

MU CHAPTER STANDING RULES

REVISITED September, 2022

I. NAME

The name of this chapter shall be **Mu Chapter**, Alabama State Organization, of The Delta Kappa Gamma Society International.

II. MISSION AND PURPOSES

A. The mission of **Mu Chapter** is to promote professional and personal growth of women educators and excellence in education.

B. The purposes of **Mu Chapter** shall be the seven purposes of the Delta Kappa Gamma Society International and of Alabama State Organization.

III. MEMBERSHIP

A. Membership is in accordance with the International Constitution, Article III, and the International Standing Rules, 3.0. Membership is classified as active, reserve, collegiate, and honorary.

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. Reserve status shall be granted by a majority vote of the chapter. 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:

1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education: and

2) be enrolled within the last two 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.

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.

- B.** The chapter has full authority to act on matters of membership including election, termination, and reinstatement.
- C.** Membership in **Mu Chapter** is by invitation. A member inducted into the Society becomes a member of the International Society in addition to the Alabama State Organization and chapter.
- D.** An individual becomes a member of the Society when she pays her dues.
- E.** Names and contact information for prospective members shall be solicited and collected at meetings by the membership committee.
- F.** Selection of invitees will be by preferential ballot or the majority of the votes cast.
- G.** Letters of invitation to an orientation/meet and greet meeting shall be sent by the membership committee.
- H.** Prospective members will receive a chapter member application to accept or decline the invitation to membership. Those accepting shall be mailed or emailed induction information by the membership committee.
- I.** Induction may be at any meeting.
- J.** An accurate and current membership roster shall be kept by the treasurer.
- K.** Membership shall be terminated for non-payment of dues and fees, resignation, and death.
- L.** A complete record of members whose membership is terminated, including the reason and date of termination, shall be recorded in the chapter minutes and a complete list kept by the treasurer.
- M.** Former active and reserve members may be restored to active membership at any time upon written request. There is no reinstatement fee.
- N.** A member in good standing may transfer from one chapter to another upon notifying Society headquarters. The receiving chapter does not vote on the transfer.

IV. FINANCE

- A.** The fiscal year of the Society shall be July 1-June 30.
- B.** Annual dues for active members shall be \$70.00*. Dues for reserve members shall be \$24.00**. Dues for collegiate members shall be \$20.00***
 - *Of the \$70 active membership dues, \$40 goes to international dues, \$15 goes to state membership dues, \$10 to the local chapter general fund, \$1 goes to the Alabama State scholarship fund, \$3 goes to chapter grants-in-aid fund, and \$1 goes to World Fellowship.
 - **Of the \$24 reserve membership dues, \$20 goes to international dues; \$4 goes to state dues.
 - *** \$20 collegiate membership dues go to international.
- C.** Dues for chapter honorary membership are \$49.50 (one-time fee) paid to International by the chapter.
- D.** The chapter's portion of dues is determined by the vote of chapter membership.
- E.** A member whose dues are not paid by June 30 is dropped from the roll on July 1. Such action, which does not require a chapter vote, will be recorded in the chapter minutes. The member will be notified in writing.

F. If a member is no longer able to handle her affairs and does not pay her dues and fees by the deadline, the chapter may vote to waive her chapter dues and vote to pay her state and international dues.

G. The chapter president shall approve all expenses, budgets, and financial reviews.

H. The annual budget shall be proposed by the finance committee and approved by the membership and/or the executive board.

I. The treasurer shall submit for annual audit/financial review the accounts of **Mu Chapter** to the financial committee.

J. If funds are available, **Mu Chapter** will reimburse the president or her designee for travel, registration and one-half (1/2) of her room for international conferences and conventions and registration and one-half (1/2) of her room for Alabama State Convention (state pays travel). Transportation reimbursement for private automobile travel expenses shall be \$0.20 per mile traveled. All receipts must be submitted with request for reimbursement to the treasurer. The total amount of reimbursement shall not exceed \$400 per Delta Kappa Gamma year (July 1-June 30).

K. When the chapter holds a fund raiser, the executive board and committee chairmen will decide where the funds will be used.

V. ORGANIZATION

A. Mu Chapter shall govern the conduct of its business in a manner consistent with the International Constitution, International Standing Rules, Alabama State Organization Bylaws and Policies, and **Mu Chapter** Standing Rules.

B. The **Mu Chapter** President serves as a member of the Alabama State Organization Executive Board.

VI. OFFICERS

A. Mu Chapter officers shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary (all elected), a treasurer selected by the executive board, and a parliamentarian chosen by the president.

B. Only those maintaining active membership may hold office.

C. Officers shall be elected before April 1 in even numbered years.

D. Officers are to be installed at the April meeting of even-numbered years. The new incoming president shall receive the president's pin at the time of her installation.

E. No chapter officer may serve in the same office longer than two terms in succession with the exception of treasurer.

F. Chapter officers officially begin their duties on July 1 following their installation.

G. Duties of chapter officers are consistent with those listed in the International Constitution.

H. The treasurer is selected by the chapter executive board and is a voting member of the chapter executive board. The number of terms of the treasurer is at the discretion of the executive board.

I. The parliamentarian is appointed by the president and is a member of the executive board without voting privileges.

VII. EXECUTIVE BOARD

- A. The members of **Mu Chapter** Executive Board shall be the elected officers, the immediate past president, and the treasurer with vote. The parliamentarian is an ex-officio member without vote.
- B. The executive board shall meet at least twice annually.
- C. A quorum shall be a majority of the voting members of the board. There shall be no proxy voting.
- D. The chapter executive board shall:
 - 1. Select the treasurer for the biennium.
 - 2. Act in matters requiring immediate action and decision.
 - 3. Recommend policies and procedures for consideration by members.
 - 4. Establish rules for budget development and approval, and for the supervision of chapter finances.

VIII. COMMITTEES

- A. The Standing Committees of **Mu Chapter** shall be:
 - 1. Membership Committee
 - 2. Educational Excellence Committee
 - 3. Communications and Marketing Committee
 - 4. Finance Committee
 - 5. Rules/Bylaws/Protocol/History Committee
 - 6. Nominations Committee
 - 7. Scholarship/Grant Committee
- B. In addition to the committees designated by the International Constitution, the **Mu Chapter** President may appoint ad hoc committees she deems necessary to carry on the work of the chapter and/or accomplishing tasks requiring immediate attention.
- C. A nominations committee of three members shall be appointed by the president. The nominations committee shall present the slate of officers for the biennium, and elections will be before April 1 of even-numbered years.
- D. The chapter president serves as member ex-officio on all committees except nominations.

IX. MEETINGS

- A. **Mu Chapter** will meet four to seven times annually at times and places determined by the executive board and/or program committee.
- B. As long as all members are notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
- C. Active members are encouraged to attend chapter meetings as evidence of dedication to their profession.
- D. A quorum shall consist of one-third of the active membership for conducting chapter business. There shall be no proxy voting at any level of the Society.
- E. The executive board shall decide any matters requiring immediate action between scheduled meetings.

F. Mu Chapter will present a “Thank You” gift to guest speakers. Cost will be taken from the chapter’s budgeted amount. The person inviting the speaker will be responsible for purchasing the gift. Receipts must be submitted to the treasurer for reimbursement.

X. COMMUNICATIONS/PUBLICATIONS

A. Mu Chapter’s newsletter, *MU NEWS*, is written and/or emailed to the membership before each of the meetings.

B. The chapter may meet through electric communications as long as all members may simultaneously hear one another and participate during the meeting.

C. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member’s vote. A majority vote of chapter members shall be required for action.

D. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.

E. The president shall approve all publications and communications of the chapter.

XI. PARLIAMENTARY AUTHORITY/RULES OF ORDER

Robert’s Rules of Order Newly Revised (current edition) shall be the parliamentary authority of **Mu Chapter** in instances in which the authority is not inconsistent with the International Constitution, International Standing Rules and/or the Alabama State Organization Bylaws and Polices.

XII. AMENDMENTS

A. All standing rules are binding on the chapter. A copy is placed in the chapter yearbook and on file with Alabama State Organization by the rules committee.

B. The executive board shall review the standing rules at least once during the biennium.

C. Standing rules may be amended at any chapter meeting by a two-thirds vote of the members present, provided the proposed changes have been presented at the previous meeting.

D. The rules committee will review and update the chapter standing rules to align to changes made to the International Constitution and Standing Rules and/or Alabama State Organization Bylaws that affect the chapter level.

XIII. AREAS OF ACTIVITY

A. In case of the death of a chapter member, an arrangement of seven red roses, signifying the seven purposes of the Society, shall be sent by the president.

B. A card shall be sent to a member in the hospital by the corresponding secretary.

C. In the case of the death of a chapter member’s immediate family (husband or child), a memorial of \$10.00 shall be placed in the chapter grant-in-aid fund /scholarship fund, and the family shall be notified by the corresponding secretary.

D. Members are expected to purchase the keypin at the time of induction. The official jewelry may be worn on a ribbon or other manner as desired by the member.

E. The treasurer shall order a chapter president’s bar pin which the immediate past president shall present to the incoming president at the time of her installation.

F. The president’s bar pin is worn below the keypin. When more than one president’s pin is being worn, the order is: keypin, state organization president’s pin, chapter president’s pin.

G. Memorials or other donations may be deposited into the chapter grant-in-aid/scholarship fund in addition to the designated amount from chapter dues.

H. A grant-in-aid may be awarded every year or every two years to a college student who has been accepted to a College of Education preparing for the teaching profession. This award will depend on funds available. The scholarship committee shall be responsible for establishing criteria, publicizing applications, reviewing the applications, awarding the grant-in-aid or scholarship, and presenting the qualifications of the candidates to the membership for voting. The scholarship committee should maintain contact with the recipients and report to the chapter.

I. If the chapter chooses to award mini-grants to members to use in their classrooms and/or schools, the scholarship committee shall be responsible for establishing criteria, reviewing applications, and awarding the mini-grants. The funding of mini-grants may come from the chapter grant-in aid fund or chapter general fund.

J. The chapter scholarship committee will be responsible for fund raising activities to maintain a substantial balance in the chapter scholarship fund and grant-in-aid fund.

XIV. DISSOLUTION

A. Before a chapter is dissolved, the approval of the Alabama State Executive Board must be obtained; therefore, a letter from the chapter president requesting dissolution shall be sent to the state president. She, in turn, will present the request to the state executive board.

B. Those members desiring to maintain membership will transfer to another chapter.

C. The chapter charter must be returned to Alabama State Organization to be forwarded to international headquarters.

D. Any remaining funds in the chapter account shall be sent to the state treasurer for state or international projects.

E. The chapter's paraphernalia and the chapter records shall be retained in the state organization archives and made available for use.

F. The Alabama State Executive Board shall decide if the Greek name shall be reused.

XV. CONFLICT OF INTEREST STATEMENT

The **Mu Chapter** affirms the *Delta Kappa Gamma Conflict of Interest Statement*.

Date of last amendment: September 1, 2022

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