

## **BETA CHI CHAPTER RULES**

*Adopted April 4, 2001 (Revised 2015)*

### **ARTICLE I NAME**

The name of this chapter shall be Beta Chi Chapter, Alpha Delta State Organization, The Delta Kappa Gamma Society International.

### **ARTICLE II MISSION AND PURPOSES**

The mission and seven purposes of Beta Chi Chapter shall be those of The Delta Kappa Gamma Society International and those of the Alpha Delta State Organization. In addition, the chapter shall initiate, orientate, and reorient members into our society.

### **ARTICLE III MEMBERSHIP**

Membership is in accordance with the constitution, Article III, and the International Standing Rules, Section 3.

1. To be considered for active membership a woman must: (see "Qualifications for Membership" in Beta Chi Yearbook)
2. The number of new members to initiate shall be decided "early" each year. The total number of active members should not exceed 100.
3. The formal invitation to join the Society shall be issued by the Second Vice-President (Membership Chairman). The Membership Chairman along with the Membership Committee shall conduct an orientation session for new members.
4. The Membership Chairman shall be in charge of arrangements for the initiation ceremony.
5. Initiates shall receive a rose and a complimentary dinner at their initiation.
6. Members may be granted reserve status for reasons of illness or geographical location. Upon the request of a reserve member, she may be reinstated to active membership.
7. Membership may be terminated for non-payment of dues and fees or by resignation.
8. Recognition of the year's retirees shall be held annually.
9. Upon the death of a member, the president shall send a single white rose. A service, at the funeral, is available upon request. A chapter service shall be held at the next regular meeting.
10. Every member, except officers, committee chairman, and ad hoc appointees serve on a chapter committee as well as a hospitality committee each year.

### **ARTICLE IV FINANCE**

Financial matters are in accordance with the Constitution, International Standing Rules and the Bylaws of Alpha Delta State.

1. Chapter dues are determined annually by chapter vote at the May meeting. Chapter assessments shall be determined annually by chapter vote at a regular chapter meeting. Reserve members do not pay assessments.
2. The chapter treasurer shall collect annual chapter, state, and international dues and fees starting from the May meeting until the October meeting deadline.
3. A budget shall be prepared by the Finance Committee to be submitted to the membership at the May meeting. The budget must be approved by the members no later than the October meeting.
4. The budget must include provisions for convention expense and the president's pin.
5. An ad hoc committee from the membership shall conduct an audit annually and report to the members at the October meeting.
6. The Chapter shall reimburse the president or a member designated by the president and voted on by the Executive Board for Convention expenses. Payment for International and Regional Conventions will include registration, transportation, and accommodations. Payment for the State Convention will include registration, accommodations, mileage and the Presidents' Banquet.

### **ARTICLE V ORGANIZATION**

Beta Chi Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, Bylaws of Alpha Delta State, Roberts's Rules of Order Newly Revised, and Beta Chi Chapter Rules.

## **ARTICLE VI OFFICERS AND RELATED PERSONNEL**

1. Beta Chi Chapter officers shall be president, first vice-president, second vice-president, recording secretary, corresponding secretary (all elected) and a treasurer selected by the Executive Board. The president appoints a Parliamentarian and historian, who are not officers.
2. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote of the chapter members present. The term of each elected officer shall be two years or until a successor is named. No officer except the treasurer may serve in the same office longer than two terms in succession. Officers shall be installed at the May meeting following their election and take office on July 1.
3. The president shall be presented with her president's pin at the time of her installation into office.
4. The first vice-president shall serve as program chairman and the second vice-president as membership chairman.

## **ARTICLE VII EXECUTIVE BOARD**

The Executive Board shall include the elected officers and the immediate past president as members, and the treasurer and parliamentarian as ex-officio members, without vote. Meetings of the Executive Board shall be held at least twice annually, other times upon request of the president, or by the petition of three members of the Executive Board. A quorum shall be the number of those present.

## **ARTICLE VIII STANDING COMMITTEES**

Beta Chi Chapter shall have the following committees. The president, except for the nominating committee, which is elected, appoints all committee members. The president is an ex-officio member of every committee except the nominating committee. The nominating Committee shall be comprised of 5 members elected at the April meeting of the odd-numbered years. The president is not eligible to serve on the nominating committee.

1. Society Business – finance, membership, nominating, chapter rules.  
Educational Excellence – music, personal growth and services, and research.  
Educational Services – world fellowship, scholarships, communications, sunshine, and legislative representative.
2. The president as deemed necessary may appoint ad hoc committees and additional standing committees.
3. Early in the month preceding a meeting the hospitality committee should contact the arrangements chairman concerning the meeting place and contact the meeting place to arrange for menu and dinner cost. The price should include the cost of the meal, tax, gratuity, and rent if applicable. They should check with the president for the number of places for the head table and for any special tables needed.
4. The hostess committee is responsible for table decorations, and expenses are shared by the committee whether or not committee members are present.
5. The hostess chairman shall also make the reservations with the church or restaurant following notification by the corresponding secretary on Sunday night. They shall collect the money for the meal before the meal is served and present money and an accounting of it to the treasurer.
6. When the sunshine chairman is notified that a member is ill or has a death in the family, an appropriate card will be sent.
7. In case of emergency or the death of a member, the members will be called as listed on the calling list. It is the responsibility of the person whose name heads each list to see that members on her list are notified. Those who head each list will then notify the president whether all members have been reached.

## **ARTICLE IX MEETINGS**

1. Beta Chi Chapter shall hold seven dinner meetings per year (including a joint meeting with Alpha Omega chapter). The usual meeting dates are the first Thursdays of October, November, December, February, March, April, and May.
2. A quorum at any meeting is the number of members present.
3. Members shall be held responsible for payment of dinners not cancelled by the deadline.
4. At least four meetings each year shall be devoted to the International Educational Excellence. Each year's program shall include a birthday celebration and a Founder's Day ceremony.

#### **ARTICLE X PARLIAMENTARY AUTHORITY**

State organization shall designate in state organization bylaws a recognized Manual of parliamentary procedure for the governance of the state organization on and its chapters in all instances in which the authority is not inconsistent with this Constitution or other adopted Society rules.

#### **ARTICLE XI AMENDMENTS**

These chapter rules may be amended by notifying the membership in writing of the proposed amendment prior to the meeting. A two-thirds vote is required for approval.

#### **ARTICLE XII CONFLICT OF INTEREST**

The purpose of this conflict of interest policy is to protect the interests of The Delta Kappa Gamma Society International when the Society is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Administrative Board, an international officer, a state organization officer, chapter officer or a member of a committee with powers delegated by the Administrative Board or an international, state or chapter executive board (any such person is referred to in the conflict of interest policy as an interested person). This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations.

#### **ARTICLE XIII DISSOLUTION**

1. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.
2. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the state organization treasurer for state or international projects.
4. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state organization archives and made available for use.
5. The charter must be returned to the state organization to be forwarded to the International Headquarters.
6. The state organization executive board shall decide whether the Greek name shall be reused or not.