**GAMMA IOTA CHAPTER RULES**

**Approved December 2015**

**ARTICLE 1: NAME**

**1.0** The name of this organization is the Gamma Iota Chapter of The Delta Kappa Gamma Society International, California, Area XI, chartered December 4, 1954.

**ARTICLE 2: PURPOSES**

**2.0** The Chapter is dedicated to fulfilling the seven purposes of The Delta Kappa Gamma Society International as stated in the Constitution.

2.1 The Chapter is dedicated to fulfilling the International mission statement which is to promote professional and personal growth of women educators and excellence in education.

**ARTICLE 3: MEMBERSHIP**

**3.0 Invitations**

3.01 Qualifications for active, reserveand honorary membership are stated in The Constitution of The Delta Kappa Gamma Society International.

3.02 Membership shall be by invitation only.

**3.1 Classification**

1. An active member shall be a woman who is an active or retired educator.
2. A reserve membership shall be granted only to a member who is unable to participate in the activities of the Chapter because of physical disability and/or geographic location.
3. An 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. This member does not have to live in the Chapter area.

**3.2 Orientation**

3.21 All those who are being considered for membership in the Chapter should be asked to an orientation meeting to acquaint them the advantages and responsibilities of membership in The Delta Kappa Gamma Society International.

3.22 The Orientation is the responsibility of the Chapter officers and the Membership Committee.

3.23 Sponsoring members should offer to bring prospective members to the Orientation meeting.

**3.3 Election**

3.31 The Membership Committee shall present the names of qualified candidates for membership at a chapter meeting, giving a brief resume of each.

3.32 Voting shall be by secret ballot requiring approval of a majority of the ballots cast.

3.33 Invitations to those elected to membership may be mailed or hand delivered by the Membership Chairman within 14 days after elections.

**3.4 Initiation**

3.41 Initiation date and location areset by the executive board.

3.42 The Ceremonial Committee will be responsible for the arrangements and conducting of the ceremony.

3.43 If it is a meeting where a meal is served, the initiate’s meal will be paid for by the Chapter.

3.44 Sponsors of the initiate should be responsible for seeing that the initiate is present, is introduced to others, and is made to feel a part of the group.

3.45 Sponsors of a new member should arrange to bring the new member to at least two or three meetings.

3.46 The initiation paraphernalia shall be stored by the ceremonial chair.

3.47 Key pins are paid for by the chapter and presented upon initiation.

**3.5 Transfers and Reinstatements**

3.51 All requests for transfers or reinstatements will be referred to the Membership Committee.

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

3.53 A former member shall be reinstated to membership by the Chapter receiving the request without a vote.

**3.6 Termination of Membership**

3.61 Membership may be terminated for non-payment of dues or by written resignation.

**3.7 Membership Records**

3.71 Membership records shall be maintained by the Membership Committee.

3.72 Members shall update their biographical profile sheets, which will be kept by the Membership Chairman.

**ARTICLE 4: FINANCES**

**4.0 DUES**

4.01 Dues are payable to the Chapter Treasurer from April 30 to October 31. On November 1, members shall be dropped for non-payment of dues.

4.02 Dues for active members shall be $100 per year. Of this amount, $40.00 is for International Dues, $24 is for California State Dues, $28.60 is for Chapter Dues, $3.00 is for Chi State Newsletter, $3.00 is for Area XI dues, $1.00 is for State Insurance portion and $.40 is for State Scholarship Fund.

4.03 Dues for reserve members shall be $45

4.04 Chapter dues may be increased as needed by a majority vote of members present at a regular meeting.

4.05 In case of illness, or extreme hardship, the Chapter may vote to advance the amount due from chapter funds until such time as the member is able to pay.

**4.1 Assessments**

4.11 Assessments may be established to defray expense for specific purposes if agreed upon

**4.2 Other Income**

4.21 Income raised through fund raiser(s) shall be used for projects or to help defray expenses for specific purposes. Agreement as to purpose must be determined by a majority of those present at a regular meeting.

**4.3 Budget *&* Funds**

4.31 The annual budget shall be prepared by the Treasurer in consultation with the President.

4.32 The budget shall be presented to the Chapter for adoption at the September meeting (or first business meeting each year).

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

4.35 *A checking* account shall be maintained at a FDIC bank, as determined by the Finance Committee and the Executive Board.

4.36 All checks must be signed by 2 of the 3 authorized signatories.

4.37 The Chapter Financial books shall be audited periodically.

**4.4 Donations**

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

4.42 Monies from the Memorial Fund shall be used for Professional Development of Chapter members, upon completion of application and approval by a majority of those present at a regular meeting.

**ARTICLE 5: ORGANIZATION**

**5.0** Upon initiation and payment of dues, each person becomes a member of the Chapter, State, and International units. Gamma Iota Chapter shall govern the conduct of its business as stipulated in the Constitution of The Delta Kappa Gamma Society International, International Standing Rules, the Bylaws of California State, and the Gamma Iota Chapter Rules.

**5.1 International**

5.11 Any member may attend and participate in the International Conventions, Regional Conferences, State Conventions, and Area Conferences.

5.12 The International Society is divided intofive regions; California is in the Southwest Region.

**5.3 Chapter**

5.31 If the Chapter votes to dissolve it must follow the procedures listed in the California State Bylaws.

**ARTICLE 6: OFFICERS**

**6.0** The International Constitution requires that each chapter shall have a president, a vice-president, and a secretary (all elected); and a treasurer (selected by the President).

6.01 The Chapter shall have the following additional officers: Vice-president shall be split into two offices of 1st Vice President and 2nd Vice President; Secretary shall be split into two offices of Recording Secretary and Corresponding Secretary.

6.02 The Parliamentarian and Historian are appointed by the President with approval of the Executive Board.

**6.1 Elections**

6.11 Elections shall be in even-numbered years and shall be for a term of two years.

**6.2 Duties of Officers**

6.21 The duties of officers are described in The International Constitution and the Handbook, with additional ones listed below.

6.22 The President shall take action, with the advice and approval of the Executive Board, in matters that cannot be deferred until the next meeting.

6.23 The President shall attend meetings called by the Area Director, or send a chapter representative if she is unable to attend.

6.24 The President may assign such other duties as are needed to carry out the work of the Chapter.

6.25 The President shall fill all vacancies by appointment, with approval of the Executive Board.

6.26 The 1st Vice President shall be responsible for Chapter programs; the 2nd Vice President shall be responsible for membership.

6.27 The Treasurer orders President’s pin in January of first year of biennium. Pin is presented to President no later than the March meeting.

**ARTICLE 7: EXECUTIVE BOARD**

**7.0** Mandated members of the Chapter Executive Board are the elected officers of the chapter and the immediate past president, each with one vote. The Treasurer and the Parliamentarian shall be ex-officio members without vote.

7.01 All chairmen of standing committees are encouraged to attend the Executive Board meetings and may vote.

7.02 A quorum shall be a majority of the voting members specified in 7.0 above.

**7.1 Meetings**

7.11 Executive Board meetings shall be held twice annually or at the discretion of the President.

7.12 A quorum shall be a majority of the voting members specified in 7.0 above.

**ARTICLE 8: COMMITTEES**

**Committees**

**8.0**  **Standing Committees**

Gamma Iota’s Standing Committees shall be: Chapter Rules, Finance, Membership, Communications/Marketing, Award and Recognitions, Music/Art, Educational Law/Policy, Global Awareness, Hospitality and Scholarship. At the discretion of the President, the functions of a committee may be performed by a single member.

**8.1. Duties of Committees**

**Society Business**

8.1.1 Chapter Rules Committee shall review and revise the Chapter Rules at least once a biennium and forward an electronic copy of the revised Chapter Rules to the California State Bylaws Committee.

8.1.2 Finance Committee shall prepare an annual budget, supervise expenditures, make reports and secure the annual audit. The treasurer shall collect dues and fees and file required reports.

8.1.3 Membership Committee shall develop a plan for membership recruitment, conduct voting, provide orientation and initiation, and maintain biographical profiles. The President in consultation with the 2nd Vice President shall prepare and submit the Necrology report.

8.1.4 Nominations Committee shall be comprised of three to five members, one of whom is a Past President. The President shall appoint the chairperson; the other members shall be elected during the first or second meeting of the second biennium. The committee shall present a new slate of officers no later than the March meeting, so that the President Elect may attend the annual California State Convention.

8.1.5 Communications/Marketing Committee shall be responsible for all Chapter Publicity in Chapter newsletters, local newspapers and California Sate News; develop an annual yearbook; create a Chapter Brochure; and create and maintain a Chapter website.

**Society Mission and Purposes**

8.2.1 Educational Excellence/Program Committee shall develop programs that align with the Seven Purposes of our Society.

8.2.2 Awards and Recognitions Committee shall maintain Chapter history, and recognize members’ accomplishments.

8.2.3 Educational Law/Policy Committee shall keep members informed of pending legislation and encourage participation in Legislative Study Sessions.

8.2.4 Visual and Performing Arts Committee shall provide music at meetings, plan outings related to the creative arts, and invite authors and artists to meetings.

8.2.5 Global Awareness Committee shall make members aware of International programs [Schools for Africa (SFA) and Support for Early Career Educators (S.E.E.)]

8.2.6 Hospitality Committee shall be in charge of site arrangements, food and clean-up, and welcome and follow-up with guests and Chapter members.

8.2.7 Early Career Educators shall disseminate information for Penne Ferrell and THAT programs.

8.2.8 Scholarship Committee shall keep members informed of dates of all International, California, Area, and Road Scholar scholarships, and publicize and award recruitment grant(s) and student teacher awards.

**ARTICLE 9: AREAS OF ACTIVITY**

**9.0 Meetings**

9.01 This Chapter shall meet at least four times yearly, September through June.

9.02 A quorum for conducting chapter business shall be 9 members.

9.03 The Chapter meetings shall use a simple majority of members present to vote on issues.

**9.1 Conventions**

9.11 The Chapter President, or her designee, shall be the official delegate of the Chapter at Chi State Convention.

9.12 Money shall be budgeted annually to defray the expenses of the President’s attendance at Chi State Convention.

**ARTICLE 10: AMENDMENTS**

**10.0** Amendments to these rules may be proposed by any member of the Chapter.

10.01 Two official copies of these Chapter Rules shall be kept up-to-date, one in the President’s files, the other in the Recording Secretary’s files.

10.02 A copy of the updated Chapter Rules shall be sent to the Chi State Bylaws Committee.

10.03 The Parliamentarian shall be responsible for revisions to these rules as required by California State.

**11.1 Notification**

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

**11.2 Vote**

11.21 Approval by simple majority of members present at a regular meeting shall be required to amend these rules.

**ARTICLE 12: PARLIAMENTARY AUTHORITY**

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