

The Delta Kappa Gamma Society International
Beta Beta State Organization
Alpha Chapter Standing Rules

ARTICLE I. NAME

The name of this chapter shall be Alpha Chapter, Beta Beta State Hawaii of The Delta Kappa Gamma Society International, hereafter known as Alpha Chapter.

ARTICLE II. OBJECT/PURPOSE

Alpha Chapter objectives shall be to promote the purposes and mission of The Delta Kappa Gamma Society International as found in the *Constitution, Article II*.

ARTICLE III. MEMBERSHIP

1. The membership of Alpha Chapter shall be composed of active, reserve, and honorary members. All membership is in accordance with the *Constitution, Article III*.
2. Nomination of new chapter members shall be conducted annually by the Membership Committee.
3. Nominees shall be invited to membership into the Chapter.
4. Nominees accepted for membership shall receive a majority vote of the members present.
5. A data sheet for each initiate shall be kept on file by the Chapter Membership Committee.
6. Members shall be encouraged to wear Key pins to all Delta Kappa Gamma functions.
7. A complete record of members whose membership is terminated shall be kept by the Chapter Membership Committee. The record shall include the reason and date of termination. A report of members terminated shall be part of the minutes of the chapter executive board and/or chapter meetings.
8. A former member may be restored to membership by a majority vote of the chapter.

ARTICLE IV. FINANCES

1. Annual Dues
Chapter annual dues shall be an amount determined in accordance with rules set by the Chapter.
 - a. The International and State dues and fees will be in accordance with the International Constitution/Standing Rules and the Beta Beta State Bylaws.
 - b. The annual dues and assessments are payable July 1 through October 31 of each year. On November 1, members shall be dropped from membership for non-payment of dues and assessments.
2. Every member who submits a reservation for any chapter activity requiring remuneration shall be responsible for full payment of the cost of the activity unless cancellation is made within the specified deadline.
3. Contribution to any of the special funds of The Delta Kappa Gamma Society International included in the annual budget shall be made in recognition of special deeds or accomplishments of Delta Kappa Gamma members.
4. The chapter shall maintain a travel fund to subsidize members attending workshops and conventions on the neighbor islands, regional conferences, and international conventions. The purpose is to encourage participation by all chapter members to attend the Society's

functions. The amount budgeted in any given year shall not exceed \$50. The amount is cumulative and will remain in the travel fund at the end of each year.

5. Financial Controls

- a. The Finance Committee shall submit a proposed annual budget at the beginning of the fiscal year.
- b. The chairman of the Finance Committee shall conduct a financial review of the treasurer's records at the end of the fiscal year.

ARTICLE V. ORGANIZATION

1. Chapter business shall be conducted in a manner consistent with the *International Constitution, International Standing Rules, Beta Beta State Bylaws, and Chapter Standing Rules*. The Chapter Standing Rules shall be submitted to the Beta Beta State Bylaws Committee for review in the second year of the chapter president's biennium.
2. Chapter president shall represent the chapter as a voting member of the state Executive Board and Oahu Coordinating Council.

ARTICLE VI. OFFICER AND RELATED PERSONNEL

1. Chapter Officers
 - a. The chapter officers shall be a president, a first vice-president, a second vice-president, a secretary, (all elected); and a treasurer (selected by the Executive Board).
 - b. The president shall appoint a parliamentarian.
2. The officers shall perform the duties prescribed in the *Constitution, Article VI*, as authorized by the Beta Beta State Bylaws and Chapter Standing Rules.
 - a. Other Duties
 - (1) The first vice-president shall be the chair of the Strategic Action Plan Committee.
 - (2) The second vice-president shall be chair of the Membership Committee.
 - b. Duties, Treasurer
The treasurer shall perform the duties prescribed as authorized by the Beta Beta State Bylaws, Article VI, Section 4.
3. The nominations and election procedures will be consistent with the *Constitution* and State Bylaws.
4. Vacancy procedures and term of office will be in accordance with the State Bylaws.

ARTICLE VII. EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

1. The Executive Board will consist of president, first vice-president, second vice-president, secretary, treasurer, parliamentarian, and immediate past president. Their duties are consistent with the *Constitution*.
2. The meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the President.
3. The quorum consists of a majority of the voting members of the Board present.

ARTICLE VIII. COMMITTEES

1. Committees are consistent with those areas which the chapter has constitutional responsibility.
 - a. Society Business: communications and publicity, standing rules, finance, leadership development, membership, nominations, strategic action plan.

- b. Mission and Purpose: educational excellence, scholarship, world fellowship.
- c. Other: directory, archives, pioneer women, courtesy and aloha.
- 2. Special committees will be appointed by the president, as needed.
- 3. President shall appoint all committee chairmen including nominations.
- 4. The duties of each committee are specified in the State Bylaws and the Society Handbook.
- 5. The duties of the Courtesy and Aloha Committee shall be to:
 - a. Extend courtesy and aloha to guest speakers and special guests of Alpha Chapter.
 - b. Extend courtesy at the Aloha Meeting to members who are traveling in the summer.
 - c. Send get-well cards to members who are ill at home.
 - d. Send a small remembrance to members who are or who have been recently hospitalized for major illness, the amount to be left to the discretion of the committee with regard to current prices. For example: a book of stamps or note cards.
 - e. Donate \$25 to a Delta Kappa Gamma fund in the case of the death of a member.
 - f. Donate \$10 to a Delta Kappa Gamma fund in the case of death of a member's husband, child, or parent.

ARTICLE IX: AREAS OF ACTIVITY INCLUDING MEETINGS

- 1. The Quorum shall be the majority of the members present at the meeting.
- 2. Minutes, meeting notices, Aloha i ke Akea, information and forms related to major Beta Beta State events, such as the Fall Workshop/Forum, the State convention, Leadership Development Workshop, and other vital information shall be sent via e-mail or printed and mailed.

ARTICLE X: FUNDS

- 1. President's Reimbursement for Attendance at State Meetings
Alpha Chapter shall give a total of \$200.00 during the biennium to the chapter president or her substitute, provided that the total payments shall not exceed \$200.00 during the biennium.
- 2. President's Reimbursement for Attendance at International Meetings
Alpha Chapter shall give a total of \$200.00 during the biennium to the chapter president or her substitute to attend the International Convention and Southwest Regional Conference.
- 3. President's Pin
The chapter treasurer shall be responsible for ordering a chapter president's pin to be presented to the chapter president at the installation.

ARTICLE XII: AMENDMENTS

Chapter rules will be revised by the Standing Rules Committee.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition), shall govern the proceedings of Alpha Chapter in all cases not provided for in the Constitution, International Standing Rules, Beta Beta State Bylaws, and Beta Beta State Standing Rules.

Date Reviewed: June 13, 2016

By: Janet Jim
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