

STANDING RULES
Gamma Epsilon
VIRGINIA STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
(Revised February 2022)

NAME

The name of this chapter shall be Gamma Epsilon, which shall be the counties of Isle of Wight and Surry, a chapter of the Virginia State Organization, The Delta Kappa Gamma Society International.

MISSION AND PURPOSES

The mission and purposes of this chapter shall be the mission and purposes of The Delta Kappa Gamma Society International (Constitution, Article II).

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

Vision Statement: Leading Women Educators Impacting Education Worldwide

Purposes: The Purposes of The Delta Kappa Gamma Society International shall be

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 initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators;
5. to endow scholarships to aid outstanding women 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.

MEMBERSHIP

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A woman becomes a member of a chapter, a state organization, and the International Society when she pays her dues.

2. Induction is optional. If inducted, she is inducted only once.
3. Gamma Epsilon has full power to act in matters of membership.
4. Membership records are kept at the chapter level, and membership practices are consistent with the International Constitution and the Virginia State Organization By- Laws

Classification

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
 - a. Reserve status shall be granted by a majority vote of the chapter.
 - b. A reserve member, so requesting, shall be restored to active membership.
3. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Undergraduate student collegiate members shall
 - i. be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and,
 - ii. be enrolled within the last two (2) 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.

The chapter charges no dues for collegiate members. However, 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.

4. 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.
5. The chapter Treasurer will maintain an accurate and current membership roster.

Election

1. A candidate for active membership shall be voted upon at a chapter meeting in a manner to be determined by the chapter. The chapter will determine when to have an induction ceremony for new members.
2. A candidate for honorary membership at the chapter, state organization, or international level shall be elected by the method established by the respective executive board.

Transfer

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

Termination of Membership

Membership in the Society is terminated for non-payment of dues and fees, resignation, or death. Names of terminated members are recorded in the minutes, including the reason and date of termination.

Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request.

FINANCES

Financial matters are to be in accordance with the *International Constitution and Standing Rules* and the *Virginia State Organization Bylaws and Standing Rules*.

Annual Dues

1. Chapter dues shall be an amount determined in accordance with the rules set by the chapter. Each active and reserve member shall pay annual dues to the chapter treasurer. There are no dues for collegiate members. No member other than the treasurer shall keep funds of the chapter in her possession.
2. The Finance Committee will develop an annual budget which will be presented to the chapter for a vote by chapter members during the September or October meeting. The President has the power to make changes in the budget with the approval of the Executive Board if deemed necessary during the year. Those changes will be reported at the next chapter meeting. The chapter budget will include an amount to be used towards travel expenses to official meetings for the president or her designee, cost of the president's pin, and other expenses needed by the chapter.
3. The chapter shall have a checking account which will be maintained by the chapter Treasurer.
4. The chapter shall have an annual grant-in-aid award that is administered by the Scholarship and Grant-in-Aid Committee. This will be awarded only if the Finance Committee deems the funds available in the annual budget.
5. All funds, including those for state and International, shall be sent to the chapter treasurer.

Fees

1. Induction Fee: At the time of induction an active member shall pay an induction fee or \$7.50 which is retained by the chapter.
2. Scholarship Fee: Each active and reserve member shall pay a scholarship fee annually as determined by International.
3. Honorary Fee: The inducting unit of the Society shall pay a lifetime fee for each honorary member at the time of induction.

Payment of Dues/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 fiscal year.
2. 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 or reinstatement commencing on or after January 1, the member shall pay one-half (1/2) the international membership and state membership dues. New members shall also pay an induction fee.

3. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state organization treasurer and to international respectively.
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.

ORGANIZATION

1. Chapters shall be organized in accordance with the Virginia State Bylaws and Standing Rules. Each chapter so organized shall have no fewer than twelve (12) members. The Society shall grant the charter.
2. Charter members shall be those who become members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter. Each chapter shall have chapter rules which are consistent with the DKG Constitution and the Virginia State Bylaws and Standing Rules. A copy of a new chapter's rules shall be reviewed each biennium by the Virginia State Organization's rules committee.
3. Chapter officers, except the treasurer, shall be elected in even-numbered years by majority vote.
 - a. The term of each elected officer shall be two years or until a successor is named. No officer, except the treasurer, may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following the election.
 - b. The treasurer shall be selected by the chapter executive board.
4. The chapter president shall represent the chapter as a voting member of the Virginia State Organization Executive Board.

OFFICERS, RELATED PERSONNEL, AND BOARD

Chapter Officers and their duties are as follows:

1. President--The president shall:
 - a. act as presiding officer at regular and called meetings and direct the activities of the chapter;
 - b. act as chair of the Chapter Executive Board;
 - c. appoint a parliamentarian;
 - d. appoint standing and special committees (e.g., ad hoc, task force);
 - 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. make arrangements for a red rose to be sent to the family of a deceased member.
- l. submit annual/bi-annual official reports to International and the Virginia State Organization in the format specified by Society Headquarters.
- m. make arrangements for the preparation and distribution of the chapter newsletter.
- n. represent the chapter on the Tidewater Coordinating Council.

2. Vice-presidents

- a. First vice-president
 - i. Shall serve as presiding officer in the absence of the president. 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. The first vice-president shall perform such other duties as the president or the executive board shall assign to her.
 - ii. is responsible for planning chapter meeting programs.
- b. Second vice-president shall
 - i. serve as presiding officer in the absence of both the president and the first vice- president. In the event of the resignation or death of either the president or the first vice- president, she shall succeed to the office of first vice-president and serve until the next regular election of officers. The second vice-president shall perform such other duties as the president or the executive board shall assign to her.
 - ii. serve as head of the Membership Committee.
 - iii. organize and follow guidelines outlined by DKG for new member induction ceremonies
 - iv. maintain accurate and current necrology records and provide recognition of significant, sustained years of membership in the Society.

3. Secretary

- a. Recording Secretary shall
 - i. keep minutes of each meeting of the chapter and furnish the president with a copy of such minutes.
 - ii. serve as secretary to the Chapter Executive Board.
 - iii. carry on such correspondence as may be delegated to her by the president.
 - iv. Record names of terminated members in the minutes, including the reason and date of termination.
- b. Corresponding Secretary shall send cards, at the President's directive, to a member in case of any hospitalizations, illnesses, or death in a member's immediate family.

4. Treasurer--The treasurer shall

- a. receive and pay out all monies belonging to the organization.
- b. keep an accurate account of receipts and expenditures.
- c. maintain a record of receipts, bills, and bank statements.
- d. present a report at each regular meeting.
- e. file required tax reports.

- f. submit for annual audit/financial review the accounts of the chapter.
 - g. serve as a member ex officio, without vote if under remunerative contract for her services, on the executive board.
 - h. serve as a consultant in the process of budget development and supervision of finances.
 - i. maintain an accurate and current membership roster.
5. The chapter treasurer shall follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the chapter finance committee.

Chapter Personnel

Chapter personnel, all of whom must be members of the Society, shall be defined in the chapter rules. The following positions shall be appointed:

1. Parliamentarian--The parliamentarian shall act as advisor to the officers and the members of the chapter in matters pertaining to interpretation of the Constitution and to parliamentary usage.
2. Webmaster—The webmaster shall maintain the chapter’s website and ensure information posted is accurate and current.
3. Newsletter Editor—The newsletter editor shall produce a newsletter that is distributed to members at least five times annually. A copy of the newsletter shall also be sent to state headquarters.

Chapter Executive Board

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The chapter treasurer, corresponding secretary and the parliamentarian shall serve as members ex officio, the corresponding secretary, parliamentarian without vote, and the treasurer, also without vote, if under remunerative contract for her services.
2. The chapter executive board shall
 - a. Select the chapter treasurer for the biennium.
 - b. Act in matters requiring immediate action and decision.
 - c. Recommend policies and procedures for consideration by members.
 - d. Establish rules for budget development and approval and for the supervision of chapter finances.
 - e. Approve the President’s selection of a Parliamentarian.
3. Meet at least twice a year and at other times upon the call of the President.
4. A quorum shall be the majority of voting members of the Board.

COMMITTEES

1. General committee duties
 - a. Reports of the work of each committee shall be prepared on forms supplied by International and Virginia State Organization and submitted to the persons designated on the forms.

- b. Each committee shall meet at least once annually unless otherwise designated.
 - c. The President may appoint special committees in addition to the Standing Committee listed in this document.
 - d. Reports requested by international from state organizations and chapters shall be submitted in the format specified by Society Headquarters.
2. Finance Committee
- a. The finance committee shall present the annual budget to the chapter at the September or October meeting.
 - b. The Finance Committee shall recommend chapter dues based on a review of the budget.
 - c. The Finance Committee shall recommend an amount each year to be given a student as a Grant-in-Aid.
3. Membership Committee
- a. The second vice-president shall chair this committee.
 - b. The Membership Committee shall assign the Corresponding Secretary the duty of making personal contact with members who are absent from chapter meetings.
 - c. The committee shall make recommendations and conduct the election of new members.
 - d. An orientation meeting for prospective members shall be held; the time and place to be included on the invitation, with the Membership Committee responsible for the orientation meeting.
4. Scholarship and Grant-in-Aid Committee
- a. The committee shall provide information about and encourage members to apply for state and international scholarships.
 - b. The committee shall be responsible for following the developed guidelines in recommending to the chapter the recipient of the Grant-in-Aid.
 - i. An Application will be submitted by prospective recipients to the Scholarship and Grant-in-Aid Committee.
 - ii. Factors to be considered in awarding the Grant-in-Aid shall include:
 - 1. The recipient is to be a graduating senior who plans to pursue a degree in Education.
 - 2. The student must have been accepted to a certified college.
 - 3. The student should have admirable character (references, recommendations).
5. Nominating Committee
- a. The committee shall consist of at least three members and a chairman.
 - b. The committee shall present to the membership a slate of officers and nominations, and have charge of the Installation of officers at the final meeting of the chapter during even numbered years.
6. Ad hoc committees may be appointed at the discretion of the president.

MEETINGS

- 1. Chapter meetings shall be held at least four (4) times per year. Chapter executive boards

shall meet at least twice annually.

2. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two as long as members may hear and actively participate in the meeting.
3. A quorum for chapter business shall be twenty-five percent of the chapter membership.
4. There shall be no proxy voting.
5. 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.
6. Chapter members should be encouraged to attend regularly scheduled meetings.
7. Matters needing immediate action may be voted upon by mail or electronically. A majority of chapter members is required for this action. Ratification of mail voting must be made at the next face-to-face meeting and noted in the chapter minutes.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of the chapter in all cases not provided for in the Virginia State Bylaws and Standing Rules.

AMENDMENTS

1. Gamma Epsilon Chapter Rules shall be amended automatically by the Legislative Committee to comply with the Constitution, International Standing Rules, and the Virginia State Organization Bylaws and Standing Rules. Notice of automatic updates shall be published in the chapter newsletter following this vote by the chapter membership.
2. New rules may be adopted by a majority of the chapter.
3. Existing chapter rules may be amended upon approval of two-thirds of the voting members present. Prior notice of the proposed change should be given.
4. The recording secretary shall be responsible for keeping the chapter rules up to date.

Date last amended/revised: March 9, 2022.