**Chapter Rules for Iota Chapter, Tennessee State**

**Delta Kappa Gamma Society International**

I. Name

 The name of this chapter shall be the Iota Chapter of Tennessee State Organization, Delta Kappa Gamma Society International.

II. Purposes

 The purposes of Iota Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of Tennessee State Organization.

III. Membership

 A. Membership in Iota Chapter shall be by invitation only.

 1. Membership shall be extended to women educators who have been deemed to be key educators in the profession.

 2. Names of prospective members shall be presented to the chapter members by the Membership Committee. Voting shall be by secret ballot.

 3. An individual becomes a member of the Society when she pays her dues.

 4. The membership year is July 1 - June 30.

 B. Classes of membership

 1. Active membership

 a. Active members shall be women who are or have been employed as a professional educator at the time of their election.

 b. At induction, the active member shall pay a $7.50 induction fee (retained by the chapter), her annual dues, and the cost of the pin.

 2. Reserve membership

 a. Reserve membership shall be available only to active members who have become unable to participate in chapter activities due to physical or geographic constraints.

 b. Reserve status must be requested by the member and granted to that member by a majority vote of the members present at the time of the voting.

 c. Reserve members have all the privileges of membership except that of holding office.

 d. Reserve members pay reduced state and international dues by guidelines established by Delta Kappa Gamma Society International.

 e. A reserve member, so requesting, shall be restored to active membership.

 3. Honorary membership

 a. Honorary membership shall be offered to women who have made notable contributions to education but are not eligible for active membership.

 b. Honorary members have all the privileges of membership except that of holding office.

 c. At the time of induction of an honorary member, Iota Chapter will pay $49.50 as a one-time fee for international publications. The honorary member does not pay other dues.

 4. Collegiate membership

 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.

 c. 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.

 C. Termination of membership

 1. Membership shall be terminated when the member does not pay annual dues by the end of the membership year.

 2. Membership shall be terminated by a letter of resignation by the member.

 3. Membership shall be terminated by death of the member.

 4. Chapter minutes must include the names of members terminated, including the reason and date of termination.

 D. Reinstatement

 A former member of The Delta Kappa Gamma Society International shall be reinstated as an active member by request to the chapter.

 E. Transfer

 1. Only active and reserve members may request a transfer to another chapter.

 2. The chapter receiving the request must accept the transfer if the person is a member in good standing with The Delta Kappa Gamma Society International.

 3. A transfer may be requested by completing and mailing the appropriate form to International Headquarters.

 F. Orientation and reorientation

 1. Orientation to the purposes, goals, and activities of Delta Kappa Gamma must be offered to all new members at some time close to the time of initiation.

 2. Informal reorientation for all members will be provided at some time during the year to update and/or review information about the Society.

IV. Finance

 A. Annual dues

 1. Active members and reserve members shall pay an annual fee which shall be the sum of the International dues as established by the International Convention, state dues as established by the Tennessee State Convention, scholarship fees as established by International and Tennessee State, and chapter dues as established by Iota Chapter.

 2. Reserve members shall pay on a reduced scale as set by International and Tennessee State.

 3. Honorary members are not subject to regular dues. Iota Chapter will pay a one-time fee to International of $49.50 for publications when the honorary member is initiated.

 4. Dues will be paid by April 1st. Chapter dues may also be prorated.

 5. For membership or reinstatement on and after January 1, the member shall pay one-half the international and state membership dues, in addition to the full scholarship fee. New members shall also pay the induction fee.

 B. Other fees

 1. Finances for international, state, or charitable requests shall be from the existing treasury account or from free will donations by the members.

 2. The decision on payments of these finances shall be by majority vote of the members present.

 C. Financial controls

 1. The budget for the year will be developed by the Finance Committee and presented at the first meeting, to be discussed and approved by the membership.

 2. Checks shall be signed by the Treasurer as needed.

 3. A yearly audit of accounts shall be done in the summer by the Executive Board.

 4. The fiscal year for Iota Chapter shall run from July 1 to June 30.

V. Officers and related personnel

 A. Officers

1. The officers of Iota Chapter shall be the president, vice president, recording secretary, corresponding secretary, and treasurer.

 2. The president, vice president, recording secretary, and corresponding secretary shall be elected by the membership.

 3. The treasurer shall be appointed by the Executive Board.

 4. Elections shall take place in the spring of even-numbered years.

 5. Each term of elected office shall be for two years.

 6. A parliamentarian may also be appointed by the president.

 B. Duties of officers

 1. The president shall

 a. Act as presiding officer at all chapter meetings.

 b. Direct the activities of the chapter.

 c. Serve as chairman of the Executive Board.

 d Appoint a parliamentarian from the membership, if desired.

 e Appoint standing and special committees.

 f. Fill by appointment all vacancies in elected and appointed personnel.

 g. Take action, with the advice and approval of the Iota Executive Board, on matters which cannot be deferred until the next meeting.

 h. Serve as a member of the Xi State Executive Board.

 i. Approve all expense requests.

 j. Submit all required yearly reports to Xi State and International.

 k. Attend, or send a representative to attend, Xi State Convention each year of her biennium.

 l. Write a brief history of her biennium, sending one copy to the proper state committee and filing one copy in the President's Box in the History File.

 2. The vice president shall

 a. Preside in the absence of the president.

 b. In the event of the death or resignation of the president, succeed to that office and serve until the next regular election of officers.

 c. Serve as chairman of the Program Committee.

 d. Be encouraged but not required to succeed to office of president at the end of the biennium.

 3. The recording secretary shall

 a. Keep minutes of each meeting.

 b. Keep an accurate, dated record of attendance.

 4. The corresponding secretary shall

 a. Attend to the correspondence of the chapter.

 b. Record the meeting minutes in the event of the absence of the recording secretary.

 5. The treasurer shall

 a. Collect dues and fees.

 b. Maintain a record of receipts, bills and bank statements.

 c. Make regular reports to the Xi State treasurer

 d. Provide a financial report to the chapter at each meeting.

 e. Pay international and state dues and fees on time for the chapter members.

 f. Pay all approved claims by members.

 g. Maintain an accurate and current membership roster.

 6. The parliamentarian shall

 a. Advise the president on matters of parliamentary procedure.

 C. The Executive Board

 1. The Executive Board of Iota Chapter shall be composed of the elected chapter officers, the immediate past president, and the chairpersons of all standing committees.

 2. The treasurer and the parliamentarian shall be ex-officio members.

 3. Any member may attend meetings of the Executive Board without voting privilege.

 4. The Executive Board shall:

a. Recommend policies and procedures for consideration by the chapter members.

b. Establish a chapter budget.

c. Determine time and place of meetings.

d. Have authority to make decisions for members between stated meetings.

5. Meetings of the Executive Board shall be held at least once a year. Special meetings may be called by the president.

VI. Standing committees

 A. All committees shall be appointed by the president.

 1. Iota Chapter shall establish such committees as are necessary to carry out the duties represented by each International committee description.

 2. Biennial reports shall be made on forms supplied by International headquarters and submitted to the persons designated on the form.

 3. The President shall be an ex-officio member of all committees except the Nominations committee.

 4. Each committee chair shall make reports to the respective Xi State chair when required.

 5. Each committee chair shall keep an accurate file during her biennium and present this file to the succeeding chair of the committee.

 6. Each committee shall be responsible for organizing or presenting a program at a chapter meeting once during each biennium.

 7. The chair of each committee shall be a member of the program committee under the direction of the Vice-President.

 B. Committees to conduct Society Business

 1. The Finance Committee shall

 a. Prepare an annual budget to be presented to the Executive Board for approval and to the membership for adoption.

 b. Have the Treasurer as chair of the committee.

 c. Provide for annual audit of chapter accounts.

 2. The Membership Committee shall

 a. Present the names of prospective new members to the chapter and conduct the voting.

 b. Conduct the initiation of new members.

 c. Be responsible for programs of orientation.

 d. Prepare the necrology report and membership report for Xi State.

 e. Plan activities to attract and keep new members.

 3. The Nominations Committee shall

 a. Prepare a slate of officers to be presented for election by the membership in even-numbered years.

 b. Have the immediate past-president as chair of the committee.

 c. Conduct installation of new officers at the last meeting of the biennium.

 4. The Rules Committee shall

 a. Take prompt action when the International Constitution and Xi State Bylaws are amended to keep chapter rules current and consistent with International and Xi State. Iota Chapter rules shall be amended automatically by the Rules Committee  to comply with the *Constitution,* *International Standing Rules*, and the *Tennessee State Organization Bylaws and Standing Rules*.  Notice of automatic updates shall be published in the Newsletter.

 b. Review chapter rules and submit updated chapter rules to Iota Chapter membership for approval at least every three years.

 5. The Yearbook Committee shall

 a. Prepare the annual update of the Iota Chapter Yearbook, incorporating all pertinent information required by Xi State.

 b. Distribute the Yearbook to all Iota members once a year.

 c. Send required copies of the Yearbook to the First Vice-President of Xi State by the deadline of December 15th of each year.

 6. The Program Committee shall

 a. Have the Vice-President as chair of the committee and the chairs of all committees as the members.

 b. Plan appropriate programs for each meeting, working with the members of each of the standing committees to share responsibility for one program during the biennium by each committee.

 c. Include Founders' Day as a program in the spring.

 d. Coordinate with the Music Committee to include appropriate music in the program planning.

 e. Arrange for a gift or honorarium for speakers.

 7. The Communications Committee shall

 a. Publish at least five newsletters annually.

 b. Send at least two items to the Xi State Editor each year.

 c. Send at least two items to the Xi State Webmaster each year.

 d. Send pertinent news items to local newspapers.

 e. Maintain and keep up to date the Iota Chapter website and Facebook

 page.

 8. The Historical Preservation Committee shall

 a. Take charge of all Iota Chapter archives.

 b. Keep a scrapbook of Iota Chapter activities for each biennium, coordinating information with the president.

 c. Develop and update each year a history of Iota Chapter, as far as it can be determined.

 C. Committees to carry out Society Mission and Purposes

 1. The Personal Growth and Professional Affairs Committee shall

 a. Provide information to members about opportunities for personal growth within Delta Kappa Gamma and within the community, through presentations at meetings and announcements in Iota Chapter's newsletter.

 b Make members aware of the leadership development programs offered by Delta Kappa Gamma.

 c. Seek out opportunities on the state and local level for members to improve the professional status of women.

 2. The Research Committee shall

 a. Carry out to completion any research project undertaken by Xi State.

 b. Be responsible for spearheading the effort to achieve the Chapter Excellence Award from Xi State, keeping the members apprised of chapter progress toward this goal.

 c. Gather any data needed for garnering of awards for the chapter and chapter members, such as Order of the Rose.

 3. The Scholarships Committee shall

 a. Provide information about the Delta Kappa Gamma scholarships and grants available to members.

 b. Make information available about Delta Kappa Gamma Tennessee State scholarship for high school students to the appropriate high school personnel.

 c. Oversee the process of offering a scholarship from Iota Chapter to a local high school senior, if the chapter’s finances permit.

 4. The International Projects Committee shall

 a. Present the work of the International World Fellowship and Schools for Africa to the chapter.

 b. Encourage the membership to donate to World Fellowship and to

 Schools for Africa.

 c. Organize any effort for mentoring recipients of a World Fellowship.

 5. The Literacy/Numeracy Committee shall

 a. Coordinate the *Books From Birth* activities.

 b. Coordinate donations to local organizations for promoting literacy.

 c. Work to develop other projects to promote literacy or numeracy in Kingsport/Sullivan County and through Xi State activities.

 6. The Legislative Committee shall

 a. Provide information to the membership about legislation affecting education in our community, state, and nation.

 b. Send representatives to the Xi State Legislative Symposium and to

 local legislative events.

 c. Arrange for programs by local legislators.

 D. Special appointments

 1. The Visual Arts Committee shall

 a. Organize the Xi State Convention Visual and Performing Arts Exhibit for Iota Chapter each even-numbered year.

 b. Organize the donation basket for the Xi State Silent Auction each year.

 2. The Music Committee shall

 a. Provide appropriate music for each chapter program.

 b. Provide an opportunity for singing the Delta Kappa Gamma song at each chapter meeting.

 3. Hostess Groups shall

 a. Be organized to have one group responsible for table decorations and devotions at each regular meeting during the year.

 b. Communicate the number of members planning to attend each meeting to the member in charge of making arrangements for the meal.

 c. Keep the chapter informed of any illnesses, deaths, honors, etc., affecting the members of each Group.

VII. Chapter meetings

 A. 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.

 B. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action.

C.Ratification of mail voting must be made at the next face-to-face meeting.

 D. There shall be no proxy voting.

VIII. Merger and dissolution

 A. Chapter merger

 According to *Robert’s Rules of Order, Newly Revised*, chapters experiencing difficulties may choose to merge with another existing chapter. The steps are:

 1. The chapters decide which chapter will continue and which will discontinue.

 2. Both chapters’ membership must agree.

 3. The chapter that is discontinuing turns over all records, funds, and other possessions to the continuing chapter.

 4. Members of the discontinuing chapter are transferred and welcomed into the continuing chapter.

 B. Chapter dissolution

 1. Before a chapter may be dissolved, the approval of Xi State Executive Board must be obtained.

 2. The charter must be returned to Xi State to be forwarded to International Headquarters.

 3. Any remaining funds in the chapter’s account shall be sent to the Xi State treasurer.

 4. Initiation paraphernalia, chapter records, and Society publications are to be sent to Xi State for retention in the archives and to be made available for use.

 5. Those members desiring to maintain membership may transfer to other chapters or become state members if there is no other chapter near them. International procedures must be followed.

 6. The Xi State Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

VIII. Parliamentary authority

 All meetings and proceedings are governed by *Robert’s Rules of Order Newly*

 *Revised* (current edition). In instances in which *Robert’s Rules of Order Newly*

 *Revised* is not consistent with the Constitution of the Society, the Constitution is

 the final authority.

IX. Amendments to Iota Chapter rules

 A. Amendments to chapter rules may be proposed at any meeting.

 B. Amendments must be communicated to all members by newsletter before being voted on.

 C. Amendments may be passed by a two-thirds majority of members present at the meeting.

 D. All amendments must be compatible with the *By-Laws and Rules of Tennessee State* and the *Constitution of Delta Kappa Gamma Society International.*

 E. The Executive Board shall work with the Rules Committee to review the Rules annually and submit an updated copy to Xi State every third year.

*Revised and approved by vote of Iota Chapter members on* ***March 8, 2008****.*

*Amended* ***April 5, 2008.***

*Amended* ***April 15, 2010.***

*Amended* ***April 16, 2011.***

*Amended* ***April 11, 2013.***

*Amended* ***September 11, 2014.***

*Amended* ***November 14, 2015.***

*Amended* ***October 15, 2017.***

*Amended* ***March 7, 2020****.*

*Amended* ***May 15, 2021.***