

ALPHA BETA CHAPTER RULES

The Delta Kappa Gamma Society International

Adopted May 2, 2023

Chapter Rules of Alpha Beta Chapter, #26

(Originally adopted March 8, 1986. Amended on April 23, 1998; March 13, 1999; March 13, 2000; November 16, 2002; November 15, 2003; October 12, 2004; October 16, 2008; November 6, 2010; March 1, 2014, September 12, 2020, and May 2, 2023)

1. Name The name of this chapter shall be Alpha Beta Chapter (26), Illinois State Organization, The Delta Kappa Gamma Society International.

2. Mission and Purposes

The mission and purposes of Alpha Beta Chapter shall be the mission and purposes of The Delta Kappa Gamma Society International and those of the Illinois State Organization.

3. Membership

Membership in 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.

3.1 Active Membership

- A. An active member shall be a woman who is or has been employed as a professional educator at the time of her election.
- B. A member may submit a recommendation for membership to any chapter.
- C. 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 the 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.
- D. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines. 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.

3.2 Collegiate Membership

Collegiate members shall be undergraduate or graduate students who meet the following criteria:

- A. A bachelor student collegiate member must be enrolled in an institution offering a career in education, intend to continue academically and professionally in the field of education, and be in the last two years of her bachelor's education degree.
- B. A collegiate student may be a graduate student intending to become an educator. 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.
- C. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If she does not become an educator, her collegiate membership will expire upon graduation or withdrawal from the education degree program.
- D. A collegiate member may participate in the activities of the Society except holding office.
- E. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

3.3 Honorary Membership

- 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.
- B. Honorary members may participate in all activities except that of holding office.
- C. Chapter honorary members are elected in accordance with chapter rules. The Recommendation for Membership (Form 11) is used.
- D. Each chapter honorary member is presented with an honorary membership certificate. She may be given a key pin.
- E. An honorary member may not be inducted in absentia.
- F. An honorary member may serve as parliamentarian.

3.4 Reserve Membership

- A. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill.
- B. Reserve members have all the privileges of membership except that of holding office and have no obligations

except payment of dues.

C. Retirement and being too busy to attend meetings are not reasons for granting reserve membership.

D. Reserve status is granted by a majority vote of the chapter.

E. A reserve member, so requesting, shall be restored to active membership.

3.5 Method of Electing Members

A. The Membership Chair will present a list of prospective members as needed.

B. Members will select nominees by simple majority prior to induction.

3.6 Invitations: The President shall send invitations to prospective new members.

3.7 Orientation Procedures

A. Before inductions the President, Treasurer and Membership Chair shall meet with new members to inform them about the Society and what is expected of them as members.

B. Updated orientation materials available from International or Illinois State Organization shall be used.

3.8 Termination of Membership

A. On October 1, a member shall be dropped for non-payment of dues and fees.

B. If the member is delinquent in paying dues, an email stating the reason for the drop will be sent to that member from International.

C. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

3.9 Responsibilities of Membership

A. A member of the Society is encouraged to accept committee duties and work in her chapter.

B. A member is encouraged to wear the Delta Kappa Gamma pin at all local, state, international or other official meetings.

C. A member shall pay for any meal reservation not cancelled three days prior to the meeting.

4. Finances

4.1 Chapter Dues and Fees

A. All dues and assessments shall be paid to the chapter Treasurer by June 30. If by September 30 a member is still delinquent in paying they will be dropped. The chapter treasurer will send dues to State and International by September 30.

B. An optional payment schedule may be arranged with the chapter treasurer.

C. International active dues shall be forty dollars and international reserve collegiate dues shall be twenty dollars. These may be adjusted each biennium. Illinois has decided not to charge any collegiate dues at this time.

4.2 Assessments shall be reviewed by the Finance Committee and approved by the chapter as needed.

4.3 Budget: the Finance Committee shall develop a budget and present it for chapter approval at the last regular meeting prior to August 1.

4.4 Payment of Bills

A. The Treasurer shall pay bills for all budgeted items.

B. For items not budgeted, approval of the chapter is necessary.

C. Checks should be signed by the Treasurer or President or designee.

4.5 Reimbursement

A. For the expenses of the president or official representative, the chapter will pay 1) total cost of transportation and one half of the cost of a double room, official meal functions, and registration fees at the state Executive Board Meeting and state convention; 2) postage; 3) transportation to committee meetings.

B. Committee members will be reimbursed for expenses such as postage and supplies if they submit the bill to the President for approval.

C. Guest speakers and state and international Delta Kappa Gamma Society representatives are guests of the chapter, and as such, their food and/or travel expenses (at the current Illinois State Organization rate) will be paid by the chapter unless travel expenses were included in the speaker's fee.

4.6 Alpha Beta Recruitment Grant: a specified amount should be budgeted for this grant.

4.7 Financial Review: The annual financial review shall be conducted by the Finance Committee appointed by the President at the end of the fiscal year, June 30, and prior to August 15.

5. Officers

5.1 The officers of Alpha Beta shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer (selected by the Executive Board).

- 5.2 The term of each elected officer shall be two years or until a successor is named. The President may not serve longer than two terms in succession. Officers shall take office on July 1 following their election in even numbered years.
- 5.3 In the event that a member holding an elective or appointive position is unable to perform her duties, the President shall name a successor.
- 5.4 A Parliamentarian shall be appointed.
- 5.5 These officers shall perform the duties as prescribed in the Constitution, Article VI, Section C and as authorized by the Illinois State Organization *Bylaws* and Illinois State Organization *Standing Rules* and Alpha Beta Chapter Rules.

5.6 Additional Duties

A. The **President** shall

1. attend Delta Kappa Gamma Illinois State Organization Conventions, Orientation for Chapter Leaders, Executive Board meetings (or send an official representative), and report to the chapter. She shall also invite the President-Elect to accompany her to the Executive Board meeting at the Illinois State Organization Convention.
2. send invitations to prospective new members and coordinate an orientation with the Membership Chair and Treasurer.
3. invite the State Ambassador, send her appropriate information, and make necessary plans for her visit.
4. be responsible for the reporting of the death of chapter member to State and International and notifying the Chapter Necrology Chair.
5. prepare a history of her biennium and submit it to the Illinois State Organization Historian. The chapter Historian may help this preparation if requested by the President.
6. approve expenses with receipts of other chapter members before submitting them to the Treasurer.
7. appoint all committees.
8. be an *ex-officio* member of all committees, except the Nominations Committee.
9. maintain and update the chapter files and materials during her biennium and present them to her successor with the necessary orientation.

B. The **First Vice-President** shall

1. serve as chair of Educational Excellence Committee.
 - a. coordinate the summer program planning meetings
 - b. disseminate and collect information for the Educational Excellence subcommittees.
2. serve as a member of the Nominations Committee
3. attend the Orientation for Chapter Leaders at the beginning of her biennium or send an official representative.
4. be responsible for distribution of the yearbooks to members absent from the September meeting.
5. send the requested number of yearbooks to the Illinois State Organization President, Executive Assistant, and Educational Excellence Chair by December 1 of each year.
6. maintain and update the chapter files and materials during her biennium and present them to her successor with the necessary orientation.

C. The **Second Vice-President** shall

1. serve on the Educational Excellence Committee.
2. canvas membership for news, then prepare and distribute a chapter newsletter one week before each scheduled meeting.
3. send a copy of the newsletter to a Illinois State Organization representative as requested after each meeting.
4. maintain and update the chapter files and materials during her biennium and present them to her successor with the necessary orientation.

D. The **Recording Secretary** shall

1. serve on the Educational Excellence Committee.
2. record accurate minutes of each chapter meeting and present them at the following meeting for chapter approval and record minutes at Executive Board meetings.
3. maintain a yearly attendance record.
4. assume the duties of the Corresponding Secretary when necessary.
5. maintain and update the chapter files and materials during her biennium and present them to her successor

with the necessary orientation.

6. Include the name, reason, and date of termination of any members in the chapter minutes.

E. The **Corresponding Secretary** shall

1. serve on the Educational Excellence Committee.
2. read correspondence at the chapter meetings.
3. assume the duties of the Recording Secretary when necessary.
4. write thank-you notes to chapter program presenters.
5. maintain and update the chapter files and materials during her biennium and present them to her successor with the necessary orientation.

F. The **Treasurer** shall

1. serve on the Educational Excellence Committee.
2. attend the Orientation of Chapter Leaders at the beginning of a biennium or send an official representative.
3. collect members' dues and follow up delinquent payments.
4. distribute membership cards.
5. provide the secretary and attendance e-reservation chair an updated membership list before the September meeting to be used for maintaining the attendance record the upcoming year and maintain an accurate and current membership roster.
6. maintain and forward all materials and payments as required by Illinois State Organization and International.
7. purchase the President's pin which is presented to the newly elected President at the time of her installation.
8. reimburse the In Memoriam Rose Chain member who sends one red rose to the visitation of a deceased member.
9. make payments for programs which are presented by non-members.
10. reimburse chapter members for committee expenses.
11. maintain and update the chapter files and materials during her biennium and present them to her successor with the necessary orientation.

G. The **Parliamentarian**

1. may attend the Orientation of Chapter Leaders if she desires.
2. monitors meetings so they are conducted according to the *Newly Revised* (current edition of) *Robert's Rules of Order*.
3. advises the officers and members in matters pertaining to interpretation of the Constitution and International Standing rules, state organization bylaws, chapter rules, and parliamentary procedure.

6. Executive Board

6.1 The members of the Executive Board shall be the elected officers, the immediate past president, the treasurer, the committee chairs, and the parliamentarian as an *ex-officio* member without vote.

6.2 The duties and the activities of the Executive Board shall be governed by the Constitution, Article VII, Section C.

6.3 Meetings shall be held twice a year, the time and place determined by the First Vice-President.

6.4 A quorum for the Executive Board shall be a majority of its voting members.

7. Standing Committee Duties

7.1 Standing Committees

A. Society Business

1. Communications and Publicity shall

- a. attend the Orientation of Chapter Leaders at the beginning of her biennium or send an official representative.
- b. be responsible for publicizing chapter activities through the local newspapers.
- c. Submit news articles on chapter to Illinois State Organization *Newscaster* 4 times a year.
- d. make available the Communications Web to members in the yearbook
- e. include the Web Watcher who shall monitor Illinois State Organization and International Delta Kappa Gamma websites and report to membership.

2. Finance shall

- a. attend the Orientation for Chapter Leaders at the beginning of the biennium or send an official representative.
- b. be responsible for the supervision of financial affairs of Alpha Beta, including the preparation of a budget for adoption by the chapter.

- c. have the President and Treasurer serve on the committee as *ex-officio* member without vote.
- d. do an annual audit of the financial records

3. Membership shall

- a. attend the Orientation for Chapter Leaders at the beginning of the biennium or send an official replacement.
- b. evaluate recommendations for person proposed for membership or honorary membership and submit the names of qualified candidates for vote.
- c. order certificates from International for new members to receive at induction.
- d. have the President send letters of invitation to new members.
- e. when funds are available, offer Early Career Educator Grant(s).
- f. study and make recommendations related to membership problems.
- g. be responsible for the orientation of new members along with the President and Treasurer.
- h. complete Biennial Membership Committee Report and send it to the State Membership Chair before February 1 deadline.
- i. have the Necrology Chair, who is a member of this committee, be responsible for sending in the Annual Necrology Report.

4. Nominations shall

- a. be composed of four members chaired by the immediate past president the remaining three members will include the First Vice-President and two other members appointed at the February meeting in the odd-numbered years.
- b. submit the name of one nominee for each elected office after consent is obtained.
- c. present the slate at the February meeting and hold elections at the March meeting of even-numbered years.
- d. accept additional nominations from the floor with the consent of the nominees.
- e. Prepare and count the ballots.

5. Rules shall

- a. examine the chapter rules each biennium and make recommendations for any changes.
- b. present recommended changes to membership for a vote.
- c. see that the changes (with the date of adoption) have been digitally stored and distribute amended rules to members.

B. Society Mission and Purposes

1. Educational Excellence Committee shall

- a. consist of the First Vice-President as chair, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and the chairs of the Personal Growth and Services, Professional Affairs, and Research.
- b. be represented at the Orientation for Chapter Leaders, held at the beginning of the biennium, by the chair or an official representative.
- c. be responsible for suggesting program topics for meetings following the seven purposes of the Society and shall assist in the implementation of chapter activities.
- d. select female recipients from Alpha Beta Recruitment Grant applicants according to established criteria and then ask these recipients to attend the April/May chapter meeting to receive their awards according to funds available.
- e. If there is a collegiate recruitment grant recipient submit her application for the ILSO Grant-in-Aid.

2. Personal Growth and Services Committee shall

- a. be responsible for implementing the plans of the international and state Educational Excellence Committees for developing programs to enrich the personal lives of members, for encouraging participation in community services, and for communicating recommendations to members.
- b. suggest and support a local service project.

3. Professional Affairs Committee shall

- a. be responsible for implementing plans of the International and State Educational Excellence Committees and developing action programs to foster a climate of mutual respect and cooperation within the profession, to strengthen recruitment practices, and to deal with professional problems.
- b. suggest and support a service project.

- c. promote the use of the newsletter to communicate members' and Recruitment Grant recipients' activities and accomplishments.
- 4. **Research Committee** shall conduct appropriate research for the chapter and other research pertinent to education and women.
- 5. **Legislation Committee** shall
 - a. encourage action in the field of legislation to improve education and the status of women educators.
 - b. attend the Legislative Seminar held each year.
- 6. **International Projects Committee** shall
 - a. provide the chapter information about international projects.
 - b. recommend what projects should be supported financially.
- 7. **Literacy Committee** shall
 - a. develop or support local programs that advance literacy
 - b. encourage volunteering in literacy programs.
- 8. **Music Committee** shall provide some music at each meeting and find selections that connect to the program theme when appropriate.
- 9. **Women in the Arts Committee** shall publicize and seek Representatives to attend the Illinois State Organization Creative Arts Retreat.
- 10. **Scholarships Committee** shall
 - a. promote interest in world fellowships and international and state scholarships and stipends.
 - b. support world fellowships and international and state scholarships.

C. Other

- 1. **Ceremonies** shall be responsible for celebrations such as Founder's Day, chapter birthday, installation of officers, induction of new members, and memorial services for deceased members.
- 2. **Attendance and Reservations** chair shall
 - a. receive from the hostess monthly meeting information and inform each area contact person about the upcoming meeting and reservation deadline.
 - b. send meeting and reservations details as well as announcements to reservations committee members for distribution to members at least 2 weeks prior to meeting.
 - c. receive an updated membership list from the Chapter Treasurer before the September meeting to be sent to the hostess chairs as a reservation list for recording meeting reservations.
 - d. include a list of the Hostess duties in the yearbook.
 - e. provide the yearbook chair **with** an updated copy of the communications web each year for inclusion in the yearbook.
- 3. The **Historian** shall
 - a. compile news articles, photos, and other pertinent materials in a scrapbook to be displayed each year at the September meeting and at the chapter meeting with the State Visitor.
 - b. assist the President in writing a history of her biennium as requested by the President.
 - c. compile a notebook of Alpha Beta Chapter histories prepared for each biennium.
- 4. The **Necrology** chair shall
 - a. maintain the In-Memoriam Rose Chain at the start of each biennium.
 - b. serve as a member of the Membership Committee.
 - c. be responsible for sending out the Annual Necrology Report.

7.2 General Procedures

- A. Matters requiring immediate committee action may be voted upon by mail, phone, or e-mail, all committee members
- B. Committee meetings shall be held with the approval of the President.

7.3 Special Committees shall be appointed by the President as authorized. After submitting the final report to the body that authorized it, the committee shall be dissolved.

7.4 In-Memoriam Rose Chain is to ensure that Alpha Beta Chapter members receive timely recognition upon their death.

8. Meetings

8.1 Regular meetings of the chapter shall be held September through April/May/June, with the exceptions of December and January.

8.2 Balloting on prospective members will take place prior to Induction and require a simple majority.

8.3 Induction shall be held as needed.

8.4 Election of Officers

- A. The election will take place at the February or March meeting or in the event of no March meeting, at the next meeting held following March in even-numbered years.
- B. Officers shall be elected by a majority vote of chapter members, a quorum being present.
- C. Each office shall be voted on separately. If there is only one nominee for an office, election may be made by voice; otherwise, voting shall be by written ballot.
- D. Installation of officers will take place at the April/May/June meeting or in the event of no April/May/June meeting, at the next scheduled meeting in even-numbered years.

8.5 A quorum shall be thirty percent (30%) of the active, reserve, and honorary members.

8.6 Meetings shall be conducted according to the *Newly Revised* (current edition of) *Robert's Rules of Order* in which this authority is not inconsistent with the Constitution or other rules of the Society.

8.7 There will be two summer meetings called by the First Vice-President for the Executive Board and committee chairs to plan programs for the year. The first meeting shall be held in June, and the second meeting in August. The date for these meetings shall be set at the regular April/May/June meeting of the chapter.

8.8 The President and the meeting hostess chair will collaborate when meeting cancellation is necessary. They will use the Alpha Beta Communication Web to inform membership.

8.9 All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

8.10 All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.

8.11 Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.

9. Communications

9.1 Newsletter

- A. The Second Vice-President shall be responsible for composing the newsletter.
- B. Members are urged to submit news as requested by the editor prior to each scheduled meeting.
- C. A copy of each newsletter is to be sent to an Illinois State Organization representative if requested.

9.2 Communications Web: the web will be made available to members in the yearbook.

9.3 Newspaper: Notice of meetings and Alpha Beta achievements and activities should be submitted to newspapers in the three counties.

9.4 Chapter Yearbook: the yearbook is prepared by the Communications and Publicity committee and distributed at the September meeting.

10. Society Jewelry

10.1 A member who severs her connection with the Society should be encouraged to return her official Society Jewelry to the chapter.

10.2 A member is encouraged to provide instructions for return of official Society jewelry upon her death.

11. Amendment Process

Chapter Rules may be amended or rescinded by a majority vote of chapter members present at the meeting provided previous notice has been given, or by a 2/3 vote of the members present without previous notice, provided a quorum is present.

12. Dissolution

12.1 When considering dissolution:

- A. The chapter president shall notify the state president.
- B. The state president or assigned designee shall meet with the chapter to assist in implementing strategies for resolution.
- C. If resolution cannot be achieved, the state president shall authorize the chapter dissolution vote by written ballot.
- D. All chapter members shall be notified (30) days prior to a vote.
- E. The dissolution motion will be presented to the State Executive Board for action.

12.2 In the event of approval of the dissolution of the chapter by the State Executive Board:

- A. the net assets of the chapter shall be distributed by the Executive Board as follows:
 - 1. All liabilities and obligations shall be paid and satisfied, or adequate provision shall be made.
 - 2. All assets and property remaining after cost and expense of dissolution shall be surrendered to the Illinois State Organization
- B. Those members desiring to maintain membership shall transfer to other chapters upon application to International Headquarters.