

GAMMA GAMMA CHAPTER
FINANCIAL POLICIES TO CLARIFY CHAPTER RULES
Amended August, 2023

Article IV. Finance

C. *“Travel expenses for the president, incoming president, and other Executive Board members, when required, shall be paid for Society sponsored activities. Expenses included may be room, meals, fees, and mileage at prevailing Society rates. Activities shall include State Convention, State Executive Board, and Leadership Development Workshops upon the approval of the Executive Board in accordance with the chapter financial policies.”* For Illinois State Organization convention, an incoming president or new member should be encouraged to share a room with the President at no cost to the new member (initiated within 12 months).

- *Transportation shall be paid for official trips at the current Illinois State Organization rate of twenty cents (\$0.20) per mile. When a choice of two (2) or more modes of transportation can be made, the norm for reimbursement will be the least expensive mode of transportation. ISO Standing Rules Article 1.12 G.1 and 2*

D. *“The chapter treasurer shall pay all bills upon presentation of the official voucher, including the original itemized receipts (not copies). 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.”* Expenses of April and May need to be submitted by June 1. For expenses that occur within June, contact treasurer.

E. Request for the allocation of funds not specified in the budget, including meals for guests, shall be submitted in written form in advance to the Executive Board for approval. This includes any expense of a committee exceeding \$ 25. Upon its approval, the bill will be paid.

Article VII. Committees

B. Committee Structure

2. Educational Excellence Committee - Program

b. Program planning responsibilities

- (5) *“insure that approved stipends are paid to program presenters.”*

Stipends will not be given to:

- any DKG member
- self-promoting businesses/services

Free will donations may be accepted for non-profit charities. Members will be encouraged to submit checks made directly to the charity. Any cash collected should be given to the Treasurer; a single Gamma Gamma check will be made directly to the charity.

3. Membership Committee

- f. Support chapter members who are active educators by preparing ‘goody bags’ to be distributed at the September meeting. They will be delivered to those who do not attend the meeting. Cost is not to exceed \$10 per active educator member.

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5. Educational Excellence Committee - Scholarship
 - b. *Committee and mentor responsibilities for recruitment grants*
 - (4) "The chapter will financially support current and former recruitment grant recipients, scholarship recipients and/or collegiate members for support gatherings at a cost not to exceed \$300.00 per year. Mentors and tenured young educators will pay at their own expense.
 - c. *Committee responsibilities for member scholarships, stipends, and grants*
 - (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 specified dates on the application 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."*

(Examples: To maintain or improve professional certification as CEU, CPDU, SLP, and SSW; or coursework/workshop toward an advanced degree in education)
 - (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 specified dates on the application 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) *Committee should review the content of the application to verify the correct designation for either the Gamma Gamma scholarship or Love of Learning stipend. Names of applicants for each stipend should be entered into two separate random drawings. "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. Service and Special Projects Committee
 - d. *Literacy responsibilities*
 - (3) *Literacy Award is \$25 gift card to Barnes and Noble. The committee purchases the gift card and submits the voucher to the Treasurer. If the recipient is not a member, the chapter pays for her dinner at the May celebration.*

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Additional Financial Notes

- May induction/celebration dinner. Chapter funds shall be used to pay for dinners of
 - inductees*
 - high school recruitment grant and scholarship recipients and their parents
 - new college graduates who were recruitment grant or scholarship recipients and/or collegiate members
 - literacy award winner (if a non-member)
 - invited Illinois State Organization guests (current State president and/or others agreed upon by the Executive Board)

*A specific Anne V. Fussell Memorial Scholarship account is used for that designated scholarship recipient and her parents.

*A specific Nancy J. Harmon Memorial account is used for that designated scholarship recipient, her parents, and John Harmon.

- Chapter funds are not used for participation in Illinois State Organization committees or Cook County Coordinating Council events.
- Chapter funds may be used to pay for duplication of materials for members who make presentations at Illinois State Organization conventions and/or required meetings.
- Nancy J. Harmon Memorial account was established by John Harmon in memory of his wife as indicated in his letter of 3/20/2022:
 - Nancy J. Harmon Memorial Scholarship for a designated high school recipient consistent with annual Chapter Recruitment Grant and Anne V. Fussell Memorial Scholarship.
 - Member Recognition awards will be given to members upon their 25th, 30th, 35th, 40th, 45th, or 50th or more years of membership beginning May 2023. A donation of \$25 in their honor will be made to an Illinois State Organization Scholarship of their choice.

*** Added August 2, 2023

The Executive Board approved of an affordable insurance option for Gamma Gamma Chapter. Some of our meeting places are now requiring insurance for outside groups who use their facilities. Delta Kappa Gamma recommended Association Insurance Management Inc. The annual rate for this insurance will be added as a line item in the annual budget.