BETA CHAPTER RULES 2022-24

Article I Name

Section A.

The name of this chapter shall be Beta Chapter of West Virginia of the Delta Kappa Gamma Society International, hereinafter also referred to as the Society.

Section B.

State chapters have the freedom to name new chapters with no regard to Greek letters.

Article II Mission and Purposes

Section A. Charter Objective

This corporation is formed for educational and benevolent purposes, particularly for extending aid to women teachers and students by means of founding scholarships for study, for developing loyalty and high ideals in the teaching profession, and for conferring distinction upon women members of the teaching profession.

Beta Chapter will help to promote the rules and purposes of West Virginia State which is under Delta Kappa Gamma Society International.

Section B. Mission Statement

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

Section C. Vision Statement

Leading women educators Impacting Educators Worldwide.

Section D. 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 initiate, endorse, and support desirable legislative or other suitable endeavors in the interest of education and of women educators.
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.

Article III Membership

Section A. Membership

1. Membership in the Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the International Society, a state organization, and a chapter.
2. An individual becomes a member of the Society when she pays her dues.

Section B. Classification

1. An active member shall be a woman who is employed as a professional educator or has been retired from an educational position.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location and/or no technological connection/skill. The members must vote on reserve membership with a majority vote.
3. 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.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
5. Bachelor student collegiate members shall
6. be enrolled in an institution offering coursework leading to a career in education and; and have the intent to continue academically and professionally in the field of education; and
7. be enrolled within the last two years of their bachelor’s education degree.
8. A collegiate member may participate in the activities of the Society except holding office.
9. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.
10. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/Doctoral standing in an institution offering coursework in the field of education; and have the intent to continue academically and professionally in the field of education. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

Section C. Election

1. A candidate for active or collegiate membership shall be selected by the method established by chapter meeting in a manner determined by the chapter rules. Voting will be by consensus.
2. A candidate for honorary membership shall be elected by a method established by the executive board.
3. Every West Virginia chapter shall maintain a continuous record of the status of its members.
4. Invitations shall be extended to the prospective members by the president. The prospective members need to reply within a specific time.
5. Initiations shall be held at any chapter meeting.
6. The new member shall be recorded by her signature in the Beta Chapter initiation book.

Section D. Transfer

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

Section E. Termination

1. Membership in the Society is terminated for non-payment of dues, resignation or death.
2. A complete record of all terminations of membership shall be maintained in the files of the state treasurer. The record shall include the reason and the date of the termination. The chapter membership chairman shall file letters of resignation.

Section F. Reinstatement

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

Article IV Financial matters shall be in accordance with the Constitution.

Section A. Annual Dues

1. Each active member shall pay annual dues, an amount determined by the Chapter. Chapter dues are discussed in the executive board meeting prior to the first chapter meeting. If an amount above the minimum dues is necessary, it must be brought to the members for a 4/5 vote.
2. State and international dues and fees shall be forwarded to the state treasurer by Oct 1.
3. Financial assessments may be levied only by the chapter.
4. International active dues shall be forty dollars (US $40), and international reserve and collegiate dues shall be twenty dollars (U.S. $20). 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 two (2) years, rounded up to the nearest dollar.

Section B. Fees

1. Scholarship Fee

Each active member and reserve member shall pay a scholarship fee annually.

1. Honorary Fee

The inducting unit of the Society shall pay a lifetime fee for each honorary member at the time of induction.

Section C. Payment of Dues and Fees

1. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year. Reinstated members shall pay full dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines. A member shall pay annual dues and fees no later than June 30 for the following fiscal year. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.
2. For membership or reinstatement commencing between July 1 and December 31, the member shall pay 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.
3. Immediately thereafter, the state organization and international portions of the dues shall be sent to the state organization treasurer.
4. The international portion of the dues shall be sent between July 1 and September 30.
5. A member who fails to complete payment of international dues shall be dropped as of October 1.

Section D. Financial Assessments

Financial assessments may be levied at a chapter meeting and agreed upon by 4/5 vote of the members present.

Section E. Other Income

The chapter may receive and utilize income from other sources other than dues and fees- including but not limited to gifts, bequests, and royalties – in accordance with the policies in the International Standing Rules.

Section F. Funds

The Delta Kappa Gamma Society International Funds

1. The Available Fund - all levels

 At each level this fund shall be the operating fund and shall require a budget that is voted on by the

 Members.

1. The Scholarship Fund - all levels

a. The Society and each state organization shall maintain a scholarship fund for the benefit of members. A chapter may maintain a scholarship fund.

 b. 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.

Section G. Financial Accounting

1. Fiscal Year

 The fiscal year of the Society shall be July 1 – June 30 inclusive.

1. Budget
2. The Finance Committee shall prepare the budget annually. The budget shall enumerate sources of dues and non-dues revenue and shall include expenditures to maintain the work of the chapter.
3. The budget shall be prepared and reviewed by the finance committee, presented to the

 chapter and voted on for adoption by the members

 3. Audit

 a. The financial records of the chapter shall be audited annually by an audit committee.

 b. The audit report shall be presented to the chapter and filed with the treasurer’s records.

 4. Reimbursement

 Reimbursement shall be provided for specified officers and members based on the budget.

Article V. Organization

Section A. Levels of Organization

The business of the Society shall be conducted by the organization on three (3) levels. The three (3) levels of organization shall be chapter, state organization, and international.

 1. The term chapter shall designate the local unit.

 2. The terms state and state organization shall designate states, territories, provinces, and countries

 where The Delta Kappa Gamma Society International is organized.

3.The terms International and Society shall designate the overall organization with the total membership

Section B. Chapter Level

 1. Chapters shall be organized in accordance with state organization bylaws. 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.

3. Each chapter shall have chapter rules which are consistent with the Constitution and its state organization bylaws.

4. Coordinating councils may be organized in areas in which several chapters exist.

Article VI. Officers

Section A. Officers and Related Personnel

Chapter officers, all of whom must be members of the Society, shall be a president, a vice-president, a secretary (all elected), a treasurer (selected by the executive board or president), plus the option of a second vice-president and/or corresponding secretary (both elected). Although, not an officer, the parliamentarian is appointed.

Section B. Duties

1. Chapter president

 a. The president at each level shall

(1) act as presiding officer at regular and called meetings and direct the activities of the

 organization.

 (2) act as chair of the respective executive board;

 (3) appoint a parliamentarian;

 (4) appoint standing and special committees (e.g., ad hoc, task force);

(5) serve as member ex officio, with vote, on all committees except nominations;

 (6) approve for payment all expense claims;

 (7) approve publications;

(8) fill by appointment all vacancies;

(9) represent the Society at meetings, conferences, and other events; and

(10) take action, with the advice and approval of the executive board, on matters

 that cannot be deferred until the next convention or meeting.

1. Vice Presidents
2. First vice president

 The first vice president 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.

1. Second vice president (chapters optional)

The second vice president shall 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.

1. Secretary -

 The secretary shall keep minutes of each meeting of the organization and furnish the president with

 a copy of such minutes. She shall serve as secretary to the Executive Board. She shall carry on such

 correspondence as may be delegated to her by the president.

 Recording Secretary for Beta

1. Records the minutes of each chapter and executive board meeting, including any membership terminations with reasons for termination, and other official actions taken.
2. Makes available to members the minutes of the previous meeting.
3. Files official minutes in a permanent chapter file after indicating the date that minutes are approved with her signature/initials.

Corresponding Secretary for Beta

1. Handles correspondence of the organization as delegated by the president.

Sends birthday and correspondence cards to chapter members.

1. Treasurer

a. The treasurer shall

 (1) receive and pay out all moneys belonging to the organization;

 (2) keep an accurate account of receipts and expenditures;

 (3) maintain a record of receipts, bills, and bank statements;

 (4) present a report at each regular meeting;

 (5) file required tax reports;

 (6) submit for annual audit/financial review the accounts of the organization;

 (7) serve as a member ex officio, without vote if under remunerative contract for her services,

 on the respective executive board;

 (8) serve as a consultant in the process of budget development and supervision of finances; and

 (9) maintain an accurate and current membership roster.

b. The chapter treasurer shall follow appropriate procedures to ensure safety and proper handling

 chapter moneys as established by the chapter finance committee.

5. Parliamentarian – appointed

 a. The parliamentarian shall

 (1) act as advisor to the officers and the members of her organization in matters pertaining to interpretation of the Constitution and to parliamentary usage; and

(2) serve as a member ex officio, without vote, on the executive board.

Treasurer

1. Receiving money and paying expenses approved by the chapter president.
2. Keeping an account of income and expenditures, including bank statements;
3. Presenting a financial report at each regular meeting.
4. Filing each year, between July 1 and November 15, Form 15, Form 990-N for the Internal Revenue Service. The confirmation of filing from the IRS is sent to the state treasurer and a copy kept for the chapter records. Directions for completing the filing may be found on the Society website under forms/treasurer/ IRS electronic filing.
5. Completing Form 15 (available on the Society website) by July 15 of each year and sending completed form to the person designed on the form.
6. Collecting dues and fees of active and reserve members by June 30.
7. Reporting on preprinted Form 18, provided by Society Headquarters, the names of members who have paid dues and fees and sending the report to the state organization treasurer.
8. Collecting and immediately sending induction fees with the induction cards to the state organizational treasurer.
9. Submitting chapter accounts for annual financial review.
10. Serving on executive board
11. Serving as a consultant in the process of budget development and supervision of finances.

Parliamentarian

1. Advises the officers and members in matters pertaining to interpretation of the CONSTITUTION and international Standing Rules, state organization bylaws, Chapter rules, and parliamentary procedure.
2. Is appointed by the president of executive board and must be a member of the Society.

Section C. Election of Term of Office

1. The chapter officers, except the treasurer, shall be elected in even numbered years.
2. The term of each elected office 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 the office on July 1 following their election.
3. The treasurer shall be selected by the executive board each biennium.

Section D. Vacancies

In the event that a member holding an elective or appointed position in unable to perform her duties, the position shall be declared vacant by the respective officers, and a successor named by the president. If the president is unable to perform her duties, the vice-president takes over the president’s position.

Section VII. Boards

Section A. Chapter Executive Board

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president and other voting members as shall be determined by the chapter. The treasurer and parliamentarian shall serve as members ex officio, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services.
2. Duties of the Executive Board shall be
3. Select the treasurer for the biennium.
4. Act in matters requiring immediate action and decision.
5. Recommend policies and procedures for consideration by members and
6. Establish rules for budget development and approval and for the supervision of chapter finances.

Article VIII. Committees

Section A. State Organization and Chapter

1. State organizations and chapters shall be responsible, at their respective levels, for any state organization and/or chapter duties represented by the international committee descriptions. [Article VIII, Sections B and C]

2. State organizations and chapters may fulfill their constitutional responsibilities by establishing

Committees as needed.

1. Reports requested from state organizations and chapters shall be submitted in the format

 specified by Society Headquarters

Section B. Society Business

1. Communications and Publicity
2. Finance
3. Membership
4. Nominations
5. Telephone
6. Strategic Plan
7. Chapter Rules Committee

Section C. Society Mission and Purposes

1. Educational Excellence
2. Scholarship
3. World Fellowship
4. Collegiate Committees

Section D. Society Events and Projects

1. Chapter Hospitality
2. Scrapbook
3. Yearbook
4. Literacy
5. Early Career Educator
6. International Projects (Schools for Africa)

Section E Committee responsibilities

1. State organization and chapter

a. State organizations and chapters shall be responsible, at their respective

levels, for any state organization and/or chapter duties represented by the

international committee descriptions. [Article VIII, Sections B and C]

b. State organizations and chapters may fulfill their constitutional

responsibilities by establishing committees as needed.

c. Reports requested from state organizations and chapters shall be submitted

in the format specified by Society Headquarters.

Committee Responsibilities (from Beta)

1. SOCIETY BUSINESS
2. Communication and Publicity
3. Keep members informed of all events, functions, projects and activities
4. Acquaint members with opportunities within the Society for personal and professional growth
5. Assume responsibility for providing the chapter with a website or Facebook page or both
6. Maintain close working relationship with chapter president, editor and webmaster
7. Prepare advance stories about events and activities. Help arrange media coverage for special events
8. Help incorporate international and state organization news of the Society into the chapter programs
9. Be the chapter “web watcher” to send new information and helpful resources to members who do not have internet or computers.
10. Keep a file of state organization and international publications for reference
11. Send news of chapter programs, projects, and activities to the state organization editor and webmaster
12. Serve as a resource person for the Bulletin editor by sending names and backgrounds or capable writers for the Bulletin and well-written, interesting and unpublished manuscripts of members for consideration.
13. Finance (Chapter president and treasurer serve as ex officio)
14. Budget Development
15. Membership
16. Necrology report
17. History of chapter
18. Nominations
19. Shall solicit nominations for the positions to be filled including President, First Vice President, Second Vice President, Executive Secretary and Recording Secretary for each biennium.
20. Telephone Committee – communicate information to members via phone for meetings, etc.
21. Strategic Action Plan – review and update yearly
22. SOCIETY MISSION AND PURPOSES
23. Educational Excellence

This includes (Chapter Rules, Yearbook, Program, Personal Growth and Services, Professional Affairs, Research)

1. Scholarship

The committee shall follow the basic requirements for scholarship applicants according to the International Standing Rules. [SR 13.6]

1. World Fellowship – disseminate information from International to chapter members.
2. Collegiate Committees – communicate with colleges regarding collegiate members
3. Educational law and policy/legislation- update members on current legislation

6. Recruitment – generate ideas for new members

7. Chapter Rules – review chapter rules each year to coincide with State and International Rules

 8. Projects – generate ideas for projects

 9. Leadership Development Activities – review ideas and opportunities from International to relay to members.

Section B. Society Business

1. Communications Committee –

 a. The committee shall promote and stimulate effective communication between and among members at all levels of the Society.

2. Membership Committee –

 a. The committee shall study and make recommendations related to membership issues and challenges. Necrology and membership reports shall be responsibilities of the committee. The committee shall receive and evaluate the recommendations of persons proposed for active, reserve and honorary membership and submit the names of qualified candidates to the members for vote.

C. Society Mission and Purposes

1. Educational Excellence Committee-

a. The committee shall support excellence in education through programs of action that encourage leadership, personal and professional development, global involvement, educational law and policy, and projects.

b. The committee shall identify programs and projects that focus upon topics adopted by the Society and communicate that information to state organizations and chapters.

c. The committee shall encourage a focus on the arts at conventions and conferences and state organization conventions.

 d. The committee shall promote participation in programs that promote professional growth of women educators.

 e. The committee shall urge organizations to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators.

1. SOCIETY EVENTS AND PROJECTS
2. Chapter Hospitality and Occasions – prepare food if needed at meetings
3. Scrapbook – prepare scrapbook of chapter events for yearly conference or convention
4. Yearbook – prepare and update chapter yearbook to reflect current members and activities
5. Literacy – search for areas of involvement to promote literacy

Article IX. Chapter Meetings

Section A. Chapter Meetings

1. Regular Meetings
2. Regular meetings of chapter shall be held at least four times per year.
3. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members may simultaneously hear one another and participate during the meeting.
4. A quorum for chapter business shall be determined by the chapter and shall be 10 members.
5. All members being notified, matters requiring immediate chapter action ma be voted upon by mail (postal or electronic) that provided a valid receipt of each responding chapter member’s vote. A majority vote of chapter members shall be required for action.
6. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
7. There shall be no proxy voting.
8. Meetings of Executive Board
9. Meetings of the executive board shall be held at least twice annually.
10. A quorum shall be a majority of the voting members of the board.
11. 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.
12. State Organization meetings
13. Each state organization shall hold at least one (1) state organization convention each biennium. The date and site shall be determined by the state organization executive board.
14. International meetings
15. Meetings of the Regional Conferences shall be held in odd-numbered years. Regions may collaborate on such a joint international conference.

Article X. International Conventions and Regional Conferences

Members will abide by the rules outlined in the CONSTITUTION, Article 10, regarding these conventions and conferences.

Article XI. Headquarters

Members may refer to the Constitution, Article XI, regarding additional information.

Article XII. Publications

Chapter members will receive publications regarding chapter meetings and updates by email or mailed newsletters.

Awards XIII. Awards

1. Certificates for special recognition
2. Grant-in-aid awards
3. The term grant-in-aid award shall represent the category of awards granted to the state organization and chapter members that are supported by funds other than the scholarship fee. (Early Career Educator)
4. The specific title of a grant-in-aid award is the choice of the presenter.
5. Scholarship Award
6. The applicant is required to be an active member of the Society for a minimum of three (3) years if pursuing doctoral studies, and be an active member of the Society for a minimum of one (1) year at the time of application if pursuing other graduate studies.

Article XIV. Affiliates

Chapter members may refer to the International Constitution regarding additional information.

Article XV Parliamentary Authority

1. State organizations shall designate in state organization bylaws a recognized manual of parliamentarian procedure for governance of the state organization and it chapters in all instances in which the authority is not inconsistent with this Constitution or other adopted Society rules.

Article XVI Amendments

Amendments to the Constitution

Members may refer to the Constitution, Article XI, regarding additional information.

Article XVII. Indemnification

Members may refer to the Constitution, Article XVII, regarding additional information.

Article XVIII. Conflict of Interest

Members may refer to the Constitution, Article XVIII, regarding additional information.

Article XIX Chapter Dissolution

1. Chapter dissolution must have the approval of the state executive board.
2. Careful consideration should be given to the matter in which those desiring to maintain membership transfer to another chapter. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the state treasurer and deposited in the state available fund or as directed by the vote of the state executive board.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained by the state executive secretary and may be made available for use.
5. The charter must be returned to the state to be forwarded to the Society Headquarters.
6. The state executive board shall decide whether the Greek name shall be reused.

Article XX The Delta Kappa Gamma Society Educational Foundation Enabling Act

Members may refer to the Constitution, Article XX, regarding additional information.