

Louisiana State Organization Chapter Rules Example: Instructions for Use

The Chapter Rules Example that begins on the next page can be downloaded from the Louisiana State Organization website to use as a guide for your own chapter's Rules.

Please note that use of the chapter rules example is strictly ***optional***. The example is being provided as a resource to chapters. You may add more detailed information as it relates to your own chapter. All chapters should have their own Chapter Rules that are being reviewed and updated annually for editorial changes, and for necessary updates from State and International. Any changes to your Chapter Rules must be approved by a two-thirds vote of your members.

Questions: Contact the Rules Committee Chair:
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[enter chapter name] CHAPTER RULES
Updated [enter month and year of updates]

LOUISIANA STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

ARTICLE I
NAME

SECTION A
Chapter Name

The name of this chapter shall be [enter chapter name] Chapter of Louisiana State Organization of The Delta Kappa Gamma Society International.

ARTICLE II
OBJECT

SECTION A
Object

The object of [enter chapter name] Chapter shall be to promote the purposes and Mission Statement of the Delta Kappa Gamma Society International as found in the Constitution and Louisiana State Organization Bylaws, Article II.

ARTICLE III
MEMBERSHIP

SECTION A
Membership

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. An individual becomes a member of the Society at the chapter, state, & international levels when she pays her dues. She is inducted only once.
3. Each chapter shall maintain a historical roll and a record of members inducted each year.
4. All membership is in accordance with the Constitution, Article III and Louisiana State Organization Bylaws, Article III.
5. A member may submit a recommendation for membership to any chapter.

SECTION 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 a medical disability geographic location, and/or no technological connection/skill. Status may be granted by a majority vote.
3. Honorary Members
 - a. 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 members 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; and
 - (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.

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. A collegiate member may participate in the activities of the Society except holding an elected office.

5. Chapters may apply for a member to become a member emeritus. A member emeritus does not receive DKG

publications.

SECTION C Election

A candidate for active membership shall be selected by the method established by the chapter. **[List your chapter's method of selection here.]**

SECTION D Transfer

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

SECTION E Termination of Membership

1. Membership shall be terminated for non-payment of dues and fees, resignation, or death.
2. Notification of termination of membership, including date of termination, shall be sent to the Executive Secretary and Treasurer.
3. The chapter shall retain letters of resignation in its permanent file. (Original in the Chairman of Membership Committee and copy in Treasurer's file.)
4. The chapter shall record in the chapter minutes, the names of members terminated, including the reason and date of termination.

SECTION F Reinstatement

1. A former member of any DKG chapter, or a transfer, may restore her membership to any DKG chapter without a vote of the chapter.
2. The chapter chairman of the Membership Committee shall notify the Executive Secretary when a former member has been reinstated.

ARTICLE IV FINANCES

SECTION A Annual Dues

1. International annual dues and state annual dues shall be an amount determined in accordance with the Constitution and Louisiana State Organization Bylaws.
2. Chapter dues shall be an amount determined by a majority vote of the chapter members present during a regularly scheduled business meeting.
3. Annual dues and scholarship fees shall be paid between April 1 and June 30 of each year.
4. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines. .
5. On October 1st, members shall be dropped for non-payment of dues and fees.
6. All dues and fees shall be collected and appropriately forwarded by the Chapter Treasurer. 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.

SECTION B Financial Controls

1. All expenses shall be paid by the treasurer.

ARTICLE V ORGANIZATION

1. Each organization shall have Chapter Rules, which are consistent with the Constitution, International Standing Rules, Louisiana State Organization Bylaws and Louisiana State Organization Standing Rules.
2. Chapters shall be organized in accordance with Louisiana State Organization Bylaws, Article V, Section 2.

- 3. Charter members shall be those who became members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter.
- 4. Co-president is neither a recognized office in the Society nor an accepted practice.

ARTICLE VI
OFFICERS

SECTION A
Offices

The officers of the chapter shall be a president, 1st and 2nd vice-presidents, and a recording/corresponding secretary. Chapter officers, except treasurer, are elected in even-numbered years by a majority vote of the chapter members present and voting at the time of the election. The chapter treasurer is selected by the Chapter Executive Board each biennium. A parliamentarian and historian are not officers.

SECTION B
Duties of Officers

These officers shall perform the duties as prescribed in the Constitution, Article VI, Section 9, and as authorized by Louisiana State Organization Bylaws, Article VI, Section B, as well as others duties delegated by the Chapter President.

- 1. The President shall:
 - a. act as presiding officer at regular and called meetings and direct the activities of the organization
 - b. act as chairman of the Executive Board
 - c. appoint standing and special committees
 - d. appoint a parliamentarian from the membership
 - e. serve as ex-officio member of all committees except the Nominations Committee
 - f. approve for payment all expense claims
 - g. approve publications
 - h. fill by appointment all vacancies in elected and appointed personnel
 - i. represent the Society at meetings, conferences and other events
- 2. The Vice-President shall:
 - a. serve as presiding officer in the absence of the president
 - b. serve as chairman of the Programs and Membership committees
- 3. The Secretary shall:
 - a. keep minutes of each chapter meeting and furnish the president with a copy
 - b. manage correspondence as delegated to her by the President
- 4. The Treasurer shall:
 - a. follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the chapter finance committee
 - 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 all financial documentation
- 5. The Parliamentarian shall advise officers and members in matters pertaining to interpretation of the Constitution, the International Standing Rules, Louisiana State Bylaws, and to parliamentary procedure
- 6. The Historian shall maintain a history of the chapter and its membership

SECTION C
Term of Office

- 1. The chapter offices (except the Treasurer) shall be elected in even-numbered years by a majority vote.
- 2. The term of each elected officer shall be two years. No officer, except the Treasurer, may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election.
- 3. The Treasurer shall be selected by the Chapter Executive Board each biennium.

SECTION D
Vacancies

- 1. When a vacancy occurs in the office of president, the first vice-president shall become president.
- 2. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

SECTION E
Nominations and Elections

- 1. Nominations for office shall be made by the Chapter Nominations Committee.
- 2. Three members are appointed to the Nominations Committee by the Chapter Executive Board.

- 3. The Committee shall present to the Chapter in even-numbered years a slate of one candidate for each elective office.
- 4. Election shall be by a show of hands with a majority election. If there is only one nominee for an office, the election may be a voice vote. Should there be more than one nominee for an office, the election will be by a secret ballot. The Nomination Committee shall prepare the ballot and conduct the election.

ARTICLE VII
EXECUTIVE BOARD

- 1. The members of the Chapter Executive Board shall be the elected officers of the chapter, the immediate past president, and such other voting members as determined by the chapter. The treasurer and the parliamentarian shall be ex-officio members, without vote, as will the historian.
- 2. The duties of the Executive Board shall be:
 - a. to select the treasurer for the biennium.
 - b. to act in matters requiring immediate action and decision.
 - c. to recommend policies and procedures for consideration by members.
 - d. to establish rules for budget development and approval and for the supervision of chapter finances.
- 3. Meetings of the Executive Board
 - a. The Executive Board shall meet at least once a year.
 - b. Special meetings may be called by the Chapter President.

ARTICLE VIII
CHAPTER COMMITTEES

SECTION A
Committee Structure

- 1. Standing Committees
 - a. Society Business
 - i. Finance
 - ii. Membership
 - iii. Nominations
 - iv. Rules
 - b. Program of Work
 - i. Program
 - ii. Personal Growth and Services
 - iii. Professional Affairs
 - iv. Research
 - c. Educational Services
 - i. Communications and Marketing
 - ii. Scholarship
 - iii. World Fellowship
 - d. Special (as needed)

SECTION B
General Procedure

- 1. All committees shall be appointed by the President.
- 2. The President shall be an ex-officio member of all committees except the Nominations Committee.
- 3. Matters requiring immediate action may be voted upon by email or conference call.

SECTION C
Committee Responsibilities

- 1. **Society Business**
 - a. The **FINANCE COMMITTEE** shall:
 - i. Prepare the budget and present it for review, modification and adoption by the Chapter Executive Board.
 - ii. Supervise expenditures from the chapter fund.
 - iii. Perform other duties determined by the Chapter Executive Board.
 - b. The **MEMBERSHIP COMMITTEE** shall:
 - i. Study and make recommendations related to membership problems.
 - ii. Be responsible for necrology records.
 - c. The **NOMINATIONS COMMITTEE** shall:

- i. Present to the Chapter in even-numbered years a slate of one candidate for each elected office.
- ii. Prepare the ballot and conduct the election.
- d. The **RULES COMMITTEE** shall:
 - i. Update chapter rules as needed, including editorial changes for consistency with state documents.

2. Program of Work

- a. The **PROGRAM COMMITTEE** shall:
 - i. Assist other chapter committees in developing worthwhile programs in line with the International program theme, but allow freedom for variety in carrying out the theme.
 - ii. Promote the use of music at the chapter level.
- b. The **PROFESSIONAL GROWTH AND SERVICES COMMITTEE** shall:
 - i. Support and promote the International program and projects relating to personal growth of members and services to others.
 - ii. Recognize the needs and achievements of members and provide the opportunities for personal growth and leadership within the Chapter.
- c. The **PROFESSIONAL AFFAIRS COMMITTEE** shall:
 - i. Encourage chapter interest in the improvement of the professional status of women.
 - ii. Further state legislation pertaining to education and women educators.
 - iii. Further a program of selective recruitment of teachers and cooperate with other groups in recruitment and retention of qualified educators.
- d. The **RESEARCH COMMITTEE** shall:
 - i. Cooperate with the State and International Research Committees in any study authorized by the International Society.
 - ii. Call to the attention of the Chapter members' significant educational research.

3. Educational Services

- a. The **COMMUNICATION and MARKETING COMMITTEE** shall:
 - i. Prepare and circulate among chapter members materials used in promoting publicity and in preparing the Delta Kappa Gamma publications.
 - ii. Encourage use of materials and information prepared by State and International committees.
 - iii. Assist in preparation of any chapter material to be sent to the Louisiana *Deltion*.
 - iv. Inform members of meeting times.
- b. The **SCHOLARSHIP COMMITTEE** shall:
 - i. Administer the chapter scholarship program.
 - ii. Publicize and promote the programs of the International and State scholarship committees.
- c. The **WORLD FELLOWSHIP COMMITTEE** shall assist in promoting the work of the International World Fellowships Committee.

SECTION D Special Committees

The chapter president as authorized shall appoint special committees. After duties have been completed, the committee shall be dissolved.

ARTICLE IX ACTIVITIES

SECTION A Scholarships

***** If the Chapter has a scholarship(s), add general information here. Otherwise, this Section may be left blank.*****

SECTION B Meetings

Business of the chapter shall be conducted as scheduled at least four times per year. The time and place shall be determined by the Executive Board.

SECTION C Publications

The Constitution, Article IX, permits publications by Chapters.

- a. The chapter will publish a newsletter at least four times a year.
- b. The chapter will publish a yearbook and update it annually.

ARTICLE X
AMENDMENTS

SECTION A
Updates

These chapter rules will be automatically updated without vote to reflect changes made at the state and international levels.

ARTICLE XI
DISSOLUTION

1. The procedure for chapter dissolution shall be:
 - a. approval obtained from Louisiana State Organization Executive Board
 - b. chapter Charter returned to Louisiana State Organization to be forwarded to International Headquarters
 - c. chapter funds, after paying all liabilities and obligations, shall be sent to the state treasurer for state and International projects.
 - d. chapter paraphernalia, chapter records, and Society publications forwarded to Louisiana State Organization archives
 - e. members desiring to maintain membership shall follow International procedures for transferring to other chapters or for becoming state members if there is no chapter for which they are eligible.
 - f. Louisiana State Organization Executive Board will determine whether to reuse the name **[your chapter name]**
2. In the event of the dissolution of the Louisiana State Organization, the net assets shall be distributed as follows:
 - a. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.
 - b. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the procedures of Louisiana State Organization and its chapters in all cases not provided for in the Constitution, Louisiana State Organization Bylaws, and Louisiana State Organization Standing Rules.