

DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
ETA STATE (NC) Organization  
**Delta Rho Chapter Rules**

**Adopted**

March 1997

**Date of last Amendment**

February 2011

February 2016

**Date of last Revision**

April 2004

October 2012

Delta Rho Chapter practices are consistent with the *Constitution, International Standing Rules*, the Eta State designated parliamentary authority and *Eta State Bylaws* and *Standing Rules*. These Rules follow the order of the Eta State Rules Committee outline for convenience in use and revision.

# **Delta Kappa Gamma Society International**

## **Eta State Organization**

### **Delta Rho Chapter Rules**

#### **Article I. Name**

The name of this chapter shall be Delta Rho Chapter, Eta State (NC) Organization, and The Delta Kappa Gamma Society International, hereafter known as Delta Rho.

#### **Article II. Mission and Purposes**

**Vision Statement: Leading Women Educators Impacting Education Worldwide.**

The mission of the Delta Rho Chapter is to promote professional and personal growth of women educators and excellence in education.

The purposes of the Delta Rho Chapter shall be the seven (7) Purposes of the Delta Kappa Gamma Society International and those of the Eta State (NC) Organization:

1. To unite in spiritual fellowship
2. To honor service in any field of education.
3. To advance women in education.
4. To support legislation for women educators.
5. To endow scholarships and fellowships to women educators.
6. To stimulate personal and professional growth.
7. To inform members of important issues.

### Article III. Membership

Membership is in accordance with the *Constitution*, The Standing Rules of Delta Kappa Gamma Society International and The Standing Rules of the Eta State Organization. The Delta Rho Chapter has full authority for the administration of chapter membership:

**An active member** shall be a woman who is employed as a professional educator or has retired from a position in the field of education. An active member shall participate in the activities of the Society.

**A reserve member** is a formerly active member who is unable to participate fully in the activities of the Chapter due to a physical disability and/or geographical location. A reserve member, so requesting, shall be restored to active membership.

**An honorary member** is limited to women who are not eligible for active membership but who have rendered notable service to education or to women.

**Note:** Only active and reserve members in good standing may be transferred from one chapter to another upon application to International Headquarters.

1. Nominations for Delta Rho membership may be accepted at any time of the year. Candidates for active membership shall be voted upon in a chapter meeting in a manner to be determined by the chapter.
2. Termination of membership occurs when a member submits a formal letter of resignation and/or does not pay her yearly dues by October 31. Members shall be notified in writing before being dropped from the chapter roll. A record of all memberships terminated, including dates and reasons for termination, shall be reported to the Delta Rho Executive Board and to the Eta State (NC) Organization Treasurer (Form 18-A) by the chapter treasurer. All letters of resignation shall be filed with the chapter records. The chapter treasurer will maintain a record of all memberships terminated, including dates and reasons for termination.
3. Reinstatement of membership shall be by the Chapter receiving the request and by the former member paying current dues and fees. The chapter treasurer shall report to the

Eta State (NC) Organization Treasurer when a former member has been reinstated. No Chapter vote is taken.

4. All membership records are kept at the local level.

#### **Article IV. Finance**

Financial matters are in accordance with the Constitution, the Standing Rules of the Delta Kappa Gamma Society International, and the Eta State Organization:

1. The annual chapter budget, including a recommendation for annual dues and assessments, shall be developed by the finance committee and submitted for approval by the chapter members at the first meeting of the fiscal year with a simple majority vote of those present for approval. (Note: All members shall be notified of proposed changes in Chapter dues prior to the first meeting.)
2. Annual chapter, state, and international dues and fees shall be collected by the chapter treasurer no later than October 31. Members not paying dues by October 31 will be dropped from membership. Membership dues will be submitted to the Eta State treasurer prior to the November 15 deadline.
3. The Delta Rho president shall approve all expenses before they are sent to the Chapter treasurer for payment.
4. A financial review will be conducted by an outside auditor. The review will be paid for out of the annual budget. The treasurer will make arrangement for the outside review.
5. Chapter expenditures shall be reported to the membership at each meeting.
6. Special funds and/or awards may be created by the executive board and approved by the membership.
7. State convention costs for the chapter president will be paid by the Chapter, including registration, transportation, and lodging (50%).

## **Article V. Organization**

Delta Rho Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the Standing Rules of the Delta Kappa Gamma Society International, the Eta State Organization, and the Delta Rho Chapter.

1. The Chapter is represented by its president on the Eta State Organization Executive Board.

## **Article VI. Officers and Related Personnel**

1. Officers shall be elected and the filling of vacancies shall be in accordance with the *Constitution*.
2. The chapter officers shall be elected by a majority vote of those present at the February meeting of the chapter in even-numbered years.
3. Installation of officers shall be the responsibility of the nominations committee and shall take place at the April meeting of even-numbered years. With the exception of the treasurer, the term of office for all officers shall be a two-year term or until a successor is named.
4. Delta Rho Chapter's elected officers shall be president, first vice-president, second-vice president, recording secretary and corresponding secretary. The treasurer is appointed by the Chapter Executive Board, and the parliamentarian is appointed by the Chapter president. Officers shall perform duties as specified in the Constitution, the Eta State (NC) Organization Bylaws and as authorized in the Delta Rho Chapter Rules. The detailed duties of each officer and related personnel are stated below:
  - A. Office of President
    1. Preside at all Chapter and Executive Board Meetings.
    2. Serve on the Eta State Executive Board.
    3. Represent the Chapter at regional, state, international conferences and conventions.
    4. Approve publications
    5. Fill vacancies in office.
    6. Take action on matters which cannot be deferred.

7. With the treasurer, execute authorized legal documents for the Chapter.
  8. Assume responsibility for approving and communicating any changes in membership status.
  9. Appoint standing committee chairs and members.
  10. Establish ad hoc committees as needed.
  11. Prepare the Annual President's Report.
  12. Serve on the Chapter bylaws/standing rules committee.
  13. Approve all expenses.
- B. Office of First vice president
1. Serve as presiding officer in absence of the president.
  2. Assume president's responsibilities if she is unable to serve.
  3. Serve on the Executive Board
  4. Serve as chairperson of the Educational Excellence Committee
  5. Assist meeting hostesses to confirm meeting sites, meeting activities, and meal plans.
  6. Serve on the Chapter bylaws/standing rules committee.
- C. Office of Second vice president
1. Serve as presiding officer in the absence of the president and the first vice president.
  2. Assume duties of the first vice president or the president if they are unable to serve.
  3. Serve on the Chapter executive board.
  4. Serve on the Chapter bylaws/standing rules committee.
- D. Office of Treasurer
1. Report to the state organization treasurer all membership, reinstatements, and terminations.
  2. Provide reimbursements according to guidelines.
  3. Receive and disperse all chapter monies as directed.
  4. Maintain a record of receipts, bills, and bank statements.
  5. Present a report at each meeting.
  6. File required tax reports.
  7. Present financial reports for approval at each meeting.
  8. Serve as a member of the chapter Executive Board.
  9. Serve as a consultant in budget preparations.
  10. Serve as an ex officio member on the finance committee.
  11. Prepare for all financial reviews.

12. Order the president's pin and have available at the time of officer installation.
- E. Office of Recording secretary
    1. Keep minutes of each chapter and executive board meeting.
    2. Furnish the president with a signed copy of each proceeding.
    3. Serve on the Chapter executive board.
    4. Serve on the Chapter bylaws/standing rules committee
  - F. Office of Corresponding secretary
    1. Attend to any Chapter communications as assigned by the president.
    2. Serve on the Chapter bylaws/standing rules committee.
  - G. Office of Parliamentarian
    1. Ensure that all Chapter actions are in compliance with the official society documents of governance: the Constitution; the International Standing Rules; the State Bylaws; the State Standing Rules; and the Chapter Standing Rules.
    2. Serve on the Chapter Executive Board.
    3. Chair the Chapter Bylaws/standing rules committee.

### **Article VII. Executive Board**

The Chapter executive board is established in accordance with the *Constitution*, the *Eta State Bylaws*, and the *Eta State Standing Rules*.

Members include the elected officers, the immediate past president, and such other members as designated. The Chapter Parliamentarian serves on the Executive Board but with no vote.

The Executive Board meets at the discretion of the president and at least twice a year. The Executive Board may act in matters requiring immediate action and decisions. A quorum is required with a simple majority of the members present.

### **Article VIII. Committees**

The Chapter committee structure shall function according to the Constitution, Article VIII; International Standing Rules; Eta State Bylaws, Article IX; and the Eta State Standing Rules.

- A. The President is an ex-officio member of all committees, except the nominations committee.
- B. The Chapter president may appoint ad hoc committees as needed.
- C. The Chapter president appoints Standing Committee chairs and members for a two-year term or until the position is filled:

## **Delta Rho Standing Committees**

### **Communications Committee**

- A. The Chair of the Communications Committee will sit on the Educational Excellence Committee.
- Committee responsibilities include the following:**
1. Prepare and submit to local media stories about events and activities of Delta Rho.
  2. Arrange for media coverage of special events.
  3. Submit news of chapter programs, projects, and activities to the editor of Eta State News.
  4. Maintain a record (scrapbook) of articles, pictures, etc., of events associated with Delta Rho.
  5. Encourage membership to publish in Eta State News and Delta Kappa Gamma International.
  6. Prepare a yearbook of membership, Delta Rho Goals, and Programs of Work;
  7. Prepare a quarterly newsletter to inform Delta Rho members of Chapter activities.

### **Educational Excellence Committee**

- A. This committee shall promote programs and projects for excellence in education. The committee shall identify long-term and short-term programs and projects that focus upon topics adopted by the society.
- B. The committee shall support programs of actions that promote the personal well-being, intellectual growth, and global awareness of women educators;



encourage a focus on the arts, regional conferences and the state organization convention; and develop strategies that will enable chapters to encourage members to become leaders.

**Committee Responsibilities include the following:**

1. Develop a plan by which Delta Rho will be a visible force in the education community.
2. Develop the biennial program agenda
  - a. Prepare and distribute a Survey of Interest to the Delta Rho membership at the end of the biennium (April meeting – even numbered years.)
  - b. Tabulate the survey results and share with the Executive Board at the August planning meeting.
  - c. Develop the biennial program agenda based on the survey results making sure that the program activities and projects meet the stated needs of the membership.
  - d. Encourage maximum participation by the members in all activities.
  - e. Incorporate as appropriate the suggestions and ideas presented in The Delta Kappa Gamma Society International Program Resource Guide.
  - f. Present the program plan for the biennium to the Delta Rho membership.
  - g. Develop a strategic action plan (SAP) and present a progress report at each meeting.

**Finance Committee**

**Committee Responsibilities include the following:**

1. Prepare a budget that will allow the Chapter to meet its goals.
2. Present the proposed budget to the Chapter for discussion, revision, and approval.
3. Review the status of receipts and expenditures on a regular basis during the service year.
4. Give a budget report at each meeting.
5. Advise the Chapter about availability of funds for proposed activities.
6. Provide an honorarium (\$25) to guest speakers.

**Fine Arts Committee**

**Responsibilities include the following:**

1. Incorporate affective elements into the meeting atmosphere.
2. Enhance Chapter programs, projects, and ceremonies.
3. Give talented members performance opportunities.
4. Introduce other musicians/artists in the community to Delta Rho.
5. Provide song guides of the Delta Kappa Gamma Song at the meeting.
6. Teach the song to new initiates and honorary members.

### **International World Fellowship Liaison**

#### **Responsibilities include the following:**

1. Support and promote the World Fellowship Program of Delta Kappa Gamma.
2. Assume Chapter duties of a similar nature.
3. Collect monetary contributions at each meeting and give to Chapter Treasurer who will in turn send the contribution to the International World Fellowship Fund.
4. Make an annual report to the Chapter.

### **Literacy Committee**

#### **Responsibilities include the following:**

1. Plan and organize the annual Spelling Bee Project (Books for Babies)
2. Report on the status of the Annual Spelling Bee Project as well as other literacy projects.
3. Appoint a sub-committee to facilitate the Literacy Grant.
  - a. Produce a brochure, application, and grant rubric each year.
  - b. Communicate with the school district to disseminate the grant materials.
  - c. Facilitate the selection process.
    - i. Eight grants will be awarded for up to \$200 each based on available excess funds from the Spelling Bee. The literacy grants should provide funding for innovative, classroom-based literacy projects in reading and mathematics. Grant funds may not be used for field trips.
    - ii. Beginning teachers (up to 3 years experience in the profession) will have priority for up to four of the grants.
    - iii. Lee County Public Schools teachers may apply as individuals or as a team for the grants.
    - iv. Application deadline is January 1 of each year
    - v. Notification of recipients will be by January 15 of each year

- vi. Receipts for expenses must be received by March 1 of each year and reimbursement for exact expenses will be made by March 15 of each year
  - vii. Grant recipients will be our guests at the Spelling Bee and the Delta Rho April chapter meeting
4. Recommend to the membership other literacy projects that would extend our presence in the community.
  5. Foster interest and involvement in literacy: statewide, nationally, and internationally.

### **Membership Committee**

#### **Responsibilities include the following:**

1. Present to the Chapter members the criteria for new member nominations and invite the membership to submit nominations.
2. Screen nominations for membership into Delta Rho: nominees' contributions to education, their stature in the community; their involvement in professional activities; their education goals; their attributes that would further the cause of Delta Rho, Eta State, and Delta Kappa Gamma International.
3. Present a slate of nominees for chapter voting.
4. Complete the election process:
  - a. Invitation of membership will be determined using a simple majority vote by a show of hands
  - b. report the results to the Chapter
  - c. prepare invitations
  - d. develop a plan for invitation distribution
  - e. report on the invitation responses
5. Assist the President in planning and executing the new member orientation session (August Planning Meeting) and the new member induction and initiation ceremony (October Meeting)
6. Keep a record of membership loss because of resignations and terminations.
7. Maintain an updated roll of membership attendance at each Chapter meeting.
8. Prepare and have available at each meeting the Attendance Record and the Delta Rho nametags.
9. Recognize perfect attendance with a certificate presented at the April meeting.

## **Nominations Committee**

### **Responsibilities include the following:**

1. Review the current plan for the nominations and election of officers. Make necessary revisions and present to the membership for approval.
2. Issue an invitation to the membership to serve in an elected position and receive acceptance prior to completing the slate.
3. Present to the Chapter for a vote at the February meeting (the second year of the current biennium) the proposed slate of officers and Chapter leaders for the next biennium. The vote will be determined by simple majority of those present.
4. Prepare and present the officer induction ceremony at the April meeting at the end of the biennium.

## **Personal Service Committee**

### **Responsibilities include the following:**

1. Implement a communication plan that will encourage and ensure that we are aware of the personal needs of Delta Rho members.
  - a. Personal Needs of Members
    - (1) A red rose will be delivered
      - (a) In the case of serious extended illness of a member.
      - (b) In the case of a death in immediate family (husband, children, father, mother, brother, sister)
      - (c) In recognition of the professional achievements of members.
    - (2) Send cards as needed to support Chapter members.
  - b. In the event of a death of a member, rather than sending flowers, the Chapter will apply \$25.00 to the perpetual scholarship as a memorial. The time to conduct memorial services for deceased members is determined at the discretion of the executive board.
2. Prepare and present a report of service at each Delta Rho meeting detailing personal and social well-being of Delta Rho membership.
3. Prepare and submit information for publication in the newsletter as appropriate.

## **Project Fundraising Committee**

### **Responsibilities include the following:**

1. Develop a plan for providing funds for Chapter projects.
2. Plan, promote, coordinate, and facilitate the Holiday Bazaar.

3. Interact with the community to provide awards and prizes as incentives to support Chapter projects and recognize Chapter members.
4. Recognize education excellence in our community.
5. Recognize Delta Rho members, i.e., special recognitions, awards, and accomplishments.

### **Recruitment Grant-in Aid Committee**

#### **Responsibilities include the following:**

1. To provide information and application forms to the guidance department at Lee County High School, Southern Lee High School, and Lee Early College.
2. To collect the applications and determine the recipient and one alternate.
3. To present a certificate from the Chapter to the recipient at her high school awards day.
4. To request the \$1000.00 check from the treasurer to be delivered at the grant-in-aid recipient's post-secondary institution.
5. To follow up with the recipient and get written evidence of enrollment at a post-secondary institution (tuition payment receipt or some other form of documentation.)
6. If the original recipient fails to enroll in a post-secondary program, see that the alternate receives the grant.
7. To invite the recipient to the December meeting of the Chapter when a bazaar is held to earn money for the recruitment grant-in-aid.

One \$1000 recruitment grant-in-aid is awarded to a female student selected from a pool of candidates from Lee County High School, Southern Lee High School, and Lee Early College. The student selected must be one who has a GPA of 2.5 or better and who is planning a career in education. The recipient must also be planning to enroll in a post-secondary institution in the year following graduation. The alternate will be chosen from the same pool of candidates.

8. Continue to communicate with the Grant-in-Aid recipients and report on their progress to the Chapter.

### **Rules Committee**

#### **Responsibilities include the following:**

1. Stay abreast of the Chapter, State, and International Rules changes.

2. Review the Chapter Rules with the Executive Board at least once during the biennium.
3. Present for a vote any changes to be made to the Chapter Rules. A majority vote of those present is required.

### **Scholarship Committee**

#### **Responsibilities include the following:**

1. Provide information about state, national and international scholarships available to Chapter members.
2. Announce to the Delta Rho members the availability of a local scholarship funds for continuing education.
3. Award one \$500 scholarship annually contingent on availability of funds.
4. Establish criteria for awarding the local Chapter scholarships:
  - a. Recipients must be members in good standing and must be pursuing graduate studies at the minimum rate of six semester hours of graduate credit within a year.
  - b. Recipients may reapply until she completes her degree.
  - c. The Scholarship committee makes applications available each year at the October meeting.
  - d. Completed applications are due at the February meeting, and the Scholarship committee announces the winner at the April meeting.
  - e. The Scholarship is awarded based on the following priorities:
    - (1) Member pursuing a doctoral degree.
    - (2) Member pursuing a six-year degree.
    - (3) Member pursuing a Master's degree.
    - (4) Member pursuing National Board Certification  
(Initial Certification Fee)
5. Review and implement the Standing Rules of Delta Rho governing the awarding of scholarships.
6. Distribute scholarship applications as requested.
7. Review any and all applications that are submitted.
8. Confer with the Chapter Treasurer to disperse the scholarship monies.
9. Present any scholarship recipient(s) to the Delta Rho membership.
10. Invite any recipient(s) to present a status report of completing their continuing education goal.

### **Social Committee**

#### **Responsibilities include the following:**

1. Appoint hostesses for each meeting during the biennium.
2. Contact the appointed hostesses in advance of the meeting providing assistance as needed.
3. Make arrangements necessary for dinners, refreshments, and other social activities of the Chapter.
4. Contact the membership to get a meal count.

#### **U. S. Forum Liaison Committee**

##### **Responsibilities include the following:**

1. Present at each meeting an up-to-date report about current state legislation concerning education and teacher education and recruitment.
2. Keep abreast and report to the Chapter research projects that align with the purposes of the Society.
3. Recommend to the Program Committee the names of persons in the community who are doing relevant research and/or who are knowledgeable about relevant legislative issues.
4. Assess the needs and issues in the community and suggest systematic studies of local concerns.
5. Make the chapter aware of current educational trends and issues.
6. Help establish rules for Chapter participation in community decision-making concerning education as appropriate.

### **Article IX. Meetings**

Delta Rho Chapter shall have four (4) business meetings each year at places and times arranged by the Education Excellence Committee. The meetings shall be held in October, December, February, and April.

A quorum is a simple majority of the members present.

Special meetings may be called by the president as needed. Note: 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.

### **Article X. Communications and Publications**

The newsletter editor/communications committee shall publish the *Delta Rho News* to be distributed four times during the year (September, November, January, and March). The newsletter shall be delivered electronically to those with email addresses and by

direct mail to those without electronic communications. All publications shall be approved by the president.

The Chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

### **Article XI. Parliamentary Authority**

Robert's Rules of Order (current edition) shall be the standard by which meetings are conducted.

### **Article XII. Amendments**

Chapter members will be notified in writing of proposed rule changes. Approval of changes will require a simple majority vote of those present at the business meeting where the proposed changes are presented. The Chapter membership will receive written notification of rules changes.

### **Article XIII. Dissolution**

Eta State Organization's approval of dissolution must be made according to guidelines set forth in the *Constitution* prior to any action by Delta Rho Chapter.

Procedure for the transfer of members shall follow international transfer procedures.

Funds remaining in chapter accounts are to be sent to the Eta State treasurer. The chapter charter, paraphernalia, and records are delivered to the Eta State Organization.