

## 2020 - 2022

### STANDING RULES OF BETA UPSILON

(Submitted by an AD Hoc Committee made up of past Beta Upsilon Presidents. Approved 5/6/95; amended 11/1/95; revised by executive committee membership 2/2009; 2/2010; 2/2011, 9/2011, 9/2012, 11/2012; revised by AD Hoc Rules Committee 11/2017; revised by Executive Committee 01/28/2020)

### STANDING RULES

Beta Upsilon Chapter of Delta Kappa Gamma is governed by the procedures for local chapters as stated in The International Constitution and Standing Rules and NC DKG Bylaws and Standing Rules.

### ARTICLE I NAME

The name of this chapter shall be Beta Upsilon Chapter, NC DKG Organization, The North Carolina State Organization of The Delta Kappa Gamma Society International (formerly known as Eta State), abbreviated as NC DKG.

### ARTICLE II PURPOSES

The purposes of Beta Upsilon Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of the NC DKG Organization. The mission of the Chapter shall be: To promote professional and personal growth of women educators and excellence in education.

### ARTICLE III MEMBERSHIP/EXPANSION

Membership is in accordance with the Constitution, ARTICLE III and the STANDING RULES, Section 3. The chapter has full authority for the administration of membership.

- A. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of a chapter, a state organization, and the International Society when she pays her dues. She is inducted only once. [*Constitution*, Article III, A.] Membership year is July 1 through June 30.
- B. Classification
- Active members shall be women who are or have been employed as a professional educator at the time of her election. (Constitution, Art. III, sect. B.1.)
1. 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. Reserve status shall be granted by a majority vote of the chapter. A reserve member, upon request, shall be restored to active membership.
  2. An 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. [*Constitution*, Article III, b. 1. 2. 3.] Honorary member dues are \$49.50.

3. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  1. Undergraduate student collegiate members shall
    - a. Be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
    - b. Be enrolled within the last two years of their undergraduate education degree.
  2. 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,
  3. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. 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.
  4. Collegiate dues: International dues are \$20.00, State dues are \$5.00

#### C. New Members

1. Members are encouraged to submit a name of a prospective member via a *DKG Prospect Card* to the membership committee.
2. Membership committee will compile a list of prospective members to be voted on by the membership. It is recommended that the sponsor be present, for the voting, to share information about the prospective member.
3. Prospective members are sent a *Prospect Letter* which invites them to an orientation meeting.
4. Orientation will be held providing information about the society and the local chapter. A deadline to accept or decline the invitation to become a member will be established by the Membership Chairman.
5. The sponsor and the new member are to fill out the Chapter Member Application (Form 11). It is recommended, especially for the first year, that the sponsor contact her about meetings and serve as her hostess, introducing her to other members of the chapter.
6. New members are invited to the induction ceremony. Induction fee is \$10.00. The Chapter Treasurer shall send \$2.50 to the State Treasurer.

#### D. Individual Record Forms

Each member shall fill in individual Record Forms to be kept on file by the membership committee. It shall be brought up to date during the first year of the biennium.

#### E. Transfers

A member in good standing may be transferred from one unit to another upon application to Society Headquarters [*Constitution*, Article III,D]. Application forms for transfer are available from chapter presidents, Society Headquarters, chapter treasurer, or

the Society website. A member who is changing her residence may choose to retain her membership in her present chapter.

F. Termination

The reasons for termination as given in the *Constitution* are: non-payment of dues, resignation, or death. The treasurer shall report to the chapter president the names of members who have not paid their dues and fees two weeks prior to June 15. Dues and fees must be paid before June 30. Resignation: A resignation from membership shall be presented, in writing, to the chapter president. Chapter minutes must include the names of members terminated, including the reason termination.

G. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. [*Constitution*, Article III, f]

H. Reorientation

Reorientation information shall be provided frequently at chapter meetings.

I. Expansion Committee - *appointed*

The leaders of Beta Upsilon Chapter shall consider a division into a new chapter if the present membership grows so large that it becomes impossible to communicate among members.

#### ARTICLE IV FINANCE

Financial matters are in accordance with the International Constitution and Standing Rules and the NC DKG Bylaws.

1. The Chapter dues are determined by the Finance Committee and approved by the Executive Board. Dues and fees shall be allocated as follows:

*International	\$40.00	
Collegiate	\$20.00	
Reserve	\$20.00	
Reserve (State)	\$ 2.00	
*State (Active)	\$15.00	Collegiate \$5.00
*Scholarship fee	\$ 1.00	
*Chapter	\$19.00	
Induction Fee	\$10.00	(\$7.50 retained by Chapter; \$2.50 goes to State)

\*starred items are paid by active members

2. Chapter assessments for special project are determined as needed. (i.e. Nell Rea/Eva White Grant-in-Aid Scholarship)  
Reserve members do not pay assessments.
3. Annual chapter, state, and international dues and fees shall be paid to the chapter treasurer by June 30 to keep dues updated between July 1- June 30  
On June 30 non paid member will be dropped. For membership or reinstatement between July 1 and December 31, member shall pay dues and scholarship fee for the current year. New members shall also pay the induction fee.

4. The Finance Committee, appointed by the President, composed of past treasurer, treasurer, and others, as necessary is responsible for presenting an annual budget to the membership.

5. General operation expenses are turned over to the treasurer to be paid.

- (A) Chit Chat expenses are paid by the Treasurer.
- (B) Yearbook expenses are paid by the Treasurer.
- (C) The Chapter sends its President, expenses paid, to:
  - a. State Executive Board Meetings
  - b. Workshops
  - c. Regional meetings
  - d. Conventions

Mileage shall be paid at the following rates:

100 miles - \$20.00    100-200 - \$30.00

200-300 - \$40.00    300-400 - \$50.00

(Mileage over 400 considered on an individual basis)

Reimbursement for travel expense authorized by NC DKG to participate in state business, shall be made at the rate of \$.32 per mile (NC DKG Standing Rules 4. Finances Sec.E.1)

(D) World Fellowship shall be a donation of \$100.00 from the chapter's treasury plus any additional voluntary contributions.

(E) Proceeds from the annual bazaar shall be allocated as follows:

Local scholarship 75%

State scholarship 25% + \$1.00 from

Treasury.

Any additional fund raising will remain with the chapter and be added in full to the local scholarship.

(F) The sharesage (\$5.00) for the President is donated to the scholarship fund by hostess group at the conclusion of each meeting.

(G) The President will approve all expenses prior to payments being made by the treasurer.

6. The induction fee for new members shall be paid to the state by the chapter.

7. Reserve membership shall be \$22.00.

8. The Executive Board is responsible for the chapter audit.

#### **ARTICLE V ORGANIZATION**

1. Beta Upsilon Chapter shall govern the conduct of its business in a manner consistent with the International Constitution, and Standing Rules, NC DKG Standing Rules and the Beta Upsilon Chapter Standing Rules.

2. Beta Upsilon is a member of the NC DKG Region I.

3. The president of Beta Upsilon serves as a voting member of the NC DKG Executive Board.
4. Reports requested from chapters shall be submitted in the format specified by Headquarters.
5. Automated updates to rules shall be implemented which allows the chapter to quickly incorporate changes made in governing documents at the state and international levels.

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

Beta Upsilon officers shall be a president, a vice-president, a second vice-president, a recording secretary, and a corresponding secretary (all elected) and a treasurer (selected by the Executive Board).

1. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote of the chapter members present.
  - (A) The officers take office on July 1 following their selection.
  - (B) The term of office is two years or until a successor is named.
  - (C) No chapter officer may serve in the same office longer than two terms in succession (except the treasurer).
  - (D) Permission of the person to be nominated is secured before her name is recommended nomination.
  - (E) Guidelines for installation of officers are explained in the DKG Society International Ceremonies.
2. Election of officers, duties of officers, and the filling of vacancies are to be in accordance with the International Constitution, Article VI.
3. A parliamentarian is not an officer and is appointed by the president.
4. The President's pin is ordered by the treasurer during the president's first biennium.
5. When a vacancy occurs in the office of president, the vice president shall move up in order. Other vacancies will be either elected or appointed by the president.
6. Duties of officers:
  - (A) The first vice president is responsible for the initiation materials.
  - (B) The second vice president serves as Educational Excellence Committee Chairperson.
  - (C) The treasurer maintains an accurate and current membership roster.

#### **ARTICLE VII BOARDS**

1. Beta Upsilon shall have an Executive Board with the elected officers and the immediate past president as members and the treasurer and parliamentarian as officio members, without vote.
2. The Executive Board functions according to the International Constitution, Article VII, Section C.
3. The Executive Board meets at least twice a year but may meet more often if necessary. A quorum is the majority of the voting members present.

#### **ARTICLE VIII COMMITTEES**

Beta Upsilon abides by constitutionally mandated committees.

1. The areas of work in which Beta Upsilon has constitutional responsibility are Finance, Membership/Expansion, Nominations, Educational

Excellence, Leadership Development, Educational Law and Policy, Research and Literacy Communication and Publicity, World Fellowship, Scholarships/Grants-in-aid/Awards, and Beginning Teacher Support.

2. Special committees may be named by the chapter president and Executive Board as needed.
3. The chapter president shall appoint a US Forum chapter liaison person as a contact for information.
4. The President shall serve as a member, ex-officio, on all Committees except Nominations.
5. If tasks arise in committee needing immediate action, the Executive Board May be called upon to make decisions regarding the tasks.

### **ARTICLE IX MEETINGS**

1. A quorum must be present at any meeting in order for the proceedings of that meeting to be valid. A quorum is the majority of the voting members present.
2. Four regular meetings are held yearly.
  - (A) September—induction of new members
  - (B) November—bazaar
  - (C) February--introduction of prospective membership/slate of prospective officers.
  - (D) Middle of April/early May--vote on scholarship, new members and officers
3. Chapter meetings may be face to face, through electronic communication, or a combination of the two as long as member may hear and actively participate in the meeting.
4. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter member is required for this action
5. Ratification of mail voting must be made at the next face-to-face meeting.
6. No proxy voting.
7. Chapter rules shall be amended automatically by the Executive Committee to comply with the Constitution, International Standing Rules, and the NC State Organization Bylaws and Standing Rules. Notice of automatic updates shall be published in the Fall Chapter Newsletter.
8. *Robert's Rules of Order* shall govern the proceedings of Beta Upsilon in cases not provided for in the International Constitution, NC DKG Bylaws and Chapter Rules.
9. Each member should RSVP to the hostess chapter for each meeting.
10. The price of the luncheon is decided by the hostess Committee. Any unused luncheon money is given to the local scholarship fund. No refunds will be given
11. Chit Chat is an Educational Service under the Educational
12. Excellence Committee.
  - (A) The Communication and Publicity Committee serves as editor and publisher.
  - (B) The President approves all publications, including the Chit Chat
  - (C) A contact person from each geographical area is appointed by the president. The contact person is the news gatherer.

(D) Geographical areas are:

1. Bertie
2. Gates
3. Hertford
4. Martin
5. Washington

(E) Chit Chat news-gathers should send news in three weeks in advance of the scheduled meeting.

7. Remembrance for death of a member/spouse/parent/child:  
the area contact person for Chit Chat takes care of sending the red rose to families on the death of a member/spouse/parent/child.

### **ARTICLE X AMENDMENTS**

Amendments of Chapter rules or additional rules must have an approval vote of two-thirds of members present.

### **ARTICLE XI DISSOLUTION**

In the event of the dissolution of the Beta Upsilon Chapter, the following steps must be taken

1. The approval of the state organization executive board must be obtained.
6. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
7. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund.
8. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use.
9. The charter must be returned to the state organization to be forwarded to the Society Headquarters.
10. The state organization executive board shall decide whether the Greek name shall be reused.