

**STANDING RULES
OF UPSILON CHAPTER (2020-2026)
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

- I. **NAME:** The name of this chapter shall be Upsilon Chapter, Michigan State Organization of the Delta Kappa Gamma Society International (Alpha Iota State), and The Delta Kappa Gamma Society for Key Women Educators International.
- II. **PURPOSES:** The purposes of Upsilon Chapter shall be the seven purposes of the Delta Kappa Gamma Society for Key Women Educators International and those of Michigan State Organization of the Delta Kappa Gamma Society International (Alpha Iota State).
- III. **MEMBERSHIP:**
 - A. **Composition:** Membership is in accordance with the Constitution, Article III and The International Standing Rules, Section 3. The chapter has full authority for administration of membership.
 - B. **New Members:** Candidates for active membership shall be voted upon in a regular chapter meeting by means of a show of hands with a majority of the votes cast required for election.
 - C. **Former Members:** A former member shall be reinstated to membership by the chapter receiving the request.
- IV. **FINANCES:**
 - A. Management of financial matters shall be in accordance with the Constitution, International Standing Rules, and Alpha Iota State By-Laws, and Standing Rules.
 - B. Chapter dues and assessments shall be determined annually by chapter vote, no later than the first meeting of the chapter new year.
- V. **ORGANIZATION:** Upsilon Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules and Alpha Iota State By-Laws and Standing Rules.
- VI. **OFFICERS:** The Chapter officers, all of whom must be members of the Society, shall be a President, Vice-president, Recording Secretary and/or Corresponding Secretary and Treasurer. The officers shall be elected in even-numbered years for a term of two years, except the Treasurer and Historian who are appointed by the Executive Board. The Parliamentarian is appointed by the President. (See officers duties)
- VII. **MEETINGS:**
 - A. At least four meetings shall be held annually (July 1 through June 30)
 - B. A quorum shall be a majority of the members present.
 - C. There shall be no proxy vote. Must be present to vote.
- VIII. **EXECUTIVE BOARD:** The Executive Board shall consist of the President, Vice-president, Recording Secretary and/or Corresponding Secretary, Immediate Past-president and Treasurer. The Parliamentarian shall be an ex-officio member with no vote. The Board shall meet at least twice each year, with additional meetings called by the President as needed. A quorum shall be a majority of the voting members of the Board present.

Duties:

- A. To select the treasurer and historian for the biennium.
- B. To act in matters requiring immediate action and decision.
- C. To recommend policies and procedures for consideration by members.
- D. To establish rules for budget development and approval for the supervision of chapter finances.

IX. SOCIETY BUSINESS:

A. Nominations committee:

1. Members: All past Chapter Presidents. Chairman shall be the Immediate Past President.
2. Duties:
 - a. To select candidates from suggestions of members.
 - b. To ascertain that the nominated person will serve if elected.
 - c. To present to chapter in even numbered years, the choice of the committee of one candidate for each elected office and two members to serve on the finance committee for a term of four years.
 - d. Election shall take place at a regular meeting prior to the date of the spring convention set by the state.
 - e. Installation may take place after the election but prior to July 1. Officers assume their positions July 1 in even numbered years.
 - f. The Chapter Secretary will include election results in the minutes for future reference.
 - g. Committee shall meet during the summer of the uneven year to begin the selection of a slate of officers and members for the finance committee.

B. Budget and finance Committee:

1. Members: Shall be Chapter President, (ex-officio), Chapter Treasurer, and two members elected each biennium for a staggered four year term. A total of five members plus the President will serve on the board at any given time. Election is to take place at the regular election of officers in even numbered years. The chairman is to be determined by the finance committee at its first meeting.
2. Duties:
 - a. To plan and draw up a budget to be presented at the regular September meeting.
 - b. To supervise expenditures and investments of the funds of the chapter.
 - c. To review chapter assessment each year, and to recommend chapter dues/assessments to Executive Board. At September meeting present findings to membership.
 - d. To list projects to finance budget.
 - e. To prepare and do annual audit.

(Sub-committees)

a. Grant-in-Aid:

1. Members: Appointed by President.
2. Duties:
 - a. To cooperate with state committee and assist with raising funds for State and International Scholarships.
 - b. To distribute application forms to schools in Eaton County.
 - c. To investigate applicants and to make recommendations concerning recipients.
 - d. Keep chapter informed of available scholarships as well as follow-up on recipients as requested.
 - e. To be in charge of the silent auction in December.
 - f. To present Grant-in-aid at specified meeting.

- g. To prepare annual report as per instructions by International.

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b. World Fellowship:

1. Members: Appointed by President.
2. Duties:
 - a. To assist in promoting work of the International Committee.
 - b. To put together a theme basket for the State Spring Convention and State Fall Workshop – donate to Silent Auction for “Funding State Projects”.
 - c. To prepare an annual report as per instructions by International.

C. Membership:

1. Members: Appointed by President.
2. Duties:
 - a. To help membership seek and locate suitable prospective members.
 - b. To investigate carefully the qualifications of persons whose names have been submitted and refer to a chapter vote only those names of persons who meet qualifications. See Yearbook
 - c. To present the names and qualifications of candidate at chapter meeting prior to the date set for voting.
 - d. To conduct balloting at time designated by chapter.
 - e. To order membership kits from International.
 - f. To host orientation “tea” for prospective members prior to induction.
 - g. To assist with orientation of new members.
 - h. To conduct a memorial ceremony at the last meeting of the chapter year as needed.
 - i. To provide follow-up of resigned members.
 - j. To prepare an annual necrology report as directed by international.
 - k. Keep records for future references.

(Sub-Committees)

Induction:

1. Members: Appointed by President.
2. Duties:
 - a. Induction shall be in accordance with the International Standing Rules. The Program of Work shall determine date, time and place.
 - b. To set up induction according to the ritual: table, banner, coat of arms, key, easel, and other necessary items.
 - c. To have the correct number of ribbons and candles.
 - d. To obtain the correct number of roses and make them available for ceremony and dinner.
 - e. To secure music, rituals, proper waiting room for initiates, escorts for inductees (try to choose close associates) and line formations.
 - f. To notify all participating persons of their specific duties.
 - g. To make all arrangements for the smooth performance of the induction.

a. Gifts:

1. Members: Appointed by President.
2. Duties:

a. Purchase gifts for those who are deserving, i.e. for retirement, marriage, birth of a child etc. The amount will be determined each biennium the Executive Board. -3-

b. Obtain card to accompany gift. Card and gift to be presented at the discretion of the President.

c. Upon the death of a member, a single red rose will be delivered to the funeral home or memorial service if possible.

d. A single a red rose is to be sent to the member's home or to a family member:

In the death of the member's husband

In the death of a member's Father or Mother

In the death of the member's immediate family

The President or Vice-president will be notified of the death and will then designate a member to deliver the rose.

X. PROGRAM OF WORK: (STOPPED HERE)

A. Professional Affairs: (Professional Affairs, Legislation, Person Growth and Service)

1. Members: Appointed by President.

2. Duties:

a. To inform members of legislation pertaining to education and women's issues.

b. To support state legislative activities.

c. To select and nominate someone or a group worthy of the "State Distinguished Service Award". Obtain, complete and return necessary form by the deadline set by the state committee.

d. To select and nominate a sister worthy of the "State Women of Distinction Award". Obtain, complete and return necessary form by deadline set by the state committee.

e. To select and nominate a sister worthy of the "Chapter Woman of Distinction Award". Obtain, complete and return necessary form by deadline set by the state committee.

f. To select non-Delta Kappa Gamma member(s) to receive the "Friend of Education Award".

g. To invite the "Friend of Education recipient to designated chapter meeting to be acknowledge and honored.

h. To receive "Friend of Education Certificate", from the State Second Vice-president. Send completed form to State Second Vice-president, after certificate has been awarded.

i. To prepare annual report as instructed by International.

B. Music Committee:

1. Members: appointed by President.

2. Duties:

a. Provide music when requested to do so.

XI. COMMUNICATIONS:

A. Internal:

Newsletter:

- a. Members: Appointed by President.
- b. Duties:
 1. Designated chapter members shall publish and distribute the Chapter Newsletter approximately two weeks prior to each meeting. They will work with the President in gathering the necessary information.
 2. They will send the requested number of Newsletters to the designated state committee member(s) by the deadline set for that year.

Yearbook:

- a. Members: Appointed by President.
- b. Duties:
 1. Designated chapter members shall work with President and Vice-president to update and publish the Yearbook to be distributed annually at a fall meeting.
 2. To send required number of Yearbooks to the State Executive Secretary by Dec. 1 of each year.

Technology/Webmaster:

- a. Members appointed by President.
- b. Duties:
 1. To put Yearbook on our website (as much as is appropriate).
 2. To keep website updated.

Contact/Sunshine:

- a. Members: Appointed by President.
- b. Duties:
 1. To contact members on individual calling list.
 2. Ascertain whether or not member will attend meeting.
 3. Compile list of those attending.
 4. Relay list to chairman of committee.
 5. Send "Miss You" notes after each meeting.

B. External – Public Relations:

1. Members: Appointed by President:
2. Duties:
 - a. To publicize information about chapter that would be of interest to the community.
 - b. Prepare in advance stories concerning chapter special events or activities and arrange media coverage.
 - c. To prepare an annual report as per instructions from International.

XII. COORDINATING COUNCIL:

Upsilon Chapter is a member of the Capital Area Coordinating Council.

The Chapters included in this council are: Alpha Eta, Alpha Lambda, Alpha Theta, Alpha Upsilon and Upsilon.

The Upsilon Chapter President or her designee shall represent the Chapter at all Coordinating Council functions at the local and state levels.

XIII. AMMENDMENTS:

Amendments to the rules in the Chapter Standing Rules shall be made by a majority vote of the members present during a scheduled meeting of the Chapter. The Executive Board or selected committee shall review the Chapter Standing Rules at least once during each biennium and the necessary recommendations made to the chapter at a regular stated meeting.

Approved changes made in the Constitution of International and/or the By-Laws and Standing Rules of the State will automatically take effect in the Standing Rules of Upsilon Chapter.

XIV. DISSOLUTION OF A CHAPTER:

The dissolution of a Chapter shall follow the procedures as stated in the international Standing Rules.

XV. PARLIAMENTARY AUTHORITY:

The Delta Kappa Gamma Society International Constitution and Standing Rules, the Alpha Iota State By-Laws and Standing rules, and Robert's Rules of Order (Newly Revised) shall govern proceedings not covered in the Chapter Standing Rules.

UPSILON CHAPTER OFFICERS AND DUTIES

OFFICERS AND DUTIES:

1. President:

- a. Act as presiding officer at regular and called meetings and direct the activities of the chapter.
- b. Act as chairman of the Executive Board.
- c. Appoint a parliamentarian from the membership.
- d. Appoint standing and special committees – may assign task.
- e. Appoint hostess committees each year – may assign task.
- f. Serve as ex-officio member of all committees except nominations.
- g. Fill by appointment all vacancies in office.
- h. Represent the Society with other Societies and at public meetings and conferences – may assign task.
- i. Take action, with the advice and approval of the Executive Board, on matters which cannot be deferred until next meeting.
- j. Become familiar with duties as listed here and through information received from the State and International organization.

k. Send a list of new chairmen to State President or as directed.

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l. Send in "Death of Member" form to the State as directed and report death of member at a Chapter meeting; death announcement to be included in the minutes.

Distribute the annual report forms and make certain they are returned on time to the designated person.

m. Work with the Chapter "Program of Work" committee during the summer to plan year's activities.

n. Attend State Workshops and State Conventions or send a representative

o. President or representative is a member of the State Executive Board.

p. Co-sign bank card with Treasurer and an appointed chapter member to be able to carry out banking transactions.

q. Will send the official invitation to membership and to an orientation "tea", along with the date, time and place of initiation and include an International Society Brochure.

2. Vice-president:

Duties:

a. Assume Presidential responsibilities and authority in the event the President is incapacitated.

b. Act as chairman of the "Program of Work" committee.

c. Present the President's pin to the chapter President at the first meeting of her biennium.

3. Recording Secretary:

Duties:

a. Complete minutes of each Chapter and Executive Board meeting, signed by Secretary and the President. Minutes will include: (1) motions made and outcome (2) Treasurer's Report. The last meeting minutes of the fiscal year will include a membership status report.

b. Furnish copy of minutes to the President and the newsletter editor.

c. Keep attendance of Chapter members.

d. Keep a list of names and addresses of persons to whom invitations are sent for membership.

e. At end of each biennium give the minutes for that biennium to the Historian to be bound and filed.

Corresponding Secretary:

Duties:

a. Be responsible for carrying on the correspondence of the chapter as delegated by the President or Executive Board.

b. Read aloud all correspondence at meetings when requested to do so.

c. Send appropriate card(s) as requested by the President or chairman of Contact Committee.

d. Send a note to the family of a deceased member notifying them of a monetary gift given to the Chapter "Grant-in-aid" fund, in honor of the deceased member.

5. Treasurer:

Duties:

- a. The outgoing Treasurer should see that the new treasurer has the needed materials and instructions at the beginning of the fiscal year, July 1.
- b. 1. The most recent checkbook registry.
- c. 2. Budget information.
- d. 3. Membership list.
 4. The latest revision of the "Constitution and International Standing Rules", the Handbook from International" and the "Alpha Iota State MI By-Laws and Standing Rules". The President, Secretary, and Treasurer should each have copies.
 5. Fill out necessary forms to be sent to the State Treasurer.
 6. Any other current financial information.
 7. Update treasurer information with the bank.
- e. To collect dues and fees of active and reserve members between April 1 and June 30 of each year.
- f. If a member has not paid her dues by June 30, urge her to retain her Society membership by paying dues by October 1, at which time membership will be terminated.
- g. To fill out all reports as stated from International.
- h. To collect dues and fees of new members at the time of induction.
- i. To deposit all money in an account in the Society's name.
- j. To pay, by check, all bills adopted by the budget and non-budgeted items as approved by the membership.
- k. To make a Treasurer's report at each meeting.
- l. To provide financial records for financial review at the close of the fiscal year.
- m. Bill members who made reservations for a meal, but did not attend or pay.
- n. Collect money for any function where money is to be collected.
- o. Purchase President's pin prior to her installation.
- p. Serve as a voting member of the Chapter Finance Committee.
- q. Have current President and an appointed chapter member co-sign bank cards to carry on banking transactions.

Parliamentarian:

Duties:

The parliamentarian is appointed by the Chapter President for a two year term. She is not an officer and should not, therefore, be installed. She is an ex-officio, non-voting member of the Chapter Executive Board. She also serves as an advisor to the officers and members in matters pertaining to interpretation of the "Constitution" and to parliamentary procedure. She gives opinions when requested to do so.

Historian:

Duties:

The Historian collects, with the help of other chapter members, all pertinent information concerning the Society and its members and places it on file, including the annual "Yearbook" and bound minutes of the biennium. She shall keep the "Red Membership Book" up to date.