

# ALPHA KAPPA CHAPTER RULES

GEORGIA STATE ORGANIZATION

DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

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BY BETSY BARB, COMMUNICATIONS CO-CHAIR

IN ACCORDANCE WITH DELTA KAPPA GAMMA SOCIETY  
INTERNATIONAL CHANGES ADOPTED AT THE 2008 &  
2018 CONVENTIONS

- ADDENDUMS INCLUDED WITH JULY 2010, 2012, 2016 AND  
2018 CONVENTION RULE CHANGES

# ALPHA KAPPA CHAPTER RULES

## ARTICLE I

### NAME

Alpha Kappa Chapter is the thirty-fourth chapter created in the Georgia State Organization of the Delta Kappa Gamma Society International. As directed in the Constitution, Article I, names are given by geographic location (state, country, geographic location). Therefore our state organization is named Georgia State Organization (GSO). The name Delta Kappa Gamma stands for the Greek words meaning key women educators throughout the world. We are “Leading Women Educators Impacting Education Worldwide.”

## ARTICLE II

### PURPOSES AND MISSION STATEMENT

The purposes and mission statement of Alpha Kappa Chapter shall be the seven purposes and mission statement of The Delta Kappa Gamma Society International and of the Georgia State Organization.

#### A. Purposes

1. To unite women educators of the world 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 induct, endorse, and support desirable legislation or other suitable endeavors in the interests of education and women educators.

5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to nonmember women educators.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

## B. Mission Statement

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

## **ARTICLE III MEMBERSHIP**

*Constitution Article III and International Standing Rules, Section 3*

Membership privileges and responsibilities shall be in accordance with the *Constitution*, Article III and the *International Standing Rules*, Section 3. Alpha Kappa membership shall be by invitation only. Members inducted into Alpha Kappa Chapter are members of the Georgia State Organization and Delta Kappa Gamma Society International.

Recommendations for invitation to membership are made by chapter members. Alpha Kappa Chapter has the authority to act in matters of membership. Upon approval by vote of chapter members, the Alpha Kappa president issues an official invitation; then an orientation session is held after candidates for membership accept the invitation. The candidates become new members after paying dues. Practices are consistent with the *Constitution*. Membership records are kept at the chapter level.

A. The membership of Alpha Kappa Chapter shall be composed of active, reserve, and honorary members.

1. **Active membership** refers to women educators who are employed in educational work or have been employed in an educational position. Members who retire from the field of education may continue their active status as long as they share in the chapter activities, projects, and program of work. Members who, for physical or geographical reasons, cannot continue active participation in the work of the chapter may go to reserve status.
2. **Reserve membership** refers to retired members who were once active participants but have become unable to perform duties and exercise rights of active membership due to **physical condition or geographical location**. Reserve status shall be granted by a majority vote of the chapter at a regular business session. A reserve member may become active again by requesting to be restored to active membership.
3. **Honorary membership** refers to women who are not eligible for active membership but whose interest in and activities for the service of education are extraordinary. Retired women educators who continue outstanding service to the field of education may be invited to honorary membership if they have never been elected to active status.

Any recommendations for honorary membership for Alpha Kappa Chapter must be made on the Recommendation for Membership Form available from International Headquarters and submitted to the chapter executive board. After approval by the chapter executive board, honorary status is granted by a majority vote of the chapter. Honorary membership includes participation at all levels of the society, but honorary members may not hold office. A lifetime fee of \$35 is paid by the chapter to offset the cost of international publications.

B. New members may be elected at any time that chapter members deem appropriate. The new members shall be inducted before or during the first meeting in the fall or at an appropriate time.

1. The number of new members may be determined at the first meeting of the new year by the majority of the membership present at the meeting.
2. Qualifications for membership include:
  - a) professional preparation
  - b) active employment in educational work or previously employed in educational work at the time of election

- c) any woman who is or who has been an educator or any college student in the last 2 years of her education degree is eligible to be invited to membership.
- d) employment in or residence in the chapter territory
- e) professional proficiency and ongoing professional growth

3. The *Handbook* of Delta Kappa Gamma Society International shall be used as a **guide** in planning for the selections, recommendations, elections, invitations, orientation, and inductions of new members.

C. Membership shall be by invitation only. A nominee must be endorsed by at least two members who have knowledge of her professional qualifications. Recommending members prepare and submit a nominee on the official Recommendation for Membership form. The qualifications, eligibility, and selection of members shall be in accord with the International Constitution and the Georgia State Organization Bylaws. The current Handbook for the Society shall be used as a guide in preparing new members.

- 1. Summary sketches of qualifications for nominees are presented in writing (possibly through email) so that members can give intelligent consideration to those being proposed for membership.
- 2. Candidates for active or collegiate membership shall be voted upon in a chapter meeting in a manner to be determined by the chapter prior to the election. The manner of vote may be by printed ballot, voice vote or show of hands.

D. The chapter president and the chairman of the membership committee shall organize orientation for prospective new members after the invitations have been sent and the candidates have accepted the invitations. Written responses (whether “yes” or “not at this time”) from those invited to membership are kept in the chapter files. An orientation should include information to explain:

- 1. the purposes of the Society
- 2. the mission statement of the Society
- 3. the organizational structure of the Society

4. the history of the Society (International, State, Chapter)
  5. the privileges, responsibilities, and obligations of active membership
  6. the focus of the current program of work at all levels of the Society
  7. the opportunities for scholarships, grants, and other Society offerings
  8. the availability of publications for and by Society members
  9. the overall profile of membership throughout all levels of the Society
  10. the significance and symbolism of the key pin and other Society jewelry
  11. the pertinent information about date, time, and place of initiation
  12. the financial obligations to be fulfilled at time of initiation
  13. the availability of Delta Kappa Gamma insurance plans –there is information on the International website, [www.dkg.org](http://www.dkg.org).
- E.** Reorientation shall be an ongoing process in which **all** members are reminded of the individual member’s role in the Society. The members will nurture new members as well as each other with emphasis on **active participation** to carry out the seven purposes of the society.
- F.** Induction into the Society is carried out by means of a chapter ceremony found in Ceremonies or Rituals books. The **guidelines** for completing the induction requirements are found in the current issue of the *Handbook* for the Delta Kappa Gamma Society International. The chapter president and the chairman of the membership committee plan for the induction ceremony.
- G.** Reclassification of membership may be requested by an active member who, after retirement, needs to go on reserve status **due to an illness** or **a move** to a geographical area that **does not have a chapter**. The chapter president is responsible for informing members of the possibilities for reclassification.
- H.** Transfer from one chapter to another is handled through International Headquarters. Any member who moves to another area may transfer to another chapter. Requests for the

transfer form go to either the current chapter president or to International Headquarters. The process is complete when both the sending and receiving chapters are notified of the completed transfer. (For guidance follow the steps outlined in the current edition of the *Handbook* of Delta Kappa Gamma Society International).

- I. Termination of membership results from non-payment of dues or from resignation of the member. Membership also terminates with the death of a member. Report forms must be filed with the proper officials at local, state, and international levels. Reporting procedures are outlined below:
  1. Non-payment of dues occurs when the dues are not paid by June 30 each year. When members are dropped due to non-payment of dues, the minutes of the chapter meetings and the chapter executive board meetings must carry a statement naming the members who were dropped and the reason for termination of membership. The chapter also sends written notification to the dropped member.
  2. Resignation of a member is complete when the written resignation is acknowledged by the chapter in writing, and the official change of membership form (Form 18-A) has been submitted to International Headquarters. Letters of resignation are to be kept in the Alpha Kappa chapter files.
  3. Death of a member must also be reported on an additional form (Form 6) with four (4) copies for each deceased member going to the state treasurer who forwards one copy to International Headquarters. The deceased members are honored in necrology services at chapter, state, and international levels.
- J. Reinstatement of a former member is made possible through an official request from the former member. **If reinstated after April 1**, the restored member pays dues and scholarship fees at the same time as all chapter members pay the annual membership dues and fees. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), 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. Chapter and state organization dues may be prorated as the chapter/state organization determines. The reinstated member does not go through induction again.

- K.** Rules for attendance are set by the chapter. Members are encouraged to attend a **minimum of three meetings a year.** Therefore, each member is expected to pay for at least three dinners per year if in attendance or not in attendance, if applicable. However, no member will be dropped from the membership rolls due to nonattendance.
- L.** The official chapter membership records are kept by the chapter.

## **Membership Addendum-2019**

Membership is classified as active, collegiate, reserve and honorary. Active, Reserve and Honorary are discussed on p.3. Collegiate members shall be undergraduate or graduate students who have met the following criteria:

1. Undergraduate student collegiate members may be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and be enrolled within the last 2 years of their undergraduate degree.
2. 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.
3. When a collegiate member starts her career as a paid educator, she will pay active membership 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.

Beginning in 2012 International active and International reserve and collegiate dues may be adjusted each biennium based on the United States of America Social Security Administration's Cost of Living Adjustment (COLA) average for the previous 2 years, rounded to the nearest whole dollar.

The induction fee shall be allocated:

Chapter.....U.S. \$7.50

State Organization.....U.S. \$2.50

The scholarship fee paid by a member shall be divided as follows:

1. One hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.
2. Eighty percent (80%) retained by the chapter having a chapter scholarship fund.

## **ARTICLE IV FINANCES**

*Constitution, Article IV and International Standing Rules, Section 4*

Financial matters of Alpha Kappa Chapter are in accordance with the *Constitution, International Standing Rules, and the Georgia State Organization Bylaws.*

**A.** The fiscal year of the Society begins on July 1 and ends June 30.

**B.** Annual dues for Alpha Kappa Chapter shall be an amount suggested by the Alpha Kappa Finance Committee and determined in accordance with the International Standing Rules and Georgia State Organization Standing Rules. Dues and chapter assessments must be approved by majority vote of chapter members at the first meeting each year. The current International dues are \$40 for active members and \$20 for reserve members. The current Alpha Kappa Chapter dues are \$70 for active members and \$35 for reserve members.

1. The Alpha Kappa Finance Committee, appointed by the chapter president and approved by the chapter executive board, shall prepare the proposed Alpha Kappa budget annually for the adoption by the chapter. This committee shall audit the books each biennium.
2. Dues and fees for Alpha Kappa Chapter shall be paid by June 30. On July 1, members shall be dropped for non-payment of dues. All International dues must be paid by Oct.1. Members not paid by that date will be dropped from GSO.
3. All dues and fees shall be collected by the chapter treasurer. Georgia State Organization and International dues shall be forwarded to the state treasurer. (Fees include initiation fee, publications fee, scholarship fee, and reinstatement fee. See *Handbook* of the Delta Kappa Gamma Society International for guidelines).
4. Chapter assessments are for special projects and for one year only. The chapter members determine these assessments based on recommendations from the chapter Executive Committee or from individual chapter members. (i.e. a specified amount per member for a meal, a memorial, or a gift).
5. The chapter may set up special procedures for the purpose of procuring funds and/or contributions for projects the chapter deems worthy. For example, a grant-in-aid may be established for aiding graduating high school senior who plans to enter the field of education. Special literacy projects are also in this category.
6. Alpha Kappa Chapter president must approve all expense statements prior to payment by the treasurer.
7. Alpha Kappa will pay for up to two (2) guest speakers meals at any meeting deemed appropriate.

## **ARTICLE V**

### **ORGANIZATION and GOVERNMENT**

*Constitution Article V; International Standing Rules, 5*

Alpha Kappa Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Georgia State Bylaws, Georgia State Standing Rules, and the Alpha Kappa Chapter Rules*. Delta Kappa Gamma Society International may be known as the Society, Delta Kappa Gamma, DKG or by the Greek letters. The Society operates at three main levels of organization—chapter, state, and international. Georgia State Organization is subdivided into six districts while the Society at the international level is subdivided into five regions. Officers and related personnel at each level serve for a two-year term or a biennium. The state and regional officers and related personnel are selected in odd-numbered years while the chapter and international officers and related personnel and the state’s district directors are selected in even-numbered years.

Included in the organization section for the current edition of the *Handbook* of the Delta Kappa Gamma Society International is information relating to society structure, expansion, new chapter responsibilities, opportunities for chapter growth and development, coordinating councils, and dissolution of chapters. Alpha Kappa members are referred to the international *Handbook* for questions regarding organization. Alpha Kappa Chapter meetings and activities are covered in Article IX.

## ARTICLE VI

### OFFICERS and RELATED PERSONNEL

*Constitution Article VI; International Standing Rules, 6*

Nominations and election of officers and nominations-committee members, appointment of related personnel, duties of officers, and filling vacancies shall be in accordance with the Constitution of the Delta Kappa Gamma Society International.

**A.** Chapter officers shall be **a president, a first vice-president, a second vice president, a recording secretary, and a corresponding secretary** who are elected by the membership. All officers and related personnel must be a member of the Society. A **treasurer** shall be selected by the Executive Board.

**Parliamentarian** shall be appointed by the president of the chapter and serve as an ex-officio, non-voting member of the chapter executive board. A nominations committee shall be elected by the members at the time chapter officers are elected. The parliamentarian and the nominating committee members are not officers. The chapter shall also select an historian.

**B.** Alpha Kappa Chapter officers shall perform the duties prescribed in the *Constitution* Article VI and as authorized by the *Georgia State Bylaws*. (See *Handbook* of the Delta Kappa Gamma Society International for more complete guidelines).

**1. The President** must familiarize herself with the files received from her predecessor. She must become familiar with her duties and the procedures of the Society by studying the *Handbook* of the Society, by attending conventions, conferences, and workshops. She must also appoint all standing committees to carry out the work of the Society. Her selection of members of the Finance Committee is subject to approval by the chapter

executive board. She serves as ex-officio member of all standing committees except the nominations committee. She may also appoint special committees for activities not covered by standing committees or give special assignments to individual committee members.

**2-3. The vice-presidents** act in place of the president when the need arises. The vice-presidents perform any duties assigned by the president to include chairmanship of committees or membership on committees. The chairmanship of the Program Committee is traditionally held by the first vice-president. In the event of the death of the president, the first vice-president becomes president until the next regular election. In the event of the death of the president or the first vice-president, the second vice-president becomes first vice-president and holds that office until the next regular election.

4. **The recording secretary** shall keep complete minutes of business meetings to include official actions taken. These written records are signed by chapter president and the secretary. The secretary also handles written reports of termination of membership by death, resignation, and nonpayment of dues and fees. These reports are recorded in chapter minutes and dispersed for inclusion in chapter membership records and treasurer's records. The secretary keeps a record of membership classifications by maintaining and updating the chapter roll. A list of the names of members who have died, been dropped, resigned, or those who have declined membership are kept by the secretary. A summary of the treasurer's report is also kept in the secretary's file.
5. **The corresponding secretary's** file includes a list of charter members for the chapter, biographical data on each past and present member, names and addresses of persons who have been invited to membership, a short review of the founding of Alpha Kappa chapter, and any chapter correspondence delegated by the president.
6. **The treasurer** is responsible for receiving and paying out all moneys; keeping accurate records of receipts and expenditures; keeping receipts, bills, canceled checks, and bank statements; making reports to the membership; filing tax reports if necessary and submitting records for audit. The treasurer has no vote on the chapter executive board if she receives a salary for her services. The treasurer orders the president's pin for the Installation of Officers ceremony. Treasurer maintains an accurate and current membership roster..
7. **The parliamentarian** shall advise the officers and members in matters relating to interpretation of the governing rules of the Society. The parliamentarian must know rules for parliamentary procedure, the *Constitution*, the *International*

*Standing Rules, the Georgia State Bylaws, and the Alpha Kappa Chapter Rules* so that any questions which arise are quickly and efficiently answered. The parliamentarian advises only when asked. Chapters with need for a specially trained parliamentarian may utilize the service of a non-member who has the desired skills.

8. **The historian** is selected by the chapter to serve an indefinite period. The duties of historian shall include keeping a file containing documents and materials pertinent to chapter history, taking care of the chapter scrapbooks, writing the chapter history report for each biennium, and submitting the report to the state historian. The chapter selects a new historian when the current historian resigns or a motion is made, seconded, and passed to approve selection of a new historian.
- C. The nominating committee members and the chapter officers shall be elected in even-numbered years by a majority vote of the members. The parliamentarian shall be appointed by the chapter president. The term for each elected officer shall be two years. No officer, except the treasurer, may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election and installation. The elected officers, the immediate past president, the treasurer, and the parliamentarian comprise the chapter executive board. The parliamentarian is an *ex-officio* member who serves without vote. The treasurer has a vote on the chapter executive board unless she receives contracted remuneration for her services.
- D. The nominations committee for each biennium shall submit the name of one nominee for each elective office as well as names of the nominees for nominations committee members for the upcoming biennium. Consent of each nominee must be obtained. After the report of the nominations committee has been made to the chapter, additional nominations may be made from the floor. These nominations must also have the consent of the nominee.

Election shall then be by ballot and a majority of the votes cast. If the election is to be by ballot, the nominations committee will prepare ballots and conduct the election. If there are no nominations from the floor, the election may be by voice vote.

- E. The chapter shall make provisions in its yearly budget to provide reimbursement, whenever possible, for chapter representatives (usually president and including those members who are on state committees) to attend state executive board meetings, workshops, regional meetings, and conventions. The request for reimbursements must be accompanied by receipts before payment is made. In addition, the yearly finance report shall include a budgeted amount specified for president's expenses. Receipts for the president's expenses are not required unless the president requests a sum greater than the amount budgeted for these expenses.
- F. Vacancies that arise are filled in accordance with the Constitution (see Article VI) and International Standing Rules of the Society (see Rule 6).

## **ARTICLE VII**

### **EXECUTIVE BOARD**

*Constitution Article VII; International Standing Rules 7*

- A. The members of the Alpha Kappa Executive Board shall be the elected officers of the chapter and the immediate past president. The treasurer shall be a voting member of the executive board **if**

**she does not receive contracted remuneration for her services.**

The parliamentarian serves as ex-officio member without vote.

- B. Alpha Kappa Executive Board Meetings may be held at least twice annually. Other meetings may be called as deemed necessary. A quorum shall be a majority of voting members of the committee. The chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.
- C. The duties of the Alpha Kappa Executive Board shall be:
1. to select the treasurer for the biennium.
  2. to act in matters requiring immediate action and decision.
  3. to recommend policies and procedures for consideration by members.
  4. to establish rules for supervision of chapter finances, development of a budget, and selection of the Finance Committee. (The president and the treasurer serve as ex-officio members of the Finance Committee).

## **ARTICLE VIII COMMITTEES**

*Constitution, Article VIII; International Standing Rules, 8*

The committees facilitate the work of the Delta Kappa Gamma Society International by preventing long and needless discussions in general meetings and providing for a division of work among members.

- A.** All committees, except the nominations committee, shall be appointed by the president. The appointment of finance committee members is subject to the approval of the chapter executive committee.
- B.** The president shall be an ex-officio member of all committees except the Nominations Committee.



- C. Committee meetings (at least one per year) may be held with the approval of the president.
- D. Matters requiring immediate committee action may be voted upon notifying all committee members by mail, telephone, fax, or electronic mail. Ratification will take place at next face to face meeting. There shall be no proxy voting.
- E. Committees shall make at least one written annual report to the chapter. The report may be included in a chapter newsletter or presented at one of the regularly scheduled chapter meetings. The committee chairman will also prepare a written biennial report for the chapter president. This biennial report shall be patterned according to the committee reports due to the state committee chairmen during the second year of the chapter biennium. (Get copies of the report from the chapter president during the first year of the state biennium). Names, addresses, and phone numbers of chapter committee chairmen shall be sent to the state organization as soon as possible after the chapter president has made the appointments.
- F. Chapter committees shall be in accordance with International and Georgia State standing committees and, with the exception of the Nominations Committee, shall be appointed by the chapter president. In addition Alpha Kappa Chapter may set up ad hoc committees or other special committees as necessary to carry out the programs, projects, and activities of the chapter. Guidelines for all committees may be found in the *Handbook* of the Delta Kappa Gamma Society International, current edition. The chapter President is ex-officio of all committees except the nominations

committee and, as such, oversees the record keeping and reporting procedures for all chapter activities and work.

**G. The standing committees for **Society Business** include Bylaws and Standing Rules, Communications, Finance, Leadership Development, Membership, Nominations, and Scrapbook.**

1. **The Communications Committee** shall inform members and the local community of activities and events that show the goals, purposes, achievements, and program of work for Alpha Kappa Chapter members. This committee shall publish a chapter newsletter and keep a file of publications, articles, and announcements that relate international and state levels with local levels of the Society. It shall be responsible for sending chapter news to local media and the state news editor. The Communications Committee shall also encourage members to write and submit articles for the chapter newsletter as well as state and international publications. This committee also helps with publication of the chapter yearbook that shall include a bio-brief section of chapter members as well as a section for chapter rules.
2. **The Finance Committee** recommends the annual budget, supervises expenditures and investments, and provides for the biannual audit in June after books are closed for the fiscal year.
3. **The Membership Committee** encourages recommendations for new members, reviews qualifications for prospective new members, presents for approval the names of prospective new members, conducts the election and orientation of new members, keeps records of invitations to membership and the replies received by the chapter president, helps present reorientation activities for chapter members, **keeps an up-to-date biographical file on members**, makes reports of deceased members, may plan and conduct memorial services for deceased members, and prepares the biennial necrology report which insures the inclusion of deceased chapter members in state and international necrology services.
4. **The Nominations Committee** requests suggestions for officers, gains permission from those to be nominated, presents the nominees for the elective offices, prepares the ballot, sends names and addresses of new officers to state organization president and to the executive coordinator at International Headquarters, files a report of the election with the chapter recording secretary, and selects those responsible for making and submitting nominations for the next biennium. (Note that the newly elected officers may be installed at the same meeting right after they are elected, or they may be installed at a later meeting. The new officers take office

on July 1 of even-numbered years). Further guidelines for this committee are in the *Handbook* of Delta Kappa Gamma International, current edition.

5. **The Scrapbook Committee** prepares a scrapbook history of the current biennium. The scrapbook contains chapter activities and publicity, activities and accomplishments of members, publicized accounts of the work of the chapter or its members, articles, pictures, mementos, and other memorabilia from the current biennium.

## H. The standing committee for **Society Mission and Purposes**

Educational Excellence includes music, programs, research, and scholarships.

1. **The Music Committee** encourages member participation and provides music for chapter programs, activities, and projects where needed. The use of music should be woven into the program theme and chapter activities to enhance the goals and purposes of the Society. The Music Chairman must become familiar with the Society songbooks and select music that is inspirational and satisfying to the members.
2. **The Program Committee** is made up of a chairman (traditionally the first vice-president) and Executive Board members. A music representative may also be a member of the Program Committee. This committee is responsible for planning and coordinating chapter programs and activities to correspond to the personal growth of members, service to others, professional affairs, education legislation, research, and music. The program of work should follow the international theme as it adjusts to local needs and interests. This committee also plans for the Founders Day celebration and the chapter's birthday. Alpha Kappa First Vice-President may be chairman of the Program Committee.
3. **The Research Committee** investigates issues of concern and distributes pertinent information regarding those issues. This committee works closely with the Program Committee to provide support for local community needs, and current educational trends and issues related to the international program theme, and for research conducted by chapter members.

4. **The Scholarships Committee** shall encourage members to take advantage of opportunities for scholarships at the state and international level. This committee shall also oversee any grant-in-aid the chapter might choose to provide. The committee role for such a program shall be to set up criteria for awarding the grant-in-aid, preparing the application form, selecting the recipient, and reporting the recipient's progress to the chapter. (If the chapter decides to provide a *scholarship for Alpha Kappa members*, this committee shall develop the guidelines and criteria as well as carry out the chapter

scholarships program. See the Constitution Article VIII and International Standing Rules, 8 for specific regulations).

- I. The special committees which are traditionally appointed for each biennium include telephone and yearbook.
  1. **The Telephone Committee is part of the Communications Committee and** contacts the membership for dinner reservations at least a week before chapter meetings. Prior to the meeting, the telephone committee chairman provides the treasurer a written list of members expected for dinner meetings.
  2. **The Yearbook Committee** prepares and distributes the yearbook for chapter members. The Program Committee and the Communications Committee give assistance to this committee with the publication of the chapter yearbook. **The yearbook is to be distributed at the first meeting of the biennium if possible.** Updates are to be distributed at the first meeting of the second year of the biennium and as needed throughout the biennium. The yearbook may include a bio-brief section of chapter members as well as a section for chapter rules and any other suggestions as listed in the current *Handbook*.
  3. **All committee reports requested shall be submitted in the format specified by Society Headquarters.**

## ARTICLE IX

### CHAPTER MEETINGS AND ACTIVITIES

*Constitution, Article IX, Section A and International Standing Rules, 7*

The chapter meeting is the most important link to the work of Delta Kappa Gamma Society International. Business of the Alpha Kappa Chapter shall be conducted at the chapter meetings held at a time and place as determined by the chapter executive board. The meetings shall be conducted so as to receive reports from committees, adopt policies, amend chapter rules as necessary, elect officers, induct new members, and carry out the program of work for the Society. The chapter meetings are in accordance with the *Constitution*, the International Standing Rules, and the *Georgia State Organization Bylaws*.

- A.** There shall be at least four meetings each year. Alpha Kappa Chapter traditionally meets six times each year.
1. The meeting place will be arranged by the Executive Board and approved by the membership.
  2. If desired, a joint meeting of local chapters may be coordinated at the presidents' discretion.
- B.** A quorum shall consist of members present at regularly scheduled meetings or any called meeting where the members have had prior notice. The president shall use discretion about conducting business that affects members when the number present is small.
- C.** A typical chapter meeting includes the following:
1. call to order by the president
  2. approval of minutes which have been read or distributed in writing; members vote to approve
  3. treasurer's report which has been read or distributed in writing; copy given to recording secretary
  4. correspondence to be read by corresponding secretary (any action needed to be taken up with new business)
  5. report of executive board meeting (if applicable) by secretary or president; action taken if needed
  6. committee reports and any action needed to be taken at the end of report
  7. special orders for discussion or action
  8. general orders or regularly assigned business (elect officers, vote on members, collect monies for special fund)
  9. unfinished business
  10. new business
  11. adjournment of business meeting
  12. Delta Kappa Gamma Song (not necessarily at the end)
- D.** The Society Program of Work is also a focus of the chapter meeting. Some aspect of the program is usually presented at each chapter meeting. The "program for the meeting" is an outgrowth of the overall focus for the chapter's program of work during the current biennium.

- E.** Members are encouraged to attend State Executive Board Meetings, State and International Conventions, Regional Conferences, Leadership Development Seminars and Conferences, and other meetings important to the work and business of Delta Kappa Gamma Society International.
1. **State Executive Board Meetings** provide opportunities for chapter members to become informed about the organization and business of the Society. The chapter president is a voting member of the State Executive Committee
  2. **State and International Conventions** are designed to give each member an individual voice in the operation and business of the organization. Each attendee at the state and international conventions is a voting delegate. Opportunities for personal growth and development are also available at these meetings.
  3. **Regional Conferences** provide training for state officers and state committee chairmen. These conferences also provide members with opportunities for personal and professional growth.
  4. **Leadership Development Seminars and Conferences** provide members with training for leadership roles in the Society as well as for enrichment of their leadership roles in the field of education.
- F.** Publications- a newsletter shall be distributed by email or snail mail quarterly, either by the president or a designee. The president will approve all publications.

## **ARTICLE X**

### **SOCIETY OPPORTUNITIES and CHAPTER TRADITIONS**

*Constitution, Article VI, Section E, Article IX Section B, Article X and International Standing Rules 9, 10, 11, 12*

Delta Kappa Gamma Society Opportunities include publications, special funds available to members, visits to international headquarters, and purchase of official jewelry.

- A.** Alpha Kappa Chapter shall publish a chapter newsletter at least 4 times per year, 8 times per biennium. Alpha Kappa members are

encouraged to send in articles to all the publications that print writings of chapter members. Publications include the *Constitution, International Standing Rules, Handbook, Program Manual, Ceremonies, Song Books, Our Heritage* Volumes I and II, International Directory, Society Information Brochure, and other informative brochures and pamphlets from the varied committees of the Society. The International DKG *News* tells members about events and activities of the Society while the Delta Kappa Gamma *Bulletin* gives members a chance to contribute articles to a research journal. The Georgia State Newsletters such as the Get Connected and Presidents' Page reports events and activities of chapters in Georgia.

- B.** In general Delta Kappa Gamma dues, fees, and contributions support several funds that provide opportunities for personal and professional development of the Society members.
- 1. The Educator's Award Fund** recognizes excellence in writing as it recognizes outstanding women authors whose work influences modern society in a positive manner.
  - 2. The Emergency Fund** provides assistance to society members who have sustained major losses in natural disasters.
  - 3. The Eunah Temple Holden Leadership Fund** provides leadership training projects and opportunities for chapter members.
  - 4. The Golden Gift Funds** provide leadership training seminars, and study stipends, as well as international conferences and seminars for members at all levels of the Society.
  - 5. The International Speaker's Fund** provides speaking opportunities for members to make presentations outside their home country. It also provides opportunities for chapters and state organizations to host speakers from other countries.
  - 6. The Scholarship Fund** provides sizable scholarships for members to attain higher degrees in the field of education. Scholarships are available at international, state, and local levels. (Alpha Kappa may establish a chapter scholarship fund with a majority vote of the members). The Society offers up to twenty-nine international scholarships for graduate study. Members applying for international scholarships may pursue any field of graduate study. International scholarships may be granted for pursuing a first masters

degree. The applicant is required to: (1) have completed a bachelor's degree, or (2) be accepted and enrolled in a graduate program of a nationally accredited institution of higher education, preferably pursuing a doctoral degree.

**7. The World Fellowship Fund** supports women educators who are not members of the Society who live in countries other than the U.S. and Canada by granting funds for advanced studies in colleges or universities in the United States or Canada.

- C.** The Delta Kappa Gamma Society International Headquarters in Austin, TX is a source of help to Alpha Kappa Chapter members. A professional staff is available to answer questions and requests from individual members as well as chapters and state organizations. Society supplies are also available through International Headquarters. Telephone, email, and fax numbers as well as an Internet web site are found in the current issue of the Delta Kappa Gamma International *News*.
- D.** The symbols of Delta Kappa Gamma are described in the *Handbook* for Delta Kappa Gamma International. The insignia, jewelry, paraphernalia, and protocol for meetings and activities are described in detail there. Alpha Kappa Chapter meetings, ceremonies, and rituals incorporate these symbols. Members are encouraged to read the current *Handbook*.
1. The chapter gives the president a president's pin at the installation ceremony. The chapter treasurer shall order this pin at least six weeks in advance of the ceremony for installation of officers. If the president already possesses a president's pin, the chapter may determine a proper symbol for the president's second biennium.
  2. Chapter members may wear their key pin and any other official Delta Kappa Gamma Society International jewelry on a ribbon, keeping in mind that the ribbon should be placed so that the key pin itself is worn over the heart.



**ARTICLE XI**  
**NEW RULES, CHANGES, AMENDMENT PROCEDURES,**  
**PARLIAMENTARY AUTHORITY, AND DISSOLUTION**

Constitution, Article XI

Established chapter rules may be amended at any meeting by two-thirds vote of the members present. Also with two-thirds vote, the chapter rules may be temporarily suspended at various times when the members deem such action necessary. The adoption of a new rule requires a simple majority vote. All members will be notified concerning amended rules.

Concerning dissolution, before a chapter is dissolved, the approval of Georgia State Organization Executive Board must be obtained. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made thereof. Any remaining funds in the chapter account shall be sent to the Georgia State Organization treasurer for state or international projects. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state archives and made available for use. The charter must be returned to the Georgia State Organization Executive Secretary to be forwarded to International Headquarters. Georgia State Organization Executive Board shall decide whether the Greek name shall be reused or not.

Concerning parliamentary authority, *Robert's Rules of Order Newly Revised* (current edition) shall govern the proceedings of Alpha

Kappa Chapter in all cases not provided for in the *Constitution*, the *International Standing Rules* and the *Georgia State Organization Bylaws* and *Standing Rules*.

**ALPHA KAPPA CHAPTER RULES COMMITTEE, 2019**

Betsy Barb, Chairman

Mary Anne Barlow

**ALPHA KAPPA CHAPTER RULES COMMITTEE, 2018**

Betsy Barb, Chairman

Mary Anne Barlow

Rosemary Chisolm

Virginia Robinson