

DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

DKG VERMONT

DELTA CHAPTER

CHAPTER RULES

Revised 2019

ARTICLE I NAME

The name of this chapter shall be Delta Chapter, DKG Vermont, The Delta Kappa Gamma Society International.

ARTICLE II OBJECT

The object of Delta Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of the DKG Vermont..

ARTICLE III MEMBERSHIP

Membership is in accordance with the Constitution, Article III, and the International Standing Rules, Section 3. The chapter has full authority for the administration of membership.

1. A candidate for membership can be recommended by any member of Delta Chapter to the general membership at any meeting and be approved by a majority of the membership present by a voice vote.
2. The president shall mail the invitation to the newly accepted candidates along with organizational information.
3. Each sponsor shall be responsible to her initiate the first year in Delta Chapter; to inform, to involve, and to bring to the chapter meetings.
4. Induction shall take place at a regularly scheduled Delta Chapter meeting.
5. Membership in Delta Chapter shall be composed of active, reserve, honorary, and collegiate members. Past members are also recognized and honored for their dedication and service with a Friends of Delta Chapter category.

ARTICLE IV FINANCE

Financial matters are in accordance with the Constitution, International Standing rules and DKG Vermont Bylaws.

1. Chapter dues shall be determined annually by chapter vote at the spring meeting.
 2. Annual chapter, state, and international dues and fees shall be collected by the chapter treasurer by June 30 of each year. On July 1 members shall be dropped for nonpayment of dues and fees.
 3. A budget shall be prepared by the Executive Board and the Treasurer at the summer Executive Board meeting and presented for approval by the membership at the summer meeting.
- The auditor shall review the books by July 31st as the fiscal year ends on June 30th.

ARTICLE V ORGANIZATION

Delta Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, DKG Vermont Bylaws, DKG Vermont Standing Rules and the Delta Chapter Rules. Robert's Rules of Order *Newly Revised* (current edition) shall govern the proceedings of Delta Chapter in all cases not provided for in the Constitution, State Bylaws and Standing Rules.

ARTICLE VI OFFICERS

The elected officers of Delta Chapter shall be a president, a first vice-president, a second vice-president, a corresponding secretary, and a recording secretary. A parliamentarian shall be appointed by the president. A treasurer shall be appointed by the Executive Board. The two-year term of office "or until a successor is named" is delineated for each office, except that of treasurer.

The officers shall perform duties as prescribed in the Constitution, Article VI.

1. The president shall:

- a. Act as presiding officer at regular meetings and direct the activities of the chapter.
- b. Act as chairman of Delta's Executive Board.
- c. Appoint a parliamentarian.
- d. Appoint standing and special committees.
- e. Approve all expense claims for payment.
- f. Approve publications.
- g. Fill, by appointment, all vacancies in office.
- h. Represent Delta Chapter at meetings, conferences, and other events.
- i. With the advice of the Executive Board, take action on matters which cannot be deferred until the next meeting.
- j. Serve, ex-officio, in the process of budget development and the supervision of finances.
- k. Serve as a member of the DKG Vermont Executive Board.

2. The first vice president shall:

- a. Serve as chair of the Educational Excellence Committee
- b. Serve as presiding officer in the absence of the president.
- c.. May assume the office of the president for the ensuing biennium.
- d. Shall assist the president with preparation of the spring convention.

3. The second vice president shall:

- a. Serve as chair of the Leadership Development Committee.
- b. Shall attend the State Leadership Program and encourage chapter chairs to also attend.

4. The recording secretary shall:

- a. Keep minutes of each Executive Board and general membership meeting.
- b. Distribute Executive Board minutes at the following Executive Board meeting and read the minutes of the previous general meeting at the following general membership meeting.
- c. Keep the chapter rules current.

5. The corresponding secretary shall:

- a. Write letters as directed by the president and the Executive Board.
- b. Read correspondence at meetings.

6. The treasurer is appointed by the Executive Board and shall:
 - a. Receive and pay out all monies belonging to the Delta Chapter.
 - b. Keep an accurate account of receipts and expenditures.
 - c. Maintain a record of receipts, bills, and bank statements.
 - d. Present a report at each regular meeting.
 - e. File required tax report.
 - f. Submit for annual audit the accounts of Delta Chapter
 - g. Serve on the Executive Board
 - h. Maintain an accurate and current membership roster.

The parliamentarian shall:

- a. Act as adviser to the officers and members of the organization in matters pertaining to the interpretation of the Constitution and to parliamentary usage.
- b. Serve as ex-officio member, without vote, on the Executive Board.
- c. Collegiate and honorary members may serve as parliamentarian.

Nominations:

1. The three member Nominations Committee will be nominated and elected by the membership by the August meeting in odd – numbered years.
2. The chairperson of this committee will be selected by the committee members
3. The committee shall present a slate of officers to the general membership at the January meeting of even numbered years. Election of officers shall take place at the spring meeting of even numbered years and those officers shall be installed in May. If there is but one candidate for each position, the election may be by voice vote.

ARTICLE VII EXECUTIVE BOARD

The Executive Board of Delta Chapter shall consist of the elected officers and the immediate past president. The treasurer and the parliamentarian shall be ex-officio members, the parliamentarian without vote. The Executive Board shall function according to the Constitution, Article VII.

ARTICLE VIII COMMITTEES

Delta Chapter has provided for committees mandated by Article VIII of the Constitution revised in 2019 under two groupings entitled Society Business and Society Mission and Purposes. The president shall appoint a chair for each committee, with the exception of the Educational Excellence Committee and the Nominating Committee.

SOCIETY BUSINESS

Committees are:

Leadership Development

Responsibilities – Plan and implement leadership programs for the chapter officers and committee chairs

Membership

- Responsibilities – Maintain a complete list of chapter membership
- Prepare necrology and membership reports
- Conduct induction services

Communications and Marketing

sub-committees are:

Public relations

- Responsibilities – Publish information about the Society, its aims and purposes, the noteworthy achievements of its members in the area media and send news of chapter programs, projects and activities to chapter and state newsletter editors.

Yearbook

- Responsibilities - Publish an annual yearbook to be distributed to chapter members and state officers and committee chairs.

Chapter newsletters and meeting notices

Photographer

- Responsibilities – Provide photographs to the public relation, yearbook, and newsletter chairs.

Chapter Historian

- Responsibilities – Maintain accurate record of Delta Chapter history and maintain the Chapter Profile Book.

Nominations

- Responsibilities – This committee of three shall meet in odd numbered years to select nominees for elected chapter officers to be presented to the chapter at the January meeting of even numbered years.

Finance – The chapter treasurer will be a consultant

- Responsibilities - Submit a proposed budget annually for adoption by the chapter.

SOCIETY MISSION AND PURPOSES

Committees are:

Educational Excellence – chaired by the first vice president

- Responsibilities – Promote programs that follow a yearly theme and align with the International theme
- Encourage a program of selective recruitment and retention of qualified educators
- Encourage action in the field of legislation to improve education and the status of women educators

Music

Responsibilities- Encourage music at all chapter meetings

Scholarship

Responsibilities – Promote interest in and support for scholarships

World Fellowship

Responsibilities – Assist in promoting the work of the International World Fellowship Committee and encourage contributions to the World Fellowship Fund

ARTICLE IX MEETINGS

The chapter shall hold 4 or more regular meetings a year, one of which must be a summer meeting. The president shall provide an agenda for each meeting. A quorum shall consist of the active membership in attendance.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the proceedings of Vermont and its chapters in all cases not provided for in the Constitution, the International Standing Rules, and DKG Vermont Bylaws and Standing Rules.

ARTICLE XI AMENDMENTS

Rules are policies which a chapter adopts to govern its work. These policies may not be in conflict with the International Constitution or with the State Bylaws. A rule may be amended or changed at any meeting at any time by a two-thirds vote of those present. Proposed amendments will be published in the chapter newsletter prior to the vote. It is the duty of the recording secretary to keep the rules current.

ARTICAL XII DISSOLUTION

A chapter must obtain DKG Vermont's approval prior to taking any action to dissolve the chapter. The chapter will follow the international transfer procedures for the transfer of members. All funds remaining in the dissolved chapter's account are to be sent to DKG Vermont. The chapter's charter, paraphernalia and records are to be delivered to DKG Vermont.

Adopted: November 2019