay for Leadership Management Seminar for up to two (2) Gamma Chapter members. The recipient should provide the chapter with a report (including financial accountability) of professional impact derived from the scholarship.
  2. Sarah Eykelboom Scholarship – A maximum five-hundred dollars (\$500.00) scholarship is offered each biennium for a member pursuing graduate studies. An applicant must have been an active member of Gamma Chapter for at least three (3) years and involved *in the chapter activities*. The recipient should provide the chapter with a report (including financial accountability) of professional impact derived from the scholarship.
- C. Membership – The Membership Committee is responsible for induction of new members. In addition to the duties spelled out in *Gamma Chapter Rules* IV, and in Section VI-4, the committee shall be responsible for submitting the necrology and membership reports to the state and international committees.

- D. Nominations – In January of even-numbered years, the Nominations Committee composed of at least three members shall develop a slate of proposed officers for the upcoming biennium. They shall report the slate to the chapter at the March meeting. After the report, nominations from the floor may be made with the consent of the nominee. The Nominations Committee shall be responsible for the election and installation of officers. There will be no stand in for any officer at installation.
- E. Educational Excellence – The first vice-president shall chair this committee. Her responsibilities are stated in *Gamma Chapter Rules* Section VI E 2. The Educational Excellence Committee is composed of the chairs of the following committees:
1. Personal Growth & Services Committee shall, in even-numbered years, select the chapter Woman of Distinction. The committee shall solicit nominees for the honor, select and announce the chapter's Woman of Distinction at the December meeting, and submit the required report by December 1 to the state Personal Growth & Services Representative. In odd-numbered years, the committee shall also select the chapter's Red Rose recipient who shall be a woman leader residing in the chapter area and whose accomplishments have benefited education and the status of women in leadership roles. Applications for Red Rose shall be completed by the recommending member and submitted to the Personal Growth & Services committee no later than the October meeting. The Red Rose honoree shall be recognized at the November Birthday Celebration, and the report shall be submitted to the state Personal Growth & Services Work Area Representative. The committee shall also select and arrange for at least one (1) chapter service project each year and shall submit the required report to the state committee whenever due.
  2. Professional Affairs Committee shall select, notify, and recognize at least one (1) Gamma Chapter Grant-in-Aid award in the amount of one-hundred, fifty dollars (\$150.00). The recipient shall be recognized at the November Birthday Celebration. Applications must be submitted to the Professional Affairs Chairman not later than October 20. The recipient shall be a woman resident of the Meridian and Lauderdale County area and enrolled as a junior in the school of education in an accredited college or university. The committee shall also organize an annual raffle to raise awareness and raise funds for a worthy endeavor selected annually by the chapter.
  3. Music Committee shall recommend ways that music can be used to enhance programs, projects, and activities of the Society. The committee shall provide music for meetings.
  4. World Fellowship Committee shall keep the membership informed on the International World Fellowship Program through either the chapter newsletter or presentation at a chapter meeting.
  5. S.E.E. / Supporting Early-career Educators Committee shall encourage members to provide activities to teachers who are one-to-three years into employment in the field of education. Activities and updates shall be reported at meetings.

## **X. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised is designated for governance of the chapter in all instances in which authority is not consistent with the *Constitution* or other adopted Society rules (*Mississippi State Organization Bylaws*, Article XI).

## **XI. AMENDMENTS**

- A. The Executive Board shall review chapter rules at least once every four (4) years.
- B. Individual rules may be considered at any regular business meeting.
- C. Chapter rules can be approved, amended, or rescinded during Executive Board or chapter meetings by two-thirds (2/3) of voting members present.

**XII. DISSOLUTION** (*Mississippi State Organization Bylaws, Article XIII*)

- A. Before a chapter is dissolved, approval of Mississippi State Organization must be obtained.
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- C. All liabilities and obligations shall be paid and satisfied or adequate provision made. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.
- D. Any remaining funds in the chapter account shall be sent to the state treasurer for state or international projects.
- E. The chapter's paraphernalia, Society publications, and chapter records shall be retained in state organization archives and made available for use.
- F. The charter must be returned to the state organization to be forwarded to international.
- G. The state organization Executive Board shall decide whether the Greek name shall be reused.

**Mississippi State Organization Bylaws and Standing Rules Committee****Eva Guice, Committee Chair**

This is to certify that **Gamma Chapter Rules** were reviewed and approved by the Mississippi State Organization Bylaws and Standing Rules Committee on November 2, 2019. The next date for submission of your rules to this committee for review and approval will be 2023.

**Communication received on 11.3.2019**