EPSILON CHAPTER RULES

ARTICLE I NAME

The name of this chapter shall be Epsilon Chapter, Vermont State Organization of Delta Kappa Gamma Society International. The chapter president and the chapter secretary shall each keep a printed copy of the current chapter rules.

ARTICLE II PURPOSES

The mission of Epsilon Chapter shall be to promote professional and personal growth of women educators and excellence in education.The purposes of Epsilon Chapter shall be the seven purposes of Delta Kappa Gamma Society International and those of DKGVermontState Organization.

ARTICLE III MEMBERSHIP

Membership ~~is~~ shall be by invitation in accordance with the *Constitution, Article III*, and the International Standing Rules. The chapter has full authority for the administration of membership. The classes of membership shall be active, reserve, collegiate, and honorary.

1. New members shall be nominated by current members.

2. The procedure for nominating prospective members shall be as follows:

2a.A sponsor will approach the prospective member and invite her to attend meetings

with no voting privileges

2b.The prospective member who wishe~~s~~ to be considered for induction will meet with the sponsor. Together, they will fill out the current Delta Kappa Gamma International Society’s “Recommendation for Membership” form.

2c.The completed current Recommendation Form will be given to the chairman of the membership committee. The committee will review the form and decide whether the candidate meets the criteria for membership.

3. The chair of the Membership Committee, committee member or president (in the absence of the membership chair) will present the name of the prospective member and her background information at a regularly scheduled meeting. The prospective member will be invited to attend a chapter meeting.

3a. A motion will be made and the assembly will vote by ballot to determine whether to accept the candidate as a member. A simple majority of members present is required for acceptance.

4. The President shall send the candidate a formal note of invitation. The invitation will specify a date by which the candidate must respond, in writing, to the President. The date of induction is also specified. The induction date may be that of any regularly scheduled Chapter meeting or any specially warned Chapter meeting or DKG Vermont convention.

5. The Induction Committee shall be responsible for the induction ceremony.

6. The chapter treasurer shall maintain a current list of members. The chapter treasurer shall notify the state treasurer of any changes in a membership.

ARTICLE IV FINANCE

Financial matters shall be in accordance with *the Constitution, the International Standing Rules, and the DKG Vermont Bylaws.*

1. Chapter dues shall be determined by vote of the membership at the June chapter meeting. The Treasurer will make a recommendation as to the amount, based on the projected chapter budget and the announced State and International dues.

2. Annual chapter, state, and international dues and fees shall be collected by the chapter Treasurer by June 30th.

3. The Finance Committee, consisting at minimum of the Treasurer and President, shall prepare a proposed budget by June 1st.

4. The proposed budget shall be approved by the membership by voice vote at the June chapter meeting.

5. The financial records shall be audited annually by a chapter-appointed auditor. The report of the annual audit shall be submitted to the Chapter Executive Board for review and acceptance.

6. Epsilon Chapter shall maintain a Grant-in-Aid fund. The treasurer shall inform the membership of the status of this fund.

7. Expenses

7a. Bills shall be approved by the president and paid by the treasurer or her designee.

7b. President’s pin shall be purchased by the chapter and presented during installation at the June meeting.

ARTICLE V ORGANIZATION

Epsilon 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 *Epsilon Chapter Rules*.

Epsilon Chapter may conduct its business through electronic communication as long as all members may simultaneously hear one another and participate during the meeting.

ARTICLE VI OFFICERS

1. Epsilon Chapter officers shall be President, First Vice President, Second Vice President, Recording Secretary, and Corresponding Secretary (all elected). All elected officers serve a two-year term of office or until a successor is name. The Treasurer is selected by the Executive Board. See the *Constitution, Article VI, Section A*.

2. The Chapter officers shall be elected in even-numbered years by a simple majority of members present. Elections shall be in accordance with the *Constitution, Article VI, Section D3.*

3. Elections shall take place at the May meeting, with installation to take place at the June meeting.

4. Election of officers, duties of officers, and the filling of vacancies shall be in accordance with the *Constitution, Article VI, Sections C & E.*

5. A nominating committee composed of five members shall be elected by the members present at the first chapter meeting at the onset of the new biennium. The nominating procedure shall be:

5a. The nominations are presented by the Nominations Committee to the membership, with any others accepted from the floor.

5b. Voting is by ballot unless there is only one name presented for an office in which case voting is done orally.

5 c The nominations committee submits the name of one nominee who is classified for each elective office.

5d. A Parliamentarian, who is not an officer, is appointed by the President.

6 The First Vice President serves as Educational Excellence Chair.

7. The Chapter President shall serve on DKG Vermont’s Executive Board.

ARTICLE VII BOARDS

1. Epsilon Chapter Executive Board shall be composed of the elected officers and the immediate past president. The Treasurer and Parliamentarian shall be ex-officio members, the Parliamentarian without vote. Other members, such as committee chairs, may be added, but are ex-officio, without vote.

1a. Epsilon elected officers shall be: President, First Vice President, Second Vice President, Recording Secretary, and Corresponding Secretary.

2. Duties of the Executive Board shall be:

2a. Select the Treasurer for the biennium and appoint the Parliamentarian. The Parliamentarian may be a collegiate or honorary member.

2b. Act in matters requiring immediate action and decision.

2c. Recommend policies and procedures for consideration by members.

2d. Establish rules for budget development and approval and for the supervision of chapter finances.

2e The Executive Board shall meet at least twice a year.

3. A quorum shall be a majority of the voting members of the Board.

ARTICLE VIII COMMITTEES

1. Society Business

a. Communications and Marketing

b. Budget and Finance

c. Chapter History

(1) At the close of each biennium the Chapter Historian shall summarize the highlights of the biennium for the Chapter’s history file.

d. Membership

e. Nominations

f. Rules

2. Society Mission and Purposes

a. Educational Excellence

b. Music

c. Scholarship

(1) Grant-in-Aid Scholarships shall be used within three years of being issued. They may be used for creative enrichment.

d. World Fellowship

3. Other

a. Achievement Award

b. Fundraising

c. Induction

3. The duties of each committee shall include all responsibilities that are applicable to the Chapter as defined by the *Constitution*, Article VIII;*DKG Vermont Bylaws and Standing* *Rules*, Article 8; and the Epsilon Yearbook.

4. Committees shall be filled by the following process:

1. During the spring meetings, Chapter members shall sign up for a committee they wish to participate in.

2. During the summer planning meeting, new members are placed on a committee if they have not had a chance to choose one. Members who are not signed up for a committee are also placed on one.

3. A member may be placed on more than one committee in order to fill vacancies.

4. Each Chapter member shall serve on at least one committee.

5. Positions of committee chair are filled by the planning committee (Education Excellence Committee). The planning committee may allow a standing committee to elect their own chair.

5. Ad hoc committees shall be appointed by the president as authorized. After submitting, a final report the ad hoc committee shall be dissolved.

6*.* The president is an ex office member of all committees except Nominations.

ARTICLE IX MEETINGS

1. Epsilon Chapter shall meet six times a year: August, September, October, April, May, and June.

2. The meetings shall be held on rotating days of the week and *at* various locations within our geographic area.

3. Each member is requested to respond by telephone or e-mail to the contact person named in the meeting notice by the date specified in the meeting notice.

Members leaving the area for an extended length of time shall notify the corresponding secretary.

4. Yearbooks shall be brought to each regular meeting.

5. Nametags and keypins shall be worn at meetings.

6. The Educational Excellence Chaircalls a summer meeting for her committee and any other interested members in order to plan the next year’s program.

7. A quorum shall consist of 25% of the active and reserve membership. A quorum shall be necessary to conduct business.

8. Meetings of the Executive Board

a. Meetings of the executive board shall be held at least twice annually. The Board may meet at other times upon the call of the president.

b. A quorum shall be a majority of the voting members of the Board.

ARTICLE X PARLIAMENTARY AUTHORITY

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

ARTICLE XI AMENDMENTS

1. Proposals for amendments shall be submitted to the President in writing. The Executive Board will discuss the amendment and decide at which meeting the proposal should be introduced to the membership.

2. Notice of proposed amendment(s) will besent to each chapter members either electronically or by postal service at least 30 days before discussion and vote at a chapter meeting.

3. A simple majority vote by written ballot of the members present at the meeting will accept the amendment.

4. In the event that 30 days is not possible or reasonable, a 2/3 vote of the members, present at the meeting taken by written ballot, will accept the amendment, on the condition that a quorum is present.

ARTICLE XII DISSOLUTION

In the event of chapter dissolution, Epsilon Chapter will follow the procedures listed in Delta Kappa Gamma International’s *Constitution*, *Article XIX*:

1. Before a chapter is dissolved, the approval of DKG Vermont’s 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 and deposited in the available fund.

4. Chapter paraphernalia, Society publications, and 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 Society Headquarters.