

STANDING RULES FOR THE BETA ALPHA CHAPTER

I. Chapter Name

The name of this chapter shall be Beta Alpha Chapter, North Carolina State Organization (formerly known as Eta State, abbreviated as NC DKG), The Delta Kappa Gamma Society International.

II. Mission and Purposes

- A. The purposes of the Beta Alpha Chapter shall be to promote the seven Purposes of The Delta Kappa Gamma Society International and those of NC DKG.
- B. Additional chapter objectives shall be consistent with the Constitution of the organization.

III. Membership

- A. Classification: There are four types of membership — **Active**, **Reserve**, **Collegiate**, and **Honorary**. Membership shall be in accordance with the Constitution, Article III, and the International Standing Rules, 3. The chapter has full authority for the administration of membership and membership records shall be kept at the chapter level.
 1. **Active** members are women who are or have been employed as professional educators at the time of their election or have retired from an education position. Active members pay full dues and are active participants in the chapter.
 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. **Collegiate** members are undergraduate or graduate women 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.

- c. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.
4. **Honorary** members are 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. The membership year is July 1 – June 30.

C. Membership Process

1. 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.
2. Applications for Membership shall be available at each regular chapter meeting.
3. An Application for Membership shall be completed by the individual or the sponsor and returned to the Membership Committee Chairperson.
4. The Membership Committee shall review Applications for Membership and prepare to present the candidates' names to the chapter membership for approval. Voting for prospective members shall occur at the next meeting or by electronic ballot following their application.
5. The general membership shall vote by secret ballot. The vote may be conducted electronically or by paper ballot. A majority of the voting members shall elect candidates for membership.
6. An individual becomes a member of the Society when she pays her dues.
7. Honorary members shall have given, or be currently giving, distinguished service to education and/or women that is of significance to the chapter area.

D. Orientation

1. Written invitations to members-elect shall be sent by the President or the Membership Committee Chairperson with an orientation to be held prior to meeting attendance.
2. The orientation program shall be the responsibility of the Membership Committee.

E. Termination

1. The recording secretary shall record in the chapter meeting minutes the name of any member whose membership is terminated, including the reason and the date of termination.
2. Special recognition of a chapter member's death shall be commemorated with a chapter ceremony of remembrance.
3. The Executive Board shall decide on the disposition of Society jewelry that has been returned to the chapter.

IV. **Finances**

- A. Financial matters shall be in accordance with the Constitution, International Standing Rules and NC DKG Bylaws.
- B. The Finance Committee shall make recommendations for changes in dues. All members shall be notified of the recommendation.
- C. Chapter dues shall be determined annually by chapter vote. The dues will include assessments from DKG International, NC DKG, and NC DKG Scholarship at the rate established by those organizations plus an additional assessment for local chapter Beta Alpha. Active dues are \$75.00 (International \$40 + NCDKG \$16 + Beta Alpha \$19). Reserve dues are \$35 (International \$20 + NCDKG \$2 + Beta Alpha \$13). Collegiate membership dues are \$35 (International \$20 + NCDKG \$5 + Beta Alpha \$10).
- D. For membership between July 1 and December 31, the member shall pay dues and scholarship fee for the current year. On and after January 1, the member shall pay one-half the dues. New members joining between April 1 and June 30 shall pay full dues for the following fiscal year. Reinstated members shall pay full dues whenever reinstated.
- E. Annual dues and fees must be paid to the chapter treasurer by June 30 for the following fiscal year. Non-payment of dues and fees will result in termination of membership.
- F. Members may vote to assess themselves additionally.
- G. Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer and forwarded to the state treasurer by the established deadline.
- H. The chapter will award one Grant-in-Aid annually.
- I. The chapter shall acknowledge the death of an immediate family member [husband, child, or parent] of a chapter member by making a memorial gift to the chapter Grant-in-Aid Fund.
- J. The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal

year.

- K. Other duties of the Finance Committee include a financial review and the president approving the expenditure of line items in the established budget. The president's approved expenses to be paid by the chapter are defined in the budget and authorized by the Finance Chair to the treasurer.
- L. The Executive Committee has the authority to create a special fund or an award when approved by the membership at a general meeting or by an electronic vote.

V. **Organization**

- A. Beta Alpha Chapter shall govern the conduct of its business in a manner not in conflict with the Constitution, the International Standing Rules, the NC DKG Bylaws, the NC DKG Standing Rules and the Beta Alpha Chapter Standing Rules.
- B. The current chapter president shall be the official representative of Beta Alpha Chapter on the NC DKG Executive Board. The president may designate an alternate representative if unable to attend NC DKG Executive Board meetings.

VI. **Officers and Related Personnel**

A. **Elected Officers**

- 1. Beta Alpha Chapter officers to be elected shall be a president, vice president, recording secretary, and corresponding secretary.
- 2. The elected officers shall serve a two-year term of office or until a successor is named.
- 3. Election of officers
 - a. Elections of officers for two-year terms shall be held in even numbered years.
 - b. A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the third meeting of the second year of the biennium.
 - c. A secret ballot is used for voting. After the ballots are counted, the slate is announced to the membership by the Nominations Committee Chairperson.
 - d. The officers are installed at the last regular chapter meeting of the year.
 - e. Vacancies shall be filled consistent with the Constitution.
- 4. Officers shall perform duties as specified in the Constitution (Article VI), the NC DKG Bylaws, and as authorized in the Beta Alpha Chapter Standing

Rules. In addition, each position shall be assigned the following responsibilities:

- a. The **President** shall coordinate with other local chapters.
- b. The **Vice President** shall serve as president in the absence of the chapter president, serve as chairperson of the Program Educational Excellence Committee, and perform additional duties as assigned by the chapter president.
- c. The **Recording Secretary** shall be responsible for taking minutes at each Executive Board meeting, and minutes for each regular chapter membership meeting. The recording secretary shall submit a copy of the minutes for the Executive Board and regular membership meetings for any changes and final approval of the minutes by each respective body.
- d. The **Corresponding Secretary** shall update information and prepare the chapter yearbook and submit a copy to the regional director.
- e. The **Immediate Past President** shall serve as the Chairperson of the Nominations Committee and perform other duties as assigned by the chapter president.

B. Related Personnel

1. The treasurer and the parliamentarian will be appointed by the Executive Board no later than the first meeting of the biennium.
2. The Newsletter Editor and Webmaster will be appointed by the President.
3. Related Personnel shall perform duties as specified in the Constitution (Article VI), the NC DKG Bylaws, and as authorized in the Beta Alpha Chapter Standing Rules. In addition, each position shall be assigned the following responsibilities:
 - a. The **Treasurer** shall maintain an accurate and current membership roster. The treasurer shall submit a report of the chapter's finances at each Executive Board meeting and at each general membership meeting. In addition, the treasurer shall order the president's pin at the chapter's expense and make it available to the Nominations Chairperson before the installation of officers.
 - b. The **Parliamentarian** shall be a member of the Standing Rules Committee.
 - c. The chapter **Newsletter Editor** shall be responsible for preparing and distributing at least four issues of the chapter Newsletter, "Beta Alpha

Bits”, during the year. The editor is also responsible for disseminating the State and International newsletters to the general membership. The editor is responsible for mailing hard copies, if requested, to members. The newsletter editor will serve on the Communications and Marketing Committee.

- d. **The Webmaster** shall be responsible for maintaining and updating quarterly the Beta Alpha website and submitting posts to the Beta Alpha Facebook page of current events and activities of the chapter. The webmaster will serve on the Communications and Marketing Committee.

VII. **Executive Board**

- A. The members of Beta Alpha Chapter Executive Board shall be the elected officers [a president, vice president, a recording secretary, and a corresponding secretary] and the immediate past president. The treasurer and the parliamentarian shall serve as ex officio members “without vote”. Committee chairs may serve as ex officio members of the Executive Board.
- B. The Beta Alpha Chapter Executive Board shall meet the first Thursday of the month prior to the regular membership meeting; in the event of conflicts, another day may be substituted. The Executive Board quorum is a simple majority of the Executive Board membership [president, vice president, a recording secretary, a corresponding secretary, and the immediate past president].

VIII. **Committees**

- A. Standing committees shall be: Communications/Marketing, Educational Excellence, Finance, Membership, Nominations, and additional committees as appointed by the chapter president in conjunction with the recommendations of the Executive Board. Committees may be combined when necessary to carry out the work of the chapter.
- B. The chapter president shall serve as an ex-officio member on all committees except Nominations.
- C. Tasks requiring immediate attention shall be accomplished by a quorum of the Executive Board [president, vice president, a recording secretary, a corresponding secretary, and the immediate past president].
- D. Standing committees shall fulfill responsibilities as outlined in the Constitution, By-laws, and Standing Rules of the State and/or International organization.
- E. The Chapter through its Educational Excellence Committee may present a grant-

in-aid to an East Carolina University student in her first or second semester of her internship. The grant-in-aid recipient shall be invited to a Chapter meeting to share what she is doing with the grant funds and to meet the members.

IX. **Meetings**

- A. Beta Alpha Chapter shall meet at least 4 times per year. Other meetings or activities may be scheduled. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two, provided members can hear and actively participate in the meetings.
- B. A quorum for a regular business meeting shall consist of a simple majority of active members.
- C. Matters requiring immediate chapter action may be voted upon by mail (postal or electronic) with all active members being notified of said vote. A simple majority vote of the active membership shall be required for approval of action.
- D. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter and recorded in the minutes.
- E. There shall be no voting by proxy.

X. **Communications/Publications**

- A. The Chapter may meet through electronic communication provided members can hear and participate during the meeting.
- B. The **chapter Newsletter Editor** is responsible for the chapter newsletter – *Beta Alpha Bits* - which shall be published at least four times per year and approved by the President before distribution.
- C. The chapter Webmaster is responsible for maintaining the chapter web page and update it at least four times per year. In addition, the Webmaster is responsible for posting activities and events of the chapter on social media, i.e. Facebook.
- D. The Corresponding Secretary is responsible for updating and distribution of the chapter yearbook for each biennium.
- E. The Communications and Marketing is responsible for the design and updating of the chapter brochure and sharing chapter events with the local media, i.e. newspaper, television, and radio.

XI. **Parliamentary Authority**

- A. ROBERT’S RULES OF ORDER, NEWLY REVISED (current edition) shall govern the proceedings of Beta Alpha Chapter in all cases not provided for in the Constitution or other adopted Society rules.
- B. Modifications of the Standing Rules can be done at any time. The Executive

Board will review the Chapter Standing Rules at the beginning of each biennium to recommend any amendments to the Membership.

- C. The Beta Alpha Chapter Standing Rules shall be amended automatically by the Executive Board to comply with the Constitution, International Standing Rules, and the NC State Organization By-Laws and Standing Rules. Notice of automatic updates shall be provided to the Newsletter Editor for publication in the Beta Alpha Bits newsletter and to the Webmaster for updating these documents on the chapter website.

XII. Amendments

- A. Amendments to Chapter Standing Rules may be considered by a quorum of the members at any regular business meeting.
- B. The Membership will review and vote to approve amendments for acceptance. A simple majority vote [50% plus one] of the members present is required to approve the amendments.
- C. The Parliamentarian will chair all reviews of the Standing Rules and present all recommendations and Amendments of the Standing Rules to the Membership.

XIII. Dissolution of the Chapter

- A. Approval by the NC DKG must be obtained before a chapter is dissolved.
- B. Careful consideration shall be given to the manner in which those desiring to maintain their DKG membership may transfer to other chapters.
- C. International procedures must be followed.
- D. Any remaining funds in the chapter account shall be sent to the NC DKG treasurer for state or international projects.
- E. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the NC DKG archives and made available for use.
- F. The charter must be returned to NC DKG to be forwarded to the International Headquarters.
- G. The NC DKG Executive Board shall decide whether the Greek name shall be reused or not.

XIV. Approval

- This document was revised and submitted by the Executive Committee on February 12, 2019 and was approved by the Membership on February 16, 2019.
- The addition of collegiate membership and dues was approved by the Membership on November 14, 2019.

- Additional changes to comply with new International Rules approved at the 2018 convention were approved by the Executive Committee on April 27, 2020.
- This document was revised by the Rules Committee and presented to the Executive Board on February 3, 2022. The general membership approved the Standing Rules as amended at the regular membership meeting on February 12, 2022.
- This document was revised by the Standing Rules Committee and presented to the Executive Board on December 1, 2022. The general membership approved the Standing Rules at the regular membership meeting on January 26, 2023.