

BETA KAPPA CHAPTER RULES

2019

ARTICLE I NAME

The name of this chapter shall be Beta Kappa, Ohio State Organization - DKG, and of The Delta Kappa Gamma Society International.

ARTICLE II MISSION AND PURPOSES

Section A. The mission and purposes of Beta Kappa Chapter shall be to:

1. promote the missions and purposes of The Delta Kappa Gamma Society International as stated in the Constitution, Article II, Sections A and B;
2. act as a liaison between members and the state and international organizations;
3. and provide meaningful educational programs and meetings for all members.

ARTICLE III MEMBERSHIP

Section A. Membership shall be in accordance with the *Constitution*, Article III and the *International Standing Rules*, Section 3. The chapter has full authority for the administration of membership.

Section B. Membership Procedures

1. Membership nomination forms shall be available from the Membership Committee and submitted any time for vote of acceptance into the chapter by the members attending.
2. The prospective members shall each be mailed an invitation to join and information regarding an orientation session. The orientation session will be conducted anytime by the chapter president prior to the initiation.
3. The Initiation and Installation Committee shall conduct the initiation of new members.

Section C. Membership may be in the form of Active, Active Retired, Reserve, Honorary or Collegiate.

1. 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. In order to receive reserve membership status, the member must submit a letter to the chapter president requesting such status and stating a reason for the request. This request will be voted on by the membership at either the April or May meetings. A reserve member, so requesting, may be restored to active membership.

2. Honorary membership shall be in accordance with the *Constitution*, Article III, Section B, 3.

Section D. Membership transfers, reinstatements or terminations may be made in accordance with the *Constitution*, Article III. The chapter treasurer shall maintain a permanent record of members whose membership has been terminated, including the date and reason for said termination.

ARTICLE IV FINANCES

Section A. Annual Dues

1. Financial matters are in accordance with the *Constitution*, *International Standing Rules* and the *Bylaws of Ohio State Organization - DKG*.
2. The chapter annual dues shall be reviewed each biennium. Chapter annual dues shall be determined in the even-numbered years by a two-thirds (2/3) vote of the members present at a general meeting.
3. The chapter treasurer shall collect annual chapter, state and international dues and fees by June 15 of each year. On July 1, members shall be dropped for non-payment of dues and fees. The treasurer shall forward dues and fees to the state treasurer.

Section B. Financial Controls

1. The chapter's budget shall be adopted annually by the membership at the May meeting. The Finance Committee, consisting of the past treasurer and at least two other chapter members shall prepare the budget. The president shall have approval of the budget.
2. All expense vouchers shall be signed by the president or vice-president before payment is made by the treasurer.
3. The Finance Committee shall provide for an annual audit and, after the president's financial review will report to the membership at the October meeting.

Section C. Grants-In-Aid

1. Funds raised by the Chapter shall provide Grants-In-Aid and Early Career Grants annually.
2. Grants-In-Aid will be made to third- and fourth-year college students in the field of education.
3. Early Career Grants will be made to active teachers with 5 years or less of teaching experience.

ARTICLE V ORGANIZATION

Beta Kappa Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Bylaws of Ohio State Organization - DKG*, and the *Beta Kappa Chapter Rules*.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. Officers and Personnel

1. Beta Kappa Chapter officers shall be elected, and a treasurer selected by the Executive Board. The elected officers shall be elected at the April meeting, installed at the May meeting and effectively take office on July 1 in even-numbered years. The term of office shall be two years unless otherwise specified, or until a successor has been named. No officer, except the treasurer may serve in the same office more than two consecutive terms.
2. The chapter officers shall be a president, vice-president/program chair, recording secretary (all elected) and a treasurer (selected by the Executive Board). The vice-president shall succeed to the office of president. The chapter may elect a second vice-president.
3. Related personnel shall be a corresponding secretary and newsletter editor (both selected by the Executive Board) and the immediate past chapter president.
4. The president shall appoint a parliamentarian, who is not an officer.

Section B. Duties

1. Duties of the officers are in accordance with the *Constitution*, Article VI.
2. The president or her official representative shall represent the chapter as a voting member of the State Executive Board.

Section C. Vacancies

Appointments of the president will fill all vacancies of office.

Section D. Nominations and Elections

1. In even-numbered years a slate prepared by the Nominations Committee shall be presented at the April meeting. Each nominee presented by the committee shall have given her consent before being presented to the chapter.
2. The Nominations Committee shall prepare the ballots and include blank lines for possible nominees from the floor. These nominations shall be made with the consent of the nominee. The election is to be conducted by this committee, ballots counted, and the results reported to the president. A majority of the votes cast elects. If there is but one nominee for an office, the election may be by voice vote.

ARTICLE VII BOARDS

Section A. The voting members of the Beta Kappa Chapter Executive Board shall be the elected officers and the immediate past president. The non-voting, ex-officio members, of the Executive Board shall be the corresponding secretary, newsletter editor, treasurer and parliamentarian.

Section B. The treasurer serves without a vote and is not paid for her services.

Section C. The Executive Board shall meet at least twice a year and function according to the *Constitution*, Article VII, Section C.

Section D. A quorum shall be the majority of the voting members.

ARTICLE VIII COMMITTEES

Section A. Standing committees shall be:

1. Society Business
 - a. Chapter Rules
 - b. Communications and Marketing
 - c. Finance
 - d. Initiation and Installation
 - e. Membership
 - f. Nominations
 - g. Scrapbook/Archives
2. Society Mission and Purposes
 - a. Adopt-A-Classroom
 - b. Founder's Day
 - c. Professional Affairs/Legislation
 - d. Programs
 - e. Grants-in-Aid/Early Career Grants
 - f. World Fellowship

Section B. Ad Hoc Committees

1. Ad Hoc Committees shall be appointed by the president as authorized by the Executive Board.
2. An Ad Hoc Committee shall be discontinued after submitting its final form.

Section C. General Procedures

1. After requesting members' interests in committee work, the vice-president shall appoint all committees. The Nominations Committee may be appointed by the vice-president or elected by the Chapter membership. The president shall be an ex-officio member of all committees except the Nominations Committee.

2. Matters requiring immediate committee action may be voted on by mail and/or email.
3. Committee meetings shall be planned with the president.
4. Funding for committee work shall be provided in the budget.

Section D. Duties of Committees

1. The Chapter Rules Committee shall review the current Chapter Rules to keep them consistent with the *Constitution* and the *Bylaws of Ohio State Organization - DKG* in their most recent revisions. Final chapter revisions will be sent to Ohio State Organization–DKG-Bylaws and Policies and Procedures chairman.
2. The Communications and Marketing Committee shall provide support to assist the chapter in effectively communicating with members and external groups. Upon the president's approval of the publication, *Beta Kappa Chatter* shall be published and distributed to all members of Beta Kappa Chapter at least four times each year.
3. The Finance Committee shall prepare an annual budget, review financial policies, review investments, conduct internal audits, investigate non-dues revenue sources and perform other duties assigned by the chapter president.
4. The Initiation and Installation Committee shall conduct the initiation of new Members. The committee shall be responsible for the ceremony at which new officers are installed in even-numbered years.
5. The Membership Committee shall be responsible to initiate chapter honorary members, maintain necrology reports, plan and conduct necrology services and plan membership initiatives.
6. On even-numbered years, the Nominations Committee shall present to members at the April meeting a slate of candidates for each elective chapter office. The Nominations Committee shall prepare the ballot and conduct the election at the April meeting.
7. The Scrapbook/Archives Committee shall maintain the chapter scrapbook and archives. The recording secretary shall be the chairman of the committee. Completed scrapbooks shall be housed at the Shelby County Historical Society.
8. The Adopt-A-Classroom Committee shall twice a year disburse applications for teacher-generated projects with which chapter members could be of help. The committee will select deserving projects based on time, commitments, and available volunteers.
9. The Founders' Day Committee shall prepare and present a yearly Founders' Day program.
10. The Professional Affairs/Legislation Committee shall report to the chapter information dealing with legislative actions and issues of professional concern.
11. The Program Committee shall assist the vice-president in planning programs for chapter meetings and venues for the meetings.

12. The Grants-in-Aid/Early Career Grants Committee shall determine the number of grants to be awarded in two areas:
 - 1) 3rd/4th year education students; 2) active teachers with 5 years or less teaching experience. The committee shall choose recipients from the applications submitted to the committee. Funding is comprised of a portion of membership dues, chances purchased for monthly door prizes, and a portion of proceeds from the Brown Bag Auction.
13. The World Fellowship Committee is responsible for keeping members informed about the International World Fellowship program and arrange for collection of voluntary contributions to support the program.

ARTICLE IX MEETINGS AND ACTIVITIES

Section A. Chapter meetings

1. Business of the chapter shall be conducted at a regularly scheduled meeting of the chapter. There will be eight meetings each year held on the first Monday of each month, unless that day falls on a holiday. The Executive Board will then set the meeting date. There will be no meetings in the months of January, June, July and August.
2. At least four meetings a year shall be devoted to the International Program of Work theme. New member initiation may be held at anytime. Officer installation will be held at the May meeting in the even-numbered years. One meeting each year shall be devoted to a Founder's Day program.

Section B. The Executive Board shall be empowered to make necessary decisions during the months when the chapter is not in session. A two-thirds (2/3) vote of members of the Executive Board present shall be necessary for major items.

Section C. A quorum shall be those members present at a regularly scheduled meeting. A majority will be one more than half of the members present.

Section D. The chapter may meet through electronic communication as long as all members may simultaneously hear one another and participate during the meeting.

ARTICLE X AMENDMENTS

Section A. Proposed amendments may be made to the Chapter Rules Committee or the Executive Board at any time. If the Executive Board feels the proposed amendment should be brought to the general membership, it will do so, at the earliest possible time.

Section B. The membership shall be given notice that the Chapter Rules will be read for adoption or amendment at least 30 days prior to adoption. This may be accomplished by having a first reading at one meeting and adoption at the next meeting. A two-thirds (2/3)-majority vote of those present shall be necessary for affirmation of standing rules.

ARTICLE XI DISSOLUTION

In the event of the dissolution of Beta Kappa, the net assets of the organization shall, in accordance with the incorporation statutes of the state of Ohio, be distributed as follows:

Section A. Chapter

The state Executive Board shall grant permission for the dissolution of the chapter.

If granted:

- a. The charter shall be returned to the state president for forwarding to International Headquarters;
- b. Remaining chapter funds shall be sent to the state treasurer;
- c. Initiation paraphernalia and all chapter records shall be sent to the state president;
- d. Members desiring to maintain membership may transfer to other chapters;
- e. The state Executive Board shall decide whether to reuse the Greek name of the dissolved chapter;
- f. All liabilities and obligations shall be paid and satisfied, or adequate provisions shall be made thereof.