

**CHAPTER RULES OF ALPHA PHI CHAPTER
MISSISSIPPI STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

revised September 2021

approved Mississippi State Organization Bylaws Committee November 2, 2019

- I. Chapter Name

The name of the chapter shall be Alpha Phi, Mississippi State Organization, the Delta Kappa Gamma Society International.
- II. Purpose

The purpose of Alpha Phi Chapter shall be to promote the purposes of the Delta Kappa Gamma Society International as found in the *Constitution*, Article II, Section D.
- III. Organization

Alpha Phi Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, *International Standing Rules*, *Mississippi State Organization Bylaws*, and *Alpha Phi Chapter Rules*.
- IV. Membership
 - A. Alpha Phi Chapter includes members who live or work in Montgomery, Carroll, and Grenada counties. The membership of Alpha Phi shall be composed of active, reserve, collegiate, and honorary members. All membership is in accordance with the *Constitution*, Article III and *International Standing Rules*, 3.
 1. Active
 - a) An active member shall be a woman who is employed in education at the time of her election or retired from an educational position.
 - b) An active member shares in financing chapter activities, participates in chapter programs and projects, contributes to committee work, votes, and may hold office.
 - c) The chapter shall conduct reorientation for members each biennium.
 - d) Attendance
 - (1) Members are expected to attend all chapter meetings.
 - (2) A request to be excused must be emailed to the secretary or response made to electronic invitation prior to the meeting when an absence is necessary.
 2. Reserve
 - a) Reserve members shall be formerly active members who are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location.
 - b) Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, shall be restored to active membership.
 - c) Reserve members have all the privileges of membership except that of holding office and have no obligations except payment of dues and the scholarship fee. Reserve status, once granted, is permanent as long as the annual dues and scholarship fees are paid.
 3. Collegiate
 - a) Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - (1) Undergraduate student collegiate members shall
 - (a) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education

(b) be enrolled within the last two years of their undergraduate education degree.

(2) 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.

b) 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. Honorary

a) Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of such service.

b) Active members may not be granted honorary membership. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women. An honorary member may not be inducted in absentia. An honorary member is privileged to participate in all activities of the Society except that of holding office and voting. A life time fee of \$50.00 for international publications is paid by the chapter at the time of initiation for honorary member.

B. New Members

1. Alpha Phi Chapter may have an unlimited number of members in the chapter from the designated areas.
2. Recommendation for Membership Forms shall be available at each chapter meeting.
3. Recommendations for membership shall be given to the Membership Committee by February 1.
4. Nominees shall be presented by the Membership Committee and voted on by the members using secret ballots by February 20. A majority of votes elect.
5. Written invitations to membership shall be extended within 7 days following election to membership.
6. Orientation of members-elect shall be held by the president within 3 weeks of invitations being sent.
7. The orientation program shall be the responsibility of Membership Chair.
8. Members-elect shall indicate their acceptance to membership within 7 days following orientation.
9. New members shall be inducted at the last meeting of the chapter in the spring. No person may be considered a member until properly inducted and dues are paid.

C. Termination of Membership

1. Membership in Alpha Phi Chapter shall be terminated for either of the following reasons:
 - a) Non-payment of dues and fees
 - b) Resignation
2. The recording secretary shall record in minutes the name of any member whose membership is terminated.
3. Resignation from Alpha Phi Chapter shall be presented in a written request for withdrawal to the president.
4. The Executive Board shall decide on disposition of Society jewelry that has been returned to the chapter.

D. Reinstatement

The Membership Committee Chair shall notify the chapter secretary when a former member has been reinstated.

E. Transfers

An active or reserve member in good standing of Alpha Phi Chapter may transfer to another chapter of the Delta Kappa Gamma Society International.

V. Finances

- A. Financial matters are in accordance with the *Constitution, International Standing Rules, and Mississippi State Organization Bylaws*.
- B. The Finance Committee shall develop an annual budget and present it to membership for approval no later than the first business meeting of the fiscal year.
- C. Annual Dues
 - 1. Annual dues are \$78 for active members. Reserve members' dues are \$40.
 - 2. Annual dues and fees shall be collected prior to June 30. On October 1, members shall be dropped for non-payment of dues and fees. State dues and fees are forwarded to Mississippi State Organization treasurer and International dues and fees are forwarded to International by July 15.
 - 3. All dues and fees shall be collected by the chapter treasurer.
- D. A designated officer shall be authorized to sign checks in the absence of the treasurer. All expense vouchers should be approved by president before being paid by treasurer.
- E. Any recommendations for changes in chapter dues shall be determined by chapter vote no later than the last meeting of the fiscal year.

VI. Officers and Related Personnel

- A. Chapter officers shall be president, vice president, recording / corresponding secretary, (all elected), with the treasurer (appointed by the Executive Board), and parliamentarian (appointed by the president).
- B. All officers, except for treasurer, shall be elected by a majority vote of the chapter members by the meeting prior to the final meeting of even-numbered years. The treasurer is appointed by the Executive Board. The term of each elected officer shall be two years.
- C. Vacancies
 - 1. When a vacancy occurs in the office of president, the vice president shall become president.
 - 2. When a vacancy occurs in other elective or appointed positions, the president shall name a successor.
- D. Officers shall perform duties as specified in the *Constitution, Mississippi State Organization Bylaws, and Alpha Phi Chapter Rules*.
- E. Nominations
 - 1. Nominations for Alpha Phi Chapter officers shall be made by the Nominations Committee. Consent of the nominees must be obtained.
 - 2. After the slate of officers has been submitted, additional nominations may be made from the floor with the consent of those persons nominated.
 - 3. Elections shall be by ballot and a majority of votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
 - 4. The Nomination Committee shall be responsible for the elections and for the installation of officers.
- F. Responsibilities
 - 1. The president is a representative on the Mississippi State Organization Executive Board.
 - 2. The president shall serve as member ex officio on all committees except Nominations.
 - 3. The vice president shall serve as chair of the Program Committee, and update and prepare information for chapter yearbooks and the Mississippi State Organization directory.
 - 4. The recording / corresponding secretary shall be a member of the Chapter Rules Committee. She shall be responsible for updating the chapter rules as policies are changed during business meetings. Minutes of chapter meetings are a permanent record kept by the recording secretary.

5. The treasurer shall order the president's pin at the chapter's expense and make it available to the Nominations Committee Chair before installation of officers.

VII. Executive Board

- A. The Executive Board shall be elected and appointed officers of the chapter as well as the immediate past president, membership chair, and communications and marketing chair.
- B. Duties of the Executive Board
 1. Act in matters requiring immediate action and decision.
 2. Recommend policies and procedures for consideration by members.
 3. Function according to the *Constitution*, Article VII, Section C.
- C. Meetings of the Executive Board shall be held at least twice annually. The board may meet at other times upon the call of the president.
- D. A quorum shall consist of a majority of the voting members present.

VIII. Committees

- A. All committees are appointed by the president for a biennium. The president is an ex-officio member of each committee except the Nominations Committee.
- B. Being on a committee is a responsibility of membership.
- C. Standing committees shall include the following:
 1. Society Business: Finance, Nominations, Membership, Chapter Rules, Communications and Marketing
 2. Society Mission and Purposes: Educational Excellence Committee, Awards, Scholarship, World Fellowship
 3. Other: Support for Early-career Educators (S.E.E.), Courtesy, Special Committees
- D. Standing committees shall fulfill responsibilities as outlined in the *Constitution*, *Mississippi State Organization Bylaws*, and *Go To Guide for Chapter Members*.
- E. Duties of Committees
 1. Finance

The Finance Committee shall be responsible for supervision of the financial affairs of the chapter, including recommendations for the expenditures and preparation of a budget for adoption by the Executive Board.
 2. Nominations
 - a) The Nominations Committee shall present in election years a list of nominees for chapter officers.
 - b) The committee shall prepare for and hold elections for officers. Refer to *Chapter Rules* VI. B., C., and D for process.
 - c) The Nominations Committee shall be responsible for installation of officers.
 - d) There shall be no stand-in for any officer at installation ceremonies.
 3. Membership
 - a) The Membership Committee shall study and make recommendations related to membership problems.
 - b) Necrology and membership reports shall be the responsibility of the committee.
 - c) The committee shall receive and evaluate the recommendations of persons proposed for membership and submit names of qualified candidates to the chapter members for a vote.
 - d) The committee is also responsible for orientation and induction of new members.
 - e) Process of electing new members is outlined in *Chapter Rules*, IV. B.
 4. Chapter Rules
 - a) The Chapter Rules Committee shall handle problems related to the chapter rules, receive and evaluate proposals for amending and/or revising the chapter rules, make recommendations for chapter rules changes to the Executive Board, and present approved proposals to the chapter for vote.

- b) The Executive Board shall review chapter rules at least once every four years.
 - c) Individual rules may be considered at any regular business meeting.
 - d) Chapter rules shall be submitted electronically to Mississippi State Organization Bylaws and Standing Rules Committee every four years for review and approval.
5. Communications and Marketing
- a) The Communications and Marketing Committee shall make recommendations regarding publicity and publications of the Society.
 - b) The committee shall be responsible for publishing a newsletter before the first meeting with no fewer than 3 yearly informing members of upcoming events.
 - c) This committee shall be responsible for communicating information to members concerning upcoming meetings.
 - d) This committee shall also maintain the website. Any changes to the website must be approved by the Executive Board.
6. Awards
- The Awards Committee shall be responsible for selection of Red Rose and Achievement Award.
7. Scholarship
- The Scholarship Committee shall keep the chapter informed of information about the scholarships that are available to Delta Kappa Gamma members.
8. Educational Excellence Committee
- a) The Vice President is preferred as chair but not required.
 - b) The Educational Excellence Committee is comprised of members that represent Personal Growth and Services, Professional Affairs, Research, Legislative, and Music.
 - (1) The Legislative Representative shall study legislative proposals relating to education and make recommendations for action to be taken. She shall initiate action in the field of legislation to improve education and the status of women educators.
 - (2) The Music Representative selects music for the chapter meetings. She sees that special music is provided for special occasions and encourages the chapter members to learn new music from *The Delta Kappa Gamma International Songbook*.
 - (3) The Personal Growth and Services Representative shall develop and promote a program designed to enrich the personal lives of members as well as receive recommendations for chapter Woman of Distinction.
 - (4) The Professional Affairs Representative shall develop an action program designed to foster a climate of mutual respect and cooperation within the profession and strengthen recruitment practices.
9. World Fellowship
- The World Fellowship Committee shall foster interest in the world fellowship program, disseminate information concerning it and encourage participation in it.
10. Support for Early-career Educators (S.E.E.)
- The S.E.E. Committee shall select to mentor an early-career educator with fewer than five years teaching experience.
11. Special Committees
- The president may name a special committee to focus on tasks not assigned to standing committees. The committee is dissolved when its work is completed and a final report has been made.
12. Courtesy
- a) In the event of an Alpha Phi member's death, a \$25.00 memorial shall be made to the Alpha Phi Scholarship Fund unless otherwise designated by the group members with a nearby physical location of the deceased member. The

committee shall also prepare a chapter memorial service to honor the deceased member.

- b) A single rose vase shall be sent to members who have lost an immediate family member (parent, brother, sister, husband, child).
- c) Cards shall be sent to seriously ill members. Note cards inscribed with the DKG insignia will be used on these occasions.
- d) Bills for these courtesies listed in sections a, b, and c shall be submitted to the treasurer for payment or reimbursement.

IX. Meetings

- A. The chapter shall meet at least four times per year.
- B. A quorum shall consist of a majority of voting members present.
- C. Meetings may be held electronically when meeting in person is not feasible.
- D. A regular meeting shall be postponed to a time and location determined by the Executive Board in the event that weather or other conditions are such that it is hazardous for members to attend the regular meeting. This shall be communicated to the members as promptly as possible.

X. Parliamentary Authority

Robert's Rules of Order Newly Revised is designated for governance of the chapter in all instances in which authority is not inconsistent with the *Constitution* or other adopted society rules (*Mississippi State Organization Bylaws*, Article XI).

XI. Dissolution (*Mississippi State Organization Bylaws*, Article XIII)

- A. Before a chapter is dissolved, approval of Mississippi State Organization must be obtained.
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- C. All liabilities and obligations shall be paid and satisfied or adequate provision made. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursements of funds.
- 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, Society publication, and chapter records shall be retained in state organization archives and made available for use.
- F. The charter must be returned to the state organization to be forwarded to international.
- G. The state organization Executive Board shall decide whether the Greek name shall be reused.