

## **Alpha Sigma Chapter Standing Rules and Policies**

### **I. Name**

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

### **II. Vision, Mission and Purposes of Alpha Sigma Chapter of the Delta Kappa Gamma Society International**

Alpha Sigma Chapter adheres to the vision, mission, and purposes of The Delta Kappa Gamma Society International.

- A. Vision: The vision of Alpha Sigma Chapter and the Delta Kappa Gamma Society International is: “Leading Women Educators Impacting Education Worldwide”.
- B. Mission: The mission of Alpha Sigma Chapter and our Society is to promote the personal and professional growth of women educators and excellence in education.
- C. Purposes: To carry out our mission we commit to the seven purposes of the Delta Kappa Gamma Society International. They are:

To unite women educators of the world in a genuine spiritual fellowship.

To honor women who have given or who evidence a potential for distinctive service in any field of education.

To advance the professional interest and position of women in education.

To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators.

To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators.

To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.

To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.

### **III. Membership**

Membership in Alpha Sigma Chapter is by invitation and is composed of active, reserve, and honorary members. The International constitution Article III and International Standing Rules 3.0 govern the process of membership and qualifications of membership.

#### A. Alpha Sigma Chapter Selection process for new members:

1. Membership is composed of active, reserve, and honorary members.
2. Chapter has authority to act in matters of membership. Practices are consistent with Constitution.
3. Recommendation for Membership (Chapter Membership Application) shall be completed by the sponsor and returned to the membership chairman.
4. Voting for prospective members may occur at any meeting.
5. The general membership shall vote by secret ballot, 4/5 of those present will elect the candidate to membership.
6. Written invitations to membership shall be sent by the membership chair within 30 days following election to membership.
7. Orientation of members-elect should be held prior to initiation. The orientation program shall be the responsibility of the executive committee.
8. All monetary initiation obligations will be paid in full prior to initiation.
9. Initiation shall be held in the fall and when needed throughout the year. The immediate past president serves as initiation cochairman with the 2nd Vice President.

#### B. Deceased members

1. Memorial gifts and a red rose not to exceed \$50.00, will be given for deceased members.
2. The President shall decide on the disposition of Society jewelry that has been returned to the chapter.

#### C. Resignation of members

1. The secretary shall record in the chapter or executive board meeting minutes the name of any member whose membership is dropped. The record should include the date and reason for resignation.
2. The President shall decide on the disposition of Society jewelry that has been returned to the chapter.
3. Members who have resigned or who have been dropped from membership will be encouraged to return to the Society

in the future. A former member shall be reinstated to membership by the chapter receiving the request.

#### **IV. Finance** (*Constitution Article IV; International Standing Rules 4.3 and 4.4*)

- A The 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 September 30th.
- 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. The president's bar pin and the Achievement Award medallion shall be purchased by the treasurer.
  - 2. The Treasurer is responsible for purchasing new members' keypins prior to initiation.
- 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
- F. Funds collected for state and international projects shall be payable to the state treasurer in March.
  - Examples:
    - 1. World Fellowship
    - 2. International Speaker's Fund
    - 3. State Project
- 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 Professional Affairs Committee. The awardee(s) will be a woman from Lawrence or Butler County. The check will be payable to the student(s).
- H. If no such candidate exists, one or more classroom grants shall be awarded the following Autumn to a working, female educator in Lawrence or Butler County, according to the guidelines established by the Professional Affairs Committee. The check will be payable to the recipient(s).

#### **V. Officers and Related Personnel** (*Constitution Article VI*)

- A. The Alpha Sigma chapter officer shall be as follows:
  - 1. President
  - 2. First Vice-President: Educational Excellence Committee 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 and office term will begin on July 1.
  - E. President's pin is presented by chapter at installation (prior to state convention).
  - F. Prior to the summer executive board meeting all standing committee chairmen shall pass their correspondence and other materials on to the new chairmen.

#### **VI. Alpha Sigma Chapter Executive Board** (*Constitution Article VII*)

- A. The Alpha Sigma Chapter Executive Board shall consist of the elected officers of the chapter and the appointed committee chairpersons and shall function according to the Constitution. **The Executive Board shall meet at least twice each year.**
- B. 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.

**VII. Alpha Sigma Chapter Committees** *(Constitution Article VIII)*

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

**VIII. Duties of Officers** *(Constitution Article VI)*

Officers shall perform duties as specified in the Constitution and the Pennsylvania State Organization Bylaws.

**IX. 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.

**X. Parliamentary Authority**

Roberts 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.

**XI. Amendments**

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 and will take effect immediately.
- 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.
- 5. New members are to receive copies of the chapter rules.

**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.