

ALPHA NU CHAPTER RULES

ARTICLE I: NAME

The name of this chapter shall be Alpha Nu Chapter of The North Carolina State Organization of The Delta Kappa Gamma Society International (formerly known as Eta State), abbreviated as NC DKG.

ARTICLE II: VISION, MISSION AND PURPOSES

Vision

Alpha Nu subscribes to the DKG International vision of being “Leading Women Educators Impacting Education Worldwide.”

Mission

Alpha Nu supports the mission of DKG International to promote “professional and personal growth of women educators and excellence in education.”

Purposes

Alpha Nu fully supports the seven purposes of the Society as set forth in the DKG Constitution:

1. to unite women educators in Burke and Caldwell Counties in a genuine spiritual fellowship;
2. to honor women who have given or who evidence a potential for distinctive service in any field of education;
3. to advance the professional interest and position of women in education;
4. to initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators;
5. to support and encourage beginning/early career women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action;
7. and to inform the membership of current economic, social, political, and educational issues so that they may participate effectively in a world society.

ARTICLE III: MEMBERSHIP

A. Membership

The chapter has the authority to act in matters of membership, and membership records are kept at the chapter level. Membership shall be by invitation. A member inducted into the Society becomes a member of a chapter, a state organization, and the international Society. An individual becomes a member of the Society when she pays her dues.

B. Classification

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
 - a. Reserve status shall be granted by a majority vote of the members present at any business meeting.
 - b. A reserve member, so requesting, shall be automatically reinstated to active membership upon payment of dues.
3. 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. She shall be privileged to participate in all activities except that of holding office.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Undergraduate student collegiate members shall
 - 1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
 - 2) be enrolled within the last two years of their undergraduate education degree.
 - b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. 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.

A collegiate member may participate in the activities of the Society except holding office.

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

C. Election, Orientation and Induction

1. Election to membership may occur at any business meeting; however, election of new members must occur biannually.
2. A candidate for active membership shall be voted upon at chapter meeting. A candidate must be approved by a majority vote of all members present at the meeting when candidates are presented.
3. Invitations to Alpha Nu are issued by the President and Membership Committee Chair. Following election, a follow-up call to the elected woman is made by an Alpha Nu member.
4. Orientation will be held no later than one month prior to induction. The President of Alpha Nu, the Membership Chair, and the Treasurer shall conduct the orientation session.
5. Induction of newly elected Alpha Nu members will be held annually prior to October 31. The immediate past President and the Membership Chair are responsible for the Induction Ceremony.
6. Reorientation is conducted at times deemed appropriate by the President and Executive Board.
7. A candidate for honorary membership shall be voted upon at a chapter meeting.

D. Termination of Membership

1. Membership in the chapter is terminated for non-payment of dues and fees, resignation, or death.
2. The member should notify the President in writing of her desire to resign from the chapter. At that time the chapter membership shall vote to accept the resignation. The President and Membership Chair shall file all letters of resignation. A member who resigns or is

dropped from membership should return the key pin to the chapter. The chapter shall buy the key pin from her. A reclaimed key pin may be sold to an initiate or to a member who has lost her key pin.

3. In the event of death, it is suggested that the family return the key pin to the chapter.
4. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

E. Transfer

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

F. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. The Chapter Treasurer shall report to the State Treasurer when a former member has been reinstated.

ARTICLE IV: FINANCE

A. Dues

1. Each active member shall pay dues of \$80.00 and each reserve and collegiate member shall pay dues of \$35.00. The breakdown of dues is as follows:
 - a. International active dues are \$40.00 and international reserve and collegiate dues are \$20.00.
 - b. State organization active dues are \$15.00, reserve dues are \$2.00, and collegiate dues are \$5.00.
 - c. Chapter active dues are \$21.00, reserve dues are \$12.00 and collegiate dues are \$10.00.
 - d. International/state share a \$1.00 scholarship fee paid by active and reserve members.
 - e. State Headquarters Fund receives \$3.00 per active member from dues.
2. The chapter shall vote when it deems that an increase in dues is necessary.
3. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year. For membership or reinstatement commencing between July 1 and December 31, the member shall pay dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall

pay one-half the international membership dues, state membership dues, and chapter membership dues.

4. A member who fails to complete payment of international dues shall be dropped as of October 1.
5. The state and international dues are sent to the State Treasurer and the chapter dues stay in the chapter.

B. Fees

1. The \$10.00 induction fee required by NC DKG and International shall be paid by the chapter, not the initiate.
2. A one-time fee of \$49.50 shall be paid by the chapter for honorary members at the time of induction

C. Chapter Assessments

1. The chapter members may vote to pay an amount in addition to dues for support of a chapter or state organization project; i.e. Turkmenistan Project, World Fellowship, Beginning/Early Career Teachers, etc.
2. A reserve member shall be exempt from paying chapter assessments.

D. Fund Raisers

1. Annual fund raising projects to supplement international, state, and chapter initiatives must be approved by a majority of members voting at a chapter meeting.
2. Through an annual project, the chapter supports the international and state initiative of Beginning/Early Career Teacher Support (*teachers in years one through four*) in an amount not to exceed a total of \$1,000. It is preferable to support teachers in both counties.
3. The chapter supports the International World Fellowship Fund with an annual contribution of at least \$400.00.

E. Budget

1. An annual budget shall be prepared by the Finance Committee.
2. The budget shall be approved by the Executive Board before calling for a chapter vote at the first fall meeting.
3. Financial records are submitted for annual audits.
4. A written, detailed financial report for the preceding year shall be given at the first fall meeting.
5. Increase in budget line items are approved by the Executive Board

and administered by the Chapter Treasurer.

6. In the event of an Alpha Nu member's death, a memorial gift of \$25.00 shall be transferred by the Treasurer to the Darby-Poteet Fund.

F. Expenditure Approvals

1. The President approves payment for all expense claims.
2. The Finance Committee chair approves payment for the President's expenses.

ARTICLE V: ORGANIZATION

Alpha Nu Chapter of Eta State Region X shall govern the conduct of its business in a manner consistent with the *International Constitution*, *International Standing Rules*, *NC DKG Bylaws and Standing Rules*, and the *Alpha Nu Chapter Rules*. Alpha Nu Chapter is not a member of a coordinating council.

Robert's Rules of Order Newly Revised (current edition) is the parliamentary authority designated for the governance of the chapter in instances in which the authority is not inconsistent with the Constitution or other adopted Society bylaws or rules.

ARTICLE VI: OFFICERS AND RELATED PERSONNEL

A. Election and Terms of Office

1. Alpha Nu Officers, all of whom must be members of the Society, shall be a President, a First Vice-President, a Second Vice-President, and a Recording Secretary (all elected), and a Treasurer selected by the Executive Board.
2. Chapter officers, except the Treasurer, shall be elected in even-numbered years by a majority vote of members present.
3. The Treasurer shall be selected by the Executive Board each biennium.
4. The term of each elected officer shall be two years or until a successor is named. No officer except the Treasurer may serve in the same office longer than two terms in succession.
5. Officers shall take office on July 1 following their election.
6. In the event that a member holding an officer position is unable to

perform her duties, the position shall be declared vacant by the Executive Board and a successor named by the Chapter President.

7. A Parliamentarian is appointed by the Chapter President from the membership of the chapter and is not an officer.

B. Duties

1. The duties of the President shall be to

- a. preside at all chapter meetings, all meetings of the Executive Board, and any called meetings of the chapter or its leaders;
- b. serve as an ex-officio member of all committees except Nominating Committee;
- c. represent the chapter as a voting member of the State Executive Board meetings and attend other state meetings; if unable to attend, select someone to represent the chapter in her place;
- d. see that all chapter reports to state and international offices are done in a timely manner; reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.
- e. pass on to chapter leaders and members information and directives from the Society's state and international offices;
- f. see that officers and committee chairs clearly understand their responsibilities in fulfilling the vision and purposes of the Society and the chapter's mission and goals;
- g. approve budget, financial review, and all expenditures;
- h. shall have authority to use discretionary funds set aside in the annual budget for emergency situations requiring immediate funding. Such decisions shall be made in consultation with another member of the Executive Board and the Treasurer.
- i. approve all publications including quarterly and extra issues of chapter newsletter, official Alpha Nu e-mail notices, website content, or any publication (brochure, letter, etc.) for public distribution from the chapter.
- j. appoint special committees with authorization by the Executive Board. Any special committee is dissolved after its final report is presented to the board.

2. The duties of the First Vice President shall be to

- a. assist the President;
- b. preside at meetings in the absence of the President;
- c. serve as an ex-officio member of all committees;

- d. succeed the current President as the next President;
 - e. participate in many aspects of the Society at local and state levels in preparation for that role.
3. The duties of the Second Vice President shall be to
- a. serve as an ex-officio member of the Membership Committee to coordinate the work of the Rose Teams in their assigned responsibilities for assimilating new members and hosting of one chapter meeting during each biennium;
 - b. preside at meetings in the absence of the President and First Vice President.
4. The duties of the Recording Secretary shall be to
- a. keep official minutes of all chapter meetings, meetings of the Executive Board, and other meetings called at the discretion of the President;
 - b. prepare minutes for distribution to members as directed by the President and/or the Executive Board;
 - c. keep records of attendance at chapter meetings;
 - d. record in the chapter minutes the names of members terminated, including the reason and date of termination.
5. The duties of the Treasurer shall be to
- a. receive and pay out all monies belonging to the organization;
 - b. keep an accurate account of receipts and expenditures;
 - c. turn in financial reports to state and international offices and the IRS by their due dates with copies to the Chapter President;
 - d. make oral financial reports at each regular chapter meeting and a written report at the end of each year;
 - e. participate with the Finance Committee in preparation of the annual budget;
 - f. report to the society at regular chapter meetings any memberships terminated, included reasons and dates of termination.
 - g. report to State Treasurer all memberships terminated, including the reasons and dates of termination;
 - h. submit for annual audit or financial review the accounts of the organization;
 - i. follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter Finance Committee.

- j. maintain an accurate and current membership roster.

ARTICLE VII: EXECUTIVE BOARD

A. Membership

1. The members of the Chapter Executive Board shall be the elected officers of the chapter, the immediate Past President, the treasurer who is non-paid, and such other voting members as shall be determined by the chapter.
2. The Parliamentarian shall serve as an ex-officio, non-voting member.

B. Duties of the Executive Board

The Executive Board shall carry out the following responsibilities:

1. select the Treasurer for the biennium;
2. act in matters requiring immediate action and decision;
3. recommend policies and procedures for consideration by members;
4. establish rules for budget development and approval and for the supervision of chapter finances;
5. ensure the chapter rules are updated as stipulated by the *International Constitution* and the *NC DKG Bylaws*; and
6. be responsible for planning, presenting, and hosting the first and last program of each biennium.

C. Meetings of the Executive Board

1. Meetings of the Executive Board shall be held at least twice annually. The Board may meet at other times upon the call of the President.
2. A quorum shall be a majority of the voting members of the Board.

ARTICLE VIII: COMMITTEES

This chapter's committee structure supports the mission and purposes of Delta Kappa Gamma at local, state, and international levels.

A. Standing Committees

1. Society Mission and Purposes

- a. Educational Excellence
 - b. Awards
 - c. Beginning/Early Career Teacher Support
 - d. Membership Growth/Support
 - e. Music and Arts
 - f. Professional/Leadership Development
 - g. World Fellowship/Community Support
2. Society Business
 - a. Communications and Marketing
 - b. Finance
 - c. Nominations
 - d. Rules

B. General Procedures

1. Committees at the chapter level shall be appointed by the President or her designee.
2. All active members shall be assigned to at least one committee; all members shall be assigned to a Rose Team (assimilation/hospitality group).
3. The President shall serve as an ex-officio member on all committees except the Nomination Committee.
4. A committee meeting may be face-to-face or through electronic communication.
5. To conduct business a quorum must be present. A quorum shall be the majority of the committee members.
6. Decisions made by a chapter committee must reflect the majority vote by committee members present at the meeting.
7. Committee business requiring immediate attention may be voted upon by mail (postal or e-mail) and/or by phone when all members have been notified.
8. A committee member appointed by the chair shall keep minutes of all committee meetings.
9. The committee chairman has the responsibility of submitting committee reports to the chapter president.

C. Duties of Committees

1. Society Mission and Purposes

- a. Educational Excellence Committee (EEC)
 - (1) The committee's members shall include the EEC Chair and the chairmen of the following committees: Awards, Communications and Publicity, Beginning/Early Career Teacher Support, Finance, Membership Growth/Support, Music and Arts, Nominations, Professional /Leadership Development, and World Fellowship/Community Support.
 - (2) The EEC is the "umbrella" under which all other committees fall. The committee's decisions shall be guided by the Society's mission and purposes and the chapters vision and goals.
 - (3) The committee is to
 - (a) plan chapter programs and promote activities designed to enhance the professional and personal growth of women educators and excellence in education;
 - (b) promote Society activities at International and State levels that increase the personal and professional pride of members;
 - (c) emphasize member development and involvement;
 - (d) recognize the value of fine arts in education and chapter events;
 - (e) assist designated committees represented on the EEC to oversee the planning and presentation of one program during the biennium, the Executive Board handling the first and last program;
 - (f) encourage involvement of members in legislative action affecting education; and
 - (g) emphasize global perspectives and educational excellence worldwide.

- b. Awards Committee
 - (1) The committee shall not exceed five members.
 - (2) The committee is to
 - (a) design and implement a recognition process to honor chapter members;
 - (b) make the chapter aware of members who qualify for State or International recognition;
 - (c) study and recommend the establishment of additional honors, recognition, and awards for deserving women,

- members and nonmembers; and
- (d) be responsible for overseeing the planning and presentation of one program during the biennium.

c. Beginning/Early Career Teacher Support Committee

- (1) The committee shall not exceed five members.
- (2) The committee is to support beginning/early career teachers locally by
 - (a) identifying teachers with one to four years experience;
 - (b) creating and implementing strategies by which the chapter might help to sustain and retain quality teachers;
 - (c) supporting quality education for all children; and
 - (d) seeking alliances with local agencies or individuals that share a common interest in the status of women educators and excellence in education; and
 - (e) being responsible for overseeing the planning and presentation of one program during the biennium.

d. Membership/Growth Support Committee

- (1) The committee shall consist of a chair, the Second Vice President, a Membership File Secretary, the chapter Historian, and each Rose Team Captain.
(Rose Teams are member support groups who serve as hostesses for one chapter meeting during each biennium. Every member is assigned to a Rose Team, thus encouraging participation as well as attendance in chapter activities).
- (2) The committee is to
 - (a) keep an up-to-date file of biographical data on each chapter member;
 - (b) maintain historical records of the chapter in narrative and photographic format;
 - (c) see to the annual updating of Yearbook pages and New Member pages in the directory and conduct periodic revisions of the entire directory;
 - (d) encourage individual members and Rose Teams collectively to seek suitable prospective members and submit recommendations on appropriate forms;
 - (e) investigate qualifications of those recommended and refer to chapter vote the names of those qualified, using election procedures designated in Article III – C of these rules;

- (f) send official invitations to approved nominees, keep an accurate record of invitations sent and written replies made by the persons who decline membership) if legitimate reasons for refusal are offered the person may be invited again at a later date);
- (g) conduct periodic reorientation for all chapter members;
- (h) prepare for and participate in the induction ceremony (a prospective member selected for active membership shall be inducted within one year from the time of election);
- (i) prepare and submit in a timely manner necrology reports of deceased members, including appropriate biographical data;
- (j) plan and conduct a Ceremony of Remembrance for deceased members;
- (k) oversee the planning and presentation of one program during the biennium;
- (l) assume, through the Rose Teams, duties which include
 - (i) helping through gestures of friendship and mentoring, to assimilate new members assigned to each Rose Team;
 - (ii) maintaining contact within each Rose Team of members absent from meetings helping them to stay connected and informed about chapter activities;
 - (iii) informing the chapter of births, deaths, illnesses, accidents, honors, or other events involving members or someone in their families and encouraging chapter members to respond appropriately with cards, etc.;
 - (iv) being responsible for meeting details including, but not limited to menu, cost, reservations, decorations, registration, and clean-up (Each Rose Team shall host one chapter meeting per biennium, the Executive Board hosting the first and last meetings.

e. Music and Fine Arts Committee

- (1) This committee shall have at least four members.
- (2) This committee is to
 - (a) help plan and/or perform musical/fine arts segments of the program at each meeting;
 - (b) be excluded from overseeing the planning of an entire program during the biennium since this committee has responsibilities at each regular meeting.

f. Professional/Leadership Development Committee

- (1) This committee shall not exceed five members.
- (2) This committee is to
 - (a) evaluate the professional/leadership development needs of members;
 - (b) prioritize, plan, schedule, promote, and implement activities to provide professional development opportunities for members;
 - (c) inform members about available scholarships and grants they may apply for and assist them in the application process,
 - (d) review applications and recommend candidates for the Betsy and Fred Cranford Limited Endowment Grants;
 - (e) encourage members to recognize their leadership potential through opportunities to hold office, serve on committees, and actively participate in meetings, programs, and projects;
 - (f) oversee the planning and presentation one program during the biennium.

g. World Fellowship/Community Support

- (1) This committee shall not exceed five members.
- (2) This committee is to
 - (a) develop within the chapter a global awareness of educational needs by promoting Society projects at local, state, and international levels that assist worthy women educators and address excellence in education worldwide, such as the chapter's current Turkmenistan project and the Society's initiative with Schools for Africa;
 - (b) place before the chapter worthy community projects – at least one annually – addressing the needs of women and children in ways that affect quality of life, success in school, educational and/or professional advancement;
 - (c) work with the Finance Committee to design and implement fund-raising projects for World Fellowship and Community Support projects;
 - (d) oversee the planning and presentation of one program during the biennium.

2. Society Business

a. Communications and Marketing Committee

- (1) The committee shall include at least four members including

newsletter editor, public relations liaison, and web master.

- (2) The President shall approve all publications including the chapter's newsletter, *Chapter Chat*.
- (3) The committee is to
 - (a) support the efforts of chapter members to communicate effectively with one another;
 - (b) serve as liaison with State and International initiatives to keep chapter members fully informed of Society business, projects, and opportunities for professional, leadership, and personal development;
 - (c) prepare and distribute a newsletter at least four times a year;
 - (d) send articles and photographs with information about each meeting to area newspapers;
 - (e) keep articles, photographs, etc. of chapter members and chapter events in scrapbook for digital format;
 - (f) suggest ways to market and promote the Society;
 - (g) oversee the planning and presentation of one program during the biennium.

b. Finance Committee

- (1) The Executive Board shall serve as the Finance Committee with an appointed chair who is not a member of the Board.
- (2) The committee is to
 - (a) recommend the amount of chapter dues and assessments;
 - (b) prepare the chapter budget for adoption by chapter;
 - (c) supervise expenditures;
 - (d) approve fund-raising initiatives for chapter and Society projects;
 - (e) provide for an annual audit of the accounts of the chapter.

c. Nominations Committee

- (1) The committee will be chaired by the immediate Past President and four additional members representing both counties.
- (2) The committee is to
 - (a) present to the chapter, in even-numbered years, nominations for elective offices;
 - (b) solicit from the members suggestions for officers;
 - (c) ascertain that nominated persons will serve;

- (d) present the slate of officers to the chapter;
- (e) plan an Installation Ceremony held at the last meeting of the biennium. (Officers assume their positions July 1).

d. Rules Committee

- (1) The committee shall be composed of the President, the Parliamentarian, at least three Past Presidents, and three other chapter members.
- (2) The committee is to
 - (a) review the chapter rules annually;
 - (b) receive and study proposals for amendment to or revision of rules;
 - (c) recommend revisions of rules;
 - (d) interpret the rules when questions arise;
 - (e) take prompt action to align the chapter rules with amendments to the *Constitution and International Society Rules* and/or *NC DKG Bylaws and Standing Rules*.

ARTICLE IX: MEETINGS

- A. Business meetings shall be held at least four times each year at appropriate times and locations.
- B. The President shall conduct an Executive Board meeting at least two times each year.
- C. Alpha Nu Chapter will conduct business following procedures outlined in *Robert's Rules of Order Newly Revised*.
- D. In the event a member does not attend a meeting for which reservations have been made, the member shall be responsible for paying for the cost of the meal.
- E. Minutes of previous chapter meetings shall be voted on at the next business meeting.
- F. A quorum for chapter business shall be 18 chapter members.
- G. Approval of any chapter business shall be by a simple majority vote of those members present, unless otherwise stated in the chapter rules.
- H. The chapter may meet through electronic communication as long as all of the members may simultaneously hear and participate during the meeting.
- I. All members being notified, matters requiring immediate chapter action may be

voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.

Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.

- J. There shall be no proxy voting.

ARTICLE X: AMENDMENTS

- A. Proposals for an amendment or revision of the chapter rules may be considered at any business meeting
- B. The Rules Committee shall receive and study submitted proposals for amendment to or revision of the chapter rules.
- C. All recommended changes to amendments, revisions, or dues to be voted on shall be presented to the membership in printed or electronic form 10 days in advance of a regular chapter business meeting.
- D. Approval of the adoption of amendments, revisions, and dues shall require a 2/3 vote of the members present at the meeting.
- E. Alpha Nu Chapter rules shall be amended automatically by the Rules Committee to comply with the Constitution, International Standing Rules, and the NC DKG bylaws and standing rules. Notice of automatic updates shall be published in the Fall *Chapter Chat*.

ARTICLE XI: DISSOLUTION

Prior to any action concerning dissolution, the Chapter President will seek approval from the State President and the Region X Director. International transfer procedures shall be followed in encouraging members to transfer to other chapters. Chapter funds will be sent to the State Organization Treasurer and the chapter charter, paraphernalia, and chapter records will be returned to the State Organization according to International and State Organization procedures.

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