

CHAPTER RULES

Alpha Sigma Chapter
Pennsylvania State Organization
The Delta Kappa Gamma Society
International
AMENDED: March 21, 2019

Submitted by: (Tentative updates to rules to comply with International are highlighted in red and need to be approved by chapter.)

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, and honorary members.

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. This change allows those formerly employed in education to become members.

B. Chapter has authority to act in matters of membership. Practices are consistent with 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.

F. The general membership shall vote by secret ballot, 4/5 of those present will elect the candidate to membership.

G. Written invitations to membership shall be sent by the membership chair within 30 days following election to membership.

H. Orientation of members-elect should be held prior to initiation. The orientation program shall be the responsibility of the executive committee.

I. Members-elect will indicate in writing their acceptance to membership. **Induction** shall be held in the fall and when needed throughout the year. The immediate past president serves as **Induction** Co-Chair with the 2nd Vice President.

J. 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.**

K. 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.)

L. Collegiate Membership: A collegiate member may

participate in the activities of the Society except holding office.

M. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

N. An individual becomes a member when she pays her dues.

O. 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 **June 30th**.

1. International active dues shall be forty dollars (U.S. \$40), and International reserve **and collegiate dues shall be twenty dollars (U.S. \$20).**

2. The initiation fee of \$10.00 shall be allocated:

a. Chapter - \$7.50 (U.S)

b. Pennsylvania State Organization - \$2.50 U.S)

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.

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 will pay for their key pins upon accepting membership. The Treasurer is responsible for purchasing new members' key pins prior to initiation, at which time the new members will pay their dues.

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 worthy woman 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. The Alpha Sigma Chapter Officers shall be as follows:
1. President
 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.
- B. Election of officers is held in even- numbered years. Procedures are consistent with the Constitution.
- C. 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**.
1. A ballot of the nominated slate of officers shall be prepared. Election is held in accordance with

Robert's Rules of Order
Newly Revised.

- D. Installation of officers will take place the last regularly scheduled meeting in the spring.
- E. President's pin is presented by chapter at installation (prior to state convention).
- F. Officers shall perform duties as specified in the Constitution, the **Pennsylvania State Organization Bylaws**, and as authorized in the **Pennsylvania State Organization Chapter Rules**.
- G. 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 send a note 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 cancelled 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 or electronic) between meetings, subject to ratification of the vote(s) at the next face-to-face meeting.

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.

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.

5. New members are to receive copies of the chapter rules

(Red typing = new word or addition as revised to comply with the changes to International's Constitution and Standing Rules.)

AMENDED: March 21, 2019.

XIII. COMMUNICATION

PUBLICATIONS: Activities such as fund raising and special projects are published in yearbook, the Alpha Sigma Clapper, Alpha Sigma's newsletter, and on Alpha Sigma's website: 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.
 - 3. Approval of the revisions requires a 4/5 affirmative vote of those members present.
 - 4. Each member should have a copy of the chapter rules printed for the yearbook.