The Delta Kappa Gamma Society International

Florida State Organization

Chapter Rules for Beta Chi Chapter

**Article I**

**NAME and EMBLEMS**

**A**. The name of this chapter shall be Beta Chi of Florida State Organization of the Delta

 Kappa Gamma Society International.

**B**. The Delta Kappa Gamma key is the official symbol of membership.

**Article II**

**OBJECT**

**A**. The object of Beta Chi Chapter shall be

1. To promote the seven purposes and mission statement of the Delta Kappa

 Gamma Society International as stated in the *Constitution*, Article II.

1. Purposes:
2. to unite women educators of the world in a genuine spiritual fellowship;
3. to honor women who have given or who evidence a potential for distinctive service in any field of education;
4. to advance the professional interest and position of women in education;
5. to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators;
6. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;
7. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
8. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.
9. The mission of the Delta Kappa Gamma Society International is to promote the professional and personal growth of women educators and excellence in education**.**

2. To promote membership in the Society.

3. To establish projects that support community needs.

**Article III**

**MEMBERSHIP**

**A. Membership**

 The membership of the Florida State Organization shall be composed of chapters within

 the boundaries of the state. Membership in The Delta Kappa Gamma Society International

 shall be by invitation. At the time she joins the Society, a member becomes a member of

 the international Society, a state organization, and a chapter.

**B**. **Classification**

 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 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 medical disability,

 geographic location, and/or no technological connection/skill. Reserve status shall be

 granted by a majority vote of the chapter.

 3. A chapter or state organization **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 membership** shall be undergraduate or graduate students who meet

 the following criteria:

a. Bachelor student collegiate members shall

(1) Be enrolled in an institution offering coursework leading to a career in

 education; and have the intent to continue academically and professionally

 in the field of education.

(2) Be enrolled within the last two years of their bachelor’s education degree.

b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/

 Masters/Doctoral standing in an institution offering coursework in the field of

 education; 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.

1. 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.
2. A collegiate member may participate in the activities of the Society except holding office.

**C**. **Chapter Membership**

 Membership records shall be kept current and membership shall be determined as

 follows:

 1. Recommendation for Membership (Form 11) shall be available at each regular

 chapter meeting, should be completed by the sponsor, and returned to the

 Membership Chair.

 2. Prospective members are welcome to attend chapter meeting prior to

 membership.

 3. Voting for prospective members will occur as opportunity arises.

 4. Prospective member will be notified as to date, time and venue of orientation.

 5. A formal invitation to membership will be sent.

**D. Chapter Honorary Members**

 1. Honorary members shall be recommended and elected by chapter members.

 2. Induction of a chapter honorary member will be done at a chapter meeting.

**E.** **Orientation**

1. Orientation of prospective members shall be held prior to induction.

 2. Re-orientation of members is suggested for every other biennium.

**F. Transfer of Membership**

 1. A member in good standing may transfer from one chapter to another upon

 notification to DKG International.

**G. Termination of Membership**

 1. Membership in the Society is terminated for non-payment of dues and fees,

 resignation, or death.

**H.** **Reinstatement**

1. A former member shall be reinstated upon her request and paying dues to chapter.

**ARTICLE IV**

**FINANCE**

**A**. **Annual Dues and Fees**

 1. Each active, reserve and collegiate member shall pay annual dues.

 2. Chapter dues shall be an amount determined in accordance with the policies

 set by the chapter.

1. The chapter Finance Committee shall make recommendations annually for chapter dues and notify members prior to the first meeting of the fiscal year.
2. Chapter dues shall be determined annually by chapter vote no later than the last meeting of the fiscal year.
3. The chapter may vote to levy a financial assessment to support a particular project.

 3. The membership year is July 1 – June 30. A member shall pay annual dues and

 fees no later than June 30 for the next fiscal year.

 4. A member requesting transfer to Beta Chi Chapter must have paid annual dues.

 5. The chapter treasurer shall collect all dues and fees. Immediately thereafter, the state

 organization portion of the dues shall be sent to the state organization treasurer and the

 international portion to the International Headquarters.

 6. Chapter assessments shall be waived for a reserve member.

 7. Beta Chi Annual Dues and Fees are as follows:

 a. Induction Fee - $10.00

b. Dues

 (1.) Active members - $70.00

 ($58.00 to state and international + $.20 to state for scholarship)

 (2.) Reserve members - $28.00

 ($27.00 to state and international + $ .20 to state for scholarship)

 (3.) Honorary members - $50.00 one time (lifetime)

 (4.) Collegiate members - $21.00 ($.20 to state for scholarship)

**B**. **Chapter Budget**

 1. The chapter Finance Committee shall develop a proposed annual budget in

 accordance with the State and International requirements and present it to the

 membership for approval no later than the October meeting.

 2. Chapter president and chapter treasurer will receive reimbursement for

 registration upon attendance at District IV meeting. Other members are

 encouraged to attend and will be partially reimbursed as funds allow.

 3. The annual budget shall contain funds to underwrite part of the cost for the

 president or designee to attend DKG International Convention and/or

 International Conference should she decide to attend as chapter representative.

 4. The cost of the President’s pin shall be placed in budget biannually (Fall of odd years.)

**C. Financial Controls**

 1. The current chapter president and the current treasurer shall sign the bank

 signature card for the chapter checking account. Checks require only one signature.

 2. The president shall appoint an audit committee of no less than three members.

 3. The Audit Committee shall conduct an annual audit and shall submit a report of the

 audit at the first meeting of the year.

 4. The chapter Finance Committee shall present to the executive board any

 recommendations for changes in chapter dues. This recommendation will be

 published in the chapter newsletter before being voted upon.

 5. Officers, committee chairs, or members incurring official chapter expenses,

 while carrying out chapter assignments, should keep a record of such expenses

 and submit receipts to the treasurer. Prior approval from the president (who

 must confer with the treasurer) is required for expenditures that exceed the

 budgeted allowance.

 6. Receipts must be submitted to the treasurer for member reimbursements (as

 budget allows) for attendance of Florida State Organization meetings.

**Article V**

**ORGANIZATION**

**(Constitution, Article V and FL State Bylaws, Article V)**

**A. Operational Organization**

1. Beta Chi shall govern the conduct of its business in a manner consistent with the

 *Constitution*, the FL State Organization Bylaws and both the International and FL State

 Organization Standing Rules.

2. Beta Chi shall participate in the District IV meetings.

**B.** The Beta Chi president shall represent the chapter as a voting member of the FL

 State Executive Board. If unable to attend, she appoints an alternate/designee.

**Article VI**

**OFFICERS**

**A.** **Chapter**

 1. The officers of Beta Chi shall be president, vice-president, recording secretary

 and corresponding secretary (all elected), and a treasurer (selected by the

 Executive Board.) (*Constitution*, Article VI)

 2. A parliamentarian shall be appointed by the president.

 3. Elections and terms of office shall be in accordance with *Constitution*, Article VI.

 4. One nominee for each elective office shall be presented by the Nominations

 Committee. Other nominations may be made from the floor. No nominee shall

 be presented without her prior consent.

 5. Election shall be by ballot and a candidate must receive a majority to be elected.

 If there is only one nominee for an office, election may be by voice vote. The

 Nominations Committee shall prepare the ballot and conduct the election.

**B**. **Duties of Officers**

 Beta Chi officers shall perform the duties as prescribed in the Chapter Rules and

 FL State Organization Bylaws.

 **1**. Beta Chi **President** shall

a. act as presiding officer at regular and called meetings and direct the activities

 of Beta Chi;

b. act as chairman of the Executive Board;

c. appoint a parliamentarian from the membership;

d. appoint committee chairs for standing committees in concurrence with the

 Executive Board;

e. approve for payment all expense claims above budgeted amount

f. approve publications;

g. fill by appointment all vacancies in office;

h. represent the Society at meetings, conferences, and other events

i. take action, with the advice and approval of the Executive Board,

 on matters which cannot be deferred until the next meeting;

j. serve, ex officio, in the process of budget development and supervision of

 finances;

k. execute, with the secretary or treasurer, legal documents pertaining to the

 chapter organization when such documents have been authorized by the

 Executive Board;

l. have held an elected office previously in Beta Chi Chapter and been a

 member of Delta Kappa Gamma for at least three biennia; and

 m. present to membership for approval minutes of each business meeting.

 **2**. **Vice-President** shall

a. serve as presiding officer in the absence of the president, and in the event of

 resignation or death of the president, shall succeed to the presidency and

 serve until the next regular election;

b. perform such duties as the president or Executive Board shall assign her;

c. have been a member of DKG for at least one biennia; and

d. demonstrate knowledge of the responsibilities of the position.

 **3. Recording Secretary** shall

a. keep minutes of each and every chapter business meeting;

b. provide the president a copy of such minutes in less than 10 (ten) days after the

 meeting;

c. keep and file all minutes for future reference as they serve as the history of the

 chapter; and

d. keep minutes of the Executive Board meetings.

 **4**. **Corresponding Secretary** shall

a. correspond as delegated by the president or the Executive Board. (In the

 absence of a corresponding secretary, the recording secretary shall assume these

 duties.)

b. communicate with members who miss meetings and share news of the chapter.

c. see “C” of Chapter Courtesies.

 **5. Treasurer** (selected by the Executive Board) shall

a. have authority to sign checks;

b. receive and pay out all monies belonging to the chapter;

c. keep an accurate account of receipts and expenditures;

 d. keep a file of receipts, bills, canceled checks and bank statements;

 e. present a report at each regular meeting;

 f. file any required tax reports;

g. submit for annual audit the accounts of the chapter no later than the first

 meeting of the fiscal year;

h. serve as ex officio member on the chapter Executive Board, without vote;

i. serve ex officio in the process of budget development and supervision of

 finances; and

j. follow appropriate procedures to ensure the safety and proper handling of

 chapter monies as established by the chapter Finance Committee.

 **6. Parliamentarian** (appointed by the chapter president) shall

a. act as advisor to the officers and members of the chapter in matters pertaining to

 interpretation of the Society ruling documents and to parliamentary usage according

 to *Robert’s Rules of Order;* and

b. serve as an ex-officio member, without vote, on the chapter Executive Board.

**C. Terms of Office**

 1. Officers elected by the chapter shall serve a term of two (2) years or until a

successor is named.

 2. The parliamentarian and treasurer may serve in the same office longer than two (2)

terms in succession.

 3. All officers shall take office on July 1 of even -numbered years following their election.

**D. Vacancies**

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

 president.

 2. Chapter officers shall declare a position vacant in the event that a member holding an

elected or appointed position is unable to perform her duties and the chapter president shall then name a successor.

**Article VII**

**BOARD AND MEETINGS**

**A. Board Members**

 1.Members of the Beta Chi Executive Board shall be the elected officers of the chapter

 and the immediate past president. The treasurer and the parliamentarian shall be

 ex-officio members, without vote.

**B. Duties**

 The chapter Executive Board shall

 1. select the treasurer for the biennium;

 2. act in matters requiring immediate action and decision;

 3. recommend policies and procedures for consideration by members; and

 4. establish rules for budget development and approval for the supervision of chapter

 finances.

**C. Meetings**

 1. The 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.

 2. A quorum at chapter meetings shall consist of a majority of voting members present.

 3. Regular meetings of the chapter shall be held no less than four times per year.

 4. Members will be encouraged to attend meetings regularly.

**Article VIII**

**COMMITTEES**

Committees should meet regularly and submit a summary to the president. These

meetings may be held a few minutes prior to each chapter business meeting, electronically, or at a time designated by the chair. The president as authorized by the Executive Board shall appoint Ad Hoc committees. Each committee shall function until their charge has been completed or as long as deemed necessary by the Executive Board.

**A.** **Standing Committees (Society Business) \* Starred committees are responsible to International for their work.**

 **1. Society Business**

a. Finance\* committee shall

1. recommend amount of chapter dues, assessments;

2. prepare an annual chapter budget;

3. present the budget for vote at the first chapter meeting in the fall, make

 any revisions, if necessary;

4. provide for an annual audit; and

5. compile a current listing of Beta Chi members, complete contact information

 annually, and provide all members with updated member information.

b. Membership/Marketing\* committee shall

1. encourage members to submit recommendations for membership

 (use Form 11);

2. conduct orientation for prospective members;

3. conduct periodic reorientation for chapter members;

4. prepare for induction of new members;

5. assist in planning activities to recognize and help retain members;

6. assist with keeping up-to-date file of chapter members’ contact information;

7. prepare necrology reports.

c. Nominations (Elected) Committee shall

1. consist of a slate of three (3) members (including the immediate past

 president who serves as chair) presented by Chapter President and elected

 Board for election by chapter members;

2. be elected at first fall meeting;

3. shall present a single slate of candidates for chapter officers with one person

 per position;

4. acknowledge that additional nominations may be made from the floor

 provided permission of a nominee has been secured; and

5. prepare the ballots for voting.

d. Chapter Rules Committee shall

1. consider recommendations for amendments and put in proper form for

 presentation to the membership for action;

2. provide each member an electronic or hard copy of the amended Chapter

 Rules;

3. notify the Website Manager to update the Chapter Rules on the chapter

 website; and

 4. present an electronic copy of the Chapter Rules to each new member upon their induction into the chapter.

e. Communication/Marketing\*committee shall

1.coordinate and assist with the Chapter Newsletter, Phone/E-mail, and Website in

 carrying out their specific responsibilities;

2. assist with preparation of the Beta Chi Newsletter**.** Content features of issues

 may vary. Such features may include: President’s Message, Upcoming Events,

 State Organization and Beta Chi chapter news, as well as other information

 pertinent to the chapter;

3. publish Beta Chi newsletter four (4) times a year and email to chapter members,

 State President, State Communications Chair, State Editor, District IV Director

 and State Executive Secretary;

4. call, text or email members who miss three consecutive meetings and share

 news of the chapter;

5. assist website manager in maintaining the website with current information; and

6. inform all members of how to use the website effectively.

 **2. Society Missions and Purpose**

a. Educational Excellence\* Committee shall

 1. support Early Career Educators by mentoring newly hired teachers, volunteering

 in classrooms, and/or assisting with expressed needs of teachers;

 2. plan programs that promote the personal well-being and intellectual growth of

 chapter members;

 3. plan and initiate programs/projects and/or activities for community service and

 support a variety of community needs;

 4. foster activities designed to improve the professional status of women;

 5. include music at meetings and should close meetings by singing the Delta Kappa

 Gamma song.

b. World Fellowship\* Committee shall

 1. create awareness of the World Fellowship Program;

 2. sponsor fund-raisers to collect donations for this program; and

 3. encourage contact with any recipient located in the immediate area.

c. Legislation Committee shall

1. keep members informed of current vital issues and support desirable legislation

 in the interest of education and right of women and children; and

 2. encourage participation in state and DKG US Forum initiatives for advocacy.

**Article IX**

 **Parliamentary Authority**

1. *Robert’s Rules of Order Newly Revised* (current edition) shall govern the proceedings of the Florida State Organization and its chapters in all cases not provided in the *Constitution,* International Standing Rules, Florida State Organization Bylaws and the Florida State Organization’s Standing Rules.

**Article X**

**Amendments**

1. The Chapter Rules may be amended by a majority vote of the membership in attendance at any regular or called meeting, provided notice of a called meeting has been given to all the members at least ten (10) days in advance.
2. Following the approval action on an amendment, the president shall communicate such action to the Chapter Rules Committee chair who shall immediately update the Chapter Rules document and notify the chair of the Web Committee to post on the website the updated document.
3. The Chapter Rules Committee shall also provide for each member an electronic or hard copy of the most current amended Chapter Rules.

**Article XI**

**Dissolution of Chapter**

1. Before a chapter is dissolved, the approval of the state executive board must be obtained.
2. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the Florida State Organization treasurer and deposited in the available fund.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained in the Florida State Organization archives and made available.
5. The chapter charter must be returned to the Florida State Organization to be forwarded to International.

August 2023

**BETA CHI COURTESIES**

**A. Officers**

 1. The chapter president shall prepare an agenda for each meeting and distribute to

 members attending. It is preferred to have the agenda placed on chapter website 5-10

 days prior to each meeting.

 2. The chapter president may send a designee to represent her at the state executive

 board meeting provided notification has been sent to the state president.

 3. Officers are elected from the most qualified, not by automatic progression.

**B.** **Membership**

 1. The chapter shall determine the manner for which active and/or collegiate membership

 shall be determined. (See Article III, B., 4)

 2. A record of attendance at chapter meetings shall be kept.

**C. Death or illness**

 1. The corresponding secretary shall be responsible for notifying other members in case of

 a member’s death, illness, trouble or need.

 2. Death of a Beta Chi Chapter member shall be observed by a $25 contribution to a

 society program designated by the closest member friend of the deceased, or flowers, or

 memorial gift.

 3. A card shall be sent to member upon death of an immediate family member

(spouse, child or parent).

 4. Members shall be encouraged to attend local funeral services.

 5. A gift card ($20) shall be sent to the home of a member who is hospitalized for

 three (3) or more days.

 6. Cards shall be sent to a member with an illness at home, member with short

 hospitalization, member with death in family and member unable to attend meetings due

 to lengthy illness.

**D. Fund raising**

 1. The executive board shall be responsible for establishing fund raiser projects to support

 chapter projects, grants-in-aid, and scholarships

**E. Grants-in-Aid / Scholarships**

 1. Grants-in-aid are given to non-members annually. The amount is determined by vote of

 the membership based on available funds in the budget.

 2. Active Beta Chi members may apply for chapter scholarships to further their

 educational growth (up to $500), budget permitting.

**F. Newsletter**

 1. The president shall appoint an editor for the chapter newsletter, “Beta Chi News”.

 2. The newsletter shall be published at least two weeks prior to each chapter meeting.

 3. The newsletter shall be distributed electronically and sent as per Chapter Rules,

 Article VIII A.,1e., 3.

**G. Special Occasions**

 1. Beta Chi shall observe birthday of chapter, state and international on special occasions

 such as 25th, 50th, etc.

2. Founder’s Day shall be observed at last meeting of odd years with an informative and

 inspirational program.

1. Recognition with a red rose, certificate or token shall be given a member who receives a promotion, an achievement or retires.

**H. President’s Pin**

 1.The chapter president’s pin shall be presented by the chapter at the time of her

 installation to the respective office.

 2. Presidents’ pins returned to the chapter may be given or sold to presidents in office or

 to past presidents.

**I. Speaker Gift**

1. At the discretion of the Beta Chi Board, a thank-you note with a check of $25.00 shall be

 presented to non-member guest speakers.

**J. Induction**

 1. Induction shall be held each May and at other chapter meetings as needed.

**K. Reimbursement**

1. Active employed members may request reimbursement (up to $25.00 per

 meeting as budget allows) for attendance at state meetings. Receipt of attendance

 required.

 August 2023