**DELTA KAPPA GAMMA**

**ALPHA PHI CHAPTER RULES**

1. **NAME**

The name of this chapter shall be Alpha Phi Chapter, Pennsylvania State

Organization of The Delta Kappa Gamma Society International.

1. **OBJECTIVE**

The objective of Alpha Phi Chapter shall be to promote the seven Purposes of

The Delta Kappa Gamma Society International as found in the **CONSTITUTION,**

**ARTICLE II.**

1. **MEMBERSHIP**

A. Membership is in accordance with the **CONSTITUTION, ARTICLE III**, and

the **INTERNATIONAL STANDING RULES, 3.** Membership is composed of active,

reserve, honorary and collegiate members. The chapter has full authority for the

administration of 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 active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of Alpha Phi.
3. 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.
4. Reserve status shall be granted by a majority vote of the chapter.
5. A reserve member, so requesting, shall be restored to active membership.
6. Honorary Members
	1. 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.
	2. An international honorary member shall be a woman who has rendered notable service to education or to women, who is elected to honorary membership in recognition of such service, and who is not a current or former member of DKG at the time of election.
7. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
	1. 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.
	2. 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 a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

B. The Recommendation for Membership form completed by a member or an application form completed by a prospective member shall be given to the membership chair at any time during the biennium.

C. Voting Process

1. The general membership in attendance shall vote after the review of the application of the candidate.
2. Members shall vote YES or NO for each candidate.
3. A 2/3 YES vote of the members in attendance shall be required for a candidate to be invited to membership.

D. An induction for new members shall be held as needed

E. Induction may occur at any chapter meeting following an orientation session.

F. All inductees will receive a Key pin as part of the induction fee.

G. The recording secretary shall record in the minutes of the chapter and/or executive board

meeting the name of any member whose membership is terminated. The record shall include the reason and date of termination in accordance with **INTERNATIONAL STANDING RULE 3.6.**

H. A member in good standing may be transferred from one chapter to another upon application to the International Headquarters.

I. Membership shall be terminated for any of the following reasons:

1. Non-payment of dues and fees
2. Resignation
3. Death

The record of all terminations of membership shall be kept by the chapter treasurer and the chapter membership chairman.

J. A former member may be reinstated to membership by a majority vote of the chapter receiving the request. The chapter treasurer shall notify the state treasurer when a former member is reinstated.

**IV. FINANCES**

1. Financial matters shall be in accordance with the **CONSTITUTION, ARTICLE IV, INTERNATIONAL STANDING RULE, 4** and Pennsylvania State Organization Bylaws.
2. Active and reserve Chapter dues shall be determined by the Executive Board and presented to the membership for approval no later than the last meeting of the chapter year.
3. Annual chapter, state organization, and international dues and fees shall be collected by the chapter treasurer prior to June 30 and forwarded to the Pennsylvania State Organization treasurer and International. On June 15, the treasurer shall send a letter reminding any member who has not paid her dues. On July 31, a member shall be dropped for nonpayment of dues and assessments.

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. 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.

D. The chapter shall pay lodging as budgeted for the incoming president to attend the state-sponsored leadership training.

E**.** Annually, funds will be budgeted for the state convention. The Alpha Phi Chapter

of Delta Kappa Gamma will fund a maximum of four rooms at the state

convention each year based on the budget. Should any chapter member choose

to room alone, that member shall be responsible for funding her own lodging.

Any budgeted and donated funds remaining after the hotel rooms are paid will be

divided equally among the attending chapter members to help defray their

convention expenses.

F. The treasurer shall purchase a Past President’s Pin as a gift for her term as President. A 50-year member shall be presented with a pin purchased by the treasurer.

G. Funds for the grant-in-aid shall be the budgeted minimum of seven hundred and fifty dollars annually.

H. The budgeted amount for World Fellowship shall be paid by the treasurer by January 1 of each year.

I. A gift of twenty-five dollars shall be sent to the Pennsylvania State Organization Scholarship Fund in memory of a deceased chapter member.

J. The chapter shall pay a lifetime fee for each Honorary Member at the time of induction.

K. Scholarship fee of one dollar shall be paid annually by each active and reserve member.

L. Assessments may be levied by the chapter.

M. A budget shall be adopted annually by the Executive Board and the membership.

1. A receipt must be submitted to the treasurer for reimbursement.
2. All checks must be signed by Chapter president and treasurer.
3. The Finance committee shall be appointed by the Chapter president and approved by the executive board.
4. The report of the annual financial review shall be submitted to the Executive Board

and voted on by the membership. The President will be at the financial meeting.

N. Chapter dues and assessment fees will not be refunded during the fiscal year once they have been paid.

O. The financial records of the chapter shall be reviewed annually by the Finance Committee.

**V. ORGANIZATION**

A. Alpha Phi Chapter shall govern the conduct of its business in a manner consistent with the **CONSTITUTION**, **INTERNATIONAL STANDING RULES**, the Pennsylvania State Organization Bylaws, the Pennsylvania State Organization Standing Rules and the Alpha Phi Chapter Rules.

B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.

1. The term of each elected officer shall be two years. No officer except the treasurer may serve longer than two terms in succession. All officers shall take office on July 1, following their election.

1. If a vacancy for an office cannot be filled, the Executive Board will decide how the duties of the office shall be performed.

b. Each case will be handled individually.

2. The treasurer shall be selected by the Executive Board each biennium.

C. The chapter president shall represent the chapter as a voting member of the State Executive Board.

**VI. OFFICERS AND RELATED PERSONNEL**

A. Alpha Phi Chapter officers shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary (all elected), a treasurer (selected by the executive board) and a parliamentarian (appointed by the president.)

1. Only those maintaining Active membership may hold office.
2. Active, Collegiate and Honorary members may serve as parliamentarian.
3. Any member whose home chapter is not Alpha Phi may serve as Corresponding, Recording Secretary, or Parliamentarian.

B. Officers shall perform duties as specified in the **CONSTITUTION**, **ARTICLE**

**VI. C.** the Pennsylvania State Organization Bylaws, and the Pennsylvania State Organization Standing Rules.

1. In addition to the duties prescribed in the **CONSTITUTION, ARTICLE VI**, the first vice-president shall serve as chair of the Educational Excellence Committee.

2.In addition to the duties prescribed in the **CONSTITUTION, ARTICLE VI**, the second vice-president shall serve as chair of the Membership Committee.

3.The chapter president serves as member ex-officio on committees except nominations.

4.In addition to the duties prescribed in t he **CONSTITUTION, ARTICLE VI** the treasurer shall keep the official membership records of the chapter.

C. Nominations for office shall be made by the Nominations Committee during the

second year of the biennium. The slate of officers shall be presented at the fall

meeting of the second year of the biennium with elections at the November

meeting. Additional nominations shall be accepted from the floor. The past president shall serve as the chair of the Nominations Committee.

1. Election shall be by ballot, and a majority vote cast shall determine

election. If there is one nominee for an office, election may be by voice vote.

**VII. CHAPTER MEETINGS**

1. Regular Meetings
	1. Regular meetings of the chapter shall be held at least four (4) times per year.
	2. 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.
	3. A quorum for chapter business shall be determined by the chapter.
	4. 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.

**VIII. EXECUTIVE BOARD**

1. The members of the Alpha Phi Chapter Executive Board shall be the

elected officers and the immediate past president. The treasurer shall be ex-officio

“with vote” and the parliamentarian shall be ex-officio “without vote.”

1. The Alpha Phi Chapter Executive Board shall function according to the **CONSTITUTION, ARTICLE VII, C**.

C. The Executive Board shall select a treasurer for the following biennium at the

November meeting of the second year of the current biennium.

 D. The Executive Board shall meet after each regular scheduled meeting.

E. Two planning meetings with the Executive Board and Committee Chairs in attendance will be held each year (Winter and Spring/Summer).

F. The president may call special meetings as needed.

G. A quorum shall be the majority of the voting members.

H. The Executive Board shall decide on the disposition of Society jewelry that has been returned to the chapter.

**IX. COMMITTEES**

(Please note the responsibilities of committees are outlined in Appendix A)

A. Standing committees shall be:

1. **Society Business**: Membership, Finance, Nominations, Communications, Historical Records

2. **Society Mission and Purposes**: Educational Excellence, Visual and

Performing Arts, US Forum, Grant-in-Aid, World Fellowship

1. **Special Committees:** Webmaster, Reservations, Sunshine,
Photographer, Newsletter, Fund Raising, and Telephone Tree
2. The President, or her designee, will approve all publications.
3. Chapter Policies are in accordance with the **CONSTITUTION ARTICLE VIII Section A.B.C.**
4. Chapter Committee Chairman and members shall be elected or appointed as prescribed in the **CONSTITUTION ARTICLE VIII.**
5. Chapter Committee Duties shall be prescribed by Delta Kappa Gamma Society International’s most recent edition of the GUIDELINES FOR CHAPTER LEADERS and the **CONSTITUTION ARTICLE VIII.**

**X. MEMORIAL TRIBUTES**

1. One live white rose in a bud vase shall be sent to the family upon a death of a member. This shall be the responsibility of the President.
2. A card expressing condolence shall be sent by the corresponding
secretary to the immediate family of the deceased member.
3. A twenty-five-dollar contribution shall be sent to the PA State Treasurer
upon the death of the Chapter member.

**XI. SCHEDULE EVENTS**

1. Induction of new members shall be scheduled at the discretion of the
Executive Board.
2. Installation of newly elected officers shall take place at the last
meeting of the year.
3. **PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order (newly revised) shall govern the proceedings of the Alpha Phi Chapter in all instances in which the authority is not inconsistent with the **CONSTITUTION,** Pennsylvania State Organization Bylaws, Pennsylvania State Organization Standing Rules, and Chapter Rules. The Parliamentarian must select a member to attend a meeting if she is unable to attend.

1. **AMENDMENTS**

A. The Executive Board shall review the rules at least once during the biennium.

B. Changes to individual rules may be considered at any regular business meeting.

C. A 2/3 vote of the members in attendance shall be required for a Chapter Rule to be amended.

D. Members shall be notified of the amended Chapter Rule in the next edition of the chapter newsletter, *Alphie-Gram*.

E. Unless otherwise stated, adopted amendments shall take effect immediately.

F. These chapter rules shall be amended automatically by the Standing Rules Committee to comply with the **CONSTITUTION** and **INTERNATIONAL STANDING RULES**. Notice of the automatic amendments shall be published in an issue of the *Alphie-Gram*.

**IVX. MERGER AND CONSOLIDATION**

If existing chapters wish to combine, a merger or consolidation may take place. In a

merger of chapters any remaining funds in the chapter to be absorbed shall be turned over to the

receiving chapter. Under a consolidation, two or more chapters discontinue their separate

existences and create a new chapter.

**XV. DISSOLUTION**

1. Before a chapter is dissolved, the approval of the Pennsylvania State Organization must be obtained.

B. International procedures must be followed for transfer of members to other chapters.

C. Any remaining funds in the chapter account shall be sent to the Pennsylvania State Organization Treasurer for state or international projects.

D. The chapter’s charter, paraphernalia, the Society publications, and the chapter records shall be delivered to the Pennsylvania State Organization.

E. Procedures for dissolution shall be in accordance with the Pennsylvania State Organization Bylaws, **Article XIV, Section 2.**

**APPENDIX A**

**Chapter Officers**

The work of Delta Kappa Gamma, Alpha Phi Chapter is completed through a number of elected and appointed officers. These positions, how they are filled, and specific duties are outlined below:

1. **President***-elected*
2. Act as presiding officer at regular and called meetings and direct the activities of the organization;
3. Act as chair of the executive board;
4. Appoint a parliamentarian;
5. Appoint standing and special committees (e.g., Grant-in-Aid, ad hoc);
6. Serve as member ex officio, with vote, on all committees except nominations;
7. Approve for payment all expense claims;
8. Approve all publications or assign a designee (e.g., Newsletters, Website, Chapter Membership Book);
9. Fill by appointment all vacancies;
10. Represent the Society at meetings, conferences, and other events (e.g., viewings of deceased members and bring a red rose);
11. Take action, with the advice and approval of the executive board, on matters that cannot be deferred until the next meeting;
12. Serve ex officio, with vote, on the respective levels in the process of budget development and supervision;
13. Execute, with their parliamentarian and treasurer, legal documents pertaining to the chapter level of organization. A legal document may be executed only when it has been authorized by the state organization or the respective executive board;
14. Shall serve as a member of the state organization’s executive board;
15. Appoint members to perform ongoing Chapter functions including:
	1. Conduct the fifty-fifty raffle by selling the tickets, having a winner identified, and awarding the prize;
	2. Hold the used book exchange/sale; and
16. Create a theme to focus on her primary goal (e.g., Trains, Lighthouses, Rainbows).
17. **First Vice President-***elected*

The duties of the First President are:

1. Serve as presiding officer in the absence of the president;
2. In the event of the resignation or death of the president, she shall succeed to the presidency and serve until the next regular election of officers;
3. Gather information for the *Chapter Membership Book* on an annual and biennium basis
	1. Items to be gathered on an annual basis
		1. Dates for chapter meetings and planning meetings;
		2. Information on each meeting’s program topic and presenter;
		3. Charity to be supported at each meeting;
		4. Hostesses for the meetings;
		5. Inspirational thought presenter;
		6. Member to provide favors;
		7. In memoriam information;
		8. Member directory information; and
		9. Birthdays of the members.
	2. Items to be gathered on a biennium basis
		1. Names of the Chapter officers;
		2. Names of the Committee chairs;
		3. Names of the Chapter past presidents, State officers; and
		4. Names of the International officers.
4. Type, have printed, and distribute the *Chapter Membership Book* (costs for printing and mailing are paid by the Chapter);
5. Serve as chairperson of the Educational Excellence Committee;
6. Coordinate with the Chair of the Visual and Performing Arts Committee any recommendations being advanced for Chapter programs;
7. Act as hostess to any guest speakers and introduce the speakers;
8. Arrange social events for the members (e.g., Christmas Party, Summer Outings); and
9. Perform such other duties as the president or the executive board shall assign to her.
10. **Second Vice President***-elected*

The duties of the Second Vice-President include**:**

1. Serve as presiding officer in the absence of the president and the first vice president;
2. In the event of the resignation or death of the president and vice president, she shall succeed to the presidency and serve until the next regular election of officers;
3. Chairperson of the Membership and Grant-in-Aid Committees (Duties are found in Appendix B under Membership and Grant-in-Aid Committees);

4. Encourage new members and recognize present members (e.g., present 50-year pin to any member who needs recognized);

5. Conduct or appoint someone to conduct (e.g., state president) the ceremony for

 the installation of new slate of officers at the May meeting at the end of the biennium; and

6. Perform such other duties as the president or the executive board shall assign to her.

1. **Treasure**r—*appointed by the Executive Board*

 The duties of the treasurer include:

1. Receive and pay all monies belonging to the organization;

2. Keep an accurate account of receipts and expenditures;

3. Maintain a record of receipts and expenditures;

1. Present a report at each regular meeting;
2. File required tax reports (990N e-postcard IRS by Nov. 15);
3. Submit for annual audit/financial review the accounts of the organization;
4. Serve as a member, ex officio, with vote on the executive board;
5. Serve as a consultant in the process of budget development and supervision of finances;
6. Maintain an accurate and current membership roster;
7. Grant reimbursement only by a receipt of the actual expenses;
8. Order pins as needed for new inductees, as well as order the President's pin, membership kits and certificates, as needed;
9. Collect the portion of State and International dues and fees and forward them to the State treasurer and to International by June 30; and
10. Follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the Chapter Finance Committee.
11. **Recording Secretary*-****elected*

 The duties of the Recording Secretary include:

1. Shall keep minutes of each meeting of the organization and furnish the president with a copy of such minutes;

2. Shall provide copy of the minutes to all members at the chapter meeting for approval;

3. Shall serve as secretary to the Executive Board;

4. Shall provide copy of the minutes to the Executive Board at executive sessions; and

5. Perform any duties delegated to her by the president.

1. **Corresponding Secretary***-elected*

 The duties of the Corresponding Secretary include:

1. Shall send to membership invitations to meetings;

2. Read all correspondence received by the chapter at the chapter meetings;

3. Send to all members any information that is pertinent about our members (e.g.,

award a member may receive, obituary information, congratulations to a member for a birth, wedding, etc.); and

1. Perform any duties delegated to her by the president.
2. **Parliamentarian-***appointed by the President*

The duties of the Parliamentarian include:

1. Act as advisor to the officers and the members of her organization in matters pertaining to:
2. Interpretation of the *Constitution;*

b. Parliamentary usage (Follow-*Roberts Rules of Order*);

1. Serve as a member ex officio, without vote, on the executive board; and
2. Perform any duties delegated to her by the president.

**APPENDIX B**

**Chapter Committees**

The goals and activities of the Chapter are implemented through a number of standing and special Committees. These are outlined below.

**Communications Committee and Chair**

The Communications Committee shall be responsible for sharing information about the Chapter. The specific duties are:

1. Assist in communicating with all members through emails, regular mail and telephone about meetings, activities, events, and other important information; and
2. Recommend new ways to communicate with the members through alternative media.

**Educational Excellence Committee and Chair**

The Educational Excellence Committee promotes programs and projects for excellence in education to enhance the personal wellbeing, intellectual growth, and global awareness of women educators. The specific duties are:

1. Identify members to participate in Chapter meetings by serving as hostesses, giving the inspirational thought, and leading in other activities as a way to become voices of influence in educational matters;
2. Inform the Chapter President and First Vice President of the members who will be serving as hostesses, presenters of the inspirational thought, etc.;
3. Identify programs/projects that focus on topics adopted by the Chapter, State, and International, which ensure the personal and professional development of members to stimulate their personal well-being, intellectual growth, and global awareness;
4. Present the list of programs/projects to the member working on the first Chapter newsletter for the year and webmaster;
5. Promote activities that help early-career educators;
6. Inform the Chapter members about the State enrichment grant and scholarship opportunities during the Fall meetings;
7. Contact individuals/organizations who have the expertise to present programs/projects at Chapter meetings;
8. Determine if technology will be needed to present the programs/projects and, if needed, arrange for the equipment;
9. Develop brief statements about the programs/projects to promote them and the presenter(s) to the membership;
10. Contact the Chapter President prior to each meeting to confirm that the program will be held;
11. Notify the Chapter Treasurer about any financial arrangements made regarding the program/project and, if appropriate, pay the presenter(s);
12. Inform the Chapter Corresponding Secretary of the name and contact information for the presenter(s) so that an acknowledgement can be sent from the Chapter;
13. Coordinate with the Webmaster getting the website consent form to and from presenters; and
14. Determine if the members are interested in participating in programs/projects held between regular Chapter meetings. If programs/projects are desired by the membership:
	1. Contact the venue(s) about the specifics for participating in the programs/projects;
	2. Inform the Chapter about the event(s);
	3. Develop a promotional statement about the program(s)/project(s);
	4. Coordinate transportation—if needed;
	5. Collect any payments;
	6. Pay the venue;
	7. Arrange for documenting participation in the event; and
	8. Report on participation at the event at the next regularly scheduled Chapter meeting.

**Finance Committee and Chair**

The Finance Committee shall:

1. Develop an annual budget and present it to the membership for approval no later than the September meeting. The fiscal year shall be July 1 to June 30 inclusive; and
2. Make recommendations for changes in chapter dues and the assessment fee if any and notify all members prior to the last meeting of the fiscal year.

**Fundraising Committee and Chair**

The Fundraising Committee shall conduct all fundraising for chapter-approved projects.

The specific tasks are:

1. Identify fund raising opportunities for the Chapter; and.
2. Present fund-raising opportunities to the Executive Board and chapter members, if the fund-raising opportunities are endorsed by the Executive Board.

**Grant-in-Aid Committee and Chair**

The Grant-in-Aid Committee is responsible for promoting and administering the Chapter’s Grant-in-Aid program. The specific duties are:

1. Review the Grant-In-Aid application and scoring rubric with committee members to determine any revisions. Any revisions may be advanced to the Executive Board and/or membership;

**2**. Seek college level juniors and seniors as applicants for no more than two Grant-In-Aid awards;

3. Recommend to the treasurer the amount of the awards to be approved by the Executive Board;

4. Seek college level juniors and seniors as applicants from a higher education institution to be recommended by the Executive Board and approved by majority vote of the membership;

**5.** Determine the recipient(s) of the Grant-In-Aid award(s) by each Committee member applying the scoring rubric to each application. Scores for each application will be compiled with highest score(s) considered the recipient(s);

6. Inform the Grant-In-Aid recipient(s) and issue an invitation to a chapter meeting to receive the award. If attendance is not possible, arrange for transfer of award;

7. Inform all applicants not selected for the award, extending appreciation for their application;

8. Inform the general membership about the recipient(s) of the award(s);

9. Obtain from the Chapter Treasurer the funds for the recipient(s);

10. Introduce the recipient(s) to the members of the Chapter, if appropriate;

11. Prepare information on the recipient(s) that can be used for promoting the award(s) in Society publications, websites, and/or local media;

12. Obtain written consent & authorization from the recipient(s) for the website and photograph authorization using chapter forms (to be submitted to the Webmaster);

13. Provide the members of the Chapter with a report on the specifics of the Grant-in-Aid program including, but not limited to: number of applicants and scoring results; and

14. Communicate with Grant in Aid recipients.

**Historical Records Committee and Chair**

The Historical Records Committee maintains the historical records of the Chapter. The specific duties are:

1. Collect items for the Chapter scrapbook including at least: announcements for every regular and special meeting, invitations for events, programs, and photographs of Chapter activities; and
2. Maintain the Chapter scrapbook by placing the items from the chapter in proper order in the scrapbook.

**Membership Committee and Chair**

The Membership Committee is responsible for all aspects of recruiting new members, greeting members at meetings and Chapter events, conducting induction ceremonies for new members and installation of officers, and maintenance of membership records. The specific duties include:

1. Coordinate efforts with the Executive Board related to the recruitment of new members including:
	1. Have prospect cards available for members at chapter meetings and regularly ask for names of prospective members;
	2. Review types of membership: Active, Reserve, Collegiate, and Honorary;
	3. Review qualifications of persons whose names have been submitted on prospect cards to ensure they are eligible for membership. New members shall be selected by the method established by the chapter’s rules;
	4. Send invitation letters to prospective members on the approved list;
	5. Secure applications for new inductees from the sponsors;
	6. Bring those applications before the general membership for a vote for membership into Alpha Phi chapter; and
	7. Keep a record of invitations sent and responses. An educator who is unable to join when membership is first offered may be considered for membership again.
2. Schedule, in consultation with the Executive Board, and conduct an orientation using *Pride in the Big Picture*. The orientation can be at a chapter meeting or a special event. Specifics include:

* 1. Make sure enough members are coming to the meeting to match the number of new members; and
	2. Assign a member mentor/buddy to each prospective member coming to the orientation event. Provide Chapter Membership Application (Formerly Form 11) forms for each prospective member to complete.
1. Schedule an induction ceremony in consultation with the Executive Board. Specifics for the induction include:
2. Send the induction letter to prospective members who accepted the invitation to membership at the Orientation event;
3. Bring all items needed for the ceremony;
4. Arrange the items as directed in the materials;
5. Conduct the ceremony;
6. Present membership pin to the inductee (paid for by the inductee);
7. Purchase red rose(s) for the new inductee(s) (paid for by the chapter);
8. Have the new inductee sign all necessary documents (e.g., the membership book, certificate); and
9. Update the anniversary chart when new members are inducted.
10. Keep an up-to-date file of the Chapter Member Biographical Data Sheet (Form 82). This form provides information on the diversity of the chapter and pertinent information on member’s professional career, community service, honors, and DKG positions.
11. Work with the chapter president to report deceased members, verifying member biographical data. Prepare the Necrology Report (Form 2. This report is due February 1 of each year.
12. As appropriate, provide the chapter with the membership and marketing brochure, *A Journey for Life*, for marketing the Society to prospective members and communities.
13. Discuss with the Executive Board whether the reorientation program *Sustaining Pride in the Big Picture: A Reorientation Guide* should be conducted for the chapter.
14. Coordinate member sign in at each meeting including:
	1. Arrive early to the meeting site and put out the meeting sign-in binder. (Binder given to the second vice-president at the office transition meeting);
	2. Review sign-in sheet with the Treasurer to ensure accurate attendance;
	3. Prepare meeting sign-in sheets for all the meetings (The template is on the jump drive given to the second vice-president);
	4. Have pens available for the sign in (These supplies are in the sign-in materials bag given to the second vice-president); and
	5. Have blank name tags, name tag holders, and black markers available (These supplies are in the sign-in materials bag given to the second vice-president).
15. Coordinate with the Executive Board the holding of induction ceremonies. This includes:
16. Prepare for the induction ceremony using an appropriate ceremony. Ceremonies may be adapted to meet chapter needs. (Ceremony materials given to the second vice-president include a DKG Ceremonies book, all items needed for ceremonies, and scripts for induction ceremonies);
17. Ask the Treasurer to order a New Member Information Kit to present to each inductee at the time of her induction;
18. Ask the Treasurer to order membership certificates (with current international president’s signature) and key pins (if needed) to present to the educator at the time of her induction;
19. Fill in the membership certificate with inductee information (template is on the jump drive given to the second vice-president) and get to the president for signature;
20. Present the new inductee with the Inductee Card to submit to the state organization treasure; and
21. Arrange for the roses for the ceremony.
22. Coordinate with the Executive Board the officer installation ceremonies including:

a. Prepare for the officer installation ceremony using an appropriate ceremony;

b. Review the ceremony materials given to the second vice-president including the DKG Ceremonies book, all items needed for ceremonies, and a script for installation, which is on the jump drive given to the second vice-president;

1. Ask the Treasurer to order the past president pin; and
2. Arrange for the roses for the ceremony.
3. Coordinate with the President and Treasurer the ordering of anniversary certificates for members with 5, 10, 25, 40**,** and 50 years of service. (A chart with this information is provided to the second vice-president at the officer transition meeting);
4. Communicate with prospective and new members in a positive and nurturing way to set the tone that incorporates the attitudes, beliefs, values, priorities, and feelings toward others that helps to shape the opinions they form about the Chapter. This includes:

a. Introduce new members and guests to others;

b. Survey the room to ensure that all members feel welcome;

c. Show your pride in being a DKG member; use your elevator speech;

d. Thank members and guests for coming as they leave, and tell them you look forward to seeing them at the next meeting (state the date, location and time); and

e. Assign new, reinstated and transferred members a mentor/buddy so they will transition easily into the chapter.

1. Manage the membership records of the Chapter, which includes:
	1. Maintain the Chapter membership records, which are official documents that include:

1) Inductions (vote required), via portal and Chapter Membership Application (formerly Form 11);

2) Reinstatements (no vote to be taken), via dues portal;

3) Honorary member elections (vote required), via dues portal and Chapter

 Membership Application (Formerly Form 11);

4) Transfers (no vote to be taken), via dues portal;

5) Resignations, Form 18-A;

6) Dropped memberships, Form 18-A;

7) Changes in membership status (vote required), via dues portal; and

8) Tributes to deceased members, Form 2 (if required by state organization) and Form 6;

* 1. Confirm with the President that rosters, minutes, and biennial reports are being maintained as permanent records of the Chapter**.** Guidelines for retention of financial and legal documents are given to state organization and chapter treasurers; and.
	2. Determine with the Executive Board if there are any membership records to be purged, which occurs at the discretion of the Chapter.

**Newsletter Committee and Editor**

The Newsletter Committee is responsible for compiling and sharing information about Chapter events to the Chapter members, the State Delta Kappa Gamma organization, and others at the direction of the Chapter President. The specific duties are:

1. Assist in gathering and compiling articles of importance as submitted by the membership;
2. Proofread and publish the chapter newsletter a minimum of 3 times per year;
3. Incorporate in the Newsletter, *Alphie Gram,* information on important upcoming events, as well as, information about past meetings;
4. Submit *Alphie Gram* to the Alpha Alpha State organization and other local chapters; and
5. Send an electronic version of the *Alphie Gram* to the webmaster for placement on the website.

**Nominations Committee--***the immediate past president serves as chairperson*

The Nominations Committee identifies the next set of leaders for the Chapter. The specific duties are:

1. Organize a nominations committee;
2. Contact the membership, along with committee members, to fill positions for the slate of officers;
3. Present the slate of officers to the general membership;
4. Call for the vote; and
5. Inform the president of the new officers for the next biennium.

**Photographer’s Duties**

The photographer documents the events of the Chapter through photography. The specific duties are:

1. Take pictures at meetings and events;
2. Publish in chapter newsletter and state publications as a record of activities;
3. Send pictures to the Webmaster, Historical Records Chair, and the Newsletter Chair to be used on the website, in the Newsletter, or be put into our Chapter’s scrapbook; and
4. If the photographer is unable to attend a function, she will ask another member, who is attending, to take pictures.

**Sunshine Committee and Chair**

The Sunshine Committee is responsible for contacting Chapter members and others who should be remembered for special personal events. The specific duties are:

1. Sending birthday cards to each member on or at the time of her birthday;
2. Sending a Get Well or Thinking of You card to any member who has become hospitalized or ill;
3. Sending a Sympathy card to the family or to the member whose loved one has passed away; and
4. Notify the Chapter President about all cards that were sent on behalf of the Chapter.

**Telephone Tree Committee-***-special chapter chair*

The Telephone Tree Committee is responsible for helping to keep Chapter members, who do not have access to electronic communications, informed about Chapter information. The specific duties are:

1. Contact members, who do not have email, by phone about pertinent information; and
2. Receive a message from a member of the executive board with the information to be communicated to the members.

**United States Forum Committee and Chair**

The United States Forum Committee studies and recommends Chapter action on professional. issues related to legislation or other suitable endeavors in the interest of education and of women educators. The specific duties are:

1. Review information related to educational legislation proposed by local, state, or national legislative bodies;

2. Study and inform the Chapter members of facts related to proposed legislation;

3. Initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and women educators;

4. Encourage members to participate in political and professional activities to promote legislation that supports the interest of education and women educators; and

5. Speak with individual legislators about proposed legislation that is of interest to the Chapter either on behalf of the Chapter, if the membership has determined a position about a piece of legislation, OR as an individual.

**Visual and Performing Arts Committee and Chair**

The Visual and Performing Arts Committee plans for music and artistic events during Chapter meetings and other events. The specific duties include:

1. Facilitate music at meetings at the direction of the president;
2. Provide recommendations for visual and performing arts programs to the first vice-president;
3. Plan and implement artistic events at the direction of the president;
4. Remind members to visit the DKG Fine Arts Gallery (located at dkg.org) and to submit works of art each fall and spring (submission guidelines are posted at dkg.org and deadlines are posted on the International and Chapter websites); and
5. Encourage members to join the state chorus (which performs at the State Convention).

**Website Committee and Chair**

The Webmaster shall:

1. Maintain the Chapter website, which may include generating and revising web pages;
2. Edit the website as per directives from State or International;
3. Work with the State Webmaster as needed;
4. Coordinate with the Executive Board about the website’s sections and items they would like to see posted;
5. Gather information from members for items to be posted on the website (copy of the inspirational thought for each meeting);
6. Have speakers review pictures and articles before posting on website;
7. Submit articles to the newsletter as appropriate;
8. Provide the first vice president a release form for all speakers;
9. Provide the Grant-in-Aid chair a release form for the current year recipient(s);
10. Maintain a record of all website consent forms;
11. Ensure that only pictures of those with a website consent form on file are used;
12. Submit, in September or October of even numbered years, website compliance and recertification forms to International; and
13. Check the website on a weekly basis to ensure information is current (especially calendar items) and to update the quote of the week.

**World Fellowship Committee and Chair**

The World Fellowship Committee maintains **contact with the World Fellowship recipients from outside of the United States who are studying at an institution of higher education in the United States. The specific duties are:**

1. **Review with the Chapter members the Delta Kappa Gamma World Fellowship Program and the recipients enrolled in a college or university in the United States;**
2. **Maintain contact with Delta Kappa Gamma World Fellowship recipients who are studying in the United States;**
3. **Inform the Chapter of the names and contact information for any World Fellowship recipients who are studying in the Greater Pittsburgh area;**
4. **Invite, if appropriate, World Fellowship recipients to attend a Chapter meeting;**
5. **Introduce, if appropriate, World Fellowship recipients to the Chapter members; and**
6. **Encourage the Chapter Finance Committee to include in the annual budget a contribution to the World Fellowship Fund.**

Submitted by the Standing Rules Committee:

Zoe Akhtar

Becky Johnen, Acting Chair

Suzanne Mackulin

Simone Miller

LuAnn Sebastian

Donna Shultz

Haddie Weber

State Approved: January 20, 2024