

DELTA KAPPA GAMMA INTERNATIONAL
LAMBDA STATE
GAMMA GAMMA CHAPTER
CHAPTER BY LAWS
Revised 2018

Article I. Name

The name of this chapter shall be Gamma Gamma (#75), Lambda State Organization of The Delta Kappa Gamma Society International.

Article II: Purposes

The purposes of the Gamma Gamma Chapter shall be the seven purposes of the Delta Kappa Gamma Society International and those of the Lambda State Organization.

Article III. Membership

A. Qualifications for Membership

1. An active member shall be a woman who is employed as a professional educator or has been retired from an educational position. 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 physical disability and/or geographic location.
 - a. Reserve status shall be granted by a majority vote of the chapter.
 - b. A reserve member, so requesting, shall be restored to active membership.

B. Procedures for electing members.

1. Membership in the Delta Kappa Gamma Society International shall be by invitation.
2. Members shall nominate candidates for active/honorary membership using chapter forms.
3. The Membership Committee shall accept, review and recommend candidates for active membership.
4. Candidates for active/honorary membership shall be voted upon by secret ballot at a chapter meeting. Candidates for membership and guests shall not be present at a chapter meeting when presentation or voting for membership is being conducted. Elections shall be by preferential ballot or by approval of four-fifths of the ballots cast. In the event of a cancellation of a meeting, email voting is permissible. *See Article VIII, H.2*
5. New members will be initiated at least once a year.
6. The chapter president or her designee will notify members of acceptance of resignation or termination for nonpayment of dues and fees.

C. Procedure for orientation and initiation

1. Invitations shall be sent to prospective members by the Membership Chair or her designee.
2. Prospective members shall be invited to meet with the executive board for orientation prior to initiation.
3. The cost of the initiation luncheon/dinner meal for new initiates shall be paid from the treasury.
4. If candidates for membership are invited to attend a meeting prior to the initiation, and that meeting includes a meal, the cost of that meal shall be paid from the treasury.

D. Resignation/Termination of Membership

1. A resignation from membership should be presented in writing to the president and is voted upon by the chapter.
2. Membership shall be terminated for any one of the following:

- a. Nonpayment of dues and fees.
 - b. Resignation.
 - c. Death
- E. Reinstatement
 - 1. A former member shall be reinstated to membership by the chapter receiving the request.

Article IV. Finance

- A. The dues shall consist of International, State, and Chapter dues and fees.
 - 1. Proposed chapter dues will be determined by the Finance Committee and approved by the chapter membership at the annual September meeting.
 - 2. The Finance Committee will prepare a proposed budget and present it to the chapter for approval at the September meeting.
 - 3. Annual dues and fees shall be paid no later than October 31st of each year. On November 1st, members shall be dropped for non-payment of dues and fees.
- B. Assessments for special projects shall be voted on by the membership and shall cover contributions and expenses provided for in the budget.
- C. Travel expenses for the president, incoming president and other officers or members, when required, shall be paid for all Society sponsored activities. Expenses included may be room, meals, fees, and mileage at prevailing Society rates. Activities shall include State Convention, State Executive Board, Leadership Development Workshops and other meetings upon the approval of the Executive Board in accordance with the chapter financial policies.
- D. The chapter treasurer shall pay all bills upon presentation of the official voucher, including an itemized statement. Vouchers for expenses shall be submitted to Chapter Treasurer for reimbursement within 60 days of the expense or no later than June 1 of that fiscal year.
- E. The chapter treasurer shall pay all bills upon presentation of the official voucher, including an itemized statement.
- F. Request for the allocation of funds not specified in the budget, including meals for guests, shall be submitted in writing to the Executive Board. Upon its approval, the bill will be paid.
- G. One designated fundraiser per year shall be held with the proceeds given to a general or specific use, as determined by the Executive Board and voted on by the general membership. Other fundraisers may be held at the discretion of the Executive Board. Assessments should cover contributions and expenses provided for in the budget.
- H. The chapter president and chapter treasurer will be authorized to sign checks for approved chapter business.
- I. The treasurer will submit the accounts of the organization for annual audit. The Finance Committee shall be responsible for the annual audit of the chapter accounts prior to August 15th.

Article V. Officers

- A. The elected officers shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary. Chapter officers are elected by a majority vote of the membership attending the designated meeting. The installation of new officers is held in the spring of even numbered years. All chapter officers take office on July 1 following their selection.
 - 1. The president shall
 - a. act as presiding officer at regular and called meetings and direct the activities of the organization.
 - b. act as chair of the Executive Board.

- c. appoint a parliamentarian from the membership.
 - d. appoint chairs and members of standing and special committees
 - (1) The president shall solicit volunteers for committee chair positions.
 - (2) In a spring issue of the newsletter, a form will be included for members to indicate their preference for committee membership. All members will be assigned to serve on at least one committee.
 - (3) The president shall notify members of their committee assignments as soon as possible.
 - e. fill by appointment any vacancies in offices.
 - f. represent the Society at meetings, conferences, and other events.
 - g. take action, with the advice and approval of the Executive Board on matters which cannot be deferred until the next meeting.
 - h. serve, ex officio, in the process of budget development and supervision of finances.
 - i. be an ex-officio member of all committees, except the Nominations Committee.
 - j. serve as member of the State Executive Board.
 - k. compile news, information, and announcements; write and insure distribution of the chapter newsletter.
 - l. complete biennial chapter history for Lambda State.
2. The first vice-president shall
 - a. serve as presiding officer in the absence of the president, and in the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of officers.
 - b. serve as chair of the membership committee.
 - c. perform such other duties as the president or the Executive Board shall assign.
 3. The second vice-president shall
 - a. serve as presiding officer in the absence of both the president and first vice president and, in the event of the resignation or death of either the president or first vice-president, shall succeed to the office of first vice- president and serve until regular election of officers.
 - b. serve as chair of the program committee notify members of their responsibilities related to invocations, hostesses, and other assignments. Members shall be reminded of these obligations at an appropriate time prior to the event.
 - c. perform such other duties as the president or the Executive Board shall assign.
 - d. arrange for gifts (not to exceed \$25) for retirements.
 4. The recording secretary shall
 - a. keep the minutes of chapter and Executive Board meetings on file.
 - b. include a copy of minutes with the chapter newsletter.
 - c. designate a member to take and submit minutes in her absence.
 5. The corresponding secretary shall
 - a. read correspondence at chapter and Executive Board meetings.
 - b. send cards to chapter members for long term illness, weddings, births and special events.
 - c. in the event of a member's death, send a card to the family expressing condolences and stating that a \$25.00 donation in her memory shall be made to a Delta Kappa Gamma fund as directed by the Executive Board.
- B. The Executive Board selects a chapter treasurer. The treasurer shall
1. receive and pay out all moneys belonging to the chapter.
 2. present an itemized report at each meeting or submit the current financial report to the president.
 3. submit for annual audit the accounts of the organization.
 4. serve as an ex-officio member with voting privileges on the chapter Executive Board.
 5. maintain a list of current members and provide a copy to the president.
 6. report deaths, drops, and resignations on form 18 A.

- C. The parliamentarian is appointed by the chapter president. The parliamentarian shall
 1. serve as ex-officio member of the Executive Board without vote.
 2. serve as a member of the chapter Standing Rules Committee.
 3. act as an advisor to officers and members in matters pertaining to parliamentary procedure.
 4. establish that quorum is met for business meetings.

Article VI. Executive Board

- A. The members of the Chapter Executive Board shall be the elected officers of the chapter, the immediate past president, treasurer, parliamentarian, committee chairs, and such other voting members as shall be determined by the chapter.
- B. 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.
- C. A quorum shall be a majority of the voting members of the board.
- D. The Executive Board shall
 1. select the treasurer for the biennium.
 2. act in matters requiring immediate actions and decision.
 3. recommend policies and procedures for consideration by members.
 4. establish rules for budget development and approval and for the supervision of chapter finances.
 5. in the event a donation is made to honor a deceased member, funds will be deposited into an account specified by the Executive Board unless otherwise specified.
- E. The immediate past president shall
 1. consult with the president.
 2. preside at the initiation of new members.
 3. preside at the installation of new officers.
 4. present a gift (value not to exceed \$50) for the outgoing president.
- F. The *Constitution*, Article VII, Section C shall govern the duties and the activities of the Executive Board.

Article VII. Committees

- A. General Procedures
 1. Gamma Gamma's standing committees shall be responsible for the areas of work as designated in Lambda State Bylaws. *Article IX, Section 2F.*
 2. Committees shall be clustered to meet the needs of the Gamma Gamma Chapter.
 3. All committees shall be appointed by the president.
 4. Committee chairs shall serve on the Executive Board.
 5. Each committee chair assumes her responsibilities on July 1 of even numbered years.
 6. Each active member is assigned to serve on at least one committee.
 7. Committees shall perform the duties as prescribed in the current International Constitution and Bylaws and Chapter Standing Rules.
 8. The president is an ex-officio member (without vote) of all committees, except nominations.
 9. Chairpersons may delegate duties as needed.
- B. Committee Structure
 1. Society Business Committee
 - a. Chairperson responsibilities
 - (1) make sure committee meetings are held.

- (2) share information from the State or International Society with committee members.
- (3) see that all reports are completed and presented in a timely manner.
- (4) encourage active participation in committee work.
- (5) represent the Society Business Committee on the Executive Board.
- (6) send a representative to attend the Program Planning meeting.
- b. Finance responsibilities
 - (1) prepare the budget and present it for review, modification, and adoption by the chapter Executive Board and chapter membership.
 - (2) oversee chapter expenditures.
 - (3) conduct the annual audit of the chapter accounts by August 15th.
 - (4) determine contributions to state funds.
- c. Rules responsibilities
 - (1) review and update the chapter standing rules each biennium.
 - (2) present changes to the membership for its approval.
- d. Research responsibilities
 - (1) conduct assessments on target topics.
 - (2) review and evaluate current research on target topics.
- 2. Program Committee
 - a. Chairperson responsibilities
 - (1) make sure committee meetings are held.
 - (2) share information from the State or International Society with committee members.
 - (3) see that all reports are completed and presented in a timely manner.
 - (4) encourage active participation in committee work.
 - (5) represent the Program Committee on the Executive Board.
 - (6) attend the Society Business meeting when the budget is developed.
 - b. Program planning responsibilities
 - (1) make arrangements for programs, locations, and speakers for chapter meetings based upon international themes and the purposes of the Society.
 - (2) notify members of their responsibilities related to invocations, hostesses, and other assignments. Members shall be reminded of these obligations at an appropriate time prior to the event.
 - (3) maintain a log of programs, locations, costs, and layouts to pass on for future committee planning.
 - (4) insure that approved stipends are paid to program presenters.
 - (5) send a thank you note to all guests appearing before the society.
 - c. Music responsibilities
 - (1) prepare musical accompaniment for chapter initiations.
 - (2) provide for music as a part of chapter programs.
 - d. Women in the Arts responsibilities
 - (1) encourage participation in the arts.
 - (2) arrange for special events beyond regularly scheduled meetings and programs.
- 3. Membership Committee
 - a. Chairperson responsibilities
 - (1) make sure committee meetings are held.
 - (2) share information from the State or International Society with committee members.
 - (3) present names and qualifications of candidates for membership to the chapter members and conduct the election. In the event of the necessity for an election by email, will assure the proper procedures for secret ballot and accurate counting are followed.
 - (4) maintain and update membership information.

- (5) encourage attendance.
- (6) assist the treasurer in the collection of dues.
- (7) establish a Nominations Committee comprised of interested members.
- b. Member data and recruitment responsibilities
 - (1) encourage members to seek suitable prospective members.
 - (2) accept and review recommendations.
 - (3) present names and qualifications of candidates for membership to the chapter members and conduct the election.
 - (4) maintain and update membership information.
 - (5) encourage attendance.
 - (6) maintain a record of attendance for each meeting
- c. Necrology responsibilities
 - (1) notify Lambda State in the event of the death of a member.
 - (2) use Form 6 for notification within ten (10) days.
 - (3) notify the treasurer and corresponding secretary in the event of the death of a member so that proper acknowledgments may be made.
 - (4) conduct an appropriate memorial service for a deceased member.
- d. Nominations responsibilities
 - (1) seek qualified members for chapter officers in the second year of the biennium.
 - (2) draw up a slate of officers to include president, first vice-president, second vice-president, recording secretary and corresponding secretary.
 - (3) verify with each candidate her willingness to serve.
 - (4) present the slate to the chapter members at least one meeting prior to the official voting.
 - (5) prepare the ballots and conducting the election at a chapter meeting at least one meeting prior to the Lambda State convention.
 - (6) make recommendations for state offices, committees, and the annual Lambda State "Achievement Award."
- e. Chapter History responsibilities
 - (1) take photographs of Society events.
 - (2) organize photographs and memorabilia into books suitable for display and reference.
- 4. Communications Committee
 - a. Chairperson responsibilities
 - (1) make sure committee meetings are held.
 - (2) share information from the State or International Society with committee members.
 - (3) see that all reports are completed and presented in a timely manner.
 - (4) encourage active participation in committee work.
 - (5) represent the Communications Committee on the Executive Board.
 - (6) assist with the distribution of the newsletter and other pertinent information as needed.
 - (7) update the chapter telephone tree.
 - b. Directory responsibilities
 - (1) prepare chapter directory for publication.
 - (2) distribute chapter directory to members in the fall.
 - (3) send 3 hard copies and 1 electronic copy of chapter directory to designated Lambda State representatives.
 - c. Newsletter responsibilities
 - (1) assist with the distribution of newsletters to members and designated

- Lambda State officials through email or U.S. mail as needed.
 - (2) maintain an archive of newsletters for chapter history and president's file.
 - d. Website responsibilities
 - (1) contact the chapter president and committee chairs in order to have current information.
 - (2) maintain the website and update it regularly and pro-actively.
 - (3) maintain a list of permission forms signed by members for publication of details and photos on the website.
 - e. Web Watching responsibilities
 - (1) monitor Delta Kappa Gamma state and international websites.
 - (2) share pertinent information with chapter membership.
 - f. Lambda State reporter responsibilities
 - (1) send chapter news items and/or photographs to the Newscaster editor for publication four times annually.
 - (2) send a report about the initiation of new members to the Lambda State Editor by October 1.
 - (3) encourage members to submit articles to the Bulletin.
- 5. Educational Excellence Committee
 - a. Chairperson responsibilities
 - (1) make sure committee meetings are held.
 - (2) share information from the State or International Society with committee members.
 - (3) see that all reports are completed and presented in a timely manner.
 - (4) encourage active participation in committee work.
 - (5) represent the Educational Excellence Committee on the Executive Board.
 - (6) send a representative to attend the Program Planning meeting.
 - b. Personal Growth and Services responsibilities
 - (1) research services in the community worthy of chapter support.
 - (2) present a recommendation for outreach projects to the Executive Board for annual approval.
 - (3) organize an implementation plan for the outreach projects.
 - c. Professional Affairs responsibilities
 - (1) develop an action program designed to encourage mutual respect and cooperation within the profession and to promote women in education.
 - (2) study and recommending actions on professional issues.
 - (3) urge Lambda State to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators.
 - (4) select a high school female student as a candidate for a chapter recruitment grant. She must have an interest in a career in education.
 - (5) when funds available, a previous recruitment grant recipient may be issued a stipend to cover text books for up to 3 additional years.
 - (6) encourage a full-time female student attending a college or university in Illinois to apply for additional grants or awards from Lambda State. She may be studying in any field and must be an Illinois resident. She must be a present or previous chapter recruitment grant or Lambda State grant-in-aid recipient. She shall have completed 3 semesters or equivalent quarter hours of college work by February 1.
 - (7) maintain ongoing records of chapter recruitment grant recipients
 - d. Scholarship responsibilities
 - (1) encourage members to apply for International scholarships, Lambda State scholarships and stipends, and International and Lambda State Foundation Grants.

- (2) take applications for Lambda State scholarships (and all of item 5.d.1. above) and submit them to appropriate international and state committees.
 - (3) award a Gamma Gamma scholarship for up to \$100.00 to a member for course work or workshop(s) taken for professional growth. The course/workshop must be taken between June 1st of the previous year and May 31st of the current year. Eligible members shall submit an application including their name, date of course/workshop, university or sponsoring institution, and course/workshop title to the committee chair by April 1st.
 - (4) award a Love of Learning stipend for up to \$100.00 to a member for a class(es) or a workshop taken for personal growth. The class/workshop must be taken between June 1st of the previous year and May 31st of the current year. Eligible members shall submit an application including their name, date of class/workshop, university or sponsoring institution, and class/workshop title to the committee chair by April 1st.
 - (5) The Gamma Gamma scholarship and Love of Learning stipend shall be awarded at the May meeting by randomly selecting a name from those submitting the necessary information.
 - (6) maintain ongoing records of International, Lambda State and Gamma Gamma scholarship recipients.
6. Special Projects Committee
- a. Chairperson responsibilities
 - (1) make sure committee meetings are held.
 - (2) share information from the State or International Society with committee members.
 - (3) see that all reports are completed and presented in a timely manner.
 - (4) encourage active participation in committee work.
 - (5) represent the Special Projects Committee on the Executive Board.
 - (6) send a representative to attend the Program Planning meeting.
 - b. International Projects responsibilities
 - (1) support and promote programs and projects of state and international committees.
 - (2) research and share information of general interest regarding international projects.
 - c. Literacy responsibilities
 - (1) provide information to members regarding literacy programs including reading, math, science, technology, etc.
 - (2) encourage participation in programs to improve literacy.
 - (3) seek candidate for possible Literacy Award
 - (4) submit samples of student writing for state convention when requested
 - d. Legislation responsibilities
 - (1) urge chapter members to endorse and support desirable legislation or o t h e r suitable endeavors in the interest of education and of women educators.
 - (2) research and present information that impacts women issues and education.

Article VIII. Meetings

- A. There shall be a minimum of four meetings per year. The following special activities are held on an annual or biannual basis:
1. Presentation of program and the budget (annually in September)
 2. Recruitment Grant fundraiser

3. Selection of new members
 4. Initiation of new members
 5. Election of officers (even numbered years)
 6. Installation of officers (spring of even numbered years)
- B. Attendance of all members is to be encouraged.
 - C. A quorum shall be one quarter of the active chapter membership.
 - D. Guests may attend chapter meetings, except the meeting when candidates for membership are being presented or voted upon. during the initiation ceremony.
 - E. Invited guests are encouraged to come after an initiation ceremony.
 - F. During meetings where discussion and voting on new members are taking place, guests or candidates for membership will be asked to leave the room until such action has concluded. See **Article III B4**
 - G. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.
 - H. Cancellation of Meetings
 1. In the event the president determines a meeting needs to be cancelled, she will make every attempt to contact members and any scheduled speaker by phone tree and email.
 2. In the event of a cancelled meeting where voting was scheduled to take place, voting by email is permissible. See **Article X.A**

Article IX. Official Society Jewelry

- A. Upon initiation, members shall be encouraged to purchase official Society jewelry.
- B. Upon installation, president shall be presented with president's pin.
- C. Members shall be encouraged to wear their Society jewelry to chapter meetings and other professional functions.
- D. A member who severs her connection with the Society is encouraged to return her official Society jewelry to the chapter.
- E. A member is encouraged to provide instructions for return of official Society jewelry to the chapter upon her death.
- F. Reclaimed Society jewelry may be sold or given to new initiates or to members who have lost theirs.

Article X. Amendment Process

- A. The Chapter Rules may be amended at any meeting by a two-thirds vote of the members present, provided notice has been given at least 30 days before the vote is taken.
 1. If the meeting is cancelled, the vote will be postponed until the next scheduled chapter meeting.
 2. If changes to the chapter rules are time sensitive/critical, an email vote may be taken.
- B. The Standing Rules may also be amended as a result of changes made in Lambda State or International Standing Rules.

Article XI. Dissolution

- A. In the event of the dissolution of the chapter, the net assets of the chapter shall be distributed as follows

1. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.
 2. All assets and property remaining, after cost and expense of dissolution, shall be surrendered to the Lambda State Organization.
- B. The procedures found in the Lambda State Rules, Art. V. Sec. 5.2, must be followed when chapter dissolution is contemplated.

Approved by membership 9/02

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