

**Chi - Cowlitz-Wahkiakum Chapter Rules**  
**Washington State – Alpha Sigma State**  
**The Delta Kappa Gamma Society International**

**ARTICLE I NAME**

The name of this local chapter shall be Chi – Cowlitz Wahkiakum Chapter of the Delta Kappa Gamma Society International, hereinafter also referred to as Chi, or the Chapter.

**ARTICLE II. MISSION AND PURPOSES**

The purpose of the chapter shall be to support the mission and vision of the society:

***Section A. Mission Statement***

The mission of the State shall be to

1. Promote the mission and Purposes of The Delta Kappa Gamma Society International as found in the current *International Constitution*;
2. Act as liaison between chapters and International;
3. Organize and assist new chapters within the State;
4. Provide leadership training for state and chapter leaders;
5. Define and develop policies for the State; and
6. Set standards of record keeping for the State and chapters.

***Section B. Vision Statement***

Leading Women Educators Impacting Education Worldwide

**ARTICLE III. MEMBERSHIP**

***Section A. Membership***

All membership practices are in accordance with the current International Constitution. The chapter shall have full power to act in matters of chapter membership.

1. Membership in the chapter shall be by invitation. A member initiated into the Society becomes a member of a chapter, the State, and the international Society.
2. An individual becomes a member of the Society when she is initiated. An individual is initiated only once.
3. The chapter will keep membership records and share those records with the State.

***Section B. Classification***

1. An active member shall be a woman who is 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.
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 the majority vote of the chapter.
  - b. A reserve member, so requesting, shall be restored to active membership.
3. A chapter 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.
4. Members who have lifetime membership are recognized as either active or reserve

### ***Section C. Procedure***

1. An invitation to membership shall include an orientation meeting prior to initiation.
2. Election of new members shall be by majority vote of members present with a quorum at a chapter meeting after the "Invitation to Membership" has been reviewed by the members.
3. Initiation to membership to Delta Kappa Gamma shall use the DKG initiation ceremony.

## **ARTICLE IV. FINANCES**

### ***Section A. Annual Dues***

1. Annual dues for the following year may be determined by a majority vote of the chapter at a business meeting with a quorum present.
2. Chapter dues may be increased as recommended by the budget committee or as need arises.
3. The chapter may choose to waive chapter dues for a member who has financial need. In addition, the chapter may accept confidential donations to assist other members.

### ***Section B. Fees***

1. Initiation Fee: An active member shall pay an initiation fee of \$10.00 at the time of initiation.
2. Scholarship Fee: Each active and reserve member shall pay annually a scholarship fee within her dues.
3. The chapter shall pay a one-time fee for each honorary member at the time of initiation.

### ***Section C. Payment of Dues and Fees***

1. Annual dues shall be paid in full between June and October, or by installments that must be equal to the International and State dues by October 15th and the remainder paid by December 15th of each year.
2. A member initiated on or after July 1 and before April 1 shall pay to the chapter treasurer an initiation fee, dues, and scholarship fee at the time of initiation. A member reinstated on or after July 1 and before April 1 shall pay dues and scholarship fees only. Immediately thereafter, the state and international portions of the dues and fees shall be sent to the state organization treasurer.
3. A member initiated on or after April 1 and before July 1 shall pay to the chapter treasurer only an initiation fee at the time of initiation. Immediately thereafter, the state and international portions of the fees shall be sent to the state organization treasurer.

### ***Section D. Financial Assessments***

Financial assessments may be levied by a majority vote of the members at a business meeting with a quorum present.

### ***Section E. Other Income***

The chapter shall receive and utilize income from sources other than dues and fees in

accordance with the Washington State *Standing Rules* and the chapter executive committee.

### ***Section F. Chapter Funds***

1. The available funds shall be the operating funds and shall require a budget.
2. The chapter grant-in-aid funds may be given annually to graduates or undergraduates as the determined by the chapter and as designated in the annual budget. Rules governing the grant-in-aid fund shall be established by the Awards Committee and approved by the membership.
3. The chapter shall set and maintain a permanent fund not to exceed 25% of its total annual dues.
  - a. Investment income from the permanent fund shall remain in the permanent fund until 30% of available funds is reached.
  - b. The principle in the permanent fund shall be used only for paraphernalia, articles, and equipment of a permanent nature.

### ***Section G. Financial Accounting***

1. The chapter fiscal year shall be July 1 to June 30.
2. The budget shall be prepared annually by the Finance Committee and shall be reviewed by the executive committee and approved by the members. Any non-budgeted items must be approved by the membership prior to expenditure, or by the executive committee in cases of urgency.
3. All expenditures must be approved by the chapter president, submitted on a voucher, and accompanied by valid receipts.
4. The financial records of the chapter shall be reviewed annually by an ad hoc committee appointed by the president.

### ***Section H. Officers' Expenses***

1. The chapter shall pay the expenses for the president to attend the State Fall Executive Board and State Convention.
2. If additional moneys are budgeted, they may be allocated for other officers and members to attend the meetings as stated above to increase members knowledge of the society.

## **ARTICLE V ORGANIZATION**

***Section A. Chapter Boundaries:*** The boundary of Chi – Cowlitz Wahkiakum Chapter has been defined by Alpha Sigma State as the counties of Cowlitz and Wahkiakum.

***Section B. Chapter Level:*** The chapter shall have chapter rules that are consistent with the International Constitution and Washington Alpha Sigma State Bylaws.

***Section C. Chapter Size:*** When the membership chair, in collaboration with the Executive Committee, determines that the membership exceeds 60 active members, they shall propose a restructuring plan to the membership. A 2/3 majority vote of the membership with a quorum present shall be required to approve the restructuring plan. If approved at the chapter level, the chapter president shall contact the state Expansion and Dissolution Committee for final approval.

## ARTICLE VI CHAPTER OFFICERS

**Section A. Chapter Officers:** The chapter officers shall be President, Vice president, Secretary, and Treasurer (appointed). A Parliamentarian may be appointed. The term “executive board” is used to refer to this group, and formerly called “executive committee.”

**Section B. Duties:** Officers shall perform the duties of their offices as consistent with the *International Constitution* and *Washington State Bylaws* and *Standing Rules*.

1. The president shall
  - a. act as presiding officer at regular and specially called meetings and direct the activities of the organization;
  - b. act as chair of the Executive Board;
  - c. appoint a parliamentarian;
  - d. appoint standing and special committees e.g. ad hoc task forces and committees;
  - e. serve as member ex officio, with vote, on all committees except nominations;
  - f. approve for payment all expense claims;
  - g. approve publications;
  - h. fill by appointment all vacancies in office;
  - i. represent the chapter at meetings, conferences, and other events;
  - j. take action, with the advice and approval of the Executive Board on matters that cannot be deferred until the next meeting;
  - k. initiate recommendations to the Executive Board; and
  - l. promote leadership training.
2. The Vice President shall
  - a. serve as presiding officer in the absence of the president. In the event of the resignation or death of the president, the vice president shall succeed to the presidency and serve until the next regular election of officers.
  - b. provide support and accountability for all committees.
  - c. perform such other duties as the president shall assign to her.
3. Secretary shall:

Keep minutes of each chapter meeting and distribute electronically to each member.

  - c. Prepare and share correspondence as needed, including sending cards to members.
4. Treasurer shall:
  - a. establish the Chapter checking account with at least two (2) other signatures;
  - b. receive and pay out all monies belonging to the chapter;
  - c. keep an accurate account of receipts and expenditures;
  - d. maintain a record of receipts, bills, and bank statements;
  - e. present a report at each regular meeting and give a paper copy to the president and the secretary;
  - f. file required tax reports;
  - g. submit for annual financial review accounts of the chapter; and
  - h. serve as a consultant in the process of budget development and supervision of finances.
  - i. follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter Finance committee.
5. Parliamentarian shall:
  - a. serve as a member ex-officio without vote on the executive committee.

- b. serve as a member with vote on any chapter rules committee.
- c. Act as an advisor to the officers and members pertaining to the governing documents and parliamentary usage.

***Section C. Election and Term of Office***

1. The chapter officers, except the Treasurer, shall be elected in even number years. The chapter election shall occur prior to the state convention, allowing the newly elected officers to attend.
2. The term of each elected officer shall be two (2) years or until a successor is named. It is recommended that no officer, except the treasurer, serve in the same office longer than two (2) successive terms. Officers shall take office on July 1 following their election.
3. The treasurer shall be selected by the chapter executive committee each biennium.
4. Members may not hold more than one State or more than one local chapter office at a time.

***Section D. Vacancies:*** In the event that a member holding an elective or appointed position is unable to perform her duties, the position shall be declared vacant by the respective officers, and a successor shall be named by the chapter president.

## **ARTICLE VII EXECUTIVE BOARD**

***Section A. Membership:*** The Executive Board shall include the elected officers and the immediate past president. The parliamentarian shall serve ex-officio, and the treasurer shall serve with vote if not remunerated.

***Section B. Duties:*** The executive board shall

1. Select the treasurer for the biennium
2. Act in matters requiring action and decision between chapter meetings.
3. Recommend policies/procedures for consideration of members.
4. Establish rules for budget development and supervision of chapter finances.
5. Suggest agenda items for the four (4) minimum chapter business meetings.

## **ARTICLE VIII COMMITTEES**

***Section A. Standing Committee Structure***

1. Society Business
  - a. Communications/Publicity
  - b. Finance
  - c. Membership/Celebration
2. Society Mission and Purpose
  - a. Educational Excellence
  - b. Awards

***Section B. Appointed Committees***

1. Chapter members may self-select their committee assignment. The president may appoint additional members to fill any vacancies and appoint the committee chairs.

2. Special committees (or ad hoc task forces) may be appointed by the president at any time with the written/electronic permission of the executive committee. No expenses may be incurred for said committees unless budgeted or specially designated by the executive committee and the finance committee.
3. The nominations committee shall be appointed by the president as an ad hoc committee. The committee shall gain approval from individuals and submit members' names to be considered for election to offices.
4. Bylaws and Rules committee: Once each biennium, chapter rules shall be reviewed for consistency with the international and state governing documents.

### ***Section C. Committee Responsibilities***

1. The work of each committee is under the direction of each committee chair who orients the committee to its responsibilities, guides decision making, oversees the implementation of committee work and keeps the executive committee informed on their progress.
2. Official committee meetings shall be face-to-face or through electronic communications at the discretion of the chair.
3. The president/designee shall serve as an ex-officio member with vote on all committees, except the Nominations committee.
4. Chapter committee chairs shall complete their reports, on time, for the chapter president.

### ***Section D. Society Business***

1. Communication/Publicity
  - a. The committee is to link member-to-member and chapter-to-state; to encourage communication with external groups; and to suggest ways to market and promote the chapter.
  - b. One member of the committee shall serve as Newsletter Editor; one member shall serve as communicator with all local media; and one member shall serve as communicator to the area liaison and the state.
  - c. The committee shall establish a member-to-member telephone tree, activate it one week prior to chapter events, monitor its effectiveness, and make regular reports to the president on its progress.
2. Finance
  - a. The committee shall be composed of three (3) members with the president and treasurer serving ex-officio with vote.
  - b. The committee shall prepare the available fund budget, submit the budget to the executive committee, provide an annual financial review, and propose any necessary guidelines.
  - c. The committee shall provide oversight of all chapter financial matters.
3. Membership/Celebration
  - a. The committee shall study and make recommendation to the executive committee related to membership issues and challenges.
  - b. The committee shall conduct a regular campaign to seek new members in diverse locations and categories of education.
  - c. The committee shall conduct orientations of new members, review membership applications, present qualified candidates at a chapter meeting, organize initiations, and provide new member mentoring. Renewal opportunities for former members

- are encouraged.
- d. The committee shall complete necrology and membership reports and maintain current member biographical data.
  - e. The committee shall receive and evaluate recommendations of proposed honorary members and submit the names to the chapter for voting.

### ***Section E. Mission and Purpose Committees***

1. Educational Excellence
  - a. The committee shall promote programs and projects for excellence in education. The committee shall be responsible for monthly programs that enrich the personal lives of members.
  - b. The committee shall be composed of at least six (6) members and a chair, a representative for each of the following areas: personal growth and services, professional affairs, legislation, research, music, and world fellowship/international projects/United Nations. Programs and projects should address these topics during each biennium.
2. Awards
  - a. The committee shall promote the collection of funds, review and revise the awards guidelines (with approval from the chapter), publicize the award opportunities, manage the scoring of applications, notify the recipients, submit the information to the communication committee, and oversee the distribution of funds.
  - b. The chapter may provide both undergraduate and graduate awards depending on available funds.
  - c. The committee shall inform the members regarding the availability of financial support on the state and international levels.

### ***Section F. Special Committees***

1. Special committees shall be appointed by the president as needed. After submitting the final report to the chapter, the committee shall be resolved.
2. The Financial Review committee is a three (3) member ad hoc committee appointed by the president to conduct the annual review of the treasurer's records, make recommendations for changes, and submit a report to the Finance committee and to the executive committee. The report should be briefed at a chapter business meeting.

## **ARTICLE IX MEETINGS**

### ***Section A. Chapter Meetings***

1. Regular business meetings shall be held at least four (4) times a year. Additional meetings may be held at the discretion of the chapter – program meetings are highly encouraged.
2. All meetings are open to the public; however, guests may not vote at business meetings. A quorum shall be 25 percent of the active membership of the chapter.
3. Chapter business may be conducted with business done by a simple majority (51%) of the members present. Officers' elections and membership nominations may be done by a 40 percent vote of the membership.
4. There will be no proxy or electronic voting by the chapter.

### ***Section B. Executive Committee***

1. Meetings of the executive committee shall be held at least twice annually and meetings

- at other times as needed, face-to-face or electronically.
2. A quorum shall be a majority of the executive committee members.

## **ARTICLE X PUBLICATIONS**

The chapter shall publish a monthly newsletter August to June to provide members with timely information about the chapter and its members. The chapter may use electronic communications to facilitate meeting announcements, distribution of newsletters, and to communicate with members as needed. Members without electronic access shall receive a mailed newsletter copy if they provide stamped, self-addressed envelopes for committee use.

## **ARTICLE XI AWARDS**

The chapter shall provide undergraduate and graduate women educator awards to non-members. The chapter may nominate/recommend member candidates for the achievement awards and for other state and international scholarship and award opportunities.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order Newly Revised* (current edition) shall govern chapter proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution*, the *International Standing Rules*, the *Washington State Bylaws*, and *Standing Rules*, the Chi Chapter Rules, or other adopted Society rules, and any statutes applicable to this organization that do not authorize the provisions of the governing documents to take precedence.

## **ARTICLE XIII AMENDMENTS**

1. Proposals for amendments or revisions of the chapter rules may be submitted to the chapter president or the executive committee by any member or committee by January of each year.
2. All proposals for amendments and revisions shall be studied by the executive committee and if aligned with governing documents, shall be submitted to the chapter for a vote by the members. Fiscal impact should be reviewed by the finance committee when appropriate.
3. Members must receive an electronic or paper copy of the proposed amendments thirty (30) days prior to the scheduled business meeting for a vote.
4. Approval of 2/3 of the votes cast, a quorum being present, shall be required for the adoption of an amendment to the chapter rules.
5. The adopted amendments shall take effect immediately upon adoption unless a proviso states otherwise.
6. The date of the approval of amendments must be included when the chapter yearbook is printed the following year.

## **ARTICLE XIV DISSOLUTION**

In the event of dissolution, the chapter first must seek assistance of the state president and the immediate past president (who serves as expansion and dissolution chair.) *After assistance has been given*, if the chapter still plans to dissolve, the following steps must



be followed:

1. Obtain the approval of the chapter executive committee;
2. Seek a 2/3 majority vote of the chapter members present with a quorum;
3. Request approval by the state executive board for the dissolution and shall decide if the Greek name shall be reused.
4. Give consideration to members desiring to maintain membership and transfer to other chapters. (International procedures must be followed.)
5. The chapter financial report must show a zero balance and a clear listing of all disbursements; therefore, any remaining funds shall be sent to the state treasurer and be deposited in the available fund;
6. The charter must be returned to the state's executive secretary to be forwarded to the Society Headquarters.
7. Chapter paraphernalia, the Society's publications, and chapter records shall be retained in the Washington State archives and be available for use.

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ByLaws and Rules Committee State Approval: