

THE DELTA KAPPA GAMMA SOCIETY
INTERNATIONAL

CALIFORNIA STATE ORGANIZATION (CHI STATE)– AREA V

DELTA LAMBDA CHAPTER RULES

ARTICLE I NAME

The name of this organization shall be Delta Lambda Chapter of The Delta Kappa Gamma Society International, California State (Chi State), Area V, chartered January 27, 1957.

ARTICLE II PURPOSES

1. The Delta Lambda Chapter is dedicated to fulfilling the Seven Purposes of The Delta Kappa Gamma Society International as stated in the *Constitution of the Delta Kappa Gamma Society International* and the *Standing Rules of Delta Kappa Gamma Society International*.
2. The chapter is dedicated to fulfilling the International Mission Statement which promotes professional and personal growth of women educators and excellence in education.

ARTICLE III MEMBERSHIP

The membership of Delta Lambda shall be composed of active, collegiate, reserve and honorary members within the Monterey Peninsula and Salinas area. Membership procedures shall be followed as stipulated in the *Constitution of the Delta Kappa Gamma Society International* and the *Standing Rules of Delta Kappa Gamma Society International*.

1. Invitation

Qualifications for active, collegiate, reserve and honorary membership are stated in the *Constitution and International Standing Rules*.

2. Classification

- 2.1 An active member shall be a woman who is or has been employed as a professional educator. An active member shall participate in the activities of the Society.
- 2.2 A collegiate member shall be a woman who is an undergraduate or graduate student pursuing an education degree and who intend to continue academically and professionally in the field of education and be enrolled within the last two years of their undergraduate degree.
- 2.3 A reserve member shall be a member who is unable to participate fully in the activities of the chapter because of physical disabilities and/or geographical location.

- 2.4 An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service. The member does not have to live in the chapter area.

3. Election

- 3.1 The Membership Committee shall present the names of qualified candidates for membership at a chapter meeting and give a brief resume of each and how each will fit into the chapter parity.
- 3.2 Prospective members do not have to be voted into the chapter. However, if a chapter prefers to hold a vote, voting shall be by secret ballot requiring a majority of the ballots cast.
- 3.3 Invitations to those accepted for membership shall be mailed or hand delivered by the Membership Chairman in a timely manner.

4. Orientation

- 4.1 All those who accept the invitation to join the Chapter should be asked to an Orientation Meeting to acquaint them with the advantages and responsibilities of membership in the Delta Kappa Gamma Society International.
- 4.2 The orientation is the responsibility of the Chapter Officers and the Membership Committee.
- 4.3 Orientation shall be given prior to the induction date.
- 4.4 Sponsoring members shall offer to bring the inductee to the orientation meeting.

5. Induction

- 5.1 Induction shall be held at a location suitable for the ceremony.
- 5.2 The Ceremonies Committee shall be responsible for arranging and conducting the ceremony with the Membership Committee.
- 5.3 If it is a meeting where a meal is served, the inductee's meal may be paid for by the Chapter or the inductee's sponsor.
- 5.4 Sponsors of the inductee shall be responsible for seeing that the inductee is present, introducing her to others, and making her feel a part of the group.
- 5.5 Inductees will have key pins presented during the ceremony.

6. Transfers

Transfer members shall be accepted without a vote and may become part of the Chapter at any time.

7. Termination

- 7.1 Membership may be terminated for non-payment of dues or by resignation.
- 7.2 Resignations shall be accepted by the chapter and recorded in the chapter minutes.
- 7.3 The names of all members dropped for non-payment of dues may be announced to the chapter and recorded as such in the minutes.

8. Reinstatement

Former members shall be reinstated to membership at their request.

9. Records

- 9.1 The Membership Committee shall maintain membership records in perpetuity.
- 9.2 During each biennium, members will update their biographical profile sheets that will be kept by the membership chairman.

ARTICLE IV

FINANCES

1. Dues and fees

- 1.1 Dues and fees shall be approved by the chapter and be included in the annual budget to cover operational expenses.
- 1.2 Dues for collegiate members shall be determined by the chapter.
- 1.3 Dues shall be payable to the Chapter Treasurer by June 30. Members will be dropped if their dues are not paid by October 1.
- 1.4 For membership commencing after January 1 dues shall be one half of the International and State membership dues.
- 1.5 For membership commencing after January 1 Chapters may reduce their required dues and fees to one-half.

2. Assessments

Assessments may be established to defray expenses for specific purposes if agreed upon by a majority of those present at a regular meeting.

3. Other Income

Income raised through fund raising shall be used for specific purposes if agreed upon by a majority of those present at a regular meeting.

4. Budget

- 4.1 The annual budget shall be prepared by the Finance Committee with the treasurer serving as an ex-officio member.
- 4.2 The chapter budget shall include expenses for the Chapter President to attend the DKG California Convention.
- 4.3 The proposed chapter budget shall be presented to the Executive Board for approval prior to the vote by the general membership.
- 4.4 The proposed budget shall be presented to the general membership for approval at a regular meeting prior to June 30.
- 4.5 Two signatures shall be required for all checks. Signatories may be the President and Treasurer and/or other member(s) as approved by a vote of the membership.

5. Audit

- 5.1 The Chapter Executive Board shall provide for an annual audit of the books.
- 5.2 The audit shall be completed by July 31 and a report submitted to the chapter at the first meeting in the fall.
- 5.3 The President shall appoint a minimum of two members to meet with the Treasurer for the audit. One of those members shall be the Chairman of the chapter Finance Committee.

6. Donations

Use of monies received as undesignated donations shall be determined by a majority of the members present as a regular meeting.

7. Fundraising

Funds may be raised for other purposes; including recruitment grants, scholarships, student teacher awards or other awards or projects approved by the chapter members.

ARTICLE V

ORGANIZATION

Delta Lambda Chapter shall govern the conduct of its business as stipulated in the *Constitution of the The Delta Kappa Gamma Society International*, the *International Standing Rules*, the *Bylaws of California State*, and the *Delta Lambda Chapter Rules*.

ARTICLE VI

OFFICERS

1. Chapter Officers

- 1.1 Chapter officers, all of whom must be active members of the Society, shall include at least an elected president, first vice-president (Chair of the Program Committee), and recording secretary. The treasurer shall be appointed by the President and approved by the Executive Board.
- 1.2 The chapter may also elect the following additional officers: second vice-president (Chair of the Membership Committee) and corresponding secretary.
- 1.3 The President shall appoint a Parliamentarian.

2. Related Personnel

- 2.1 The President, with the approval of the Executive Board, may appoint related personnel as necessary for the work of the chapter.
- 2.2 Chapter Committee Chairmen shall be appointed by the President.
- 2.3 A Member-at-large shall be appointed by the President to serve on the Executive Board without vote.

3. Vacancies

- 3.1 When a vacancy occurs in the office of President, the first Vice President shall become President. In the event of vacancies of President and First Vice President, the Second Vice President shall succeed to the office of President and serve until the next regular election of officers.
- 3.2 Other vacancies in elected offices, committees or related personnel shall be filled by appointment by the president and with the approval of the Executive Board. The appointees shall serve until the next regular election of officers.

4. Nominations

- 4.1 The Nominations Committee shall be elected at the same time as the Chapter Officers.
- 4.2 The President shall appoint the Chairman of the Nominations Committee.
- 4.3 The Nominations Committee shall secure the consent of qualified and able nominees to have their names submitted for elective offices.
- 4.4 The Nominations Committee shall present a slate of officers and nominations committee members at the February meeting of even numbered years.
- 4.5 Nominations may be made from the floor with prior approval of the nominee.

5. Election

- 5.1 Elections shall be held in even-numbered years and shall be for a term of two years.
- 5.2 The election shall be held no later than April so the incoming President can attend the California State Convention in May.
- 5.3 No officer, except the Treasurer, shall serve in the same office for longer than two terms in succession.
- 5.4 Installation of officers shall be held at the May or June Meeting of even numbered years.

6. Duties

- 6.1 The duties of officers are as described in the *Constitution of The Delta Kappa Gamma Society International* with additions listed below.
- 6.2 The First Vice-President shall serve as the Chairman of the Program Committee.
- 6.3 The Second Vice-President shall serve as the Chairman of the Membership Committee.
- 6.4 The President shall take action, with the advice and approval of the Executive Board, in matters that cannot be deferred until the next meeting.
- 6.5 The President or her designated representative shall attend meetings call by the Area V Director.
- 6.6 The President shall fill by appointment all vacancies with the approval of the Executive Board.
- 6.7 The Treasurer shall order the President's pin to be presented to the President at the Installation of Officers.
- 6.8 The Corresponding Secretary shall send cards, letters or flowers for situations or events as approved by the Executive Board.
- 6.9 The Recording Secretary shall take minutes at all meetings of the executive Board and the chapter and present these to be accepted by those bodies. Minutes shall be recorded, duplicated, and kept in the files of the Recording Secretary and President.
- 6.10 Chapter elected officers and the parliamentarian shall obtain the following publications available electronically on the Delta Kappa Gamma International, California State, and Chapter websites.
 - a. *The International Constitution and Standing Rules*
 - b. *California State By Laws and Standing Rules*
 - c. *Chapter Rules*

ARTICLE VII

EXECUTIVE BOARD

1. Executive Board Members

- 1.1 The Chapter Executive Board shall be composed of the elected officers and Treasurer of the Chapter and the Immediate Past President, each with one vote. The Parliamentarian and a Member-at-Large shall be an ex-officio member without a vote.
- 1.2 All chairmen of standing committees are encouraged to attend the Executive Board Meetings and may vote.

2. Duties

- 2.1 The Executive Board shall meet at least twice a year or as determined by the chapter.
- 2.2 A quorum shall be a majority of the voting members of the Board.
- 2.3 The Board shall approve the appointment of the Treasurer and the Member-at-Large for the biennium.
- 2.4 The Executive Board shall act in matters requiring immediate action and decision, which shall be reported to the general membership.
- 2.5 The Executive Board shall recommend policies and procedures for consideration by the members.
- 2.6 The Executive Board shall establish rules for budget development and approval and shall supervise the chapter finances.
- 2.7 The President may call special meetings necessary for chapter business.

ARTICLE VIII

COMMITTEES

1. The **Standing Committees** shall be:

- 1.1 **Society Business**
 - a. Finance*
 - b. Membership*
 - c. Nominations
 - d. Chapter Rules*
- 1.2 **Program of Work (Educational Excellence)**
 - a. Program
 - b. Historian
 - c. Ceremonials
- 1.3 **Educational Services**
 - a. Communications
 - b. Educational Law and Policy
 - c. Awards and Recognition
 - d. Global Awareness

- 1.4 The Chapter is responsible for reporting to the State and International Society on the activities of the committees designated with an asterisk.

2. **Committees General**

- 2.1 All committee chairmen shall be appointed by the President, except for the Nominations Committee.
- 2.2 The President shall be an ex-officio member of all committees except the Nominations Committee.
- 2.3 Committee chairmen shall call meetings of their committees as needed to carry out their responsibilities and shall notify the President of all such meetings.
- 2.4 Committee reports shall be submitted to the President.
- 2.5 The President may appoint ad hoc committees as needed for the work of the chapter.

3. **Society Business Committee Responsibilities**

3.1 **Chapter Rules**

The chapter rules committee shall:

- a. review and revise the Chapter Rules at least once a biennium
- b. forward an electronic copy to the California Organization Bylaws, Planning and Procedures Committee.
- c. publish an electronic copy on the chapter's official website.

3.2 **Finance**

The Finance Committee shall:

- a. be responsible for recommending dues and fees which must be approved by the membership with a majority vote
- b. develop and submit the proposed annual budget
- c. make reports to the Board and the chapter membership
- d. secure the annual audit.

3.3 **Membership**

The Membership Committee shall:

- a. develop a plan for membership recruitment
- b. seek prospective members
- c. conduct voting, if the chapter selects voting
- d. be responsible for orientation and induction
- e. encourage participation by all members
- f. prepare the Necrology report
- g. annually maintain current biographical data of all chapter members.

3.4 **Nominations**

The Nominations Committee shall:

- a. be composed of at least three (3) members elected by the membership; one shall be a past president
- b. present a proposed slate of officers and nominations committee to the next biennium in even-numbered years at the February meeting.

4. **Program of Work (Educational Excellence) Committee Responsibilities**

4.1 **Program**

The Program Committee shall be responsible for developing programs that align with the Seven Purposes of The Delta Kappa Gamma Society International and are of interest to and meet the needs of the membership.

4.2 **Ceremonials**

The Ceremonials Committee shall be responsible for the installation and induction ceremonies as planned by the Program Committee and other duties as requested by the President.

4.3 **Historian**

The historian shall keep the record of chapter activities.

5. **Educational Services Committee Responsibilities**

5.1 **Communications**

The Communications Committee shall:

- a. send a newsletter or bulletin electronically or by postal service before each meeting reminding members of the date, time, location, program and other information concerning the upcoming meeting
- b. be responsible for all chapter publicity in chapter newsletter, local newspapers and *DKG California Connection*
- c. develop and send electronically an annual yearbook to the members.

5.2 **Educational Law and Policy**

The Educational Law and Policy Committee shall:

- a. support the Adopt-a-Legislator program
- b. communicate with Legislators and invite them as guest speakers
- c. encourage members to participate in Legislative Study Sessions
- d. keep members informed of pending legislation
- e. encourage members to participate in bill reading.

5.3 Awards and Recognitions

The Awards and Recognitions Committee shall:

- a. keep members informed of International, DKG California, Area and Chapter scholarships and awards available to them and the due dates
- b. publicize and award recruitment grants and student teacher awards.

5.4 Global Awareness

The Global Awareness Committee shall:

- a. contact any World Fellowship recipient who is enrolled locally to invite her to be a guest at a chapter meeting and/or send appropriate greetings
- b. share information with the chapter about the International programs as adopted through the United Nations.

ARTICLE IX

AREAS OF ACTIVITY

1. Chapter Meetings

- 1.1 The chapter shall meet September through June of each academic year as appropriate for the chapter
- 1.2 A quorum for conducting chapter business shall be a majority of the members in attendance.
- 1.3 Active members shall be expected to attend regular meetings.

2. Area Meetings

- 2.1 The chapter President or her designee shall be expected to attend Area V Director meetings.
- 2.2 Members shall be encouraged to attend Area V meetings.

3. State Conventions

- 3.1 The chapter president or her designee shall be the official representative of the chapter at DKG California Conventions.
- 3.2 Funds shall be budgeted annually to defray the expenses of the President's attendance at the State Convention.
- 3.3 Members shall be encouraged to attend the State Conventions.

4. **Newsletters**

Regular chapter newsletter shall be published prior to each chapter meeting.

5. **Yearbook/Directory**

A chapter yearbook/directory shall be compiled for and sent electronically to the chapter membership.

6. **Awards and Recognitions**

6.1 Chapter members shall be informed of International, State, Area, and Chapter awards, scholarships, grants, and special forms of recognition.

6.2 Recommendations for scholarships, grants, grants-in-aid, and special awards such as Outstanding Student Teacher and Distinguished Service Awards shall be submitted to the Awards and Recognitions Committee, which shall select recipients and report these to the Chapter.

6.3 The Chapter Awards and Recognitions Committee shall select award recipients and report their selections to the chapter.

6.4 Members may apply for chapter scholarships and grants in writing, submitted to the Awards and Recognitions Committee which shall recommend action to the chapter membership.

7. **Special Projects**

Chapter members shall approve and support special projects of the chapter.

ARTICLE X FUNDS

1. **General**

The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and spent.

2. **Checking Account**

The accounts shall be maintained at a Federal Deposit Corporation (FDIC) bank as determined by the Finance Committee.

3. **Awards and Recognitions**

Funds for awards and recognition shall be budgeted as approved by chapter members.

4. **Special Projects**

Funds for special projects shall be approved by chapter members.

ARTICLE XI

REVISION OF CHAPTER RULES

1. Procedure

- 1.1 One official copy of the Chapter Rules shall be kept in the President's files and one copy in the Recording Secretary's file. A copy will be available to all members on the chapter's official website.
- 1.2 A copy of the updated Chapter Rules shall be sent to the DKG California Bylaws, Policy and Procedures Committee each biennium for review.
- 1.3 The Chapter Rules Committee shall be responsible for updating the Chapter Rules when there are additions, revisions or deletions.

2. Notification

Members must be notified in advance of proposals that would have financial implications.

3. Revision of Chapter Rules

- 3.1 Any chapter member may propose revisions to the Chapter Rules.
- 3.2 Revisions may be made as the chapter deems necessary by majority vote of those present at a regular meeting and may become effective immediately.
- 3.3 Revisions shall be presented to chapter members in printed form electronically or by postal mail, one month prior to voting on the proposed changes.
- 3.4 Revisions shall be made as necessary to reflect changes made by International and/or DKG California.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern proceedings in all cases not provided for by the Constitution and International Standing Rules, DKG California Organization By laws or Chapter Rules.

Revised January 2020

Delta Lambda Policies

1. All active members, except Board Members, are expected to sign up to serve on a committee for one of the planned events each year.
2. A person who signs up to serve on a committee for an event will be expected to participate, attend and pay any charges for the event.
3. If a person who has signed up for an event is unable to participate and/or attend the event she has signed up to serve, she must find a replacement and notify the chairman for that event at least one week before the event.
4. There will be no reimbursements for last minute cancellations for an event at a restaurant where we have made a reservation. Emergency situations may be considered at the discretion of the board. If a person has made a reservation and does not attend, she will be responsible for the cost if the chapter has to pay the restaurant.
5. The money paid for fundraisers (~~i.e.: Buneo~~) is considered a donation to support RIF and our other projects. Members should not expect to be reimbursed if they cannot attend. People who have made a reservation are included in a food count and should also not expect reimbursement.
6. The President, or whomever she designates, shall serve as Courtesy Chairman. She should be notified of any important event in the life of a member. Cards may be sent for most occasions. Flowers may be sent to a hospitalized member. Flowers or a memorial may be appropriate for death of a member or spouse. Possible events to be recognized with a gift include wedding, birth of a child or retirement. A gift or an honorarium may be authorized for a speaker. Donations may be made to LIFE or RIF in memory of a member's immediate family.
7. The chapter will pay for the new initiates' pins starting in 2013.
8. The chapter will pay registration fees for those serving on the Area V Conference Committee.
9. The chapter shall pay for the expenses to attend the State Convention as follows:
 - a. in even-numbered years for the President-elect and one-half for the President, and
 - b. in odd-numbered years for the President.

Revised January 2020