

# Beta Lambda Chapter Rules

## I. Names and Emblems:

- A. The name of this chapter shall be Beta Lambda Chapter, Alabama State Organization, and The Delta Kappa Gamma Society International.
- B. The chapter name, Beta Lambda, was assigned by the state organization.
- C. The designation for Delta Kappa Gamma can be written either in a combination of Greek letters ( $\Delta\text{K}\Gamma$ ) or the Latin letters DKG.

## II. Purposes:

The purposes of Beta Lambda Chapter shall be the seven purposes of The Delta Kappa Gamma Society International, the Society Mission, and those of the Alabama State Organization.

## III. Membership:

- A. Membership is in accordance with the Constitution, Article III, International Standing Rules, III and the Alabama State Standing Rules, Article III. The chapter has full authority for the administration of membership.
  1. An active member shall be a woman who is employed as a professional educator or has been retired from an educational position [*Constitution* Article III, Section B1]. An active member shall participate in all the activities of the Society.
  2. A reserve member is a woman who is unable to participate fully in the activities of the chapter because of a physical disability and/or geographic location.
  3. Honorary members shall have given or continue giving distinguished service to education and/or women who are of local significance to the chapter area.
  4. A collegiate member shall be an undergraduate or graduate student who meets the following criteria:

- a. Undergraduate student collegiate members shall
    - i. Be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.
    - ii. Be enrolled within the last two years of their undergraduate education degree.
  - b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.
  - c. When a collegiate member begins her career as a paid educator, she will pay active member dues and become an active member.
  - d. 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. Recommendations for membership forms (Form 11) shall be available at each regular chapter meeting.
- C. Recommendation for membership forms shall be completed by the sponsor and returned to the membership chairman by March 1.
- D. The membership committee shall review recommendations for membership (Form 11) and the membership chairman prepares to present the candidates' names to the chapter membership.
- E. New members shall be voted on by the membership during the March and/or April meeting. Invitations will be extended by the president immediately following the election.
- F. New member orientation will be conducted by the membership chairman and president prior to the induction which will be held in September. Members-elect will indicate in writing to the chapter president their acceptance to membership.
- G. The executive board shall decide on the disposition of society jewelry which has been returned to the chapter.
- H. The recording secretary shall record in the minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.

- I. In case of death of a member, a fifty-dollar (\$50) donation will be placed in the chapter scholarship fund. The family will be notified by card.
- J. In case of death of an immediate family member, a ten-dollar (\$10) donation will be made to the scholarship fund. The member will be sent a card.
- K. Cards will be sent to members for hospitalizations, weddings and births.

#### **IV. Finances:**

- A. Financial matters are in accordance with the Constitution and the Alabama State Bylaws.
- B. Changes in chapter dues shall be determined by chapter vote.
  - 1. Dues shall be sixty-five dollars (\$65) for active membership. Of this amount, forty dollars (\$40) are for International, fifteen dollars (\$15) for state, and ten dollars (\$10) for the chapter.
  - 2. Dues for reserve members shall be twenty-five dollars (\$25). Of this amount, twenty dollars (\$20) is for International, four dollars (\$4) for the state, forty cents (\$.40) for scholarship and sixty cents (\$.60) for the chapter.
  - 3. Collegiate dues shall be twenty dollars (\$20) sent to International.
  - 4. The new dues portal is active. All paperwork goes through the portal from the treasurer. The treasurer will print a copy of each order for International (with a check); state (with a check) and one for the chapter files. The scholarship should be included additionally with the state check.
  - 5. Beta Lambda induction fee for new members shall be eighty-five dollars (\$85) and be paid on day of induction. The fee will include (1) sixty-five dollars (\$65) chapter dues and (2) twenty dollars (\$20) induction fee with five dollars (\$5) to Alabama State/International and fifteen dollars (\$15) for induction supplies/chapter pin.
  - 6. Annual chapter, state organization and international dues and fees shall be collected by the chapter treasurer no later than June 15 of each year and forwarded to the Alabama State Organization treasurer no later than June 30 of each year. A member will be dropped from membership on June 30 for non-payment of dues.

7. The finance committee will develop an annual proposed budget and present it to the membership no later than the September meeting. The budget shall be approved by chapter vote.
  8. Financial controls include the chapter president's approval of expenses, the yearly budget, and an audit conducted each year by the Finance Committee.
- C. A president's pin shall be presented to the president at the beginning of her biennium.
  - D. The president or her representative shall be compensated for certain expenses to district, state, regional and international meetings less the amount reimbursed by the state or international organizations.

**V. Organization:**

Beta Lambda Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, Standing Rules, Alabama State Bylaws, Alabama State Policies, and the Beta Lambda Chapter Rules.*

**VI. Officers and Related Personnel:**

- A. The executive offices to be filled for a two-year term include the president, first vice-president, second vice-president, recording secretary, and corresponding secretary. The first vice-president shall serve as program chairman. The second vice-president shall serve as yearbook chairman.
- B. The nominations committee is appointed in September of the odd-numbered calendar year of the biennium.
- C. The nominations committee report shall be presented to the membership at the November meeting and voted upon at the January meeting of the even-numbered calendar year of the biennium.
- D. A list of the new slate of chapter officers shall be forwarded to the Alabama state president no later than April of the even-year of a biennium.
- E. Officers shall be installed at the March or April meeting of the even-numbered calendar year of the biennium. Officers shall assume office on July 1, following their installation.

- F. The parliamentarian is appointed by the president. She does not have a vote on the executive board unless a vote is taken by ballot.
- G. The treasurer is appointed each biennium by the president and the executive board.
- H. The webmaster is appointed each biennium by the president.
- I. Chapter officers, except the treasurer and webmaster, may serve in the same office no longer than two terms in succession.

**VII. Meetings:**

- A. Beta Lambda will meet monthly as designated by the program committee for a minimum of 4 (four) times a year. The regular monthly meetings will begin in September and end in April. The chapter will not meet during the month of December. The president, with the program committee's recommendations, will submit a yearly chapter calendar to the membership prior to the September meeting to include times and dates for meetings.
- B. When the District III meeting or Alabama State Convention conflicts with the chapter meeting date, no meeting will be scheduled since members are encouraged to attend district and state meetings. All business scheduled for that month will be held a month earlier.
- C. Beta Lambda meetings will be conducted at a location determined by the program committee.
- D. The program committee will select the monthly hostesses; this information will be provided to the yearbook editor.
- E. A quorum is 20% of the active members.
- F. If a matter comes up that requires immediate chapter action, the executive committee will meet to determine how the matter will be resolved.

**VIII. Executive Board:**

- A. Voting members of the Executive Board include president, first vice-president, second vice-president, recording secretary, corresponding secretary, and treasurer, immediate past president and committee chairmen. The president may not vote unless the vote is by ballot or to break a tie. The parliamentarian may vote only if the vote is by ballot.
- B. The executive board functions according to the Constitution, Article VII, Section C.
- C. The president will be responsible for scheduling two executive board meetings per year.

**IX. Committees:**

- A. The standing committees shall be finance, membership, nominations, educational excellence, chapter rules, communications and publicity, scholarship/grant-in-aid, and world fellowship.
- B. The special committees shall be auditing, social, and telephone.
- C. The treasurer is an ex officio member of the finance committee.
- D. Committee duties are outlined in the International Constitution and Standing Rules, and Alabama State Rules.
- E. Committee chairmen are appointed by the president.
- F. If a task requires immediate attention, the executive committee and the committee chairman will meet to determine how to proceed.

**X. Dissolution:**

- A. Beta Lambda Chapter shall have at the time of dissolution all liabilities and obligations paid and satisfied.
- B. The president shall forward an official request to the Alabama state President and/or Executive Secretary requesting dissolution.
- C. The Beta Lambda Executive Board, at the time of dissolution, shall forward the remaining financial assets, chapter charter, official chapter initiation items, official records and all other Delta Kappa Gamma materials to Alabama state.

- D. The procedure for the transfer of members follows International transfer procedures.

**XI. Parliamentary Authority:**

Robert's Rules of Order, Newly Revised is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.

**XII. Amendments:**

- A. Chapter rules may be amended or rescinded at any chapter meeting if notice was given at the previous meeting; approval is by two-thirds of the members present and voting.
- B. The executive board shall review the chapter rules at least once during the biennium.

**XIII. Communications/Publications:**

- A. The chapter president approves publications.
- B. The chapter newsletter will be published before each chapter meeting.
- C. The chapter website will be updated as needed. The chapter website will be evaluated at the beginning of each International biennium using International's Standards for Society Website Compliance Form 72a.
- D. The chapter may meet through electronic communication (Zoom) as long as all members may simultaneously hear one another and participate during the meeting.

**XIV. Areas of Activity:**

- A. Minutes of meetings will be preserved in a permanently bound volume.
- B. Copies of the Constitution, Chapter Rules, and Handbook will be forwarded to the new officers. Revised issues will be ordered for each officer.

C. The program chairman will present chapter projects during the September meeting for member approval.

D. Scholarship/Grant-in-Aid:

1. A recipient shall have been an active member of Beta Lambda Chapter for a minimum of two years prior to application to be considered for a scholarship.
2. A written application for a scholarship should be received by the scholarship committee prior to September 1<sup>st</sup> in odd-numbered years and for a grant-in-aid award prior to September 1<sup>st</sup> in even numbered years.
3. Scholarship and grant-in-aid award recommendations shall be presented by the scholarship chairman to the membership during the September meeting and voted upon by the members.
4. The scholarship and grant-in-aid awards shall be presented no later than the November meeting during a biennium.
5. The chapter scholarship shall be awarded once each biennium to a member who is enrolled in graduate education, advanced certification, or is a retired member participating in Elderhostel for continuing education. The scholarship shall be in the amount of five hundred dollars (\$500) in odd-numbered years.
6. The grant-in-aid is awarded to a second-year teacher once each biennium in the amount of three hundred dollars (\$300) in even-numbered years.

**XV. Conflict of Interest:**

The Beta Lambda Chapter affirms the Delta Kappa Gamma Conflict of Interest Statement. It is found in the updated bylaws on the Alabama State website. Once a year Beta Lambda should make a motion that they affirm the Conflict of Interest statement, get a second, and pass the motion. It should be put in the minutes. This is an IRS requirement, and is signed off on by the Auditing Committee each year when the audit is completed.

November 6, 2021  
Madeline Buchanan, Chairman  
Sandra Joganic