



**The Delta Kappa Gamma Society International
California State Organization
Iota Phi, Area VIII Chapter Rules**

ARTICLE I: Name

The name of this organization is the Iota Phi Chapter of The Delta Kappa Gamma Society International, California State Organization, Area VIII chartered on February 15, 1995.

ARTICLE II: Purposes

1. The Chapter is dedicated to fulfilling the Seven Purposes of The Delta Kappa Gamma Society International as stated in the *Constitution and International Standing Rules*.
2. The Chapter is dedicated to fulfilling the International Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

ARTICLE III: Membership

1. Invitation

Qualifications for Active, Collegiate, Reserve, and Honorary Membership are stated in the *Constitution and International Standing Rules*.

2. Classification

- 2.1** An Active Member shall be a woman who is or has been employed as a professional educator. An Active Member shall participate in the activities of the Society.
- 2.2** A Collegiate Member shall be a woman who is an undergraduate or graduate student pursuing an education degree and who intends to continue academically and professionally in the field of education and be enrolled within the last two years of their undergraduate degree.
- 2.3** A Reserve Membership is a member who is unable to participate fully in the activities of the Chapter because of physical disability and/or geographic location.

- 2.4 An Honorary Member shall be a woman not eligible for active Membership, but who has rendered notable service to education or to women and is elected to Honorary Membership in recognition of such service. This Member does not have to live in the Chapter area.

3. Election

- 3.1 The Membership Committee shall present the names of qualified candidates for Membership at a Chapter Meeting and give a brief résumé of each and how each will fit into Chapter parity.
- 3.2 Prospective members do not have to be voted into the chapter; however, if a Chapter prefers to hold a vote, voting shall be by secret ballot requiring approval of a majority of the ballots cast.
- 3.3 Invitations to those elected to Membership shall be mailed or hand delivered by the Membership Chairman within 7 days after the election.
 - 3.3a Invitations may be emailed electronically by the Membership Chairman within 7 days after the election.

4. Orientation

- 4.1 All those who accept the invitation to join the Chapter shall be asked to an Orientation Meeting to acquaint them with the advantages and responsibilities of Membership in The Delta Kappa Gamma Society International.
- 4.2 The orientation shall be the responsibility of the Chapter Officers and the Membership Committee.
- 4.3 Orientation shall be given prior to the induction date.
- 4.4 Sponsoring members shall offer to bring the inductee to the orientation meeting.

5. Induction

- 5.1 Induction shall be held at a location suitable for the ceremony.
- 5.2 The Ceremonies Committee shall be responsible for arranging and conducting the ceremony with the Membership Committee.
- 5.3 If it is a meeting where a meal is served, the inductee's meal may be paid for by the Chapter or the inductee's sponsor.

- 5.4 Sponsors of the inductee shall be responsible for seeing that the inductee is present, introducing her to others, and making her feel a part of the group.
- 5.5 The Ceremonies Chairman shall store the induction paraphernalia.
- 5.6 The Chapter will be sure new inductees have key pins presented during the ceremony.

6. Transfers

Transfer members shall be accepted without a vote and may become part of the Chapter at any time.

7. Termination

- 7.1 Membership shall be terminated for non-payment of dues or by resignation.
- 7.2 Resignations shall be accepted by the Chapter and recorded in the Chapter Minutes.
- 7.3 The names of all Members dropped for non-payment of dues may be announced to the Chapter and recorded as such in the minutes.
 - 7.3a The names of all Members dropped for non-payment of dues may be announced at the Board Meeting and recorded in the minutes.

8. Reinstatement

Former Members shall be reinstated to Membership at their request and without a vote by the Chapter.

9. Records

- 9.1 The Membership Committee shall maintain Membership records in perpetuity.
- 9.2 During each biennium, members will update their biographical profile sheets that will be kept by the Membership Chairman.

ARTICLE IV: Finance

1. Dues and Fees

- 1.1 The dues and fees shall be determined by the Chapter and be included in the annual budget.
- 1.2 Dues for Collegiate Members may be determined by the Chapter. DKG California has set Collegiate dues at \$10.00, which is the same as those for a Reserve Member.
 - 1.2a Iota Phi will charge \$33 (which includes International, State and publication fees)
- 1.3 Dues shall be payable to the Chapter Treasurer by June 30. Members must be dropped if their dues are not paid by October 1.
- 1.4 Dues for Membership commencing after January 1 shall be one-half of the International and one-half of the State Membership dues.
- 1.5 Chapters may choose to reduce dues to one-half of the regular dues due for Membership commencing after January 1.

2. Assessments

Assessments shall be established to defray expenses for specific purposes if agreed upon by a majority of those present at a regular meeting.

3. Other Income

Income raised through fundraising shall be used for specific purposes if agreed upon by a majority of those present at a regular meeting.

4. Budget

- 4.1 The annual budget shall be prepared by the Finance Committee. The Treasurer serves as an ex-officio member of the committee.
- 4.2 The Chapter shall budget expenses for the Chapter President to attend the DKG California Convention.
- 4.3 The Chapter budget shall be presented to the Executive Board for approval prior to the vote by the general Membership.
- 4.4. The budget shall be presented for approval at the first Chapter Meeting following the Finance Committee meeting.

- 4.5 Two signatures shall be required for all checks. Signatories may be the President and Treasurer and/or other member(s) as identified by a vote of the Membership.

5. Audit

- 5.1 The Chapter Executive Board shall provide for an annual audit of the books.
- 5.2 This audit shall be completed by July 31st and a report submitted to the Chapter at the first meeting in the fall.
- 5.3 The President may appoint a minimum of two members for the audit. One of those members may be the Chairman of the Chapter Finance Committee.

6. Donations

Use of monies received as undesignated donations shall be determined by the Board and/or a majority of the Members present at a regular meeting.

7. Fundraising

- 7.1 Dues and fees shall cover operating expenses.
- 7.2 Funds may be raised for other purposes, including recruitment grants, scholarships, Outstanding Student Teacher awards, or other awards identified by the chapter members.

ARTICLE V: Organization

The Chapter shall govern the conduct of its business as stipulated in the *Constitution and International Standing Rules, California State Organization Bylaws, and Chapter Rules*.

ARTICLE VI: Officers

1. Chapter Officers

- 1.1 Chapter Officers, all of whom must be members of The Delta Kappa Gamma Society International, shall include at least an elected President, Vice-President (chair of the Program Committee), and recording secretary. The Treasurer is appointed and approved by the Chapter President.

1.2 The Chapter may have the following additional officer(s): Second Vice-President (also chair of the Membership Committee), and Corresponding Secretary

1.3 The President shall appoint a Parliamentarian.

2. Nominations

2.1 The President shall appoint the Chairman of the Nominations Committee.

2.2 The Nominations Committee will be made up of one past President and two member volunteers.

2.3 The Nominations Committee shall be a standing committee over even numbered years and elected by the membership.

2.4 The Nominations Committee shall prepare and present a slate of officers at the January Board Meeting in even-numbered years.

2.5 Election of officers shall be held no later than April, so the incoming President can attend the California State Organization Convention in May.

3. Election

3.1 Election shall be in even-numbered years and shall be for a term of two years.

3.2 No officer, except the Treasurer, shall serve in the same office for longer than two terms in succession.

4. Duties

4.1 The duties of officers are described in the *Constitution of The Delta Kappa Gamma Society International* with additions listed below.

4.2 The First Vice President shall serve as the chairman of the Program Committee.

4.3 The Second Vice President shall serve as chairman of the Membership Committee.

4.4 The President shall take action, with the advice and approval of the Executive Board, in matters that cannot be deferred until the next meeting.

4.5 The President shall attend meetings called by the Area Director.

4.6 The President shall fill by appointment all vacancies with approval of the Executive Board.

4.7 The Treasurer shall order the President's pin. The pin is presented to the President at the Installation of Officers.

4.8 The Corresponding Secretary shall send cards, letters, or flowers when appropriate.

4.8a. The Recording Secretary shall support the Corresponding Secretary by sending out cards, letters or flowers when appropriate.

4.9 The Recording Secretary shall take minutes at all meetings of the Executive Board and chapter meetings and present these for approval by the Executive Board or the membership.

4.9a. The Recording Secretary shall support the Corresponding Secretary by sending out cards, letters or flowers when appropriate.

ARTICLE VII: Executive Board

1. Executive Board Members

1.1 Executive Board members shall be comprised of the elected officers of the chapter.

1.2 The Treasurer, immediate past President, and Parliamentarian shall serve as ex officio Members. The Parliamentarian does not have a vote. The Treasurer has a vote if she is not being paid for her services.

2. Duties

The Executive Board shall meet at least twice a year, or as determined by the: Chapter, with a quorum being a majority of voting Members of the Board. The duties of the Chapter Executive Board include the following

2.1 Select a Treasurer for the biennium

2.2 Select an At-Large Member for the biennium. This is optional.

2.3 Act in matters requiring immediate action and decision.

2.4 Recommend policies and procedures for consideration by the members.

- 2.5 Establish rules for budget development and approval, and the supervision of Chapter Finances.

ARTICLE VIII: Committees

1. Society Business

1.1 Chapter Rules

Chapter Rules Committee shall:

- a. review and revised Chapter Rules at least once a biennium
- b. forward an electronic copy to the California State Bylaws, Planning, and Procedures Committee

1.2 Finance

Finance Committee shall:

- a. be responsible for setting dues and fees with the approval of the membership
- b. develop the annual budget
- c. make reports and secure the annual audit

1.3 Membership

Membership Committee shall:

- a. develop a plan for membership recruitment
- b. seek prospective members
- c. conduct voting, if the chapter selects voting
- d. be responsible for orientation and induction
- e. encourage participation by all members.
- f. prepare the Necrology report.
- g. annually maintain current biographical data of all Chapter Members

1.4 Nominations

Nominations Committee shall:

- a. be comprised of three (3) members. The Chair is appointed by the President. One of the three shall be a past president. All members shall be elected by the membership.
- b. present a proposed slate of officers and nominations for the next biennium in even-numbered years at the January Board Meeting.

1.5 Scholarship:

Scholarship Committee shall:

- a Award outstanding High School and Student Teacher Awards, or other awards and grants identified by the Chapter Members.

2. Program of Work (Educational Excellence)

2.1 Historian

The Historian shall keep the Chapter scrapbook, take pictures and keeps Social Media Accounts.

2.2 Program

The Program Committee shall be responsible for developing programs that align with the Seven Purposes of The Delta Kappa Gamma Society International and are of interest to and meet the needs of the Membership.

2.3 Visual and Performing Arts

The Visual and Performing Arts Committee may be responsible for the music at meetings, and installation and Induction ceremonies as planned by the Program Committee.

2.4 Ceremonials

The Ceremonials Committee shall be responsible for the installation and induction ceremonies as planned by the Program Committee and other duties as requested by the President.

3. Educational Services

3.1 Communications

Communications Committee includes Corresponding Secretary and Historian shall:

- a. send a communication newsletter or bulletin by e-mail or postal service before each meeting reminding the members of the date, time, location, program and other items of interest concerning the upcoming meeting.

- b. be responsible for all Chapter publicity in Chapter Newsletters, local newspapers, social media accounts and *DKG California Connection*.
- c. develop a telephone tree and/or an annual yearbook.

3.2 Educational Law and Policy

Educational Law and Policy Committee shall:

- a. support the Adopt-a-Legislator program
- b. communicate with the legislators and include them as guest speakers
- c. encourage participation in Legislative Study Sessions
- d. keep members informed of pending legislation
- e. remind members of and encourage them to participate in bill reading

3.3 Awards and Recognitions

Awards and Recognitions Committee shall:

- a. keep members informed of all International, DKG California and Area scholarships available to them and the due dates
- b. publicize and award recruitment grant(s) and student teacher awards

3.4 Global Awareness

Global Awareness Committee shall:

- a. contact a World Fellowship recipient if she is enrolled locally and invite her to be a guest at a chapter meeting or send her a card of greeting
- b. share information with the chapters about the International programs as adopted through the United Nations, such as Schools for Africa
- c. share "Save Our Earth" tips with Chapter Members

ARTICLE IX: Areas of Activity

1. Chapter Meetings

- 1.1 The Chapter shall meet September through June of each academic year as appropriate for the Chapter.

- 1.2 A quorum for conducting chapter business shall be a majority of the members in attendance.
- 1.3 Active members shall be expected to attend regular meetings.
- 1.4 Holding Electronic Meetings: Business of the chapter may be transacted electronically as long as all members are able to communicate with each other simultaneously and can actively participate in the meeting.
 - 1.4a Holding Electronic Voting: Voting on chapter business may be transacted electronically.

2. Area Meetings

The Chapter President, or her designee, shall be expected to attend regular Area Meetings.

3. State Conventions

- 3.1 The Chapter President, or her designee, shall be the official representative of the Chapter at DKG California State Conventions.
- 3.2 Funds shall be budgeted annually to defray the expenses of the President's attendance at the DKG California State Convention.

4. Newsletters

It is recommended that a regular Chapter Newsletter be published.

5. Directory/Yearbook

A Chapter directory/yearbook shall be compiled for the Chapter Membership.

6. Awards and Recognitions

- 6.1 Chapter Members shall determine awards, scholarships, grants, and special forms of recognition.
- 6.2 Recruitment Grants shall be awarded as determined by the Chapter Members.

7. Special Projects

Chapter Members shall determine special projects.

Article X: Funds

1. General

The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and spent.

2. Checking Account

2.1 The account shall be maintained at a Federal Deposit Insurance Corporation (FDIC) bank, as determined by the Finance Committee.

2.2 Two signatures shall be required on all checks. Signatures on file shall include the President, the Treasurer, and/or any other member(s) approved by the Membership.

2.3 An audit shall be completed annually.

3. Awards and Recognitions

3.1 Chapter Members shall determine awards, scholarships, grants, and special types of recognition.

3.2 Funds for awards and recognition shall be budgeted as determined by Chapter Members.

4. Special Projects

4.1 Chapter Members shall determine special projects.

4.2 Funds for special projects shall be approved by Chapter Members.

4.3 Each Iota Phi Fundraiser must be supported by all Chapter Members through the purchase of at least one (1) ticket.

ARTICLE XI: Revision of Chapter Rules

Revisions shall be made as the Chapter deems necessary by majority vote of those present at the meeting and may become effective immediately.

1. Procedures

- 1.1 Any Member of the Chapter may propose revisions to Chapter Rules.
- 1.2 One official copy shall be kept in the President's files, and one copy in the Recording Secretary's file.
- 1.3 A copy of the updated Chapter Rules shall be sent to the DKG California State Bylaws, Planning, and Procedures Committee each biennium for review.
- 1.4 The Chapter Rules Committee shall be responsible for updating the Chapter Rules when there are additions, revisions, or deletions.

2. Notification

Members must be notified in advance of proposals that would increase dues or assessments.

3. Vote

Approval by a majority of Members present shall be required to revise Chapter Rules.

4. Revision of Chapter Rules

- 4.1 Revisions may be made as the Chapter deems necessary by majority vote of those present at the meeting and may become effective immediately.
- 4.2 Revisions shall be presented to Chapter Members in printed form one month prior to voting on the proposed changes.
- 4.3 Revisions of Chapter Rules shall be made as necessary to reflect changes made by DKG California and/or International.

Article XII: Parliamentary Authority

Robert's Rules of Order (Newly Revised) shall govern proceedings in all cases not provided for in the *Constitution and International Standing Rules, DKG California Organization Bylaws, and Chapter Rules*.

Iota Phi Chapter Rules

January 24, 2022