

**Beta Upsilon Grand Coulee Dam Area**  
**Chapter Rules**  
**Washington State Organization (WSO)**  
**The Delta Kappa Gamma Society International**

**ARTICLE I NAME**

The name of this local chapter shall be Beta Upsilon Chapter Grand Coulee Dam Area, of the Delta Kappa Gamma Society International, hereinafter also referred to as Beta Upsilon, or the Chapter.

**ARTICLE II. MISSION AND PURPOSES**

The purpose of the chapter shall be to support the mission and vision of the society:

**Section A. Mission Statement**

The mission of the chapter shall be to promote the mission and Purposes of The Delta Kappa Gamma Society International as found in the current *International Constitution*;

**Section B. Vision Statement**

Leading Women Educators Impacting Education Worldwide

**ARTICLE III. MEMBERSHIP**

**Section A. Membership**

All membership practices are in accordance with the current *International Constitution*. The chapter shall have full power to act in matters of chapter membership.

1. Membership in the chapter shall be by invitation. A member inducted into the Society becomes a member of a chapter, the State, and the international Society.
2. An individual becomes a member of the Society when she pays her dues. An individual is inducted only once.
3. The chapter will keep membership records and share those records with the State. Chapter minutes will reflect the names of members terminated, including the reason and date of termination.

**Section B. Classification**

1. An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.
2. 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.
  - a. Reserve status shall be granted by the majority vote of the chapter.
  - b. A reserve member, so requesting, shall be restored to active membership.
3. A chapter honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service.
4. Collegiate members shall be undergraduate or graduate students who meet the criteria as stated in the *Constitution*.

**Section C. Procedure**

1. An invitation to membership shall include an orientation meeting prior to induction.

Adopted February 11, 2012

Edited May 2017

Edited February 2021

2. Election of new members shall be by majority vote of members present with a quorum at a chapter meeting after the “Invitation to Membership” has been reviewed by the members.
3. Induction to membership to Delta Kappa Gamma shall use the DKG induction ceremony.

## **ARTICLE IV. FINANCES**

### **Section A. Annual Dues**

1. Annual dues for the following year may be determined by a majority vote of the chapter at a business meeting with a quorum present.
2. Chapter dues may be increased as recommended by the budget committee or as need arises.
3. The chapter may choose to waive chapter dues for a member who has financial need. In addition, the chapter may accept confidential donations to assist other members.

### **Section B. Fees**

1. Induction Fee: None at this time; although the chapter may vote to have all active inductees pay an induction fee of \$10.00 at the time of induction.
2. Scholarship Fee: Each active and reserve member shall pay annually a scholarship fee within her dues.
3. The chapter shall pay a one-time fee for each honorary member at the time of induction.

### **Section C. Payment of Dues and Fees**

1. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
2. The international portion of the dues and fees shall be sent between July 1 and Sept. 30.
3. For membership or reinstatement commencing between July 1 and December 31, the member shall pay the induction fee (new member only), dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half of the international and state membership dues. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent in.
5. A member who fails to complete payment of international dues shall be dropped as of Oct 1.

### **Section D. Financial Assessments**

Financial assessments may be levied by a majority vote of the members at a business meeting with a quorum present.

### **Section E. Other Income**

The chapter shall receive and utilize income from sources other than dues and fees in accordance with the Washington State Organization governing documents and the chapter executive committee.

### **Section F. Chapter Funds**

1. The available funds shall be the operating funds and shall require a budget.
2. The chapter grant-in-aid funds may be given to early service teachers as determined by the chapter and as designated in the annual budget. Rules governing the grant-in-aid fund shall be established by the committee and approved by the membership.

### **Section G. Financial Accounting**

1. The chapter fiscal year shall be July 1 to June 30.

2. The budget shall be prepared annually by the Finance Committee and shall be reviewed by the executive board and approved by the members. Any non-budgeted items must be approved by the membership prior to expenditure or by the executive board in cases of urgency.
3. All expenditures must be approved by the chapter president, submitted on a voucher, and accompanied by valid receipts.
4. An ad hoc committee appointed by the president shall review the financial records of the chapter annually.

#### **Section H. Officers' Expenses**

1. The chapter shall pay the expenses for the president to attend the State Fall Executive Board and State Convention.
2. If additional monies are budgeted, they may be allocated for other officers and members to attend the meetings as stated above to increase members knowledge of the society.

### **ARTICLE V ORGANIZATION**

**Section A. Chapter Boundaries:** The boundary of Beta Upsilon may be changed at a later time. Currently members reside in the Greater Grand Coulee Dam Area.

**Section B. Chapter Level:** The chapter shall have chapter rules that are consistent with the *International Constitution* and *Washington State Organization Bylaws and Standing Rules*. Each biennium, the chapter rules will be reviewed for consistency with international and state governing documents. A consent vote will be taken to align our chapter rules with the *Constitution, International Standing Rules and WSO governing documents*.

**Section C. Chapter Size:** No current requirement.

### **ARTICLE VI CHAPTER OFFICERS**

**Section A. Chapter Officers:** The chapter officers shall be president, vice president, secretary, and treasurer (selected by the executive board). A Parliamentarian may be appointed. The term "executive board" is used to refer to this group, and formerly called "executive committee."

**Section B. Duties:** Officers shall perform the duties of their offices as consistent with the *International Constitution* and *Washington State Bylaws and Standing Rules*.

1. The president shall
  - a. act as presiding officer at regular and specially called meetings and direct the activities of the organization;
  - b. act as chair of the Executive Board;
  - c. appoint a parliamentarian;
  - d. appoint standing and special committees e.g. ad hoc task forces and committees;
  - e. serve as member ex officio, with vote, on all committees except nominations;
  - f. approve for payment all expense claims;
  - g. approve publications;
  - h. fill by appointment all vacancies in office;
  - i. represent the chapter at meetings, conferences, and other events;
  - j. take action, with the advice and approval of the Executive Board on matters that cannot be deferred until the next meeting;
  - k. initiate recommendations to the Executive Board; and
  - l. promote leadership training.

2. The vice president shall
  - a. serve as presiding officer in the absence of the president. In the event of the resignation or death of the president, the vice president shall succeed to the presidency and serve until the next regular election of officers.
  - b. provide support and accountability for all committees.
  - c. perform such other duties as the president shall assign to her.
  - d. Shall be a member of the finance committee.
3. The secretary shall
  - a. keep minutes of each chapter meeting and may distribute electronically to each member. Minutes will include the names of members terminated, including the reason and date of termination.
  - b. prepare and share correspondence as needed, including sending cards to members.
4. The treasurer shall
  - a. receive and pay out all monies belonging to the chapter;
  - b. keep an accurate account of receipts and expenditures;
  - c. maintain a record of receipts, bills, and bank statements;
  - d. present a report at each regular meeting and give a paper copy to the president and the secretary;
  - e. file required tax reports;
  - f. submit for annual financial review accounts of the chapter;
  - g. serve as a consultant in the process of budget development and supervision of finances.
  - h. follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter Finance committee.
  - i. serve as a member ex officio, without vote if under remunerative contract for her services, on the respective executive board; OR serve as a member ex officio, with vote if not under remunerative contract for her services; and
  - j. maintain an accurate and current membership roster.
  - k. will establish the chapter's checking account with at least two other signatures. The chapter president and finance chair are the approved additional signees.
5. The parliamentarian shall
  - a. serve as a member ex-officio without vote on the executive board.
  - b. serve as a member with vote on any chapter rules committee.
  - c. act as an advisor to the officers and members pertaining to the governing documents and parliamentary usage.

### **Section C. Election and Term of Office**

1. The chapter officers, except the treasurer, shall be elected in even number years. The chapter election shall occur prior to the state convention, allowing the newly elected officers to attend.
2. The term of each elected officer shall be two (2) years or until a successor is named. It is recommended that no officer, except the treasurer, serve in the same office longer than two (2) successive terms. Officers shall take office on July 1 following their election.
3. The treasurer shall be selected by the chapter executive board each biennium.
- 4. Members may not hold more than one chapter office at a time.**

**Section D. Vacancies:** In the event that a member holding an elective or appointed position is unable to perform her duties, the position shall be declared vacant by the respective officers, and a successor shall be named by the chapter president.

## ARTICLE VII EXECUTIVE BOARD

**Section A. Membership:** The Executive Board shall include the elected officers and the immediate past president. The parliamentarian shall serve ex-officio, and the treasurer shall serve with vote if not remunerated.

**Section B. Duties:** The executive board shall

1. Select the treasurer for the biennium
2. Act in matters requiring action and decision between chapter meetings.
3. Recommend policies/procedures for consideration of members.
4. Establish rules for budget development and supervision of chapter finances.
5. Suggest agenda items for the four (4) minimum chapter business meetings.

## ARTICLE VIII COMMITTEES

**Section A. Standing Committee Structure**

1. Society Business
  - a. Communications & Marketing
  - b. Finance
  - c. Membership/Celebration
2. Society Mission and Purpose
  - a. Educational Excellence
  - b. Awards

**Section B. Appointed Committees**

1. Chapter members may self-select their committee assignment. The president may appoint additional members to fill any vacancies and appoint the committee chairs.
2. Special committees (or ad hoc task forces) may be appointed by the president at any time with the written/electronic permission of the executive board. No expenses may be incurred for said committees unless budgeted or specially designated by the executive committee and the finance committee.
3. The nominations committee shall be appointed by the president as an ad hoc committee. The committee shall gain approval from individuals and submit members' names to be considered for election to offices.

**Section C. Committee Responsibilities**

1. The work of each committee is under the direction of each committee chair that orients the committee to its responsibilities, guides decision-making, oversees the implementation of committee work and keeps the board informed on their progress.
2. Official committee meetings shall be face-to-face or through electronic communications at the discretion of the chair.
3. The president/designee shall serve as an ex-officio member with vote on all committees, except the Nominations committee.

4. Chapter committee chairs shall complete their reports, on time, for the chapter president.

#### **Section D. *Society Business***

##### 1. Communication & Marketing

- a. The committee is to link member-to-member and chapter-to-state; to encourage communication with external groups; and to suggest ways to market and promote the chapter.
- b. As needed, one member of the committee shall serve as Newsletter Editor; one member shall serve as communicator with all local media; and one member shall serve as communicator to the area liaison and the state.
- c. The committee shall establish a member-to-member telephone tree, activate it one week prior to chapter events, monitor its effectiveness, and make regular reports to the president on its progress.

##### 2. Finance

- a. The committee shall be composed of three (3) members with the president and treasurer serving ex-officio with vote.
- b. The committee shall prepare the available fund budget, submit the budget to the executive board, provide an annual financial review, and propose any necessary guidelines.
- c. The committee shall provide oversight of all chapter financial matters.

##### 3. Membership/Celebration

- a. The committee shall study and make recommendation to the executive committee related to membership issues and challenges.
- b. The committee shall conduct a regular campaign to seek new members in diverse locations and categories of education.
- c. The committee shall conduct orientations of new members, review membership applications, present qualified candidates at a chapter meeting, organize initiations, and provide new member mentoring. Renewal opportunities for former members are encouraged.
- d. The committee shall complete necrology and membership reports and maintain current member biographical data.
- e. The committee shall receive and evaluate recommendations of proposed honorary members and submit the names to the chapter for voting.

#### **Section E. *Mission and Purpose Committees***

##### 1. Educational Excellence

- a. The committee shall promote programs and projects for excellence in education. The committee shall be responsible for monthly programs that enrich the personal lives of members.
- b. The committee shall be composed of at least six (6) members and a chair, a representative for each of the following areas: personal growth and services, professional affairs, legislation, research, music, and world fellowship/international projects/United Nations. Programs and projects should address these topics during each biennium.

##### 2. Awards

- a. The committee shall promote the collection of funds, review and revise the awards guidelines (with approval from the chapter), publicize the award opportunities, manage the scoring of applications, notify the recipients, submit the information to the communication committee, and oversee the distribution of funds.

- b. The chapter may provide both undergraduate and graduate awards depending on available funds.
- c. The committee shall inform the members regarding the availability of financial support on the state and international levels.
- d.

#### **Section F. *Special Committees***

1. Special committees shall be appointed by the president as needed. After submitting the final report to the chapter, the committee shall be dissolved.
2. The Financial Review committee is a three (3) member ad hoc committee appointed by the president to conduct the annual review of the treasurer's records, make recommendations for changes, and submit a report to the Finance committee and to the executive committee. The report should be briefed at a chapter business meeting.

### **ARTICLE IX MEETINGS**

#### **Section A. *Chapter Meetings***

1. Regular business meetings shall be held at least four (4) times a year. Additional meetings may be held at the discretion of the chapter – program meetings are highly encouraged.
2. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
3. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of the chapter members shall be required for action. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
4. All meetings are open to the public including inductions; however, guests may not vote at business meetings. A quorum shall be 51% present of the active membership of the chapter.
5. There will be no proxy voting by the chapter.

#### **Section B. *Executive Board***

1. Meetings of the board shall be held at least twice annually and meetings at other times as needed, face-to-face or electronically.
2. A quorum shall be a majority of the executive board members.

### **ARTICLE X PUBLICATIONS**

The chapter may publish a monthly newsletter August to June to provide members with timely information about the chapter and its members. The chapter may use electronic communications to facilitate meeting announcements, distribution of newsletters, and to communicate with members as needed. Members without electronic access shall receive a mailed newsletter copy if they provide stamped, self-addressed envelopes for committee use.

### **ARTICLE XI AWARDS**

The chapter may provide undergraduate and graduate women educator awards to non-members. The chapter may nominate/recommend member candidates for the achievement awards and for other state and international scholarship and award opportunities.

Adopted February 11, 2012

Edited May 2017

Edited February 2021

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order Newly Revised* (current edition) shall govern chapter proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution*, the *International Standing Rules*, the *Washington State Bylaws*, and *Standing Rules*, the Beta Upsilon Chapter Rules, or other adopted Society rules, and any statutes applicable to this organization that do not authorize the provisions of the governing documents to take precedence.

## **ARTICLE XIII AMENDMENTS**

1. Proposals for amendments or revisions of the chapter rules may be submitted to the chapter president or the executive committee by any member or committee by January of each year.
2. All proposals for amendments and revisions shall be studied by the executive board and if aligned with governing documents, shall be submitted to the chapter for a vote by the members. Fiscal impact should be reviewed by the finance committee when appropriate.
3. Members must receive an electronic or paper copy of the proposed amendments thirty (30) days prior to the scheduled business meeting for a vote.
4. Approval of two thirds (2/3) of the votes cast, a quorum being present, shall be required for the adoption of an amendment to the chapter rules.
5. The adopted amendments shall take effect immediately upon adoption unless a proviso states otherwise.
6. The date of the approval of amendments must be included when the chapter yearbook is printed the preceding year.

## **ARTICLE XIV DISSOLUTION**

In the event of dissolution, the chapter first must seek assistance of the state president and the immediate past president (who serves as expansion and dissolution chair.) *After assistance has been given*, if the chapter still plans to dissolve, the following steps must be followed:

1. Obtain the approval of the chapter executive board;
2. Seek a 2/3 majority vote of the chapter members present with a quorum;
3. Request approval by the state executive board for the dissolution and shall decide if the Greek name shall be reused.
4. Give consideration to members desiring to maintain membership and transfer to other chapters. (International procedures must be followed.)
5. The chapter financial report must show a zero balance and a clear listing of all disbursements; therefore, any remaining funds shall be sent to the state treasurer and be deposited in the available fund;
6. The charter must be returned to the state's executive secretary to be forwarded to the Society Headquarters.
7. Chapter paraphernalia, the Society's publications, and chapter records shall be retained in the Washington State archives and be available for use.