**Chapter Rules**

**Sigma Chapter – Pennsylvania State Organization**

**Delta Kappa Gamma Society International**

**ARTICLE I – NAME**

“The name of this chapter shall be Sigma Chapter, Pennsylvania State Organization, The Delta Kappa Gamma Society International.”

**ARTICLE II – PURPOSES**

“The purposes of Sigma Chapter shall be the seven purposes of the Delta Kappa Gamma Society International and those of the Pennsylvania State Organization.

**ARTICLE III – MEMBERSHIP**

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

1. Prospective members may be nominated by any member in good standing in Sigma Chapter.
2. The Membership Chairman will prepare an information sheet on prospective members to be voted on at the December meeting.
3. At least four-fifths of the members present must vote in the affirmative for new members.
4. Recommendations of proposed members must be destroyed whether those are accepted or rejected.
5. Invitations to membership will be delivered in person by one of the sponsors.
6. See attached sponsors’ guidelines in appendix.
7. Members-elect will indicate in writing their acceptance to membership.
8. The recording secretary shall record in the Chapter or executive board meeting minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination. The Membership Committee Chairman and Treasurer shall maintain a current list of members in good standing.
9. Pins and other Society jewelry of those who are no longer members should be returned to the Chapter. A pin must not be worn by anyone who is no longer a member. Pins and other Society jewelry should be returned to the Society upon the death of a member. The executive board will determine disposition of Society jewelry that has been returned to the chapter.
10. Membership is classified as active, reserve, collegiate, and honorary.
11. Collegiate members shall be undergraduate students who meet the following criteria:
	1. They shall be enrolled in the last two years of their degree at an institution offering an education degree and have the intent to continue academically and professionally in the field of education.
	2. They shall be selected by the aforementioned method.
	3. They may participate in the activities of the Society except for holding office.
	4. They may serve as parliamentarian.
	5. They will pay annual dues at a rate determined by the chapter in line with state and international guidelines.
	6. Collegiate members who graduate and become a paid educator shall pay active member dues and become an active member of the Society.
	7. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

**ARTICLE IV – FINANCES**

“Financial matters are in accordance with the Constitution, International Standing Rules, and the Pennsylvania State Organization.”

1. Chapter dues shall be determined annually by the Chapter Finance Committee and approved by an affirmative vote of at least four-fifths of those members present at the May meeting.

B. Annual dues must be paid by June 30th of each year to maintain membership.
 The Chapter budget shall be determined annually by the Chapter Finance Committee and
 approved by an affirmative vote of a least four-fifths of those members present at the May
 meeting.
C. The treasurer’s books shall be presented for financial revieweach year to the Finance
 Chairman or the Finance Committee.
D. Both the treasurer and the head of the Finance Committee, or an additional designee, shall
 sign all checks. Chapter president approves expenses prior to payment. Any unbudgeted
 expenses must be approved by a majority vote of membership.
E. Fundraising money will go into the general fund unless otherwise stated before the event.
F. Memorials will be given for deceased members and members’ immediate families to
 include; mother, father, children, stepchildren, stepparent, and spouses.
G. A Recruitment Grant will be awarded in the spring to a high school senior pursuing the field
 of education. The money will be paid upon receipt of an official transcript of grades when
 the first year of college is completed. The selection process will be overseen by the
 treasurer. The selection of the recipient will be done by the designated school’s call group.
H. Fees to cover the cost of the president to attend leadership training and the State
 Convention, to represent the Chapter, shall be paid by the Chapter at the current amount
 for the event set by Pennsylvania State Organization.
I. The Chapter shall purchase handbooks and ritual booklets needed for the installation of
 officers and induction of new members.

**ARTICLE V – ORGANIZATION**

“Sigma Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, Pennsylvania State Organization Bylaws, Pennsylvania State Organization Standing Rules, the Sigma Chapter Rules, and Roberts Rules of Order.”

**ARTICLE VI – OFFICERS AND RELATED PERSONNEL**

“The Nominating Committee shall present a slate of officers at the October meeting of the odd year of the biennium and will open the floor for further nominations at this meeting. Officers will be elected by a four-fifths majority of members present at the meeting.”

1. Chapter officers shall be: a president, a first vice president, a second vice president, a corresponding secretary, and a recording secretary (all elected), and a treasurer (selected by the executive board) and parliamentarian (appointed by the president). The parliamentarian may be a collegiate, active or honorary member.
2. The Nominations Committee shall present the proposed slate of officers verbally. Additional nominations may be made from the floor. If there are no nominations made from the floor, a voice vote may be taken. If there are nominations made from the floor, an election by ballot vote will be conducted at the December meeting.
3. Traditionally, the Chapter presents the president’s pin to the president at the May meeting/installation in even years prior to the State Convention.
4. A past president’s pin shall be presented to the president following her biennium. The treasurer shall be in charge of ordering said pin.
5. Filling of vacancies is to be in accordance with the International Constitution.
6. The president shall issue an information letter prior to the scheduled meetings. She shall also be responsible for maintenance of chapter files.
7. Outgoing and incoming executive boards and committee chairman shall meet during the summer to exchange materials and plan for the up-coming biennium.
8. Special ad-hoc committees may be appointed by the president as deemed necessary.

**ARTICLE VII – BOARDS**

“The Executive Board shall be composed of all elected officers, the immediate past president, treasurer (with or without vote), and parliamentarian (without vote). Other committee chairmen may be added but as ex-officio.”

1. The Executive Board shall meet at least two times each year, but may meet more often.
2. The Executive Board shall meet during the summer of even years to plan for the upcoming biennium.
3. The Sigma Chapter Executive Board shall function according to the Constitution,
Article VII, Section C.
4. Only those maintaining active membership may hold office.

**ARTICLE VIII – MEETINGS**

“Meetings are an extremely important factor in the success of Sigma Chapter.”

1. Sigma Chapter shall hold at least four business meetings each year.
2. Members shall be notified via email or by letter at least one month in advance of the location of the meeting.
3. Members must make a reservation for the meeting and are responsible to pay the cost of the meal for reservations not cancelled if the Chapter is required to pay.
4. A quorum shall consist of 2/3s of the members present.

**ARTICLE IX – COMMITTEES**

“Committees include at least those for which Sigma Chapter has constitutional responsibility or includes an alternate structure for accomplishing the work assigned.”

Standing committees shall be:
**World Fellowship:** The chairman or committee designee will collect donations at each December meeting to help support women from other countries studying in the United States.

**Finance:** *Stated earlier (Article IV Chapter Rules)*

**Membership:** The second vice-president shall serve as the chairman and shall be in charge of organizing events to recruit new members.

**Nominations:** The committee shall be chaired by the immediate past president. The committee will compile a list of officers to present to membership in odd numbered years.

**Professional Affairs:** A committee member will provide an inspirational reading and/or prayer at each meeting.

**Program:** Chaired by the first vice president, the committee shall provide a program for each meeting and be in charge of preparing the chapter yearbook in conjunction with the treasurer.

**Scholarship:** Publicize state and organization scholarships and international graduate study scholarships. Encourage members to apply for scholarships and enrichment grants.

**Communications:** Support efforts of chapter members and groups to communicate effectively with one another seeking opportunities to publicize information about the Society and the noteworthy achievements of its members.

**Historical Records:** Maintain historical records of the chapter and its members.

**Induction:** *Stated earlier (Article III Chapter Rules)*

**Remembrance:** Send cards for life events and floral tributes to families of deceased members. Conduct memorial ceremony at the May meeting.

**Visual and Performing Arts:** Enhance chapter meetings and ceremonies with a variety of art forms.

**Projects:** Coordinate any State or Chapter projects.

**US Forum:** Inform members of any legislative initiatives or updates relating to the profession.

**ARTICLE X – DISSOLUTION**

“Before a chapter is dissolved, the approval of the Pennsylvania State Organization must be obtained.”

1. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
2. Any remaining funds in the chapter account shall be sent to the Pennsylvania State Organization treasurer for state or international projects.
3. The chapter’s paraphernalia, the Society publications, and the chapter records shall be retained in the Pennsylvania State Organization archives and made available for use.
4. The charter must be returned to the Pennsylvania State Organization to be forwarded to International Headquarters.
5. The Pennsylvania State Organization Executive Board shall decide whether the Greek name shall be reused or not.

**ARTICLE XI – PARLIAMENTARY AUTHORITY**

“Roberts Rules of Order is designated for the governance of the Sigma Chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.”

**ARTICLE XII – AMENDMENTS**

“From time to time it may become necessary to amend the chapter rules.”

 A. 1. The chapter rules will be visited each biennium.

 2. The Chapter Rules Committee will meet to align chapter rules with the Pennsylvania
 State Organization rules.

 3. The amended rules will be published in the chapter newsletter.

 4. At the next chapter business meeting, the amended rules will be voted on. When they
 pass, they become part of chapter rules.

 B. A two-thirds vote of members present if written notification was given, and a four-fifths
 vote of members present if no written notification was given, shall be required to pass the

 amendment.

**Appendix to Chapter Rules:**

**Sponsors’ Guidelines for Membership**

To be qualified for active membership a woman educator must:

* Be employed in an educational position or as a self-employed educator (retired educators are also eligible)
* Live in one of the counties where DKG is established

Our founder, Dr. Blanton, intended that the membership of each chapter should reflect the educational spectrum. Please consider qualified educators in school and non-school settings and the demographics of your call group, age of members/retired or active status/years in the professions/age level taught or educational setting.

**Sponsors’ Timeline**

**May & June:** Begin thinking about possible prospective members.

**ANYTIME:** Talk with prospective member. Share new brochures with her.

**October:** Consider inviting her to the October meeting. Be sure there is a reservation for her meal.

If at all possible, pick her up and bring her to the meeting. Complete and sign membership form. Forms will be available at all meetings or can be downloaded from the Delta Kappa Gamma website. Send the completed form to the Membership Chairperson so she **receives it no later than November 1**, the absolutely final deadline!

**November:** Membership Chairperson must **receive membership form no later than November 1**.

**December:** Vote on prospective members.
**March:** Invite prospective member to meeting. Orientation will be held following the meeting.
 Be sure that there is a reservation for her meal and that a sponsor attends orientation with the prospective member. If at all possible, pick her up and bring her to the meeting.

 **May:** Participate in the induction of your prospective member. If at all possible, pick her up and bring her to the meeting. Be surethere is a reservation for her meal. Perhaps members of your call group or several sisters who know the prospective member could all share the cost of her meal. Beginning with the 2010-2012 biennium we will revert to our past practice of **inductions** being held **only in May**.

***Celebrate our new sister!***

**Officers’ Duties**

**President**

* The chapter president is a representative on the Pennsylvania State Organization Executive Board
* Act as presiding officer at regular and called meetings and direct the activities of her Chapter
* Act as chair of Chapter executive board and call executive board meetings
* Appoint a parliamentarian
* Appoint treasurer through the executive board
* Set meeting dates following Chapter Rules
* Set hostess committee for each meeting
* Appoint standing and special committees
* Approve for payment all expense claims
* Serve as member *ex officio*, with note on all committees except nomination
* Approve publications
* Fill by appointment all vacancies in office
* Represent the Society at meetings, conferences, and other events
* Take action with the advice and approval of the executive board on matters which cannot be deferred until the next meeting
* Write letter announcing meeting place, program, and project where applicable at least 6-8 weeks prior to meeting and get to communication chair or corresponding secretary
* Prepare agenda
* Attend State Conferences and leadership trainings
* Prepare and mail reports to State and International as needed
* Receive minutes

**First Vice President (Program Committee Chairperson)**

* Assume duties of president in her absence
* Make corrections to yearbook and get them to printer in conjunction with the treasurer
* Remind person in charge of upcoming program to get information to president and be sure all is in order
* Prepare and mail reports to State and International as needed
* Be responsible for Sigma Crest and take to meetings

**Second Vice President (Membership Committee Chairperson)**

* Assume the duties of the president in the absence of the president and first vice president
* Hand out membership forms at May and/or October meetings, collect forms and complete information
* Prepare ballots for membership
* Send invitations to those nominated for membership
* Compile membership requests for Induction Committee
* Help Induction Committee with prepared Inductee folder
* Prepare and mail reports to State and International as needed
* Be responsible for pamphlets and membership information for the chapter

**Recording Secretary**

* Record and keep minutes of executive board and general membership meetings
* Read minutes at meeting and send copy to president
* Include minutes in archive
* Keep attendance records from meetings gathered from hostess call person lists
* If unable to attend meeting, find replacement to record minutes

**Corresponding Secretary**

* Copy president’s letter, prepare labels for those without email, email letters at least one month prior to meeting for the first meeting
* Send a hard copy of president’s letter to those without email, and email president’s letter to those with email for the remaining meetings
* Write and mail any notes deemed necessary
* Read any correspondence at meeting

**Treasurer**

* Receive and pay out all monies belonging to the chapter after the president’s approval
* Keep an accurate account of receipts and expenditures
* Maintain a record of receipts, bills, and bank statements
* Present a report at each regular meeting
* File required tax reports
* Submit for annual audit/financial review the accounts of the organization
* Serve as a member on the executive board
* Serve as a consultant in the process of budget development and supervision of finances

**Standing Committees**

**Program:** The first vice president shall serve as the chairperson and shall be in charge of preparing the Chapter handbook along with the treasurer. This committee is responsible for setting program and other activities for each meeting that promotes the Society’s purposes. A suggested timeline is:

*October meeting* – plan in May, *December meeting* – plan in summer \*arrange a lighter program or game so members have fun and mingle, *March meeting* – plan before December, *May meeting* – no program because of Induction and Remembrance Services, *June meeting* – plan before March and arrange a short program or game that would encourage members to mingle.

**World Fellowship:** The chairperson will collect donations at each December meeting to help support women from other countries studying in the United States. This committee is to keep the chapter informed about the foreign students that Delta Kappa Gamma hosts at United States universities. Learning about them and their progress is a way for our Chapter to be engaged in this international program we support with our dues.

**Finance:** *Stated earlier (Article VI Chapter Rules)*  It is this committee’s responsibility for a yearly review of the treasurer’s books. They will also assist the treasurer in preparing the annual budget.

**Membership:** *Stated earlier (Article III Chapter Rules)* The second vice president shall serve as the chairperson and shall be in charge of organizing any events to get new members for the Chapter. This committee is responsible for reporting new initiates. It is also her responsibility to maintain and increase member involvement in local and state activities.

**Nominations:** The committee shall be chaired by the immediate past president. It is the duty of this appointed committee to present a slate of officers at the end of each biennium, to take nominations from the floor at the meeting, and to conduct the process of election of officers at the March meeting.

**Professional Affairs:** The committee will provide an inspirational reading and/or prayer for each meeting.

**Scholarship:** Publicize state organization scholarships and international graduate study scholarships. Encourage members to apply for scholarships and enrichment grants.

**Communications:** The principal duties of this committee are to publicize the work of DKG and particularly that of Sigma Chapter. The committee will support effective communication among members and provide members with information on innovations in classroom technology as presented on the state and international websites. Submit photos and press releases to area newspapers for each meeting: *The Daily Item, The Standard-Journal, The Shamokin News-Item, The Danville News,* and *Bloomsburg Press Enterprise.* Submit photos and articles to *The Keystonian* for the winter and spring editions as suggested by the Pennsylvania State Organization. Forward the digital copy of each Sigma newsletter to the state president, *The Keystonian* editor, and State Communications chairperson. Continue the process of maintaining a chapter website with the aid of committee member who is the webmaster.

**Historical Records:** Maintain historical records of the chapter and its members. The appointed historian will keep picture albums and important records of our Society. This committee should take pictures at important meetings of ceremonies and guests to continue keeping these albums updated. These pictures should be available to members at specified meeting or at their convenience.

**Induction:** *Stated earlier (Article III Chapter Rules)*

**Remembrance:** The committee will prepare cards of thoughtfulness for members, order a rose for a member who has passed, and prepare remembrance ceremony for May meeting. Call group committee members should contact remembrance committee so cards are sent in the event of illness of a member, death in a member’s family, a member experiencing long-term difficulties, seasonal remembrance for reserve members, memorable birthday (90 and up) or other special occasion. Upon the death of a Society member, the committee should order a rose to be sent to the funeral parlor and a card sent to the member’s family. The treasurer is notified and sent the receipt for the rose. Arrangements should be made for a group member to contact the family about returning the Society pin. During the May meeting the Remembrance Ceremony takes place. For the ceremony, the committee will use candles and holders from the supply box. Also in the box are books with quotes and ceremony suggestions. A cutoff date of April 1st is suggested in the event a member passes close to the May meeting to allow time to plan the ceremony.

**Visual and Performing Arts:** It is the duty of this appointed member to enhance Chapter meetings and ceremonies with a variety of art forms: singing skits, art demonstrations or crafty hands-on activities for members.

**Projects:** It is the duty of this appointed member to research and inform the members of the state projects. They may also recommend projects for the Chapter. Projects are the means for our Chapter to fulfill our commitment to the Society’s purposes.

**US Forum:** It is the role of this appointed committee to inform members of legislative issues, to train members in effective advocacy techniques, and to encourage members to become actively involved advocates for issues affecting women, children, and education.

Revised June 2020

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