

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

GAMMA CHAPTER, ALPHA ZETA STATE

STANDING RULES

REVISED JANUARY 2012

ARTICLE I. NAME

The name of this chapter shall be Gamma Chapter of Alpha Zeta State, New Jersey, of The Delta Kappa Gamma Society International.

ARTICLE II. PURPOSES

The purposes of Gamma Chapter shall be the seven (7) purposes of the Delta Kappa Gamma Society International (CONSTITUTION, ARTICLE II) and those of the Alpha Zeta State, New Jersey BYLAWS.

ARTICLE III. MEMBERSHIP

- A. Membership in Gamma Chapter shall be in accordance with the CONSTITUTION, ARTICLE III and the INTERNATIONAL STANDING RULES, SECTION B.
- B. There are three types of membership: active, reserve, and honorary.
 1. An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.
 2. Reserve members shall be formerly active members who are unable to participate fully in the activities of the chapter because of physical disability, geographical location, or extraordinary circumstances. A member may request the change to reserve status orally or in writing. The Chapter shall approve the request by majority vote. The change shall be noted in the minutes of the meeting and the treasurer shall submit the change in her report to International.
 3. Honorary members shall be selected for their contribution to education. A lifetime fee of U.S. \$50 for international publications shall be paid for each honorary member at the time of initiation. This fee shall be paid by the initiating unit of the Society.
- C. Termination of membership is caused by non-payment of dues, resignation, or death.

- D. Reinstatement: a former member who allowed her membership to be terminated due to non-payment of dues or resignation may be reinstated by the chapter receiving her request and by paying current dues and fees. The chapter treasurer processes the reinstatement. No chapter vote is taken.

- E. Transfer: A member in good standing may request a transfer to another unit. No chapter vote is needed.

ARTICLE IV. FINANCES

- A. Dues and fees to International and State organizations shall be in accordance with the CONSTITUTION, ARTICLE IV and the Alpha Zeta State BY-LAWS.
- B. Chapter dues shall be determined by chapter vote at its May meeting.
 - 1. Dues must be postmarked by October 31. If dues remain unpaid as of November 1, the member may be dropped from the chapter roll. The record of termination of membership shall be part of the chapter minutes and/or minutes of the chapter Executive Board.
 - 2. After October 31, there will be a chapter late fee of ten dollars (\$10) for administrative expenses incurred to process reinstatement.
 - 3. Members who request reinstatement must pay their dues and the \$10 late fee by December 31.
 - 4. The April and August newsletters shall include a payment of dues notice. A member paying dues prior to August shall date her check for September first.
- C. Dues for reserve member shall be one-half the amount of dues for active members.
- D. Chapter dues shall include the following assessments: Convention, Scholarship, World Fellowship, TEFT, The Golden Gift Fund.
- E. Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project. Such support should be recorded in chapter minutes.
- F. The annual budget shall be prepared by the treasurer. It shall be presented to the chapter at the first fall meeting and approved by a two-thirds vote of those members present.
- G. The President shall appoint an auditor to review the finances at the end of each fiscal year.

- H. A meeting fee will be returned only when cancellation is received two days prior to the date of the meeting.

ARTICLE V. OFFICERS

- A. The officers of Gamma Chapter shall be the following: President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer.
- B. The President shall appoint the Treasurer and a Parliamentarian.
- C. Election of officers shall be in accordance with the CONSTITUTION, ARTICLE VI.
- D. The duties of the officers shall be consistent with those listed in the CONSTITUTION, ARTICLE VI.
- E. Nominations and Election: The Nominations chairperson shall appoint a committee to select the slate of officers for the next biennium. The chapter shall elect the officers by secret ballot at a meeting preceding the final meeting of the biennium.
- F. Term of Office: Terms of office shall be two years. No officer shall hold more than two consecutive terms in the same office, except for the treasurer, whose term may be longer.
- G. Vacancies: Succession for elected officers shall be consistent with the CONSTITUTION, ARTICLE VI. Otherwise, the President shall appoint a replacement.

ARTICLE VI. EXECUTIVE BOARD

- A. The Executive Board shall act in accordance with the CONSTITUTION, ARTICLE VII.
- B. The Executive Board shall consist of the elected chapter officers, the immediate past chapter president, and the chairperson of each chapter standing committee.
- C. The Executive Board shall convene prior to each chapter meeting to hear committee reports and to prepare for the upcoming chapter business meeting.
- D. The chapter Executive Board may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting.
- E. The Executive Board shall hold a minimum of four meetings during each fiscal year.

- F. Quorum: At least twenty-five percent of voting members must be present for a legally constituted board meeting.

ARTICLE VII. STANDING COMMITTEES

- A. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION and Alpha Zeta State BYLAWS and may fulfill its constitutional responsibilities by establishing committees as needed.
- B. A standing committee shall consist of three to five members. The chairperson of the committee shall be responsible for calling meetings of her committee and for accomplishing all assigned responsibilities.

C. Committee Structure

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| 1. Finance | 11. Personal Growth and Services |
| 2. Membership | 12. Professional Affairs |
| 3. Scrapbook | 13. Communications |
| 4. History | 14. Scholarship |
| 5. Nominations | 15. World Fellowship |
| 6. Archives | 16. Yearbook |
| 7. Expansion | 17. Rituals/Initiation |
| 8. Leadership/Development | 18. Convention |
| 9. Program/Social | 19. Bylaws |
| 10. Music | 20. Celebration of Life/Necrology |

- D. Appointed and Special Committees shall be established as needed. After submitting its final report, such committee shall be dissolved.
- E. The duties of the chapter Standing Committees are in accordance with the CONSTITUTION, ARTICLE VII and the Alpha Zeta State BYLAWS.

ARTICLE VIII; MEETINGS (CONSTITUTION, ARTICLE 1X)

- A. Chapters are required to hold at least four regular meetings each fiscal year. If no business is conducted, the meeting does not count as one of the four.
- B. Additional meetings of a social or business nature may be called by the Chapter President and the Executive Board
- C. Quorum shall be twenty-five percent of the members.
- D. Initiation Procedures: Candidates who have been elected to membership shall be welcomed by the chapter at the Initiates' Tea. At that time they will be instructed in the purposes, history, and procedures of the society. They shall be initiated in a formal ceremony at the annual Alpha Zeta State Convention. If a candidate cannot attend the convention, she shall be initiated according to Constitutional procedure at the next chapter meeting.
- E. The president's pin may be presented when she is installed in office.

ARTICLE IX. ACTIVITIES

- A. Grants-in-aid: The procedure for naming non-member recipients and the amount shall be in accordance with the INTERNATIONAL HANDBOOK, COMMITTEES 4, PROFESSIONAL AFFAIRS p.95.
- B. Scholarships: The procedure for naming the member recipient, determining the amount and number of scholarships shall be in accordance with the CONSTITUTION, ARTICLE X.
- C. Publications: The chapter shall publish a newsletter (Gamma News) before each meeting. The President shall approve all publications.

ARTICLE X. DISSOLUTION

The chapter shall follow the rules governing dissolution in the INTERNATIONAL STANDING RULE (1998) 5.12 and Alpha Zeta State BYLAWS.

1. Before a chapter is dissolved, the approval of the state organization 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 organization treasurer for state or international projects.
4. The chapter's paraphernalia, the Society publications, and the chapter records, shall be retained in the state organization archives and made available for use.
5. The charter must be returned to the state organization to be forwarded to the International Headquarters.
6. The state organization executive board shall decide whether the Greek name shall be used or not.

ARTICLE XI. AMENDMENTS

The Standing Rules stated herewith may be amended or revised every biennium by the two-thirds vote of those members present. The members may be advised of changes in the newsletter or at a chapter business meeting.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) or another recognized manual of parliamentary procedures is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the CONSTITUTION or other adopted Society rules.