

ALPHA DELTA CHAPTER RULES
(Revised November, 2015)

ARTICLE I: NAME

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

ARTICLE II: OBJECTIVES

Section A: Promote the purposes of the Delta Kappa Gamma Society International.

- 1) To unite women educators of the world in a genuine spiritual fellowship.
- 2) To honor women who have given or who evidence a potential for distinctive service in any field of education.
- 3) To advance the professional interest and position of women in education.
- 4) To initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators.
- 5) To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators.
- 6) To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
- 7) To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

Section B: Promote the Mission Statement of the Delta Kappa Gamma Society International.

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Section C: Promote our Vision Statement.

Leading Women Educators Impacting Education Worldwide

ARTICLE III: MEMBERSHIP

Membership shall be by invitation. Members initiated into Alpha Delta Chapter become active members of Psi State, Georgia, and members of The Delta Kappa Gamma Society International. Membership practices are consistent with the *Constitution*.

Section A: Eligibility

- 1) Women employed in educational work who deal with the instructional or educative process may be invited to active membership. The word employed shall mean currently hired by an employer and/or paid a salary or fee for specific educational services.
- 2) Women who have retired from an educational position.

Section B: Recommendation for Membership

- 1) The membership chairman shall remind members at the September meeting of the need to nominate new members. The recommended members' names shall be received by the November meeting and shall be voted upon at the February meeting.
- 2) A recommendation for membership should be based upon knowledge of the professional qualifications and personal qualities of the potential member. A member should submit a recommendation only for an educator about whom she has personal knowledge.
- 3) A recommendation for membership is submitted by a member. Forms are available from the chapter membership chairman or from the international website.

Section C: Membership Classifications

- 1) **ACTIVE.** Active members shall be women who have been initiated into the chapter. They share in financing chapter activities, participate in chapter programs and projects, contribute to committee work, vote, and may hold office. They participate in the activities of the Society.
An inactive member may request reinstatement and pay dues without vote of the chapter.
- 2) **RESERVE.** Reserve members shall be formerly active members who are retired from educational work and are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. Reserve status shall be granted by a majority vote of the chapter members present. A reserve member, so requesting, may be restored to active membership. No chapter vote is needed.
- 3) **HONORARY.** Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women, and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities, except that of holding office.

Section D: Election of Prospective Members

- 1) A recommendation for membership shall be completed by the recommending member for each individual she chooses to recommend and returned to the membership chairman.
- 2) The membership committee shall review each completed recommendation form and ask the recommending member to give an oral or written endorsement of each prospective member.
- 3) The next chapter meeting, the membership committee shall provide a ballot listing the name of each prospective member for election by the membership. Alpha Delta Chapter determines which prospective member will be invited to membership through the preferential method of voting or the four-fifths (4/5) method of voting of the membership present.
- 4) The number of candidates invited to become members is dependent upon the number recommended by the chapter members.

Section E: Invitation to Membership

- 1) The membership chairman shall mail a letter to prospective members with a request for written acceptance to be received by a specific date. Member recruitment materials, available at the International website, shall be used to invite prospective members.
- 2) To be invited into Alpha Delta Chapter membership, the prospective member must work or live within the territory assigned Alpha Delta, including the counties of Grady, Mitchell, and Thomas, but prospective members may be invited from other areas. Members are selected from public and private schools as well as higher education institutions. The president will plan with the membership chairman an orientation meeting for each new prospective member. This will include the date, time, and place.

Section F: Initiation of Members

- 1) Dues and a completed new initiate form are due before initiation.
- 2) The chapter president and the membership chairman are responsible for setting up the initiation setting. The chapter president will provide copies of the initiation script for the other participants and assign script parts to them.
- 3) The membership chairman is responsible for the membership certificates with president signature.
- 4) The chapter treasurer is responsible for the initiate information, for collecting initiation fees and dues, and for ordering the key pin to be purchased by the new initiate, cost in addition to dues and fees.
- 5) Initiation is held at the May meeting each year. If a new initiate cannot be present, she should notify the membership chairman and shall be initiated at the next general meeting.

Section G: Transfer, Termination, Reinstatement of Members

- 1) **Transfer.** A member in good standing may be transferred from one chapter to another upon application to the International Headquarters. The treasurer can provide a transfer form.
- 2) **Termination.** The treasurer shall keep a record of the names of any members whose membership is terminated. The record shall include the reason and the date of termination. Membership in the Society is terminated for one of three reasons:

- a) **Non-payment of dues.** The member should be notified in writing, if address available, of the termination for non-payment of dues by the chapter treasurer. Deadline for dues is October 15. Termination is effective after October 30. A member may contact the treasurer if a problem exists with paying dues in a timely manner and work out a solution.
 - b) **Resignation.** The resignation from membership should be presented in writing to the chapter president. The chapter president or a designee should contact the member to explore alternatives to resignation.
 - c) **Death.**
- 3) **Reinstatement.** A former member shall be reinstated to membership by the chapter receiving the request. No chapter vote is taken. The member must pay current dues. There is no reinstatement fee. The treasurer has forms and handles the reinstatement process.

Section H: Attendance

The chapter secretary will take the attendance at each meeting.

Section I: Society Jewelry

- 1) Official jewelry may be purchased with the assistance of the chapter treasurer.
- 2) Any jewelry, from membership termination for whatever reason, may be returned to the chapter.
- 3) The chapter president's pin shall be presented at the time of installation to office.
- 4) At the discretion of the Chapter Executive Board, reclaimed key pins may be sold by the chapter to president in office or to past presidents.
- 5) The key and other official pins may be worn on a ribbon.
- 6) All society jewelry is worn on the left side just over the heart.
- 7) Society official pins are to be worn to all official meetings.

ARTICLE IV: FINANCES

Financial matters shall be in accordance with the *Constitution, International Standing Rules, and Psi State Bylaws*. Alpha Delta work is funded by dues, contributions, and fundraisers.

Section A: Annual dues for Active Members

- 1) \$71.00 total (August 2008)
- 2) Dues Allocation
 - a) \$50.00 - \$10 State and \$40 International (Sent to State Treasurer)
 - b) \$20.00 - Chapter
 - c) \$ 1.00 - (.40 cents sent to state and .60 kept for local grants for non-members)

Section B: Annual dues for Reserve Members

- 1) \$27.00 total (August 2008)
- 2) Dues Allocation
 - a) \$24.00 - \$4 State and \$20 International
 - b) \$ 2.00 - Chapter
 - c) \$ 1.00 - (.40 cents sent to state and .60 kept for local grants for non-members)

Section C: New Members

- 1) Dues \$81.00 (August 2008) Each member should purchase own key pin separately from all other costs.
 - a) \$50.00 - \$10 State and \$40 International
 - b) \$20.00 - Chapter
 - c) \$ 1.00 - (.40 cents sent to state and .60 kept for local grants for non-members)
- 2) Dues Allocations
 - a) \$10.00 - Initiation Fee (\$5.00 State and International, \$5.00 Chapter)

Section D: Payments and Fines

- 1) **Dues** must be paid by October 15. If not paid by October 31, the member will be dropped from roll for non-payment of dues.
- 2) **Fines.** A fine of \$.25 (twenty-five cents) will be due from members who do not wear key pins to meeting.

Section E: Budget

The finance committee must submit a budget each year of the president's biennium, projecting the income and expenses for one year, which includes the expenses for the president, or a designee, to attend the Psi State Executive Board meetings, the Psi State Convention, District workshops, and Leadership Seminar/Institutes (with these named state functions being given priority in order of listing), International Convention, and Southeast Regional Conference if and when the president, or a designee, can attend, and when funds are available. For these events, registration, mileage, and hotel charges will be covered.

- 1) The president's, or a designee's, mileage expense reimbursement shall be at the rate set by Psi State Executive Board or fare on public transportation.
- 2) Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project. Agreement to support financially chapter or state organization projects shall be recorded in chapter minutes.

Section F: Craft Sale

This sale is held in February to provide funds to support World Fellowship, grant-in-aids for women from other countries to pursue an education in the United States.

- 1) \$50.00 for World Fellowship
- 2) Remainder will be retained in the regular budget to assist with budgeted items.

Section G: Financial Controls

- 1) The Finance Committee will audit and financially review the treasurer's records of receipt and expenditures each year.
- 2) Payment of budgeted items or services shall be approved by the chapter president and paid by the chapter treasurer. Payment of non-budgeted goods or services shall be acted upon by the executive board.
- 3) A member or officer who requests reimbursement shall provide a receipt, copy of invoice, registration order form, etc. to the chapter president. The receipt should have the total amount of the purchase on it, the name of the purchase or expense, the name of the vendor, the member's name, and the purchase date. If more than one receipt, the receipts should be stapled together.
- 4) Any recommendations involving change in funding or new funds should be presented to the Finance Committee for review prior to executive board and chapter approval.
- 5) A balance of \$100 will be retained in the account for beginning a new financial year.

Section H: Grant-in-Aid

→ The Alpha Delta Memorial Grant, in the amount of \$250, established in 1986, is given to a high school senior girl who is enrolling in a college education program or a non-member female student currently an education student in a college or university and/or a beginning non-member teacher. The funds can be issued, each year, according to the wishes of the chapter. Selection of recipient is recommended from the Scholarship/Grant-in-Aid Committee from a list of suggestions provided by chapter members/county groups. The Executive Board may recommend an increase or decrease in the amount when funds are available in the general treasury of the chapter.

Section I: Fiscal Year

The fiscal year of Alpha Delta Chapter shall be July 1st through June 30th inclusive.

ARTICLE V. ORGANIZATION

Alpha Delta Chapter is a local unit of Psi State, Georgia of the Delta Kappa Gamma Society International; which may also be referred to as: the Society, Delta Kappa Gamma, DKG, or by the Greek letters. The territory assigned to this chapter is Grady, Mitchell, and Thomas Counties, but prospective members may be invited from other areas. Alpha Delta

Chapter is assigned to District V in Psi State. Psi State, Georgia is assigned to the Southeast Region of the Society. The chapter shall have no fewer than twelve members.

Charter members are those members who became members or transferred their membership at the chapter's installation service on November 5, 1949. Alpha Delta Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Psi State Bylaws, Psi State Standing Rules, and Alpha Delta Chapter Rules*.

ARTICLE VI. OFFICERS

Section A: Selection

Chapter officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second-vice president, a recording/corresponding secretary (all elected), as well as a treasurer (appointed by the Chapter Executive Board), and a parliamentarian (appointed by the president).

Section B: Duties of Officers

The officers shall perform the duties as prescribed in the *Constitution, International Standing Rules, Psi State Bylaws, Psi State Standing Rules, and the Alpha Delta Chapter Rules*.

1) President. The chapter president shall:

- a) Act as presiding officer at regular and called meetings and direct the activities of Alpha Delta Chapter.
- b) Chair the Executive Board of Alpha Delta Chapter.
- c) Appoint a parliamentarian from the membership.
- d) Appoint standing and ad hoc/special committees.
 - (1) Appoint chairmen of any contact committees.
 - (2) Appoint members of committees related to Society Business, Society Mission and Purposes, as well as ad hoc/special committees.
- e) Serve as a member *ex officio*, with vote, on all committees except Nominations.
- f) Approve for payment on all expense claims presented by members.
- g) Approve publications prior to being placed on website.
- h) Fill by appointment all vacancies in office.
- i) Take action, with the advice and approval of the Alpha Delta Executive Board, on matters that cannot be deferred until the next meeting.
- j) Represent the Chapter at district, state functions (or appoint a designee) and attend regional and international functions (or appoint a designee) as funds are available.
- k) Familiarize with and follow the guidelines in the governing documents of Alpha Delta Chapter and the Delta Kappa Gamma Society.
- l) Distribute biennial report forms to officers and committee chairmen and assure that they are returned, on time, to the persons designated to receive them on the state level.
- m) Summarize the work for the biennium on the official form provided and mail or e-mail the report to the designated person.
- n) Maintain a file with the appropriate reports and other items and pass on to the incoming President including former presidents reports; committee reports for the last two biennium; copies of *Our Heritage, Volumes I and II*; the chapter's charter; notebook containing biographical profiles of Delta Kappa Gamma founders; the president's book of minutes; copies of the chapter's bound history/and or digital formatting. Store historical documents at the Historical Society Museum in Cairo in containers provided for that purpose.
- o) Remove and discard or destroy outdated materials which do not need to be kept by the chapter, such as outdated state/international bylaws and rules/handbooks, etc.
- p) Notify the International Executive Coordinator and the Psi State President of any changes of officers during the biennium.
- q) Mail a list of new chapter officers to the District V Director, the State President, and to International Headquarters and the name of each committee chairman to the proper state

- chairman. (Treasurer has id numbers.)
- r) Present the incoming chapter president with a chapter president's pin at the time of her installation as the elected president of Alpha Delta Chapter.
 - s) Assist the membership chairman in planning the initiation ceremony and orientation of new members.
 - t) Install chapter officers or request someone to conduct installation.
 - u) Order supplies, such as invitations to membership, membership certificates, and other items needed to carry out chapter work.
 - v) Use the *Chapter Rules* as the guide for overall chapter function, keeping a hard copy on hand at all meetings for reference when needed.
- 2) First Vice-President. The chapter first vice-president shall:**
- a) Serve as presiding officer in the absence of the president.
 - b) Assume the role of president in the event of the resignation or death of the president.
 - c) Perform other duties that the president or the chapter executive board might assign.
 - d) Serve as chairman of the Educational Excellence Committee and guide in program planning.
 - e) Be familiar with the *Chapter Rules* as a guide to function of chapter.
- 3) Second Vice-President. The chapter second vice-president shall:**
- a) Serve as presiding officer in the absence of both the president and the first vice-president.
 - b) Assume the role of first vice-president should that office become vacant during the biennium.
 - c) Act as World Fellowship Chairman and make chapter members aware of current women who are recipients of the grant-in-aid assistance.
 - d) Perform other duties that the president or the Alpha Delta Executive Board might assign.
 - e) Be familiar with the *Chapter Rules* as a guide to function of chapter.
- 4) Recording/Corresponding Secretary. The chapter recording/corresponding secretary shall:**
- a) Keep minutes of each meeting of Alpha Delta Chapter and of the Chapter Executive Board.
 - b) Within one week send draft of minutes to Chapter Executive Board, serving in the capacity of the Minutes Approval Committee, for editing/approval.
 - c) Publish copies of the approved chapter minutes in *The Capsule* prior to next chapter meeting.
 - d) Be familiar with the *Chapter Rules* as a guide to function of chapter.
 - e) Take the roll of members present at each meeting.
 - f) Pass on all resources to incoming secretary as need arises.
 - g) Write such correspondence as may be delegated by the president.
 - h) Share pertinent received correspondence with the chapter.
- 5. Treasurer. The chapter treasurer shall:**
- a) Receive and pay out all moneys belonging to Alpha Delta Chapter. (This includes collecting and sending off of chapter dues.)
 - b) Keep an accurate account of receipts, bills, and bank statements, as well as an accurate Alpha Delta membership list.
 - c) Maintain a record of receipts, bills, and bank statements.
 - d) Present a report at each regular meeting.
 - e) File required tax reports, including the online e-card with IRS.
 - f) Submit for annual audit/financial review the accounts of Alpha Delta Chapter by the Finance Committee and chapter members.
 - g) Serve as a member *ex officio* on the Chapter Executive Board.
 - h) Serve as a consultant in the process of budget development and supervision of finances.
 - i) Follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the Chapter Finance Committee.
 - j) Make a report at each chapter meeting.
 - k) Meet deadlines.
 - l) Attend District Training for treasurers.
- 6. Parliamentarian. The chapter parliamentarian shall:**
- a) Act as advisor to the officers and the members of her organization in matters pertaining to interpretation of the *Constitution* and to parliamentary usage.
 - b) Serve as a member *ex officio*, without vote, on the Administrative Board.

- c) Be familiar with the *Chapter Rules* and *Robert's Rules of Order*.
- d) Vote only when a ballot vote is called for.

ARTICLE VII. EXECUTIVE BOARDS

ALPHA DELTA CHAPTER EXECUTIVE BOARD

Section A: A minimum of two Chapter Executive Board meetings should be held each year. This Board may meet at other times upon the call of the president. A quorum shall be a majority of voting members present at the meeting.

Section B: Members of the Alpha Delta Chapter Executive Board shall be elected officers, president, first vice-president, second vice-president, recording/corresponding secretary, and the immediate past president; each with one vote. The treasurer, (with vote since not under remunerative contract), and the parliamentarian (without vote) shall be *ex-officio* members.

Section C: The duties of the Alpha Delta Chapter Executive Board shall be:

- 1) Select the treasurer for the biennium.
- 2) Act in matters requiring immediate action and decision.
- 3) Recommend policies and procedures for consideration by members.
- 4) Establish rules for budget development and approval for the supervision of Alpha Delta Chapter finances.
- 5) Review recommended changes to the *Alpha Delta Chapter Rules* before the changes are voted on by members.

Section D: The Alpha Delta Chapter Executive Board may meet through electronic communications as long as all of the members may simultaneously hear one another and participate during the meeting. Duties are consistent with the *Constitution (Governing Document of DKG)*.

PSI STATE EXECUTIVE BOARD

The president of Alpha Delta Chapter or her designee shall attend the Psi State Executive Board meetings held on the fourth Saturday of September and the fourth Saturday of February. The Psi State Convention is held in the spring of odd-numbered years, with the chapter president or designee attending and serving as a voting member of the Psi State Executive Board. Any member can attend at their own expense.

ARTICLE VIII: COMMITTEES

Alpha Delta Chapter has organized its committees to best meet the needs of the chapter while accomplishing its constitutional responsibilities. The areas of work in which Alpha Delta Chapter has constitutional responsibility are: finance, membership, program, personal growth and service, professional affairs, scholarship, world fellowship, and communications committees. Annual or biennium reports in these designated areas of work shall be made to Psi State. The Educational Excellence committee has the responsibility of providing the Alpha Delta Chapter programs. Alpha Delta Chapter supports the Seven Purposes of the Delta Kappa Gamma Society International and the objectives of Psi State, Georgia, through the following activities and/or work of the specified committees.

- Purpose I: Members' attendance and participation at meetings, written communications, **Personal Development Committee.**
- Purpose II: Members inviting other women educators to become members; giving awards or other recognition by the president, **Communications Committee.**
- Purpose III: Through the **Professional Development Committee.**
- Purpose IV: Through the **Professional Development Committee.**
- Purpose V: Members and chapter treasurer through payment of International scholarship fee and state dues, a portion of which is used to maintain a scholarship fund; **World Fellowship.**
- Purpose VI: Through the **Personal Development Committee.**
- Purpose VII: Through the **Personal Development Committee.**

Section A. Standing Committees

- 1) **Society Business Committees**
 - (a) Chapter Rules
 - (b) Finance
 - (c) Non-dues Revenue
 - (d) Membership
 - (e) Nominations
 - (f) Leadership Development
- 2) **Educational Excellence Committees**
 - (a) Program by the Executive Committee
 - (b) Professional Affairs
 - (c) Personal Development
 - (d) Music
- 3) **Educational Service Committees**
 - (a) Communications/Webmaster/Online Directory
 - (b) Scholarships/Grants-in-Aid (local)
 - (c) World Fellowship – International grants-in-aid
- 4) **Special Service Committees**
 - (a) Digital Scrapbook
 - (b) Minutes Approval Committee

Section B. General Procedures

Each chapter member is assigned by the Alpha Delta Chapter president to a committee. In some instances, a member may serve on more than one committee. Each committee should meet at least once during the biennium to discuss its responsibilities and develop an action plan. The president and/or program committee chairman may assign, to a committee, the responsibility of providing a program for a particular meeting during the biennium.

- 1) All committees and their chairmen shall be appointed by the president except for membership, program, and nominations. The first vice-president serves as the Educational Excellence Committee chairman. The second vice-president serves as the World Fellowship chairman. The president shall appoint the members of the Nominations Committee. The Finance Committee and the Nominations Committee shall consist of at least three members.
- 2) The president shall be an *ex-officio* member of all committees except the Nominations Committee.
- 3) The Alpha Delta Chapter Executive Board shall act in matters that cannot be deferred to the next meeting and requiring immediate action and decision.
- 4) The president may elect to establish Ad Hoc Committees.

Section C. Duties of Committees

Detailed duties shall be carried out as specified in the *Constitution, International Standing Rules, Psi State Standing Rules, and Alpha Delta Chapter Rules*. Basic duties are spelled out within this document.

SOCIETY BUSINESS COMMITTEES

- 1) **Chapter Rules. The Chapter Rules Committee shall:**
 - a) Be responsible for updates to chapter rules when necessary by making recommendations on updates for chapter approval.
 - b) See that the updated chapter rules are provided the website manager for posting on the website.
 - c) Be familiar with chapter rules and have a hard copy on hand at all chapter meetings.
 - d) Stay in contact with the State By-Laws chairman regarding any approved changes from International.
 - e) Involve committee members on any matters/changes regarding chapter rules.
 - f) Professional Affairs Committee can assist by alerting to any changes that arise from International and state conventions.
- 2) **Finance. The Finance Committee shall:**
 - a) Recommend to the membership the amount of chapter dues.
 - b) Review and audit the chapter treasurer's records for the previous year.

- c) Present results of the audit to the chapter.
- d) Prepare the annual chapter budget and present the proposed budget to the Chapter Executive Board for adoption and then to the membership for approval at the first chapter meeting of each fiscal year.
- e) Advise and supervise expenditures.

3) Non-dues Revenue. The Non-dues Revenue Committee shall:

- a) Shall be composed of six (6) members appointed by the president.
- b) Explore, review, and solicit possible sources of non-dues revenue that will serve to promote the work of the chapter.
- c) Deposit funds generated into the general funds of the chapter.

4) Membership. The Membership Committee shall:

- a) Encourage members through oral or written communication to invite new members to the Society.
- b) Distribute recommendation for membership forms to the membership.
- c) Present to the members for their consideration at a chapter meeting the names of those who were recommended and qualify for invitation to membership; ask that a sponsoring member give an oral or written endorsement of the candidate; with the chapter president, allow an opportunity for members to discuss the qualifications of the candidate.
- d) Conduct an election using a prepared ballot at the meeting and following the meeting at which a candidate or candidates were presented to the members for their consideration; announce the results following the election.
- e) Send to approved prospective members invitations to membership along with an invitation to an orientation to the Society; the chapter president shall sign the official invitation to membership; a prospective member elected for active or honorary membership shall be initiated within a period of one year from the time of election.
- f) Keep an accurate record of invitations sent and written replies.
- g) Conduct, with the president, an orientation for prospective members after invitations have been extended and preferably before invitations are accepted or rejected; assistance may be requested from other officers, committee members, or members.
- h) Conduct periodic reorientation for chapter members.
- i) Assist the president with planning for each initiation ceremony.
- j) Prepare for and participate in the preparation of the initiation ceremony, using the most recent *Ceremonies* book as a guide.
- k) Plan and conduct memorial services for deceased members.
- l) Promote chapter functions that include non-member educators to increase Society visibility and to identify potential members.
- m) Evaluate reasons for resignations and take action to meet identified needs.
- n) Propose honorary membership for a woman not eligible for active membership who has rendered distinguished service to education and/or women. Members may also submit recommendation for honorary membership.
- o) Work with the chapter president to nurture and involve new members.

5) Nominations. The Nominations Committee shall:

Chapter officers, except the chapter treasurer and chapter parliamentarian shall be nominated at the November chapter meeting in odd-numbered years and elected at the February chapter meeting in even-numbered years by a simple majority vote of the members who are present.

- a) Solicit from members suggestions for nominees to the offices of president, first vice-president, second vice-president, recording/corresponding secretary.
- b) Ascertain that each nominated person will serve if elected.
- c) Present to the chapter, in odd-numbered years, nominations for elective office.
- d) Assist the president in sending the names and addresses of new officers to the district director, the state president, and to the executive coordinator at International Headquarters. Forms are found on the International website.

- e) File a report of the election with the chapter recording/corresponding secretary for inclusion in the chapter minutes.
 - f) Submit names of members who expressed interest in a committee or an appointed office to the incoming president immediately after her election.
- 6) Leadership Development. The Leadership Development Committee shall:**
- a) Promote leadership development opportunities at the state level, such as Leadership Seminar, Leadership Training Day, CTAUN, District Training events.
 - b) Communicate with the state and international leadership committee chairmen.
 - c) Participate in leadership development opportunities at the state, regional, and international levels.

EDUCATIONAL EXCELLENCE COMMITTEE

- 1) Program. The Program Committee shall:**
- a) Develop a chapter program of work which focuses upon the Seven Purposes and the Mission Statement of the Society.
 - b) Plan the program of work so that it includes projects, activities, and programs related to personal growth, service to others, professional affairs, legislation, and music.
 - c) Plan the year's programs for the chapter using the adopted International theme.
 - d) Adjust the focus to meet local needs and interests.
 - e) Use a variety of programming techniques so as to stimulate thinking which may develop into action.
 - f) Encourage maximum member participation in programs by having as many different members and/or committees as possible to take part in programs.
 - g) Plan for the observance of Founder's Day and Alpha Delta Chapter's birthday once each biennium.
 - h) Assist in preparation of the online yearbook (directory) to chapter members working with the webmaster.
- 2) Personal Growth and Services. The Personal Growth and Services Committee shall:**
- a) Recognize the needs of members and provide and/or suggest programs and develop leadership among members.
 - b) Encourage participation in study groups concerned with economic, social, political, and educational issues.
 - c) Encourage members to develop better human relationships within the community through member participation in community activities and projects.
 - d) Provide at least one program during the biennium using leadership as the topic.
 - e) Encourage members through the arts by providing the opportunity for members to share artistic events and projects with other members.
 - f) Make members aware of Delta Hostel opportunity in spring of even-numbered years.
- 3) Professional Affairs. The Professional Affairs Committee shall:**
- a) Promote chapter interest and participation in activities designed to improve the professional status of women educators.
 - b) Inform chapter members about legislation, policies, issues, and programs which affect them as women educators.
 - c) Assist the Chapter Rules committee by making it aware of any changes in regards to the *Constitution, International Standing Rules, Psi State Bylaws, and Psi State Standing Rules* that may affect local *Chapter Rules*.
 - d) Provide at least one program each year during the biennium.
- 4) Music. The Music Committee shall:**
- a) Provide the use of music as an integral part of each chapter meeting.
 - b) Use music to enhance appreciation of the Society's goals and to give dignity and beauty to the program.
 - c) Provide a program during the biennium which relates music to personal and/or professional development.
 - d) Share musical talents of the group.

EDUCATIONAL SERVICES COMMITTEES

1) **Communications. The Communications Committee shall:**

- a) Work with the chapter president or her designee to support effective communications among chapter members through a newsletter and/or other means.
- b) Send news of chapter programs, projects, and activities to the state editor.
- c) Provide a program on communications, if asked, during the biennium.
- d) Compose and distribute the chapter newsletter.
- e) Maintain the website by the webmaster who needs to keep the seal updated on the website when needed through the chapter treasurer.

2) **Scholarship/Grant-in-Aid. The Scholarship/Grant-in-Aid Committee shall:**

- a) Establish criteria for awarding the grant-in-Aid(s) award to a local high school senior girl who is enrolling in a college education program or a non-member female student currently an education student in a college or university and/or a beginning non-member teacher.
- b) Receive and review each chapter recommendation and make a recommendation to the chapter as to how the grant-in-aid should be spent.
- c) Invite recipient(s) and guest(s) to a chapter meeting to receive the grant-in-aid.
- d) Present the grant-in-aid(s).
- e) Inform chapter members of available state and international scholarships that go to members only who meet basic requirements. Know where information is located on the state and international website.

3) **World Fellowship. The World Fellowship Committee shall:**

- a) Inform the chapter of the meaning of World Fellowship.
- b) Inform the chapter as to how funds are raised for the fellowships to women from other countries.
- c) Inform the chapter about women from abroad who come to the United States to study.

SPECIAL COMMITTEES

Special Committees are appointed by the chapter president as authorized by the chapter during a regular business meeting or by the chapter executive board.

1) **Digital Scrapbook. The Digital Scrapbook Committee shall:**

- a) Prepare a digital scrapbook as requested by Psi State for the chapter to become a part of the state digital scrapbook. This page will cover the half of one president's biennium and the first half of the new president's biennium.
- b) Check with the president on the deadline for submission to state scrapbook editor.

2) **Minutes Approval Committee.**

The Minutes Approval Committee is the Executive Board who will edit the chapter minutes, as needed, when received from the Recording/Corresponding Secretary, within one week after a chapter meeting. The president will give approval for minutes to be sent to *The Capsule* editor for inclusion in the next newsletter for members to read.

ARTICLE IX: AREAS OF ACTIVITY

Section A: Meetings

The Alpha Delta Chapter shall meet four times a year for regular meetings, which means business is to be conducted at these meetings. Meetings shall be held in the months of September, November, February, and May. Alpha Delta Chapter Executive Board shall determine locations, dates, and time which shall be published in the chapter newsletter and on the chapter website. Special meetings shall be called or scheduled at the discretion of the chapter president. A quorum shall be the number of members present at a meeting. There shall be no proxy voting. The chapter executive board may meet electronically, as long as the chapter adheres to The Delta Kappa Gamma Society International, Policy for Use of Electronic Communications which can be found in the Psi State Bylaws; which states that: "All members must simultaneously hear one another and be able to participate during the meeting."

Section B: Publications

The chapter president shall approve all publications.

1) **Online Yearbook.**

The webmaster is responsible for yearbook information on the website.

2) Chapter Rules.

The current chapter rules shall be on the website. The Chapter Rules and Professional Affairs committees along with the President will maintain a correct copy of the *Chapter Rules*.

3) Newsletter.

The Communications Committee is responsible for composing and distributing the online chapter newsletter prior to each chapter meeting in September, November, February, and May and as otherwise instructed by the chapter president. Hard copies of the newsletter are mailed by USPS to any members who cannot receive the newsletter by email.

ARTICLE X: AMENDMENTS

Section A.

Any suggested amendments should be presented to the Chapter Rules Committee. The Chapter Rules Committee shall study all proposed changes and submit recommendations for each proposed change to the Chapter Executive Board. A majority of the voting Chapter Executive Board members must approve the change(s) before the Chapter Rules Committee presents the proposed changes to the membership for approval. Proposed amendments to the *Chapter Rules* may be presented to the Chapter Rules Committee by the Chapter Executive Board or by any member or committee.

Section B.

A chapter rule may be added, amended, or rescinded by a simple majority vote, with a quorum being present, if the notice of the proposed changes was published and circulated to the membership at least one week prior to the meeting. An amendment that has not been published will require a two-thirds (2/3rds) vote of the members present at the meeting, to be adopted or rescinded. The adopted amendments take effect immediately upon adoption.

ARTICLE XI: DISSOLUTION

Before the chapter can be dissolved, the approval of the state executive board must be obtained. Careful consideration shall be given the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made. Any remaining funds in the chapter account shall be sent to the state treasurer for State or International projects. The State Executive Board and State Executive Secretary and Expansion Chairman (who handles dissolutions) will guide the chapter in further steps to be taken for dissolution.

Submitted by:

Chapter Rules Committee:

Miriam Powell, Chairman

Teresa Carver

Sandra Clark

Bernice Mitchell

Approved by Alpha Delta Chapter November 12, 2015