

STANDING RULES
BETA CHI CHAPTER #70
NEW YORK STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

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In the following Standing Rules of Beta Chi Chapter:

- Constitution refers to the current edition of the Constitution of The Delta Kappa Gamma Society International.
- International Standing Rules refer to those of The Delta Kappa Gamma Society International.
- New York State and State both refer to **New York State Organization.**

Reviewed and revised by Standing Rules Committee March/April 2019
Amended and/or approved by Beta Chi Chapter on May 29, 2019

ARTICLE I NAME

Section A

The name of this chapter shall be Beta Chi Chapter, **New York State Organization**, The Delta Kappa Gamma Society International.

Section B

Beta Chi shall be designated by the Greek letters BX.

ARTICLE II PURPOSES

The purposes of Beta Chi Chapter shall be the seven purposes of The Delta Kappa Gamma Society International; the Purposes shall be:

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 legislation or other suitable endeavors in the interests of education and of women educators;
5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
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 shall be in accordance with the Constitution, Article III; the International Standing Rules, Section 3; and the guide, Handbook of the Delta Kappa Gamma Society International.

The chapter has full authority for the administration of membership.

1. Membership in The Delta Kappa Gamma Society International shall be by invitation.
2. **An individual becomes a member when she pays her dues.**

Section B

Classification may be active, reserve, **collegiate**, or honorary and participation shall be in accordance with **New York State Organization** Bylaws.

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 is employed or lives in the chapter area and 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.

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

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

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:

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 shall pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership shall expire upon graduation or withdrawal from the education degree program.

c. Collegiate members may participate in the activities of the Society except holding office.

d. Collegiate members may serve as parliamentarian since the position of parliamentarian is not an elected office.

Section C

Election of candidates:

1. A candidate for active membership shall be voted upon at a chapter meeting.

2. A candidate for honorary membership shall be elected by the method prescribed by the chapter executive board.

3. A candidate for collegiate membership shall be voted upon at a chapter meeting.

Section D: Active Membership

Characteristics to be considered:

1. Professional proficiency, with characteristics such as:
 - knowledge and skill in her area of educational work
 - active participation in professional groups at local, state, regional, national and/or international levels
 - interest in professional growth revealed through reading, attending workshops, participating in educational travel/study and pursuing graduate study
 - willingness to participate in professional research and investigation
 - ethics in professional relationships;
2. Personal attributes such as initiative, open-mindedness, tactfulness and enthusiasm.;
3. Contributing member of her community;
4. Strong support from one or more members of Beta Chi.

Section E

Potential members need to understand the honor that nomination represents and the responsibility that membership requires:

1. Frequent/regular attendance of meetings as her schedule allows;
2. On time payment of dues before or by **June 1** (Total yearly cost to a member including dues, cost of dinners and some miscellaneous costs spread out over the year is around \$200);
3. Participation on various committees as assigned by the president after input from members as to their preferences.

Section F

Responsibilities of Sponsors:

1. Sponsors, or their delegate, submitting a name for membership must attend the second meeting to present candidate information.
2. Membership forms shall be filled out and forwarded to the chair by the specified date established by the membership committee.
3. Sponsoring members shall invite prospective members to attend any chapter meeting after the vote; sponsors shall pay meal costs for invitees.
4. Sponsoring members shall pay the cost of the **inductee's** pin.
5. Beta Chi, not sponsors, shall pay for **inductees** dinners for the meeting at which they are **inducted**.
6. Sponsoring members shall help new members transition into becoming active members of the chapter.

Section G

Time line for membership:

1. Persons shall be considered for membership in odd numbered years only.
2. Membership forms shall be distributed to interested members at the first meeting in the fall.
3. Forms shall be completed and returned to the membership chair no later than the specified date.
4. The recommended list shall be voted on at the second meeting of the year.
5. Each prospective member shall be invited to join by written invitation.
6. Prospective members may attend chapter meetings after the vote to determine if they wish to make a commitment to membership in Beta Chi Chapter, **New York State**, of The Delta Kappa Gamma Society International. This meal shall be paid for by the sponsoring members.
7. The prospective member must respond to the invitation in writing via written note or email by the specified date.
8. The new members shall be **inducted** at the last spring meeting of odd numbered years. The sponsors shall participate in the **induction ceremony**.

Section H

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

Section I

1. Membership in the Society is terminated for non-payment of dues and fees after several attempts to contact by email and a phone call. **Such action shall occur on September 1 and members shall be informed of such action by the chapter. Membership is also terminated** for resignation, or for death.
2. A resignation from membership should be presented in writing with an explanation for withdrawal and the effective date.
3. **The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.**

Section J

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

ARTICLE IV FINANCES

Section A

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

- An **induction** fee shall be paid by the chapter.
- Annual dues, paid by each member, shall be required of active, reserve **and collegiate** members of the Society.
- The chapter pays a lifetime fee to international for an honorary member. No other payment is required.
- Should changes in chapter dues be necessary, these changes shall be determined by chapter vote at the last spring meeting.
- Dues for The Delta Kappa Gamma Society International and State are included in the annual chapter dues. One dollar (\$1.00) of each member's dues shall be allocated to scholarship (\$0.20 for State scholarship and \$0.80 for Beta Chi scholarship).
- **The membership year is July 1 to June 30.** Annual chapter dues and fees shall be collected by the treasurer **beginning in April and ending no later than June 1 for the following fiscal year.**
- The finance committee shall prepare the new budget and present it to the general membership for approval at the first fall meeting.
- The chapter shall provide for an external audit of the financial records annually at the close of the fiscal year in July.
- Beta Chi Chapter presents annual **awards**. The Scholarship Committee shall make recommendations to the chapter for the members' approval.
 1. Beta Chi recognizes outstanding student teachers with the ***Commemorative Outstanding Student Teacher Award*** and the *Doris Bovee Memorial Award* both with a monetary award **and** a letter of acknowledgement of the award to be included in a portfolio.
 2. ***Doris Bovee Memorial Award* is also** for a woman seeking a degree in education **in spite of an interruption in her education.**
 3. The *Gladys Hamilton Award* **may** be applied for by Beta Chi members needing financing for a school project.
 4. **The *Sheila Mahady CTAUN Award* may be applied for by a chapter member hoping to attend the DKG CTAUN Conference for the first time.**
- Beta Chi Chapter presents community grants-in-aid. The Beta Chi Community Award is a grant-in-aid given each year to one or more community organizations that promote education or that protect the welfare of members of our community. This award is decided upon by the members by the last spring meeting.

Section B

Convention expenses

- Expenses for the chapter president or her official representative for attendance at the **New York** State convention, required meetings, and international convention shall be paid for within the boundaries of the budget allocation for the president's biennium.

Section C

Chapter Meetings

- Expenses for meals for State Officers and speakers shall be paid from the treasury:
 - 1. If members present, there is no payment;**
 - 2. For 1 speaker, Beta Chi gives \$25 to the speaker;**
 - 3. For 2 speakers, Beta Chi gives \$15 to each speaker**
 - 4. If members want to give to an organization the speaker represents:**
 - a. we will provide information to help them do that;**
 - b. we may suggest that the organization be nominated for the Community Award;**
 - 5. For Singing Groups, we will pass the hat.**
- Expenses for meals for the **inductees** at their **induction** ceremony shall be paid from the treasury.
- Hostesses for meetings are responsible for locating a handicapped accessible facility, planning the menu and preparing a RSVP form describing the offering. This should be received by the deadline established by the newsletter editor. Table decorations are also a responsibility of the committee. The person responsible for dinner reservations shall present the treasurer with a finalized RSVP list and payments received.

Section D

Additional chapter expenses.

- All bills shall be presented to the treasurer, dated and itemized.
- Any money to be expended on projects which require supplies for which we have not budgeted that year must be approved by the Finance Committee and voted upon by the chapter membership.

ARTICLE V ORGANIZATION

Section A

Business

- Beta Chi Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, **New York** State **Organization** Bylaws, **New York** State **Organization** Standing Rules and the Beta Chi Chapter Standing Rules.

- The chapter shall review its governing documents each biennium. When changes are made, a revised copy shall be submitted to the State President, State Parliamentarian, and State Chair of the Bylaws and Rules Committee.
- The chapter officers, except the treasurer, shall be elected in even numbered years by a majority rule.
- The term of each elected officer shall be two years. No officer, except the treasurer, may serve in the same office more than two successive terms.
- All officers shall take office on July 1 following their election.
- The treasurer shall be appointed by the Chapter Executive Board each biennium.
- The chapter president shall represent the chapter as a voting member of the State Executive Board. Chapter presidents who are unable to attend the Executive Board meeting may appoint an official representative who shall have full privileges of participation.

Section B

Area Council

- **New York State Organization** is composed of ten areas.
- Beta Chi, Mu and Gamma Zeta Chapters are part of the South Central Area.
- The immediate past president or her designee shall attend Area Council meetings.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A

Chapter Officers

- Chapter officers shall be elected in even numbered years and must be members of the chapter.
- Elected chapter officers shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary.
- The treasurer shall be appointed each biennium by the Executive Board upon recommendation of the president.

Section B

Related Personnel

- All related personnel must be members of the chapter.
- A parliamentarian shall be appointed by the president.
- A chapter webmaster shall be appointed by the president.

Section C

Duties

- The president shall preside at all chapter and Executive Board meetings, appoint standing committees, and represent the chapter at state, regional and international conferences and conventions.
- The first vice-president shall serve as Program Chair and may be assigned other duties by the president.
- The second vice-president shall serve as Membership Chair and perform other tasks assigned by the president.
- The recording secretary shall keep minutes of all chapter and Executive Board meetings and furnish the president with a copy of each proceeding within three weeks following the meeting.
- The corresponding secretary shall send thank you notes to program presenters and shall attend to any communication for the chapter which may be assigned by the president.
- The treasurer shall be responsible for receipts and expenditures of chapter funds, accounting, tax reports and reporting the same, **maintaining an accurate and current membership roster**; accounts must be submitted for annual auditing.
- The parliamentarian shall act as advisor to the officers and members of the chapter pertaining to interpretation of the Constitution, **New York State** Bylaws, and Beta Chi Chapter Standing Rules; advise on parliamentary usage; serve as time keeper at business meetings.
- The chapter webmaster shall advise the Website and Historical Records Committee and maintain the Beta Chi website with up to date information and chapter history.
- Officers shall perform any other duties as outlined in the guide, Handbook of The Delta Kappa Gamma Society International.

Section D

Vacancy

- When a vacancy occurs in the office of president, the first vice-president shall become president, for the remainder of the term.
- When a vacancy occurs in the office of president or first vice-president, the second vice-president shall become first vice-president for the remainder of the term.
- When a vacancy occurs in any other position, the president shall name a successor.

Section E

Nomination and Election

- The Nominations Committee shall consist of at least three members representing the geographical distribution of the Beta Chi membership and elected at a chapter meeting.
- The chair shall be appointed by the president from among the committee members.
- The committee shall submit the name of one nominee for each elective office. Consent of the nominee to serve must have been obtained.
- The names of the nominees shall be presented to the members at the first meeting in the spring.
- Additional nominations may be made from the floor following the report of the committee. Nominees must have given consent to serve.
- The Nominations Committee shall prepare the ballot and conduct the election.
- Officers shall be elected by majority vote.
- Officers shall be installed at the last meeting of the 2nd year of the biennium. **The president's pin shall be presented at the installation ceremony.**

ARTICLE VII EXECUTIVE BOARD

Section A

Chapter Executive Board members shall be:

- The elected officers of the chapter and the immediate past-president are voting members.
- The treasurer, appointed by the executive board upon recommendation of the president, shall be a member with vote if not under remunerative contract for her services.
- The parliamentarian and webmaster shall serve as ex-officio members without vote.
- Two meetings must be held each year and others may be called by the president as needed.
- A quorum shall be a minimum of four (4) voting members present.

Section B

The Executive Board shall:

- Recommend policies and procedures for consideration by the chapter members;

- Assure that meetings are held in different areas on different days of the week to insure maximum attendance by membership;
- Act in the interim between chapter meetings upon matters requiring immediate decision and/or action.

ARTICLE VIII COMMITTEES

Section A

General Procedure

- All committees shall be appointed by the president except the Nominations Committee.
- The chapter president shall be an ex-officio member of all committees except the Nominations Committee.
- Composition of each committee shall be left to the discretion of the president unless otherwise specified; efforts shall be made to accommodate member preferences when possible.

Section B

Standing Committees

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Society Mission and Purposes <ol style="list-style-type: none"> a. Personal Growth and Services b. Professional Development c. Program d. Music e. Trends in Education f. Scholarship and World Fellowship 3. Communication <ol style="list-style-type: none"> a. Communications b. Red Rose c. Website and Historical Records d. Member Outreach | <ol style="list-style-type: none"> 2. Society Business <ol style="list-style-type: none"> a. Finance b. Membership c. Nominations d. Standing Rules e. South Central Area Council |
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Section C

Duties

1. Society Mission and Purposes

Personal Growth and Services – appointed. (Purposes 1 and 6) The committee shall

- recommend and encourage all members to participate in programs and projects that aid in individual growth;
- encourage all members to reach beyond themselves and their communities to help create a genuine spiritual fellowship among women educators of the world.

Professional Development - appointed. (Purposes 2 and 3) The committee shall

- recommend and encourage all members to participate in opportunities designed to improve the professional growth of women educators and to support programs that provide financial aid to women teachers and teachers in training;
- include opportunities similar, but not limited, to: lectures, workshops, inservice and advanced certification, educational movies, and mentor programs.

Program – appointed. (Purposes 1-7) The committee shall

- consist of the first vice-president as chair, all officers, related personnel, committee chairs, and the immediate past president;
- meet in the spring to plan, prepare, and distribute the next year’s handbook by the last spring meeting;
- plan the year’s programs for the chapter to meet our members’ needs and interests, while focusing on the Seven Purposes of DKG;
- plan for the observance of our chapter’s birthday, October 20, 1977.

Music – appointed. (Purposes 1 and 6) The committee shall

- use music to give beauty and dignity to programs;
- be responsible for the music at chapter meetings, when not in public.

Trends in Education – appointed. (Purposes 4 and 7) The committee shall

- share information regarding new programming, research, and legislation that affects educators and students in the classroom, as well as at the state and federal levels;
- encourage members to serve on local community boards and commissions, to participate in community decision-making, and to support our state organization’s legislative activities.

Scholarship and World Fellowship – appointed. (Purpose 5) The committee shall

- support the endowment of scholarship and grants-in-aid to outstanding women educators pursuing further education;
- promote awareness of International and State scholarships;
- recommend potential award winners to the chapter.

2. Society Business

Finance – appointed. The committee shall

- be responsible for supervision of the financial affairs of Beta Chi including recommendations for expenditures;
- prepare the **annual** budget to be adopted by the chapter, with input from the chapter president;
- provide for an annual audit as designated by the Executive Board.

Membership – appointed. The committee shall

- encourage members to seek suitable prospective members;
- discuss qualifications of persons proposed for Beta Chi membership and submit the names of qualified candidates for chapter vote;
- prepare and participate in the **induction** ceremony;
- plan and participate in the **installation** of officers;
- keep an up-to-date file of biographical data of chapter members;
- arrange for a memorial service at the first meeting following the death of a chapter member; service shall include a last roll call, lighting of a candle, and placement of a rose.
- prepare necrology report which is due February 1 each year and membership reports;
- study and make recommendations related to membership concerns.

Nominations – elected. The committee shall

- solicit from the members their suggestions for officers and ascertain that the nominated person will serve if elected;
- present, in even-numbered years, nominations for elective offices;
- prepare the ballot; nominees may be presented to the chapter orally; voting shall be by paper ballot.

Standing Rules – appointed. The committee shall

- receive and study all proposals for amending or revising the standing rules of the chapter;
- revise and update standing rules each biennium.

South Central Area Council - appointed.

- Beta Chi Area Council representatives meet with other Area Council representatives of the South Central Area Council.
- The immediate past president shall serve as chair of the chapter's committee and is Beta Chi's primary representative on the South Central Area Council.
- The South Central Area Council meets twice a year.

3. Communication

Communications – appointed. The committee shall

- provide the linkage of member to member and chapter to the state organization and also encourage communication with other constituents;
- be responsible for editing and publishing the Beta Chi newsletter;
- promote the use of publicity about chapter activities;
- establish and maintain various types of electronic communication to facilitate meetings and communicate with members;
- encourage the use of DKG and **New York State Organization's** websites;

- with permission from the member, share the reason for presentation of a red rose with Beta Chi members;
- send a chapter photo to the **New York** State Communications Chair or Webmaster each year;
- provide release forms for the Beta Chi website; updated forms shall be kept by the Communications Chair.

Red Rose – appointed. The committee shall

- consist of one member from each geographic area of the chapter;
- be responsible for taking a red rose to a member as a token of support, concern or celebration;
- remind all chapter members that they are responsible for informing the committee and the president when a red rose should be delivered.

Website and Historical Records - appointed. The committee shall

- keep the Beta Chi website up to date with information and pictures of our meetings and events;
- be responsible for assembling, organizing and preserving materials essential to the continuation of the history of the chapter.

Member Outreach - appointed. The committee shall

- make sure we do not forget our members and former colleagues who are homebound or have moved to assisted living or nursing facilities.

Section D

Ad Hoc Committees

- The president, when authorized by the chapter, may name a special committee to focus on a task not assigned to a standing committee. This committee is dissolved upon completion of the task.

ARTICLE IX MEETINGS

Chapter Meetings:

- Regular meetings of the chapter shall be held at least four times a year. An active chapter program may schedule more.
- The presence of 35% of chapter members shall constitute a quorum.
- Chapter business shall be decided by a majority vote of members in attendance at a meeting.
- In the event that a vote on chapter business needs to be taken between regularly scheduled meetings, a vote by mail (postal or electronic) is authorized. In this case, the responses of 35% of chapter members shall constitute a quorum. Chapter business shall be decided by a majority vote of members responding.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised (current edition) shall govern the chapter proceedings in all cases not provided for in the Constitution, **New York State Organization** Bylaws and Standing Rules.

ARTICLE XI AMENDMENTS

STANDING RULES Changes

- Any member may propose a change to the standing rules.
- Such proposed changes shall be submitted in writing to the president 45 days before the next scheduled meeting.
- The president shall provide each chapter member with a copy of the proposed change(s) 30 days before the next scheduled meeting.
- Approval by two-thirds (2/3) of the members present and voting at the meeting shall be necessary for such changes.

ARTICLE XII DISSOLUTION

Section A

Chapter Dissolution

- Beta Chi Chapter may be dissolved upon approval of the Chapter Executive Board and the Chapter members.
- The Chapter Executive Board shall consult with the **New York State Executive Committee** to determine the specific procedures for chapter dissolution.
- Dissolution of the Chapter must be approved by the **New York State Executive Board**.
- International procedures shall be followed in the transfer of those members desiring to retain membership in another chapter.

Section B

Disbursement of Chapter Funds and Paraphernalia

- All liabilities and obligations shall be paid and satisfied or adequate provisions made.
- Any remaining funds in the chapter account shall be sent to the **New York State Treasurer**.
- The chapter's paraphernalia, publications and records shall be retained in the **New York State Archives**.

- The Chapter Charter shall be returned to **New York State Organization** to be forwarded to The Delta Kappa Gamma Society International Headquarters.

Section C

Procedures

- Chapter dissolution procedures shall be in accordance with the incorporation laws of New York State and the International Standing Rules.