

ALPHA SIGMA CHAPTER RULES
INDIANA STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
Adopted February 7, 2019; Updated April 2022

ARTICLE I. NAME

The name of this organization shall be Alpha Sigma Chapter of the Indiana State Organization of The Delta Kappa Gamma Society International; hereinafter also referred to as The Society.

ARTICLE II. MISSION AND PURPOSES

Section A. The chapter shall promote the mission and purposes of The Delta Kappa Gamma Society International.

Section B. Mission: The Delta Kappa Gamma Society International promotes the professional and personal growth of women educators and excellence in education.

Section C. Purposes:

1. to unite women educators of the world in genuine spiritual fellowship;
2. to honor women who have given or 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 interest of education and of women educators;
5. to endow scholarships to aid outstanding educators in pursuing graduate study and to grant fellowships to non-member women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
7. to inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.

ARTICLE III. MEMBERSHIP

Section A. Classification

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the international Society in addition to a state organization and/or a chapter.
2. An individual becomes a member of the Society when she pays her dues.
3. An active member shall be a woman who is or has been employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of The Society.
4. An active member who lives in an area where no chapter exists may be connected to the chapter through technology.

5. 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 chapter.
 - b. A reserve member, so requesting, shall be restored to active membership.
6. 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.
 - c. A collegiate member may participate in the activities of the chapter except holding an elected office. She may serve as parliamentarian because that is an appointed position.
7. 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.

Section B. Election

1. A candidate for active membership shall be voted upon at a chapter meeting by a ballot vote. Prospective members' names shall be presented in the spring, voted upon at the next meeting, and initiated in the fall.
2. A candidate for honorary membership shall be elected by the method established by the executive board.
3. A member may submit a recommendation for membership to any chapter.

Section C. Transfer

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

Section C. Reinstatement

1. A former member who requests reinstatement shall be accepted by the chapter.
2. There is no fee for the reinstatement.

Section D. Termination of Membership

1. Membership may be terminated for these reasons: (1) non-payment of dues by June 30; (2) resignation.
2. The secretary shall record in the minutes the names of members terminated, including the date and reason for termination

Article IV. Finances

Section A. Dues

1. Chapter active member dues shall be \$10.00. Chapter reserve and collegiate dues shall be \$7.00.
2. Chapter dues may be evaluated each April for possible changes.
3. State dues and fees shall be in accordance with the Indiana State Organization Standing Rules.
4. International dues shall be in accordance with the International Standing Rules.

Section B. Fees

1. Induction Fee
 - a. An active member shall pay an induction fee of \$10.00 at the time of induction.
 - b. The induction fee shall be divided as follows:
 - i. State organization\$2.50
 - ii. Chapter\$7.50.
2. Scholarship Fee
 - a. Each active and reserve member shall pay a one-dollar (\$1.00) scholarship fee annually.
 - b. The chapter treasurer shall send one hundred percent (100%) to the state treasurer because Alpha Sigma Chapter does not maintain a Scholarship Fund.
3. The Indiana State Executive Board passed a motion on April 27, 2019 that all chapters shall pay a two dollar (\$2.00) per member yearly fee for the purpose of financing conference/convention registration.

Section C. Payment of dues and fees

1. The membership year is July 1 – June 30. A member shall pay annual dues and fees no later than June 30 for the following year.
2. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues, convention and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half of the international, state and chapter membership dues.
3. Immediately thereafter, the state organization portion of the dues and fees shall be sent to the state organization treasurer. The International portion shall be sent to International.
4. The International portion of the dues and fees shall be sent between July 1 and September 30.
5. A member who fails to complete payment of international dues shall be dropped as of October 1.

Section D. Financial Controls

1. Claims are presented at meetings, approved by a majority of those present, and initialed by the president and before being paid by the treasurer.
2. Expenses shall be paid to the president or her representative for attendance at Indiana State Organization State meetings, conferences or conventions.
3. Petty cash funds received will be deposited for chapter expenses.
4. A committee of two (2) members shall be appointed by the president to conduct a financial review of the treasurer's books once each biennium.

Section E. Assessments

Assessments may be approved by a majority of those present on a year-to-year basis as the needs arise. Reserve members shall be exempt from paying chapter assessments.

ARTICLE V. ORGANIZATION

Section A. Alpha Sigma Chapter shall be included in the Northwest Coordinating Councils as outlined in the Indiana State Organization Standing Rules as amended in 2021. The president and the immediate past president shall serve as the chapter representatives.

Section B. Business shall be conducted in a manner consistent with the *CONSTITUTION*, the International Standing Rules, and the Bylaws and Standing Rules of the Indiana State Organization.

ARTICLE VI. OFFICERS AND RELATED PERSONNEL

Section A. Officers

1. The officers shall include President, Vice-President, Recording Secretary and Corresponding Secretary.
2. Election shall be by a majority vote in an even-numbered year,
3. The president and the executive board shall appoint a treasurer and a parliamentarian.

Section B. Terms of Office

1. The term for each officer shall be two (2) years or until a successor is named. No officer except the treasurer may serve in the same office longer than two (2) terms in succession.
2. The officers shall take office on July 1 following election.

Section C. *Duties of the Officers*

1. President
 - a. act as presiding officer at regular and called meetings and direct the activities of the organization;
 - b. act as chairman of the executive board;
 - c. appoint standing and special committees;
 - d. serve as a member *ex-officio*, with vote, on all committees except Nominations;
 - e. approve payment of all expense claims;
 - f. approve publications;
 - g. fill all vacancies by appointment;
 - h. serve *ex-officio*, with vote, in the process of budget development;

- i. represent the chapter as a member of the Indiana State Organization Executive Board. She shall notify the State President of her representative if she is unable to attend a meeting; and
 - j. represent the chapter as a member of the Northwest Coordinating Council.
- 2. Vice President
 - a. serve as presiding officer in the absence of the president;
 - b. in the event of the resignation or death of the president, she shall succeed to the presidency and serve until the next regular election of officers; and
 - c. perform such other duties as assigned by the president or the executive board.
- 3. Recording Secretary
 - a. keep minutes of each meeting of the chapter and the executive board;
 - b. furnish a copy of the minutes to the president; and
 - c. record in the minutes the names of members terminated, including the date and reason for termination.
- 4. Corresponding Secretary
 - a. shall carry on such correspondence as may be delegated to her by the president; and
 - b. advise the members of any members who are hospitalized
- 5. Treasurer —appointed
 - a. receive and pay out all moneys belonging to the chapter;
 - b. keep an accurate account of receipts and expenditures;
 - c. maintain a record of receipts, bills and bank accounts;
 - d. present a report at each regular meeting;
 - e. send Northwest Coordinating Council dues for each member to the treasurer of the council;
 - f. file appropriate tax reports;
 - g. submit the accounts of the chapter for an annual financial review;
 - h. serve as an *ex-officio* member on the chapter executive board;
 - i. serve as a consultant in the process of budget development; and
 - i. maintain an accurate and current membership roster.
- 6. Parliamentarian —appointed
 - a. act as an advisor to chapter officers and members in matters pertaining to the Constitution and parliamentary usage;
 - b. serve as an *ex-officio* member without vote on the chapter executive board; and
 - c. monitor the chapter rules for needed revisions required by either International or Indiana State Organization convention actions.

ARTICLE VII. EXECUTIVE BOARD

Section A. Membership

1. The Executive Board shall include all elected officers, the immediate past president and the treasurer. The parliamentarian and committee chairmen are *ex-officio* non-voting members.
2. The executive board shall make decisions on matters requiring immediate action. A report of such decisions shall be made at the next chapter meeting.

Section B. Meetings

1. The executive board shall hold at least two (2) meetings per year: (1) a planning meeting in the summer to outline the year's program of work and (2) at the call of the president.
2. The board may meet through electronic communication as long as the members may simultaneously hear one another and participate during the meeting
3. A quorum is the majority of the voting members.

ARTICLE VIII. COMMITTEES

Section A. Standing committee shall include:

Society Business: Communications, Finance, Membership, Nominations and Rules

Society Mission and Purposes: Educational Excellence, International Projects, Remembrances and Scholarship

Section B. Committee responsibilities

1. Society Business

a. Communications

- i. prepare four (4) issues of the *Alpha Sigma News* per year;
- ii. submit copy to the chapter president for approval;
- iii. distribute the newsletter; and
- iv. send copies to the Indiana State Organization State President, the Indiana State Organization State Communications Committee Chairman, and to the chapter liaison appointed by the state president.

b. Finance

- i. prepare a budget for action by the chapter in September; and
- ii. arrange for an annual financial review.

c. Membership

- i. study and make recommendations related to membership issues and challenges;
- ii. receive and research recommendation for membership forms;
- iii. submit qualified candidates for chapter vote;
- iv. send a card to any member upon the death of an immediate family member;
- v. send a single red rose and conduct a memorial service upon the death of a member; and
- vi. submit necrology and membership reports as required.

d. Nominations

- i. encourage members to participate in the leadership of the chapter
- ii. prepare a slate of officers to be presented at a meeting prior to March in even-numbered years; and
- iii. conduct the election.

e. Rules

- i. amend these rules automatically to comply with changes in the *Constitution, International Standing Rules, Indiana State Organization Bylaws and Standing Rules*; and
- ii. report changes made in the next issue of the newsletter.

2. Society Mission and Purposes

a. Educational Excellence

- i. shall plan programs to fulfill the Mission and Purposes of The Society
- ii. compile the chapter yearbook; and
- iii. send copies of the yearbook to the Indiana State Organization State President, the Indiana State Organization State Educational Excellence Committee Chairman, and the chapter liaison appointed by the state president.

b. International Projects

- i. shall promote the work of the international World Fellowships Committee; and
- ii. inform the members of any state and international projects.

c. Scholarship

- i. shall encourage members to apply for state and international scholarships and Indiana State Organization mini-grant funds;
- ii. keep members informed of the grants available from the Delta Kappa Gamma International Education Foundation; and
- iii. shall be responsible for disseminating information about the chapter grant-in-aid and determine its recipient.

ARTICLE IX. MEETINGS

Section A. Meetings

The chapter shall have a minimum of four (4) meetings per year.

Section B. Quorum

A quorum shall be a majority of members present. Members must reply by the date specified on the notices for luncheon or dinner meetings or they shall be charged for the cost of the meal.

Section C. Voting

1. All members being notified, matters needing immediate attention 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.
2. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
3. There shall be no proxy voting.

ARTICLE X. ACTIVITIES

Section A. A grant-in-aid will be awarded to a graduate of an area high school.

Section B. The check shall be presented to her upon completion of her freshman year in college.

Section C. The Scholarship Committee shall be responsible for the awarding of this grant.

ARTICLE XI. COMMUNICATIONS/ PUBLICATIONS

Section A. Newsletter

The president shall approve the *Alpha Sigma News* to be distributed by the Communications Committee four (4) times a year.

Section B. Yearbook

A chapter yearbook shall be compiled by the Educational Excellence Committee.

ARTICLE XII. DISSOLUTION/MERGER

Section A. Dissolution

1. If the Executive Board determines that the chapter is at risk of dissolution, the chapter president shall notify the state president and the chapter liaison. She may also request that an advisor from the state attend meetings and advice in problem solving.
2. Final dissolution shall not be considered without the passage of one calendar year.
3. A written notice of the intent to discuss dissolution at a chapter meeting shall be sent to all members of the chapter. The state president or her designee shall attend this meeting. The chapter membership will be polled by written ballot within thirty (30) days of this meeting.
4. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
5. The approval of the chapter executive board must be obtained prior to the submission of a written request for dissolution is sent to the Indiana State Organization State Executive Board.
6. Following action by the State Executive Board, all outstanding debts of the chapter must be paid. Any remaining funds in the chapter treasury shall be sent to the State Treasurer to be deposited in the Available Fund. Chapter records and initiation paraphernalia shall be sent to the Executive Secretary.
7. The chapter charter must be sent to the State Organization to be forwarded to Society Headquarters.

Section B. Merger

1. Two chapters in geographical proximity may request permission from the State Executive Board to merge.
2. The membership of each chapter shall adopt a resolution to merge with the other chapter. The vote requires the same notice as for amending chapter rules or policies.
3. Ceremonial paraphernalia shall be selected from each chapter to be retained by the new chapter. Extra paraphernalia shall be sent to the Executive Secretary.
4. Outstanding debts of each chapter must be paid. The remaining funds shall be combined to form operating funds for the merged chapter.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, current edition, shall govern in all cases not provided for in the *Constitution*, the Indiana State Organization State Bylaws and Standing Rules.

ARTICLE XIV. AMENDMENTS

Section A. Members shall be notified in writing of proposed amendments prior to the meeting where a vote is to be taken.

Section B. Amendments shall pass by a majority vote of those in attendance.

Section C. The chapter president shall send a copy of the revised rules to the Indiana State Organization State Rules Committee Chairman by the end of her biennium.

Section D. The Rules Committee shall amend these rules automatically after an International or state convention to comply with changes in the *Constitution*, the International Standing Rules, Indiana State Organization State Bylaws and Standing Rules and report any changes to the membership in the next issue of the newsletter.