

Standing Rules

Sigma Chapter, Alpha Epsilon State

The Delta Kappa Gamma Society International

Date: August 13, 2009 (adopted)

- I. Chapter Name
The name of this chapter shall be Sigma Chapter, Alpha Epsilon State, The Delta Kappa Gamma Society International.
- II. Purposes
The purposes of Sigma Chapter shall be the seven Purposes of The Delta Kappa Gamma Society International and those of Alpha Epsilon State.
- III. Membership
 - A. All members are encouraged to seek suitable prospective members.
 - B. Prospective members shall be women who are employed in educational work at the time of their election and have had three or more years of experience or have been retired from an educational position no more than two years.
 - C. New members will be selected by approval of a four-fifths majority of the secret ballots cast by the members present at the September meeting.
 - D. Each member-elect shall respond in writing to the President of her decision within three days after the October meeting.
 - E. No second formal initiation dinner will be held if a candidate cannot attend the regularly scheduled ceremony; a simple initiation will be conducted at the next regularly scheduled meeting.
 - F. Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the membership chairman by Sept. 1.
 - G. Recommendation for Membership (Form 11) must be completed by members, not candidates. Candidates are not to be informed until voted into membership. Upon acceptance into Sigma Chapter, the nominee shall be informed by the nominating persons of the forthcoming invitation into Sigma Chapter. The President shall send a formal letter of invitation to each new candidate, which includes instructions concerning written response.
 - H. A prospective member elected for active or honorary membership shall be initiated within a period of one year from the time of election.
 - I. A past member may be reinstated to membership by a majority vote of those present.
 - J. Reserve membership shall be granted only to those members who are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location.
- IV. Finances
 - A. Dues

1. Active dues shall be seventy dollars (\$70.00) which includes \$40.00 International, \$15.00 State, \$1.00 scholarship, \$14.00 chapter. An optional contribution of \$1.00 for World Fellowship may be added.
2. Reserve dues shall be \$32.25, which includes (\$20.00 International, \$6.00 state, \$5.00 chapter, \$1.00 scholarship, and 25 cents Coordinating Council 1 assessment. An optional contribution of \$1.00 for World Fellowship may be added.
3. Annual chapter, state organization, and international dues and fees shall be collected by the chapter treasurer prior to Oct. 31 and forwarded to the Alpha Epsilon State treasurer by Nov. 10.
4. The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
5. The Finance committee shall make recommendations for changes in dues no later than Aug. 10 so they may be published in *The Rose* before the September meeting.
6. Changes in chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.

B. Other Finances

1. A floral tribute of a single red rose and/or a money contribution in an amount to be voted upon by the membership, will be given to a fund in case of the death of a member, member's child or spouse. Suggestions: Alpha Epsilon State Educational Foundation or request of the family. For all other related deaths a card will be sent.
2. A 25-cent fine will be collected from each member not wearing her keypin to a regularly scheduled meeting. Fine contributions will be used for the treasurer's postage.

V. Organization

- A. Sigma Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the International Standing Rules, the Alpha Epsilon State Bylaws, the Alpha Epsilon State Standing Rules, and the Sigma Chapter Standing Rules.
- B. Sigma Chapter shall retain membership in Coordinating Council 1.

VI. Officers and Related Personnel

- A. Chapter officers shall be president, first vice president, second vice president, recording secretary, corresponding secretary (all elected), and treasurer, to be appointed by the executive board.
- B. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the February meeting, with election also at the February meeting. The Nominations Committee shall also present the nominees for the next Nominations Committee for election at the February meeting.
- C. The ballot shall include the slate of officers and the nominees for the Nominations Committee.
- D. A treasurer shall be appointed by the Executive Board at the May meeting for the coming biennium.
- E. Officers shall perform duties as specified in the *Constitution*, VI, *Alpha Epsilon State Organization Bylaws*, and as authorized in the Sigma Chapter Standing Rules.

1. The President shall:
 - a. Preside at regular and called meetings and direct the activities of Sigma Chapter.
 - b. Appoint a parliamentarian. (In Sigma Chapter the practice has been that the incoming president ask the immediate past president to be parliamentarian, or any past president may be asked.)
 - c. Appoint standing and special committees.
 - d. Fill by appointment all vacancies of office.
 - e. Represent Sigma Chapter with other societies and at public meetings, conferences, workshops, and conventions.
 - f. Appoint committee chairmen and members of committees.
 - g. Report deaths of members immediately to Alpha Epsilon State via necrology Form 6.
 - h. Ensure that biennial reports are completed and returned on time to the designated persons.
 - i. Notify the Executive Secretary of change of officers during the biennium.
 - j. Order initiation supplies including invitations to membership forms, the Society Information Brochure, and the membership certificates before initiation.
 - k. Keep all historical information and the *Constitution*.
 - l. Convene the Executive Board to select the Treasurer for appointment at the May meeting.
 - m. Serve as a delegate to the Coordinating Council.
2. The First Vice President shall:
 - a. Serve as Program Chairman with the Executive Board as committee members.
 - b. Reserve meeting places and plan meal events.
 - c. Collect fees for meal functions.
 - d. Act in place of the President when the need arises.
 - e. Perform duties assigned by the President or Executive Board.
3. The Second Vice President shall:
 - a. Serve as Membership Chairman and Initiation Chairman.
 - b. Receive and present recommendations for membership.
 - c. Prepare for the election of new members.
 - d. Plan an orientation/reorientation for the October chapter meeting.
 - e. Act in place of the President when the need arises and perform duties assigned to her by the President and/or Executive Board.
4. The Recording Secretary shall:
 - a. Keep a written record of minutes of each business meeting, signed by the President and herself, noting each official action taken and a summary of the treasurer's report.
 - b. Keep a written record of all termination of membership by death, resignation, or non-payment of dues.
 - c. Keep a roll of chapter members according to classification (active, reserve, or honorary).

5. The Corresponding Secretary shall:
 - a. Read all correspondence at chapter meetings as delegated by the President.
 - b. Perform any communications designated by the President or by vote of the chapter.
6. The Treasurer (appointed) shall:
 - a. Collect dues and fees.
 - b. Report dues and fees on Form 18 and send to State Treasurer.
 - c. Report to the State Treasurer on Form 18A all changes of membership: death, transfers, dropped for non-payment of dues, resignations.
 - d. Report new initiates on a Form 18 and send with yellow initiate card to State Treasurer.
 - e. Distribute membership cards to all who pay dues.
 - f. Keep adequate and accurate financial records.
 - g. Complete financial report annually.
 - h. Serve as ex-officio member of the Finance Committee.
 - i. Pay expenses incurred by chapter.
 - j. Keep the President and Finance Committee informed of expenses.
 - k. Prepare IRS form if necessary.
 - l. Order keypins and nameplate/ribbons before initiation and president's pin before installation as needed.
7. The Parliamentarian (appointed) shall:
 - a. Act as advisor to the officers and members in matters pertaining to the interpretation of the *Constitution* and to parliamentary procedure.
 - b. Serve as an ex-officio member of the Executive Board.

VII. Meetings

- A. Sigma Chapter shall meet at least seven times per year, during the months of September, October, November, December, February, March, and May.
- B. A quorum shall consist of the members present at a regular meeting.

VIII. Executive Board

- A. The members of Sigma Chapter Executive Board shall be the elected officers.
- B. The Parliamentarian shall be an ex officio member "without vote."
- C. The Treasurer shall be an ex officio member "with vote."
- D. The Sigma Chapter Executive Board shall function according to the *Constitution*.
- E. A quorum of the Executive Board shall be a majority of the voting members of the board.

IX. Committees

- A. Program of Work

The Program Chairman, with the help of the Executive Board, shall coordinate all meetings.
- B. International Projects

The committee promotes the work of the International World Fellowship Committee and all other International projects.

C. Professional Affairs

1. The committee will implement the International and State Professional Affairs program and projects.
2. The committee will inform chapter members concerning professional problems and legislation that affects education and women educators.
3. The committee will encourage members to participate in local legislative councils of lay and professional people. Legislative activity must be concerned with educational issues rather than with candidates or political parties.
4. The committee will prepare a biennial report on the form provided for the state chairman, chapter president, and chapter committee file for use by succeeding chairmen.

D. Nominations

1. The committee shall consist of three (3) elected members, one (1) of whom shall be designated chairman by the president.
2. The committee shall present in election year a report of one (1) nominee for each elected office at the February meeting. The committee shall present for election a Nominations Committee at the February meeting.

E. Personal Growth and Services

1. The committee shall be responsible for implementing the plans of Alpha Epsilon State and initiating such related programs as the State or chapter may authorize.
2. The committee shall prepare a biennial report on the form provided for the state chairman, chapter president, and chapter file for use by succeeding chairmen.

F. Research

1. The committee shall be responsible for conducting appropriate research and shall publicize studies of the Society and other research pertinent to education and women.
2. The committee shall prepare a biennial report on form provided for the state chairman, chapter president, and chapter committee file for use of succeeding chairmen.

G. Music

The Committee shall provide music as an integral part of programming.

H. Communications

The duties of the Communications Committee shall be:

1. To submit announcements and information to the local newspapers.
2. To compile and arrange publication annually of the yearbook.
3. To maintain a scrapbook of information related to the chapter.
4. To produce and mail the chapter newsletter, *The Rose*.
5. To maintain the chapter website: www.lakenetwi.net/member/sigmadkg

I. Initiation

The Second Vice President shall serve as chairman. The duties of the Initiation Committee shall be:

1. To assist at orientation of new members and reorientation of current members.

2. To prepare the initiation table for the formal initiation ceremony.
3. To prepare the table for necrology service.
4. To be responsible for all initiation and necrology paraphernalia.

J. Finance

The duties of the Finance Committee shall be:

1. To develop annual budget.
2. To present proposed annual budget at September meeting.
3. To supervise chapter finances.
4. To review Treasurer's books.

K. Membership

The Second Vice President shall serve as chairman. The duties of the Membership Committee shall be:

1. To encourage members to seek suitable prospective members.
2. To provide a well-planned, interesting orientation for the potential candidates and a reorientation program for active members at the October meeting.
3. To participate in the initiation ceremony.
4. To keep an up-to-date file of biographical data on chapter members.

L. Grant-in-Aid

A Grant-in-Aid shall be presented every two (2) years during odd-numbered years to a junior or senior college student in education. The recipient must be a female who is a resident of Lake County attending a college or university in Lake County. The budget as approved by the membership will determine the amount of the Grant-in-Aid.

X. Activities

- A. Sigma Chapter shall recognize retiring members at the May meeting.
- B. Sigma Chapter shall join other chapters in Council 1 for an annual brunch.
- C. Sigma Chapter shall hold necrology each February as needed.

XI. Dissolution

The method of dissolution of the chapter shall be:

- A. A chapter may request that a chapter advisor from the state attend meetings and advise in problem solving.
- B. A chapter considering dissolution shall first notify the State President and liaison.
- C. Final dissolution shall not be considered without the passage of one calendar year.
- D. The State President shall ascertain that a written notice of the meeting to discuss dissolution will be sent to all members of the chapter and will be attended by the State President or her designee. The chapter membership will be polled by written ballot within thirty (30) days of this meeting.
- E. The approval of the chapter executive board must be obtained prior to the dissolution of the chapter and be in concordance with the *Bylaws of Alpha Epsilon State*.
- F. The chapter executive board must submit a written request for dissolution to the Alpha Epsilon State Executive Board.
- G. Following action by the State Executive Board, all outstanding debts of the chapter must be paid. Any remaining funds in the chapter treasury shall be sent to the State

Treasurer. Chapter records and initiation paraphernalia must be sent to the Alpha Epsilon State Executive Secretary.

- H. After the dissolution process has been completed, state records including Bylaws and Standing Rules will show the change.
- XII. Parliamentary Authority
 - Robert's Rules of Order Newly Revised, current edition, shall govern the proceedings of Sigma Chapter in all cases not provided for in the *Constitution*, Bylaws or Standing Rules.
- XIII. Amendments
 - A. The executive board shall review the standing rules at least once during the biennium.
 - B. Individual rules may be considered at any regular business meeting.

Committee Members:

Linda Luttringer

Carolyn Borchardt

Shirley Hewlett, Chairman