

Chapter Standing Rules

Article I Name

The name of this society shall be Gamma Phi Chapter of the Ohio State Organization of The Delta Kappa Gamma Society International.

Article II Purposes

The purpose of the Society shall be to

- Unite women educators in a genuine spiritual fellowship;
- Honor women who have given or who evidence a potential for distinctive service in any field of education;
- Advance the professional interest and position of women in education;
- Initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators;
- Endow scholarships to aid outstanding women educators in pursuing study and to grant fellowships to women educators from other countries;
- Stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action;
- Inform the membership of current economic, social, political, and educational issues so that they may participate effectively in a world society.

Article III Membership

Section 1. New members shall be nominated and voted upon ***at any regularly scheduled meeting of a fiscal year.***

Section 2. ***New members become active members upon payment of dues.***

Section 3. An initiation ceremony shall be conducted at the last scheduled chapter meeting of the fiscal year for all new members.

Section 4. Membership is terminated for non-payment of dues, resignation, or death.

Section 5. A quorum will be one-fifth of the membership.

Article IV. Finances

Section 1. As Ohio State Organization increases dues at their convention, the chapter's Executive Board shall meet to determine the effect of this change on Gamma Phi members.

Section 2. The amount of the dues shall be recommended by the Executive Board and voted on by

the members ***of Gamma Phi at the last meeting of the fiscal year,***

Section 3. Dues must be paid by ***June 30th.*** .

Section 4. A budget shall be proposed by the Finance Committee and voted on by the members at

the first meeting of the fiscal year.

Section 5. The Treasurer's book shall be audited by the Audit Committee between July 1 & July 31.

Section 6. The President's or her designee's expenses to the State Convention meetings shall be

paid, limited by the budget.

Section 7. The President's or her designee's registration fees and mileage expenses to State

Executive Board meetings to Leadership Training sessions, using the current mileage

reimbursement of Ohio State Organization, shall be paid, limited by budget.
Section 8. A contribution, appropriate to the purpose of Delta Kappa Gamma, in the amount of

\$50.00 shall be included in the yearly budget.

Section 9. Honorariums, limited by the budget, may be given to speakers. The chapter will pay for

the speaker's luncheon.

Section 10 New members shall be guests of the chapter for their initiation luncheon.

Section 11 An unbudgeted expenditure in excess of \$20.00 shall have the prior approval of the Executive Board.

Article V Officers

Section 1. The slate of officers shall be announced at the February meeting on even numbered years

Section 2. The election of officers shall be in March of even numbered years

Section 3. The installation of officers shall be at the last meeting of the year. New officers take

office and assume their duties on July 1st.

Section 4. The slate of officers shall include:

- President
- President-Elect
- Membership Vice President
- Professional Affairs Vice President
- Corresponding Secretary
- Recording Secretary

Section 5. The Treasurer and Parliamentarian shall be appointed by the President.

[Section 6. Immediate Past President ***serves on the Executive Board and is chairperson of the Nominations Committee.***] ***Remove??***

Section 7. The President shall appoint members to fill any vacancies that occur.

Section 8. Duties - The officers and related personnel shall perform the duties as prescribed in the

Constitution, Article VI, Section C, and as authorized by the Bylaws of Ohio State Organization Policies and Procedures of Ohio State Organization, and Bylaws of the A. Margaret Boyd Overseas Foundation.

Article VI Meetings

Section 1. A minimum of 4 meetings shall be held during each year.

Section 2. The meeting locations shall be chosen by the Program Committee.

Section 3. One meeting a year shall be held jointly with Beta Nu, Gamma Eta, Delta Psi, and Delta Chi.

Section 4. Attendance is encouraged. An absence shall be recorded.

Article VII Executive Board

Section 1. The Executive Board includes the elected officers, the Immediate Past President,

the Treasurer, and the Financial Committee Chair, and Parliamentarian, who serves without a vote, and will be provided with a current edition of Robert's Rules of Order, for the Parliamentarian's use

Section 2. The Executive Board shall meet at least two times a year.

Article VIII Committees

Section 1 The committees are appointed by the president for her biennium.

Section 2 The president is the ex-officio member of each Committee except Nominations.

- The chapter president's files should include: minutes from all meetings beginning with May, 1966, membership and attendance lists beginning with 1966, copies of all biennial reports sent to Ohio State Organization, copies of newsletters, copies of yearbooks, additional materials as listed in the current Handbook of Delta Kappa Gamma International Society.
- The President and Treasurer shall have a copy of the current Handbook of Delta Kappa Gamma Society International.
- The President Elect (Chairman of Programs), and the President shall have a copy of the Program Manual Section 3.

Section 3 Program Committee

- **President Elect** shall serve as committee chairman
- Membership shall include Chapter Programs Coordinator, Personal Growth Coordinator, and 4-6 other chapter members appointed by the president.
- The President Elect (Chairman of Programs), and the President shall have a copy of the Program Manual.

Chapter Programs Coordinator and committee responsibilities shall include:

- Plan and arrange all aspects of monthly chapter meetings
- Chairman shall submit a biennial report to Ohio State Organization.

Personal Growth Coordinator and committee responsibilities shall include:

- Incorporate words of reflection and inspiration into meetings
- Incorporate music or other fine arts presentations into meetings

Section 4 Membership Committee

- **Membership Vice President** shall serve as committee chairman.
- Membership shall include Membership Coordinator, Initiation Ceremony Coordinator, Chapter Historian and other chapter members appointed by the president
- Membership Coordinator and committee responsibilities shall include:
 - Recruit new members each year
 - Implement strategies to encourage retention of current members
 - Conduct orientation sessions of new members within a year of nomination.
 - Purchase membership materials, order pins in bulk and nametags.
 - Collect \$10 initiation fee
 - Correspond with district superintendents regarding new initiates
 - Prepare ballot for voting

- Chairman shall submit a biennial report to Ohio State Organization
- When a member no longer belongs to Delta Kappa Gamma, the chapter may buy the pin from her and resell it to a new member or to a member who has lost hers.

Initiation Coordinator and committee responsibilities shall include:

- The chairman of the Initiation Committee shall be responsible for keeping the materials used for the materials used for the initiation ceremony.
- The initiation Committee shall have 4 copies of Ceremonies.
- Present membership materials to new members
- Conduct the initiation of new members

Chapter Historian responsibilities shall include:

- Oversee periodic updates to the chapter scrapbook
- Maintain and update` the Chapter History Book

Section 5

Professional Affairs Committee

- **Professional Affairs Vice President** shall serve as committee chairman.
- Members shall include the Scholarship Coordinator, the Legislative Representative, the Research Coordinator, Chapter Audit Coordinator, and other chapter members appointed by the President.
- Chairman shall submit a biennial report to Ohio State Organization.

Scholarship Coordinator and committee responsibilities shall include:

- Coordinate scholarships and grants-in-aid
- Promote and maintain the annual DKG International World Fellowship program
- Promote local, state, and international scholarships for members
 - Coordinate fundraising efforts to support these programs

Research Coordinator and committee responsibilities shall include:

- Plan tributes for deceased chapter members
- Bring charity projects to the membership
- Coordinate grant applications for utilization of funds

Legislative Representative responsibilities shall include:

- Act as liaison who reports directly from the Ohio State Organization Legislative Representative
- Inform members of legislative concerns

Chapter Audit Coordinator and committee responsibilities shall include:

- Conduct annual chapter audit

Section 6

Chapter Communication Committee

- **Recording Secretary** shall serve as committee chairman.
- Membership shall be filled by other chapter members appointed by the president

Recording Secretary and committee responsibilities shall include:

- Record and maintain meeting minutes
- ***Prepare and maintain the chapter handbook/program manual given to all members. - move to Corresponding Secretary???***
- Copies given to President to be provided to the Presidents of Beta Nu, Gamma Eta, Delta Psi and Delta Chi, as well as, the required number of copies that shall be sent to Ohio State Organization.

Section 7

Public Communications Committee

- **Corresponding Secretary** shall serve as committee chairman

- Membership to be filled by other chapter members appointed by the president.
- Corresponding Secretary and committee responsibilities shall include:
- Publish and print materials to be distributed such as meeting minutes and newsletters
 - E-mail communication to chapter members and utilize traditional phone chain as needed
 - Publicity
 - Maintain current chapter website.
 - Any correspondence mentioned in the minutes may be discarded.

Section 8 **Financial Committee**

- Finance shall have a specific **Financial Committee Chair**
- Membership shall include: Treasurer, Financial Committee Chair, and other chapter members appointed by the president
- A budget shall be proposed by the Finance Committee and voted on by members at the ***first meeting of the fiscal year.***
- The **Treasurer collects dues**, writes checks, deposits checks, works in conjunction with the finance committee to develop the chapter budget and submits the books to the Audit Committee for auditing after July 1st.
- The President and Treasurer shall have a copy of the current Handbook of Delta Kappa Gamma Society International.
- Committee responsibilities shall include:
- Tabulate and collect monthly meeting reservations
- Approve all reimbursement/payment duties
- Provide financial records and documents for annual chapter audit
- The Treasurer shall submit a biennial report to Ohio State Organization

Section 9 **Nominations Committee**

- **Immediate Past President** shall serve as committee chair
- Membership shall be filled by other chapter members appointed by the president
- Committee responsibilities shall include:
- Prepare the slate of officers for the February meeting in the even numbered years
- Present new officers at installation.
- Organize all aspects of installation ceremony.
- The chapter will buy and present a President's pin for the President at the time of her installation.