**ALPHA DELTA CHAPTER RULES**

Amended: January, 2015

Revised: February, 2018

Amended: November 2018, May 2019

# Article I: Name

The name of this chapter shall be Alpha Delta Chapter (#28), Illinois State Organization, The Delta Kappa Gamma Society International.

# Article II: Purposes

The purposes of Alpha Delta Chapter shall be the Mission and Purposes of The Delta Kappa Gamma Society International and those of the Illinois StateOrganization.

# Article III: Membership

1. Membership in The Delta Kappa Gamma Society International is by invitation. TheRecommendation for Membership (Form 11) shall be available at each regular chapter meeting. This form shall be completed by a sponsor and returned to the Membership Chairman. A written sketch based on the form and giving similar data for each nominee shall be created. Voting for prospective members shall occur as efficiently and quickly as possible with a four-fifths (4/5) majority approval of those voting required to elect a candidate to membership.
2. Those elected to membership shall be invited to an orientation meeting where the purposes, programs and history of the Society, as well as the financial and participatory obligations of the members shall be explained. Each candidate shall then be asked to respond to the invitation to membership. Answers shall be kept in the Chapter file and the Membership Chairman shall plan and carry out an induction.
3. Most members shall carry Active status with full participation in the work of Alpha Delta Chapter. They are women who, at the time of their invitation to membership, were professional educators, either currently employed or retired. Those elected as Honorary members shall have given distinguished service to education and/or to women.
4. Collegiate members are women studying in an education program during the last two years of undergraduate or graduate school. Their International, State and Chapter dues may be adjusted biennially. They may become Active members after employment as a professional educator. Collegiate members cannot hold office and their membership will expire if leaving school and not pursuing professional employment.
5. Reserve members are formerly Active members who are unable to participate fully in the activities of the Chapter due to physical disability and/or geographical location. Members may request a change of status from Active to Reserve or from Reserve to Active or may be given such changes by Chapter action when necessary.
6. Termination of membership shall occur after Chapter action. Such action shall follow a resignation request or the non-payment of dues as of October 1. Alpha Delta members who are unable to respond to dues requests because of infirmity or economic hardship may have their State and International Reserve dues paid via Chapter treasury funds and their Chapter dues excused. Chapter minutes shall show the name, reason and date of any termination of membership.

###### Article IV: Finance

1. Recommendations for changes in dues shall be made no later than the third meeting in a fiscal year.
2. Annual dues for a subsequent fiscal year shall reach the Treasurer before June 30, with termination of membership occurring when dues are in arrears as of October 1.
3. The Finance Committee shall conduct an annual audit and develop an annual budget. These shall be approved by the Executive Board and presented to the Chapter at the first meeting of the fiscal year.
4. The Treasurer shall pay bills for all budgeted items after authorization is given by the President, preferably via vouchers with attached receipts. The Treasurer shall also maintain an accurate and current membership roster.
5. Payments of budgeted contributions and unbudgeted items require a motion at a Chapter meeting that is approved by a simple majority.
6. Both the Treasurer and the President have check-signing privileges, but only one signature is required.
7. Expenses of the President or her official representative (cost of transportation, one half the cost of a double room, official meal functions, and registration fees) at State Executive Board meetings, Regional conferences and State and International conventions are to be reimbursed by the Chapter, up to but not exceeding the amount budgeted.

# Article V: Organizations

1. Alpha Delta Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*,the *International Standing Rules*,the *Illinois State Organization Bylaws & Standing Rules*, and the *Alpha Delta Chapter Rules*.
2. Alpha Delta Chapter retains membership in the Cook County Coordinating Council.

Article VI: Officers andRelated Personnel

1. The officers of Alpha Delta Chapter shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary, a Corresponding Secretary (all elected) and a Treasurer selected by the elected officers. Related personnel include the Immediate Past President, a Historian, a Parliamentarian, a Web-Watcher and a Webmaster. These officers and related personnelshall perform duties as prescribed in the *Constitution*, Article VI, as authorized by the *Illinois State Organization Bylaws & Standing Rules*, and as specified in the Alpha Delta Chapter Rules.
2. The Nominations Committee, with the consent of the nominees, shall in the second year of the biennium announce the name of the slated incoming President no later than the second meeting and the names of all other officers slated to be elected no later than the third meeting of the year. At the designated election meeting, additional nominations may be made from the floor with a nominee’s consent. If there is only one nominee for an office, a voice vote may be taken, otherwise a written vote is necessary. Only Alpha Delta members who are present may vote in the election of the officers.
3. As soon as the slated officers have been announced, the candidates shall begin discussion of appointees to the related personnel and to the Executive Board. If the slate is elected, these additional individuals may be announced immediately; if nominations from the floor alter the anticipated results, discussion shall continue and announcements shall take place as quickly as possible.
4. An officers’ installation ceremony shall occur in the secondyear of the biennium, preferably at the fifth meeting of the fiscal year. The chairman of the Nominations Committee shall conduct the ceremony.
5. Additional duties of the elected officers shall include the following:
6. The President and Immediate Past Presidentshall serve as delegates to the Cook County Coordinating Council; the President may appoint an official representative if the need arises.
7. The First Vice-President shall serve as co-chairman of the Educational Excellence Program Committee and shall acquire Speakers for the Chapter meetings.
8. The Second Vice-President shall serve as co-chairman of the Educational Excellence Program Committee and shallacquire Places, plan menus and receive reservations for Chapter meetings. When reservations are made by phone or postmarked fewer than 8 days prior to a meeting, she shall impose a late fee.
9. The Recording Secretary may provide a tape recorder to aid in the accuracy of the minutes taken during each Chapter meeting.
10. The Corresponding Secretary shall, if necessary, duplicate, collate and mail all materials pursuant to each Chapter meeting.
11. Collegiality demands that all officers work together. Consequently, any individual or group of persons may either volunteer or be appointed to assist with carrying out the duties of the elected officers, either specified above or implied.

Article VII: Executive Board

1. Voting members of the Chapter Executive Board shall be the elected officers of the Chapter, the Immediate Past President, the Treasurer and the chairmen of the seven major sub-committees of Society Business and Educational Excellence. The Historian, Parliamentarian, Web-Watcher and Webmastershall be *ex officio* members of the Executive Board without vote.
2. When a person is named as a voting member of the Executive Board under any title, that individual may cast one vote when questions arise. No person is permitted more than one vote on an issue.
3. While not members of the Executive Board, all sub-chairs listed in parentheses in Article VIII shall be invited to attend Executive Board meetings in an advisory capacity.
4. The Alpha Delta Executive Board shall function according to the *Constitution*, VII, Section C.
5. Meetings of the Executive Board shall be held at leasttwice each year. The President may call additional meetings as needed.
6. A quorum for the Executive Board shall be a majority of the voting personson the Executive Board. A voting member who knows in advance she will be absent from a given meeting may designate an official representative for that meeting.
7. In the event that an emergency vote is necessary but time constraints prevent a face-to-face meeting, the President may call upon the use of available technology (e-mail, conference call, etc.) to publicize a motion and obtain responses from the chapter members. A record of the vote must be maintained and the chapter must ratify the action at the next regular meeting. No proxy voting is allowed.

Article VIII: Committees

1. Alpha Delta’s standing committees shall fulfill responsibilities as outlined in the *Constitution.* They shall be responsible for the areas of work as designated in the *Illinois State Organization Bylaws*, Article IX, Section 3.
2. The Chapter standing committees shall be:
	1. Society Business
		1. Finance
		2. Nominations (includes Rules)
		3. Membership (includes Hospitality)
		4. Communications & Marketing (includes Newsletter, Research, Yearbook, Webmaster)
	2. Educational Excellence
		1. Program (includes Speakers, Places, Necrology, Music)
		2. Personal Growth (includes Women in the Arts, Literacy, International Projects)
		3. Professional Affairs (includes Legislation/Forum, Scholarship, Web-Watcher)

1. The President, with the assistance of the elected officers, appoints all committee chairmen except Society BusinessNominations and is an *ex-officio* member of all committees except Society Business Nominations.
2. The Treasurer is an *ex officio* member of the Finance committee.
3. The Immediate Past President shall serve as chairman of the Society BusinessNominations committee. At least two other Past Presidents shall serve as members of this committee.
4. Active members living in-state shall serve on a committee. Reserve members (Emeritae) are invited to share their expertise whenever and wherever possible.
5. Duties of committees are suggested in the latest edition of the *Go-To-Guide for Chapter Members Handbook of The Delta Kappa Gamma Society International.*
6. The President may appoint special committees as requested by the Executive Board or by the Chapter members. Ad Hoc committees are dissolved after submission of a final report.
7. Committee meetings shall be held with the approval of the President.

# Article IX: Meetings

1. There shall be a minimum of four regular meetings per year. Guests are welcome at all meetings.  When Chapter business involves the proposal or election of new members or officers, guests shall be asked to leave the room until that business has been completed.
2. Meetings shall be conducted according to *Robert’s Rules of Order Newly Revised* (current edition).
3. A quorum for a Chapter meeting shall be 10 active members.
4. Special events at scheduled meetings shall be designated in the Chapter Yearbook. The recommended, but not required, placement of special events shall include:
	1. First meeting – presentation of a budget which has been approved by the Executive Board.
	2. Second meeting – Visitation by a Lambda State Ambassador(first year of the biennium)**;** announcement of the slated President (second year of the biennium).
	3. Third meeting – announcement of the impending closure of nominations for prospective members (every year); announcement of the slated elected officers (second year of the biennium)**;** if the Executive Board has recommended a change in the dues to be collected for the following year, a motion, vote and announcement to that effect (every year); presentation of suggested amendments to or revision of the Chapter Rules.
	4. Fourth meeting – voting on prospective members (every year); voting on elected officers (second year of the biennium)**;** voting on suggested amendments to or revision of the Chapter Rules.
	5. Fifth meeting – induction of new members (every year); installation of officers (second year of the biennium).
5. Any meetingmay feature a remembrance of recently deceased members**.** An Ad Hoc committee shall determine where a memorial contribution will be sent. The amount of this donation shall include a budgeted Chapter memorial and donations collected from individual contributors.

Article X: Communications

1. A Chapter Newsletter shall be sent to all Chapter members, preferably by e-mail. Any member may request delivery by U.S. Mail**.** The President shall determine a publication schedule and may appoint an Editor. Correlating the newsletter with meetings is recommended.
2. A Yearbook Chairman shall prepare the yearbook, preferably readying it for the first meeting of the year.
3. The Chapter Contact List shall be printed in the yearbook and used to notify members of anything requiring immediate action. The President shall initiate its use via a bulk e-mail with “Activate the Contact List” placed on the subject line. Upon receiving the e-mail, members are expected to use the phone and/or the U.S. Mail to ensure that all Chapter members have received the notification.
4. A Chapter Website shall be linked to the International Society’s Website. Rent and/or maintenance costs for the Website shall be included in the annual budget.

Article XI Other Procedures and Policies

1. Alpha Delta recognizes that all members are responsible for the fiscal integrity and the contributions of the chapter. Consequently, Alpha Delta Chapter usually obtains funds for expenses and contributions from dues. Fundraising activities at specific meetings are permitted but not encouraged.
2. If the parliamentary authority designated for the governance of the Chapter cannot settle an issue, the Parliamentarian and the President shall together make a binding decision which is consistent with the *Constitution* or other adopted Society Rules

Article XII: Society Jewelry

1. All members are encouraged to purchase and wear the Society key. There is no constitutional mandate for this.
2. A member who severs her connection with the Society may return her official Society jewelry to the Chapter. Each member is encouraged to provide instructions to friends and/or family for the disposition of official Society jewelry upon her death.
3. Reclaimed official Society jewelry shall be held by the Treasurer and may be purchased for or given to an inductee, chapter president or member. Proceeds shall go to the Chapter treasury.

Article XIII: Amendments

1. *Alpha Delta Chapter Rules* may be amended or rescinded:
	1. At a Chapter meeting with a quorum present by having a simple majority vote in favor of the action provided prior notice has been given.
	2. At a Chapter meeting with a quorum present by having a two-thirds (2/3) majority vote in favor of the action when no prior notice has been given.
	3. Automatically as a result of changes made in the *International Constitution/Standing Rules* or *Illinois State Organization Bylaws & Standing Rules.*
2. Temporarily suspending a Chapter Rule,either at a general meeting or in executive session, can be achieved after suitable discussion of its necessity by having a two-thirds (2/3) majority vote in favor of the action.
3. The Rules sub-committee shall review the Alpha Delta Chapter Rules at least once during each biennium. The results of this review shall be presented to all members at a scheduled Chapter meeting for discussion and approval. Upon being amended or revised, the updated Chapter Rules shall be sent to the State Rules Chairman.
4. Each newly printed Yearbook shall include the Chapter Rules currently in effect.

Article XIV: Dissolution

1. When the Chapter is considering dissolution:
	1. The Chapter President shall immediately notify the State President.
	2. No official vote on dissolution shall be taken until after consulting with the State President or her designee. Meetings shall be held to explore options, alternatives and strategies for avoiding dissolution.
	3. If resolution cannot be achieved, a 30-day notice, sent by mail, shall inform members of the date when a dissolution vote will take place.
	4. Following a vote of the Chapter membership wherein a majority of Chapter members vote for dissolution, a dissolution motion shall be presented to the State Executive Board for action.
2. When Chapter dissolution is approved by the State Executive Board:
	1. The charter must be returned to the Illinois State Organization to be forwarded to Society Headquarters.
	2. Remaining Chapter funds are to be sent to the State Treasurer and deposited in the Available Fund.
	3. Chapter paraphernalia, Chapter records and Society publications shall be sent to the State Treasurer so as to be retained in the State Archives and made available for use.
	4. Those members desiring to retain membership in The Society may seek a transfer to another chapter via application to International Headquarters.
	5. The Illinois State Organization shall decide whether the Greek name shall be reused.