



**DKG™**  
INTERNATIONAL SOCIETY  
FOR KEY WOMEN EDUCATORS

**California  
State Organization**

**Area XVI  
Gamma Chi Chapter Rules**

**ARTICLE I – Name**

The name of this organization is the Gamma Chi Chapter of The Delta Kappa Gamma Society International, California State Organization, Area XVI chartered on June 2, 1956.

**ARTICLE II - Purposes**

1. The Chapter is dedicated to fulfilling the seven Purposes of The Delta Kappa Gamma Society International as stated in the *Constitution and International Standing Rules*.
2. The Chapter is dedicated to fulfilling the International Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**ARTICLE III - Membership**

**1. Invitation**

Qualifications for active, collegiate, reserve, and honorary membership are stated in the *Constitution and International Standing Rules*. Chapters shall have no fewer than twelve members.

**2. Classification**

- 2.1 An **active** member shall be a woman who is or has been employed as a professional educator. An active member shall participate in the activities of the Society.
- 2.2 A **collegiate** member shall be a woman who is an undergraduate or graduate student pursuing an education degree and who intends to continue academically and professionally in the field of education and be enrolled within the last two years of their undergraduate degree.
- 2.3 A **reserve** membership shall be granted to a member who is unable to participate fully in the activities of the Chapter because of physical disability, geographic location, and/or other mitigating factors as deemed relevant by the executive board.
- 2.4 An **honorary** member shall be a woman not eligible for active membership, but who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service. This member does not have to live in the Chapter area.

**3. Election**

- 3.1 The Membership Committee shall present the names of qualified candidates for membership at a Chapter meeting and give a brief résumé of each and how each will

fit into Chapter parity. A candidate for honorary membership at the Chapter level shall be elected by the method established by the executive board, a four fifths (4/5) vote. A member in good standing may transfer from one Chapter to another upon notification to Society Headquarters. A former member shall be reinstated by the Chapter receiving the request. Membership in the Society is terminated for non-payment of dues and fees, resignation or death.

- 3.2 Voting shall require approval of a majority of the ballots cast in secret at a meeting held for that purpose. *The exception is Honorary Membership which requires a four-fifths (4/5) vote.*
- 3.3 Invitations to those elected to membership may be mailed or hand delivered by the Membership Chairman within seven days after election.

#### 4. Orientation

- 4.1 All those who accept the invitation to join the Chapter will be asked to an orientation meeting to acquaint them with the advantages and responsibilities of membership in The Delta Kappa Gamma Society International.
- 4.2 The orientation is the responsibility of the Chapter officers and the Membership committee.
- 4.3 Orientation shall be given prior to the induction date.
- 4.4 Sponsoring members shall offer to bring the inductee to the orientation meeting.

#### 5. Induction

- 5.1 The Executive Board sets the induction date.
- 5.2 Induction shall be held at a location suitable for the ceremony.
- 5.3 The Ceremonies Committee shall be responsible for arranging and conducting the ceremony with the Membership Committee.
- 5.4 If it is a meeting where a meal is served, the inductee's meal may be paid for by the chapter or the initiate's sponsor.
- 5.5 Sponsors of the inductee shall be responsible for seeing that the inductee is present, introducing her to others, and making her feel a part of the group.
- 5.6 The Ceremonies- Chapter Membership Chairman will store the induction paraphernalia.
- 5.7 The Chapter will be sure new inductees have key pins presented during the ceremony.
- 5.8 The induction fee shall be \$20.00 per new member of which \$5.00 is paid to California State Organization.

#### 6. Transfers

Transfer members are accepted without a vote and may become part of the Chapter at any time.

#### 7. Termination of Membership

- 7.1 Membership may be terminated for non-payment of dues or by resignation.
- 7.2 Resignations must be accepted by the Chapter and recorded in the minutes.
- 7.3 The names of all members dropped for non-payment of dues may be announced to the chapter and recorded as such in the minutes.

#### 8. Reinstatement

Former members shall be reinstated to membership at their request and without a vote by the chapter.

## 9. Membership Records

- 9.1 The Membership Committee shall maintain membership records in perpetuity.
- 9.2 During each biennium, members will update their biographical profile that will be kept by the *Membership Chairman*.

## ARTICLE IV - Finance

### 1. Dues and Fees

- 1.1 The dues and fees shall be determined by the chapter and be included in the annual budget.
- 1.2 Dues for active members shall be \$ 90.00 per year. Of this amount, \$64.00 is sent to California State Organization for State and for International Dues, \$1.00 per member for State Scholarship, \$2.00 for Insurance, \$2.00 is for California State Organization Newsletter. Dues for reserve members shall be \$40.00 per year. Dues for collegiate members may be determined by the chapter. DKG California has set collegiate dues at \$10.00, which is the same as those for a reserve member. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.
- 1.3 Scholarship Fee-Each active and reserve member shall pay a scholarship fee annually.
- 1.4 Honorary Fee- The inducting Chapter shall pay a lifetime fee for each honorary member at the time of induction.
- 1.5 Dues shall be payable to the Chapter Treasurer by June 30. Members must be dropped if their dues are not paid by October 1.
- 1.6 Dues for membership commencing after January 1 shall be one-half of the international and one-half of the state membership dues.
- 1.7 The Chapter may choose to reduce dues to one-half of the regular dues due for membership commencing after January 1.

### 2. Assessments

Assessments may be established to defray expenses for specific purposes if agreed upon by a majority of those present at a regular meeting.

### 3. Other Income

Income raised through fundraiser(s) shall be used for specific purposes if agreed upon by a majority of those present at a regular meeting.

### 4. Budget

- 4.1 The annual budget shall be prepared by the Finance Committee with the Treasurer serving as an ex-officio member of the group.
- 4.2 The Chapter shall budget expenses to the DKG California Convention for the Chapter President.
- 4.3 The Chapter budget shall be presented to the Chapter Executive Board for approval prior to the general membership vote.
- 4.4 The budget shall be presented for approval by members at the first Chapter meeting following the Finance Committee meeting.
- 4.5 The President and Treasurer shall sign all Chapter checks. Two authorized signatures shall be on the account (1) President (2) Vice President or Treasurer. An option to have three signatures would be determined by the Executive Board. Any change in authorized signatories shall be recorded in the Chapter minutes.

**5. Audit**

- 5.1 The Chapter Executive Board shall provide for an annual audit of the books.
- 5.2 This audit shall be completed by July 31 and a report submitted to the Chapter at the first meeting in the fall.
- 5.3 The President shall appoint a minimum of two members to meet with the Treasurer for the audit.  
One of those members shall be the Chairman of the Chapter Finance Committee.

**6. Donations**

Monies received through undesignated donations shall be used as determined by a majority of members present at a regular meeting.

**7. Fundraising**

- 7.1 Dues and fees shall cover operating expenses.
- 7.2 Funds may be raised for other purposes, including Chapter grants, scholarships, Outstanding Student Teacher awards, or other awards identified by the chapter members.

**ARTICLE V - Organization**

Gamma Chi Chapter shall govern the conduct of its business as stipulated in the *Constitution and International Standing Rules, California State Organization Bylaws, and Gamma Chi Chapter Rules.*

**ARTICLE VI – Officers**

**1. Chapter Officers**

- 1.1 Chapter officers, all of whom must be members of The Delta Kappa Gamma Society International, shall be an elected president, first vice-president (chair of the Program Committee), and recording secretary. The treasurer is appointed approved by the Chapter President.
- 1.2 The Chapter may have the following additional officer (s) co-presidents, second vice-president (also chair of the Membership Committee),and corresponding secretary
- 1.3 The President, with the approval of the Executive Board, appoints the Parliamentarian and Historian.

**2. Nominations**

- 2.1 The Nominations Committee shall be elected.
- 2.2 The President shall appoint the Chairman of the Nominations Committee.
- 2.3 The Nominations committee shall report on a slate of officers at the March meeting in even numbered years.
- 2.4 Election of officers shall be held no later than April so that the incoming President can attend the California State Organization Convention in May.

**3. Election**

- 3.1 Election shall be in even-numbered years and shall be for a term of two years or until a successor is named.
- 3.2 No officer, except the Treasurer, shall serve in the same office for longer than two terms in succession.

#### 4. Duties of Officers

- 4.1 The president shall act as presiding officer at regular and called meetings and direct the activities of the chapter; act as chair of the Executive Board; appoint a parliamentarian, appoint standing and special committees; serve as member ex-officio with vote on all committees except nominations; approve publications; approve for payment all expense claims; fill by appointment all vacancies in office with approval of the Executive Board; represent the chapter at meetings called by the Area Director, conferences, and other events; and take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next meeting. Chapter presidents shall serve as members of the state organization executive board.
- 4.2 The 1<sup>st</sup> Vice President shall serve as presiding officer in the absence of the President, in the event of the resignation or death of the President; she shall succeed to the presidency and serve until the next regular election of officers. She shall be Program Chair, chair of the Educational Excellence Committee, and perform other duties as the President or Executive Board shall assign to her. A 2<sup>nd</sup> Vice President shall serve as Membership Chairman, and Nomination Committee chair otherwise these duties also belong to the 1<sup>st</sup> Vice President.
- 4.3 The Communications Committee shall send a communication newsletter/bulletin via e-mail or postal service prior to each meeting reminding the members of the date, location, program and other items of interest concerning the upcoming meeting. In addition the committee is responsible for maintaining the Chapter Yearbook and directory as well as the Chapter website.
- 4.4 The Recording Secretary shall keep minutes of each meeting of the chapter and will present the minutes for approval by the Executive Board or the membership. She shall serve as Secretary to the Executive Board. She shall carry on such correspondence as may be delegated to her by the president.
- 4.5 The Treasurer orders the President's pin. The pin is presented to the President at the installation of Officers meeting. The Chapter Treasurer shall receive and pay out all monies belonging to the chapter; keep an accurate account of receipts and expenditures; maintain a record of receipts, bills, and bank accounts; present a report at each regular meeting; maintain an accurate and current membership roster; file required tax reports; submit for annual audit/financial review the accounts of the chapter; serve as a member ex-officio, without vote, if under remunerative contract for her services, on the Chapter Executive Board; and serve as a consultant in the process of budget development and supervision of finances. The Chapter Treasurer shall follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the Chapter Finance Committee
- 4.6 The Corresponding Secretary shall send cards, letters, flowers etc. when appropriate.
- 4.7 The Parliamentarian is appointed. The Chapter Parliamentarian shall act as advisor to the officers and the members of the chapter in matters pertaining to interpretation of the Constitution and to parliamentary usage; and serve as a member on the Chapter Executive Board.

## ARTICLE VII: Executive Board

### 1. Executive Board Members

- 1.1 Executive Board members shall be comprised of the elected officers of the chapter.
- 1.2 The treasurer, immediate past president and parliamentarian shall serve as ex officio members. The Parliamentarian does not have a vote. The treasurer has a vote if she is not being paid for her services.

### 2. Duties

The duties of the Chapter Executive Board include the following

- 2.1 To select the Treasurer for the biennium.
- 2.2 To act in matters requiring immediate action and decision.
- 2.3 To recommend policies and procedures for consideration by the members.
- 2.4 To establish rules for budget development and approval for the supervision of Chapter finances.
- 2.5 The Executive Board shall meet at least twice a year, the quorum being a majority of voting members of the board. The Chapter executive board may meet through electronic communication, when necessary, for discussion and voting as long as all board members are able participate in this manner.

## ARTICLE VIII: Committees

### 1. Society Business

#### 1.1 Chapter Rules

Chapter Rules Committee shall:

- a. review and revised Chapter Rules at least once a biennium
- b. forward an electronic copy to the California Organization Bylaws, Planning, and Procedures Committee

#### 1.2 Finance

Finance Committee shall:

- a. be responsible for setting dues and fees with the approval of the membership
- b. develop the annual budget
- c. make reports and secure the annual audit

#### 1.3 Membership

Membership Committee shall:

- a. develop a plan for membership recruitment
- b. seek prospective members
- c. conduct voting
- d. be responsible for orientation and induction
- e. encourage participation by all members.
- f. prepare the Necrology report.
- g. annually maintain current biographical data of all chapter members

#### 1.4 Nominations

Nominations Committee shall:

- a. be comprised of three (3) members. One of the three shall be a past president. All members shall be elected by the membership.
- b. present a proposed slate of officers and nominations for the next biennium in even-numbered years at the March meeting.

## 2. Program of Work (Educational Excellence)

### 2.1 Support Team for Emerging Professionals

The Support Team for Emerging Professionals Committee shall disseminate information for Penne Ferrell and Teachers Helping Another Teacher (THAT)

### 2.2 Program

The Program Committee shall be responsible for developing programs that align with the Seven Purposes of The Delta Kappa Gamma Society International and are of interest to and meet the needs of the membership.

### 2.3 Visual and Performing Arts

The Visual and Performing Arts Committee shall encourage the use of music/arts at Chapter meetings as well as be responsible for any music installation and Induction ceremonies as planned by the Program Committee.

### 2.4 Ceremonials

The Ceremonials Committee shall be responsible for the installation and induction ceremonies as planned by the Program Committee and other duties as requested by the president..

## 3. Educational Services

### 3.1 Communications

Communications Committee shall:

- a. send a newsletter, bulletin by e-mail/postal service, or phone call before each meeting reminding the members of the date, time, location, program and other items of interest concerning the upcoming meeting.
- b. be responsible for all chapter publicity in chapter newsletters, local newspapers, and DKG California Connection.
- c. Maintain and publish the annual chapter yearbook and directory.
- d. Maintain and update Chapter website.

### 3.2 Educational Law and Policy

Educational Law and Policy Committee shall:

- a. keep members aware of legislation that affects education and educators
- b. may communicate with the legislators and invite them as guest speakers
- c. encourage participation in Legislative Study Sessions
- d. may participate in the adopt-a-legislator program
- e. remind members of and encourage them to participate in bill reading

### 3.3 Awards and Recognitions

Awards and Recognitions Committee shall:

- a. keep members informed of all International, DKG California and Area scholarships available to them and the due dates.
- b. publicize and award at the discretion of the members the recruitment grant(s), member educations, and student teacher awards
- c. award the distinguished service awards to Chapter members: Outstanding Chapter Community Service and Professional Service

### 3.4 Global Awareness

Global Awareness Committee shall:

- a. contact a World Fellowship recipient if she is enrolled locally and invite her to be a guest at a chapter meeting or send her a card of greeting
- b. share information with the chapters about the International programs as adopted through the United Nations, such as Schools for Africa
- c. share "Save Our Earth" tips with chapter members



## ARTICLE IX: Areas of Activity

### 1. Meetings

- 1.1 The Chapter shall meet at least four (4) times per year.
- 1.2 A quorum for conducting Chapter business shall be a majority of the members in attendance.  
There should be no proxy voting.
- 1.3 Active members are expected to attend regular meetings.

### 2. Area Meetings

- 2.1 The chapter president, or her designee, shall be expected to attend regular area meetings.

### 3. Conventions

- 3.1 The Chapter President, or her designee, shall be the official representative of the Chapter at California State Organization Conventions and other Society Conferences.
- 3.2 Money shall be budgeted annually to defray the expenses of the President's attendance at the DKG California State Convention and other Society Conferences.

### 4. Newsletters

- 4.1 A regular chapter newsletter will be published at least three times a year.

### 5. Directory/Yearbook

- 5.1 A chapter directory/yearbook shall be compiled for the chapter membership annually.

### 6. Awards and Recognitions

- 6.1 The Chapter members shall determine awards and special types of recognition. Recruitment Grants may be awarded as determined by the Chapter members.
- 6.2 Awards granted to Members or Non-members - Penne Ferrell Fund, Grants-in-Aid Awards. The term grant-in-aid shall represent the general category of awards granted by chapters that are supported by other funds other than the scholarship fee. The specific title of a grant-in-aid award is the choice of the presenter.

### 7. Special Projects

- 7.1 Chapter members shall determine special projects such as the USO Welcome Bags Packing Party

### 8. Death of a Member or her Family

- 8.1 When a member of the Chapter passes away, a single rose will be presented to her family.
- 8.2 When an immediate member of the family (including a mother or father) passes on, a card of sympathy will be sent by the Chapter.

## Article X: Funds

### 1. General

The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and spent.



## 2. Checking Account

- 2.1 The account shall be maintained at a FDIC bank or NCUA credit union, as determined by the Finance Committee.<sup>20</sup>
- 2.2 Two signatures shall be required on all checks. Signatures on file shall be those of the President, the Vice President or Treasurer with the option to have three a member to be determined by the Executive Board. Any change in authorized signatories shall be recorded in the Chapter minutes.
- 2.3 An audit shall be done annually.

## 3. Awards and Recognitions

- 3.1 Chapter members shall determine awards, scholarships, grants, and special types of recognition.
- 3.2 Funds for awards and recognition shall be budgeted as determined by chapter members.

## 4. Special Projects

- 4.1 Chapter members shall determine special projects.
- 4.2 Funds for special projects shall be approved by chapter members.

## ARTICLE XI: Revision of Chapter Rules

### 1. Procedures

- 1.1 Any member of the Chapter may propose amendments to these rules.
- 1.2 Two “official” copies of these Chapter Rules shall be kept up to date; one in the President’s files, the other in the Yearbook/Directory.
- 1.3 A copy of the updated Chapter Rules shall be sent to DKG California Bylaws, Policy, and Procedures Committee for review.
- 1.4 The Chapter Rules committee shall be responsible for updating the Chapter Rules biennially when there are additions, amendments or deletions.

### 2. Notification

- 2.1 Members must be notified in advance of proposals that would increase dues or assessments.

### 3. Vote

- 3.1 Approval by *majority of members present* of the votes cast shall be required to amend these rules.

### 4. Revision of Chapter Rules

- 4.1 Revisions may be made as the Chapter deems necessary, by majority vote of those present at the meeting and may become effective immediately.
- 4.2 Revisions of Chapter Rules shall be made as necessary to reflect changes made by DKG California and/or International.

## Article XII: Parliamentary Authority

*Robert's Rules of Order Newly Revised* shall govern proceedings in all cases not provided for in the *Constitution and International Standing Rules, DKG California Organization Bylaws, and these Chapter Rules.*

## Article XIII: Dissolution

Before a chapter is dissolved the approval of the STATE ORGANIZATION EXECUTIVE BOARD must be obtained. Careful considerations shall be given to the manner in which those desiring to maintain membership transfer to other chapters. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use. The charter must be returned to the state organization to be forwarded to the Society Headquarters. The state executive board shall decide whether the Greek name shall be reused.

*Revised: January, 2012*

Gamma Chi Chapter Approval-January 14, 2012

*Revised February 24, 2014*

Gamma Chi Chapter Rules adapted/adjusted to follow the updated DKG Society International Chapter Standing Committee Format for Society Business and Society Mission and Purposes.

*Revised November 4, 2015*

*Revised September 22, 2017*

*Revised October 23, 2019*

Gamma Chi Chapter Bylaws

