

Alpha Sigma Chapter  
Pennsylvania State Organization  
The Delta Kappa Gamma Society International

**CHAPTER RULES**

**I. NAME**

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

**II. PURPOSES**

The purposes of Alpha Sigma Chapter shall be the seven purposes of The Delta Kappa Gamma Society International. Additional chapter objectives must be consistent with the Constitution.

**III. MEMBERSHIP**

- A. Membership is composed of active, reserve, honorary members, and collegiate.
  - 1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election.
  - 2. Reserve membership status is granted to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status is granted by a majority vote of the members present at the chapter meeting where the request is made. A reserve member may request to restore her active membership at any time.
  - 3. An honorary member is a woman who is not eligible for active membership but has rendered notable service to education or to women. She may be invited to honorary membership in recognition of her service.
  - 4. Collegiate member (see letter L below.)
- B. Chapter has authority to act in matters of membership. Practices are consistent with the Constitution.
- C. Recommendation for Membership (Form 11) shall be completed by the sponsor and returned to the membership chairman.
- D. The Membership Committee shall review Recommendations for membership (Form 11) and prepare to present the candidates' names to the chapter membership.
- E. Voting for prospective members may occur at any meeting. A majority of the general membership present will elect the candidate to membership.
- F. Written invitations to membership shall be sent by the membership chair within 30 days following election to membership.
- G. Orientation of members-elect should be held prior to becoming a member. The orientation program shall be the responsibility of the executive committee.
- H. Induction shall be held when needed throughout the year. The immediate past president serves as Induction Co-Chair with the 2nd Vice President. With payment of dues and fees an individual becomes a member of Alpha Sigma.
- I. The recording secretary shall record in the chapter or executive board meeting minutes the name of any member, whose membership is terminated, including the reason and date of termination.
- J. Key pins of those who are no longer members should be returned to the chapter. The President shall decide on the disposition of Society jewelry that has been returned to the chapter. (Returned key pins, when available, may be purchased for \$15.)
- K. Collegiate Membership: A collegiate member may participate in the activities of the Society except holding office.

- L. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.
- M. An individual becomes a member when she pays her dues.
- N. Once a collegiate member completes her degree and becomes a paid educator, her membership classification becomes “active,” and she will pay active member dues. If she does not pursue a career as a teacher, her membership expires upon graduation or the completion of the degree program.

**IV. FINANCES**

- A. Dues of the chapter shall be determined by a majority vote of the membership.
- B. Annual dues must be paid to the Chapter treasurer prior to June 30th.
  - 1. Active membership dues shall include international, state, and chapter dues.
  - 2. Reserve membership dues shall be half of active membership dues.
  - 3. An induction fee shall be assessed to new members.
- C. The budget is developed by the Finance Committee. The budget shall be adopted annually by the majority of the membership present at the meeting. The chapter president, or her designee, will be in attendance at the Finance meeting.
  - 1. A budgeted amount toward expenses for the state convention shall be given to the president to be distributed among attendees.
  - 2. The president's bar pin and the Achievement Award medallion shall be purchased by the treasurer.
  - 3. New members may purchase key pins and pay for the pins with their payment of dues and fees. The treasurer is responsible for purchasing new members' key pins.
- D. Financial controls include:
  - 1. Requirement of a budget
  - 2. Chapter president's approval of expenses prior to payment
  - 3. Requirement of an annual financial review
- E. Memorial gifts and a red rose not to exceed \$50.00 will be given for deceased members.
- F. Funds collected for state and international projects shall be payable to the state treasurer in March.
- G. One or more Grant-in-Aid recipient(s) will be selected each spring. The recipient(s) will be a college student pursuing the field of education according to the guidelines established by the EEC (Educational Excellence Committee). The awardee(s) will be a woman from Lawrence or Butler County. The check will be payable to the student(s).

**V. ORGANIZATION**

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

**VI. OFFICERS & RELATED PERSONNEL**

- A. All officers must be active members of Alpha Sigma Chapter.
- B. The Alpha Sigma Chapter Officers shall be as follows:
  - 1. President, who is also a representative on the PA State Organization Executive Board
  - 2. First Vice-President: Program and Yearbook Chair.
  - 3. Second Vice-President: Membership Chair.
  - 4. Recording Secretary
  - 5. Corresponding Secretary

- 6. Treasurer: Appointed by the Executive Board and is a member of the Executive Board
  - 7. Parliamentarian: Appointed by the president and is a member of the Executive Board. Active, collegiate, or honorary members may serve as the parliamentarian.
- C. Election of officers is held in even- numbered years. Procedures are consistent with the Constitution.
  - D. The nominating committee shall select a slate of officers representative of the geographical areas involved. The nominations are to be presented and officers elected by February. A ballot of the nominated slate of officers shall be prepared. Election is held in accordance with Robert's Rules of Order Newly Revised.
  - E. Installation of officers will take place at the last regularly scheduled meeting in the spring.
  - F. The President's pin is presented by chapter at installation (prior to state convention).
  - G. Officers shall perform duties as specified in the Constitution, the International Standing Rules, the Pennsylvania State Organization Bylaws, and as authorized in the Pennsylvania State Organization Standing Rules, and the Alpha Sigma Chapter Rules.
  - H. Prior to the first fall meeting all standing committee chairs shall pass their correspondence and other materials on to the new committee chairs.

#### **VII. MEETINGS**

- A. A quorum shall consist of the members present at a regularly scheduled meeting.
- B. There shall be at least four chapter meetings and two Executive Board meetings per year.
- C. In an effort to keep in touch, members are encouraged to communicate with meeting hostesses when they are unable to attend.
- D. If a reservation is made, this meal must be paid for even if the member cannot attend, unless the reservation is canceled a week in advance.
- E. Chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
- F. Matters requiring immediate chapter action may be voted upon by mail (postal and/or electronic) between meetings.

#### **VIII. EXECUTIVE BOARD**

- A. The members of the chapter Executive Board shall be elected officers of the chapter, the immediate Past President and committee chairpersons requested by the President.
- B. The Treasurer and Parliamentarian shall be ex-officio members.
- C. The Alpha Sigma Chapter Executive Board shall function according to the Constitution.

#### **IX. ACHIEVEMENT AWARD – ALPHA SIGMA CHAPTER**

- A. The Executive Committee shall recognize and honor a member who has given distinguished and outstanding service to Alpha Sigma Chapter and has promoted the purposes and policies of Delta Kappa Gamma International with a biennium Achievement Award.
- B. Criteria for selection:
  - 1. The nominee must be an active member of Alpha Sigma Chapter.
  - 2. The nominee must have at least five years membership in Delta Kappa Gamma International.
  - 3. The nominee must have served in a leadership role in the Chapter and have contributed to the work of chapter committees.

4. The nominee must have given distinguished and outstanding service to Alpha Sigma Chapter. It should be emphasized that the award is given for leadership not merely the discharge of duties.
5. The executive committee will select one nominee each biennium to receive the award. No member may receive the award a second time.
6. No officer may receive the award during her term of office.
7. The Alpha Sigma Achievement Award nominee will be announced during the final spring meeting of each biennium. The nominee will receive a DKG Society emblem on a chain, a rose bouquet, and a certificate.

**X. COMMITTEES**

The committee structure shall be patterned after the State and International Organization, with any needed adjustments.

**XI. MERGER/CONSOLIDATION**

- A. If Alpha Sigma Chapter wishes to combine with another existing chapter, a merger or consolidation can take place as outlined in Robert's Rules of Order Newly Revised, Latest Edition. A merger is defined as one chapter becoming absorbed into another chapter; a consolidation is defined as two or more chapters coming together to create a new chapter.
- B. These steps should be followed when seeking merger or consolidation:
  1. The Chapter or Chapters considering merger/consolidation shall notify the PA State Organization President. The state president and state membership committee chair shall be invited to meet with the chapter(s) to explain the possible procedures of merger/consolidation as outlined in Robert's Rules of Order Newly Revised, Latest Edition.
  2. Any outstanding financial obligations/responsibilities of the chapter(s) wishing to merge/consolidate shall be paid.
  3. All members of the existing chapters wishing to merge/consolidate must vote on a proposal to merge/consolidate. The members of all chapters involved must complete a written ballot and vote in person, by mail, or electronically. A majority vote of each pre-existing chapter is needed to merge or consolidate.
  4. The State President shall assign a state representative to guide the Chapters through merger/consolidation process which may include, but is not limited to, membership accounting, a financial review of the merging chapter(s), the closing of all bank accounts, and the consolidation of all assets, financial records, minutes, historical records, and paraphernalia into one chapter.
  5. In the case of merging, any remaining funds existing in the chapter to be absorbed shall be turned over to the receiving chapter.
  6. In the case of consolidation, any remaining funds of each separate chapter shall become the property of the new chapter. The new chapter must adopt a set of chapter rules.
  7. Chapter(s) being discontinued must file the necessary paperwork during the next fiscal year to let the IRS know the chapter is no longer in existence.
  8. Chapters involved in a merger/consolidation must comply with the International Society's requirements for transfer of membership. A resolution outlining the plan for intent to merge/consolidate shall be drawn up by the Pennsylvania State Organization and presented to the chapters involved. The resolution authorizing and approving the merger shall include stipulations such as naming of officers for the first year, chapter projects, and program commitments. A copy of the merger

or consolidation document shall be permanently filed with the Pennsylvania State Organization.

## **XII. DISSOLUTION**

- A. Before a chapter is dissolved, the approval of the Pennsylvania State Organization must be obtained.
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- C. Any remaining funds in the chapter account shall be sent to the Pennsylvania State Organization Treasurer for State or International Projects.
- D. 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.
- E. The charter must be returned to the Pennsylvania State Organization to be forwarded to International Headquarters.
- F. The Pennsylvania State Organization Executive Board shall decide whether the Greek name shall be reused or not.

## **XIII. COMMUNICATION PUBLICATIONS**

The president should approve all publications. Activities such as fundraising and special projects are published in the yearbook, the Alpha Sigma Clapper, Alpha Sigma's newsletter, and on Alpha Sigma's website: [www.dkgalphasigma.org](http://www.dkgalphasigma.org)

## **XIV. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (current edition) is designated for the governance of the Alpha Sigma Chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.

## **XV. AMENDMENTS**

- A. Procedures for amending standing rules include the following:
  1. The standing rules should be reviewed every fourth year by the Parliamentarian and others appointed by the Executive Board.
  2. Any revisions will be voted on by the membership. Members will be notified of proposed revisions in advance of a vote.
  3. Approval of the revisions requires a 4/5 affirmative vote of the membership.
  4. Each member should have a copy of the chapter rules printed for the yearbook.
  5. New members are to receive copies of the chapter rules.

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Submitted by the Alpha Sigma Ad Hoc Rules Committee: Stephanie Fulena, Mary K. Davis, Carol Herbert, Karen Matis, and Rose Ann Fulena