



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

Standing Rules of
Alpha Theta Chapter
Pennsylvania State Organization
The Delta Kappa Gamma
Society International

I. Chapter Name

A. The name of this chapter will be Alpha Theta Chapter, Pennsylvania State Organization, The Delta Kappa Gamma Society International.

II. Purposes

A. The purposes of Alpha Theta Chapter will be the seven Purposes of The Delta Kappa Gamma Society International and those of Pennsylvania State Organization. In addition, the chapter will provide personal enrichment and professional development opportunities for its members.

III. Membership

A. Membership is in accordance with the Constitution, Article III, and the International Standing Rules, 3. The chapter has full authority for the administration of membership.

B. Recommendation for Active Membership

1. Cards to suggest prospective members will be available from the membership chair at all meetings.

2. Prospective members will be invited to attend one chapter meeting, paid for by the chapter's general fund.

3. Prospective members submit applications to the membership chair.

4. Prospective members with completed applications will be invited to an Orientation to learn about membership.

5. Prospective members will be recommended by the chapter Membership Committee, presented to the general membership and elected by a majority vote.

6. A former member may be restored to membership at her request. There is no formal re-induction.

C. Collegiate Membership

1. Collegiate Membership shall be offered to undergraduate or graduate level women with the intent to continue academically and professionally in the field of education. Undergraduate students should be enrolled in the last two years of their educational program.

2. Collegiate Members shall pay annual dues in the same amount as Reserve Members.

3. Collegiate Membership status continues until the member has secured employment as a paid educator thus moving her to active member status.

D. Honorary Membership

1. Honorary members can be those women who have given or are giving distinguished service of local significance to education and/or women and who are not otherwise eligible for membership.

2. Chapter honorary members will be recommended by the chapter Membership Committee, presented to the general membership and elected by a majority vote.

E. Reserve Membership

1. Reserve membership will be utilized for a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographical location.

2. Reserve membership will be established by a four fifths vote of the chapter membership.

3. Reserve members have voting rights and pay reserve member dues.

4. Reserve members may be reinstated anytime upon request.

F. Membership Documentation

1. Newly inducted members will sign the official chapter membership book at the time of their induction.

2. The recording secretary will record in the chapter or executive board meeting minutes the names of all new members and of any member whose membership is terminated. The record will include the reason and date of termination.

3. The Membership Chair and Treasurer will keep an accurate chapter membership roll.
4. Death of a member will be reported immediately by the chapter president on Form 6.
5. Memorials can be sent on appropriate contribution forms available on the International website.

IV. Finances

A. Financial matters are in accordance with the Constitution, International Standing Rules, and the Pennsylvania State Organization Bylaws.

B. Chapter dues for active and reserve chapter members will be collected annually by the chapter treasurer. Annual dues and fees will be paid by June 1. Members will be dropped for nonpayment of dues and fees.

C. The amount of the dues will be recommended by the chapter Executive Board and voted on by the general membership prior to the start of the chapter fiscal year. The dues of the chapter shall be determined by a majority vote of the membership.

D. Financial Controls

1. A proposed budget will be developed by the treasurer, approved by the Finance Committee, and submitted to the Executive Board prior to the start of the chapter fiscal year. The budget will then be presented to the chapter membership.

2. A budget will be adopted annually by a majority vote of the membership.

3. The Finance Committee is responsible for review or audit of the chapter books.

4. The report of the annual review/audit of the preceding fiscal year will be submitted to the Executive Board at the next Board meeting after the beginning of the chapter fiscal year.

5. The Treasurer and a member of the Executive Board will be designated signators for financial transactions. These signatures will be on file for each financial institution account.

6. A copy of the bank account numbers will be placed with the President, Treasurer, and Finance Committee chair.

E. Funds for Society Meetings

1. Funds will be budgeted each year for member(s) to attend the State Convention. The President or her designee will represent Alpha Theta chapter as the delegate at State Convention and at State Executive Board meetings. All convention expenses of the chapter's delegate will be paid by the chapter including registration, room cost, society luncheons and banquets, and travel expenses. No personal expenses or meals outside of the convention will be reimbursed. Insofar as it is possible, the Chapter will use remaining budgeted funds to provide stipends to any other members who wish to attend the convention.

2. Funds will be budgeted each biennium for the incoming President to attend the President's training. All expenses of the President's training will be paid for by the chapter. No personal expenses or meals outside of the training will be reimbursed.

F. Special Projects

1. Funds budgeted for special projects may be designated as memorials payable to the treasurer.

G. Besse Ekis Barr Funds

1. The Besse Ekis Barr Funds are available to members in the form of scholarships and enrichment grants and to non-members in the form of grant-in-aid for Early Career Educators.

a) Scholarships and enrichment grants are available to active members of Alpha Theta who have been in good standing for three years or more. A "member in good standing" is a dues paying member who has attended at least 6 meetings in the three-year period. Exceptions may be made for extenuating circumstances.

(1) Scholarships may be used for graduate study, undergraduate study, certification course of study, or job/self-improvement course of study. A recipient may apply more than once, but an individual's total will not exceed \$500/year and \$1,000/lifetime. Exceptions to these amounts may be made at the discretion of the Scholarship Committee.

(2) Enrichment grants may be used to pursue personal and professional growth through travel, study, conferences, and programs. Recipients may apply more than once but an individual's total will not exceed \$200/year and \$500/lifetime. Exceptions to these amounts may be made at the discretion of the Scholarship Committee

b) Grant-in-Aid is available to female Armstrong School District teachers or DKG members with 6 years of teaching experience or less.

(1) Grant-in-Aid may be awarded for classroom supplies, classroom projects, and personal and professional growth through travel, study, conferences, and programs. Awards will not exceed \$200/year and \$500/lifetime per recipient.

(2) A fundraiser will be held each year with all proceeds donated to the Besse Ekis Barr Fund. The balance of the fund is not to fall below \$1,000.

V. Organization

A. Alpha Theta Chapter will govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, the Pennsylvania State Organization Bylaws, the Pennsylvania State Organization Standing Rules and the Alpha Theta Chapter Standing Rules. Robert's Rules of Order-Revised will prevail in situations which are not mentioned in the Delta Kappa Gamma Society International, state and chapter constitution, rules and/or bylaws. The chapter president is a representative on the state organization executive board.

VI. Officers and Related Personnel

A. Alpha Theta Chapter officers will be a president, a first vice-president, a second vice-president, a recording secretary, and a corresponding secretary (all elected on even numbered years), a treasurer and parliamentarian appointed by the Executive Board.

B. A slate of officers, with one nominee or more per office, will be prepared by the Nominations Committee for election and presented to the Executive Board. Election by the chapter membership will take place at the first spring meeting. The election is held in accordance with Robert's Rules of Order.

C. Elected officers will perform duties for a two-year term and all officers will perform duties as specified in the Constitution, the Pennsylvania State Organization Bylaws, and as authorized in the Alpha Theta Chapter Standing Rules.

D. Duties of Officers

1. The Alpha Theta president is a member of the PA State Organization Executive Board. The president will appoint committee chairmen and committee members as prescribed in the Constitution, VI and the Pennsylvania State Organization Bylaws. She will send the chapter's information to the state corresponding secretary for the state organization directory and to the chapter's 1st Vice-president for the chapter directory. She will be responsible for overseeing and submitting state reports. She will conduct Executive Board meetings and Alpha Theta chapter meetings. The Besse Ekis Barr President's pin shall be presented to the incoming President during spring installation of her biennium. A President's pin shall be presented to the outgoing President at the close of her biennium.

2. The first vice-president will serve as chairman of the Educational Excellence Committee. She will also update and oversee publication of the chapter directory.

3. The second vice-president will serve as chairman of the Membership Committee. She will be responsible for maintaining and updating the chapter membership files.

4. The recording secretary will keep minutes of all meetings of the Executive Board and chapter business meetings. She will furnish the president with a copy of such minutes.

5. The corresponding secretary will read all incoming correspondence at Board and chapter business meetings. She will carry on such correspondence as may be delegated to her by the president. She will prepare and send chapter meeting invitations.

6. The treasurer will keep the official membership record of the chapter. She will order the president's pin at the chapter's expense and make it available to the Nominations Chairman before the installation of officers. She will keep accurate records and present a current budget report at each Board meeting. She will order the pins for initiates and receive fees and dues which she will submit on the appropriate forms to State and International. Members who have lost their key pins are encouraged to order new ones through the treasurer.

7. The parliamentarian will advise the officers and members of Alpha Theta chapter on parliamentary procedure for conducting business. The Parliamentarian may be an Active or Collegiate member.

E. Term of Office

1. Chapter officers will be elected in even-numbered years by a majority vote of the chapter members present at the first spring chapter meeting.

2. No elected officer may serve longer than two bienniums in succession in any one office. The treasurer and parliamentarian may serve in those offices longer than two bienniums in succession.

F. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president will become president.

VII. Executive Board

A. The chapter Executive Board will be the elected officers of the chapter, the treasurer, the immediate past president, and such other voting members (committee chairmen) as will be determined by the officers. The parliamentarian will be an ex-officio member, without vote. The treasurer will be without vote only if she is reimbursed for her services.

B. The duties of the Executive Board will be as prescribed in the Constitution.

C. Meetings of the Executive Board will be held at least twice annually. The Board may meet at other times upon the call of the President. A vote by phone, mail, or electronically is authorized when necessary.

1. The elected officers may act for the entire Board between meetings.
2. The Executive Board may act on behalf of the Alpha Theta Membership to provide timely decisions when deemed necessary because of extreme conditions.
3. A quorum will be a majority of the voting members of the Board present at a scheduled/announced Board meeting.

VIII. Committees

A. All committees will be appointed by the president. This information will be submitted by the chapter president to the Pennsylvania State Corresponding Secretary for the state directory, according to the state deadline.

B. The president will be an ex-officio member of all committees except the Nominations Committee.

C. Alpha Theta's committees will include Public Relations, Finance, Nominations, Membership, Educational Excellence, Scholarship, Rituals, U.S. Forum, Historical, Projects, and Technology.

D. Duties of Committees

1. The Public Relations Committee will:
 - a) Promote the use of the publications of the Society and be responsible for publications authorized by the Executive Board
 - b) Forward chapter activity information to The Keystonian editor.
 - c) Publicize chapter events.
 - d) Perform other duties determined by the Executive Board.
 - e) Take photographs of events of the chapter and work with the Historical Records Committee to archive them.

2. The Finance Committee will consist of a minimum of three (3) actively involved members, with ex-officio members being the chapter president and the chapter treasurer. The committee will:

- a) Prepare the budget and present it for review, modification and adoption by the Executive Board as a recommendation to the chapter membership.
- b) Supervise all expenditures.
- c) Supervise all investments.
- d) Provide for an annual review of the treasurer's books.
- e) Perform other duties determined by the Executive Board.

3. The Nominations Committee will consist of a minimum of three actively involved (3) members. The Chairman will be the Past-president of the biennium. The Nominations Committee will:

- a) Present to the chapter members, with the Board's approval, its choice of one or more candidates for each elective office.
- b) Prepare the ballot for election of officers, with space for nominations from the floor.
- c) Encourage and submit nominations for state and international offices and committees from among the Alpha Theta members.
- d) Perform other duties determined by the Executive Board.

4. The Membership Committee, chaired by the 2nd Vice-president will:

- a) Keep records of pertinent information about chapter members.
- b) Inform and encourage qualified women to join the chapter and encourage former members to reinstate membership.

- c) Perform other duties determined by the Executive Board.
- 5. The Educational Excellence Committee, chaired by the 1st Vice-president, will:
 - a) Plan and implement the programs for each chapter meeting, following the themes of the chapter president, the Pennsylvania State Organization and the international society.
 - b) Perform other duties determined by the Executive Board.
- 6. The Scholarship Committee will:
 - a) Encourage members to apply for local, state and international scholarships and enrichment grants.
 - b) Promote interest in and support for scholarships to members.
 - c) Perform other duties determined by the Executive Board.
- 7. The Rituals Committee will:
 - a) Prepare and coordinate all aspects of induction of new members and installation of officers.
 - b) Perform other duties determined by the Executive Board.
- 8. The US Forum Representative will:
 - a) Inform members of legislative issues
 - b) Train members in effective advocacy and encourage members to become actively involved in advocating for issues effecting women, children, and educators
 - c) Perform other duties determined by the Executive Board
- 9. The Historical Records Committee will:
 - a) Maintain the historical records of the chapter.

b) Work with the Public Relations Committee to archive photographs of events.

c) Perform other duties determined by the Executive Board.

10. The Projects Committee will:

a) Maintain and organize past projects that are ongoing.

b) Engage other members in the physical efforts of this maintenance.

c) Perform other duties determined by the Executive Board.

11. Technology

a) Coordinate and maintain various aspects of technology used by the chapter to communicate with members.

b) Perform other duties determined by the Executive Board.

E. Special Committees

1. Special committees will be appointed by the President.

2. Ad hoc committees may be appointed by the President, as need dictates. After submitting the final report to the body that authorized them, ad hoc committees will be dissolved.

IX. Meetings

A. Alpha Theta Chapter will meet at least five (5) times per year. A quorum will consist of a majority of the members present at a meeting.

B. A member who makes a reservation for any meal at Alpha Theta Chapter meetings and fails to appear is responsible for payment of same to the treasurer of the chapter. Cancellations must be made no later than one week in advance.

C. Each member is expected to attend all meetings unless she has a valid reason for absence. Valid reasons are illness, family illness, professional meetings, or being out of the area.

X. Communications/Publications

A. The President approves all publications.

B. Chapter information may be distributed through electronic communication.

XI. Parliamentary Authority

A. Robert's Rules of Order (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.

XII. Amendments

A. The Executive Board will review the Chapter Rules at least once during each biennium, as advised by the Parliamentarian.

B. Individual rules may be considered for amendment or change at any regular business meeting.

C. Prior notice to the membership regarding the changes is necessary, announcing when the vote will be taken.

D. The Executive Board should review the changes before they are presented to the membership.

E. A two-thirds vote of members present at the announced meeting is necessary for adoption.

XIII. Dissolution

A. Before a chapter is dissolved, the approval of the Pennsylvania State Organization must be obtained. Careful consideration will be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.

B. Any remaining funds in the chapter account will be sent to the Pennsylvania State Organization treasurer for state or international projects.

C. The chapter's paraphernalia, the Society publications, and the chapter records will be retained in the Pennsylvania State Organization archives and made available for use

D. The charter must be returned to the Pennsylvania State Organization to be forwarded to the International Headquarters. The Pennsylvania State Organization Executive Board will decide whether the Greek name will be reused or not.

Amended August 4, 2020

Trisha Dilick
Denise Gamble
Connie Marr