

# **PHI CHAPTER RULES**

## **ARTICLE I NAME**

The name of this chapter shall be Phi Chapter, Colorado State Organization, The Delta Kappa Gamma Society International.

## **ARTICLE II MISSION AND PURPOSES**

### **Section A. Purposes**

The purposes of Phi Chapter shall be the seven purposes of the Delta Kappa Gamma Society International and those of the Colorado State Organization.

1. To unite women educators of the world in a genuine spiritual fellowship;
2. To honor women who have given or who evidence a potential for distinctive service in any field of education;
3. To advance the professional interest and position of women in education;
4. To initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators;
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries;
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action;
7. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

### **Section B. Mission**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

### **Section C. Vision Statement**

Leading women educators impacting education worldwide.

## **ARTICLE III MEMBERSHIP AND PROCEDURES**

Membership is in accordance with the International Constitution, Article III, and the International Standing Rules, Section 3. Phi Chapter has full authority for the administration of membership.

### **Section A. Membership**

1. Chapter membership is composed of active, reserve, collegiate, and honorary members.
2. Membership in Phi Chapter of The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of Phi chapter, Colorado state organization, and the International Society.
3. An individual becomes a member of the Society when she pays her dues. She is inducted once.

### **Section B. Classification**

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election.
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 a majority vote of the chapter.
  - b) A reserve member, so requesting, shall be restored to active membership.
3. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a) Undergraduate student collegiate members shall
    - 1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
    - 2) 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.

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. 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.

**Section C. Election**—A candidate for active or collegiate membership shall be voted upon at a chapter meeting. Voting shall be by majority voice vote of those present. If undetermined by voice vote, then a paper ballot shall be used.

**Section D. Transfer**—A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

**Section E.** Termination of Membership—Membership in the Society is terminated for non-payment of dues and fees, resignation or death.

**Section F.** Reinstatement—A former member shall be reinstated to membership by the chapter receiving the request.

## **ARTICLE IV FINANCES**

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

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

1. The Phi Chapter dues shall be an amount recommended by the Chapter Finance Team based on the current budget. The chapter annual dues shall be an amount determined by two-thirds (2/3) vote of the members present at a scheduled chapter meeting.
2. Each member will pay annual dues to the Chapter Treasurer by June 30 of each year. On October 1, members shall be dropped for non-payment of dues.
3. Phi Chapter dues for collegiate members shall be waived. International and Colorado State dues shall be paid by the chapter for the collegiate member receiving the chapter's grant-in-aid.

### **Section B. Financial Controls**

1. The Finance Team shall submit a Proposed Budget annually, first to the Executive Board and then for adoption by a majority of the membership present at a regular scheduled meeting.
2. The Finance Team shall budget adequate funds for chapter expenses.

### **Section C. Budgeting for Meetings**

1. One officer and one other representative (when attending state functions) will be reimbursed for food, mileage (at a reasonable rate), and lodging if not reimbursed by the state and if funds are available.
2. Phi Chapter is responsible for meals and lodging of state president or designee if not covered by the state budget when the state president visits.
3. Expenses of guest speakers will be reimbursed by the chapter at the same rate as listed in Section C.1.

### **Section D. Bonding of the Chapter Treasurer**

1. The Phi Chapter Treasurer is bonded.
2. The bond is procured through the Colorado State Treasurer.

### **Section E. Financial Review**

1. The Phi Chapter accounts will be reviewed by September 1 of each year under the direction of the Finance Team.
2. The treasurer is not eligible to review the records.
3. Deposit book, checkbook, final bank statement, and chapter cashbook will be given to the Finance Team by August 15.

### **Section F. Assessments for Special Projects**

Assessments, in addition to dues, may be levied by two-thirds vote of the membership in attendance at a scheduled chapter meeting.

### **Section G. Grant-in-Aid or Chapter Scholarship**

A grant-in-aid may be awarded each year to college sophomore or above with a career goal in education. The grant-in-aid will be funded by the annual Christmas sale.

## **ARTICLE V ORGANIZATION**

Phi Chapter shall govern the conduct of its business in a manner consistent with the International Constitution, International Standing Rules, Colorado State Bylaws, Article V Organization, Section A. Chapter Level, and the Phi Chapter Rules. The chapter president is a representative on the Colorado State Executive Board.

## **ARTICLE VI OFFICERS AND APPOINTED PERSONNEL**

### **Section A. Elected Officers**

1. President
2. Vice-President
3. Secretary
4. Corresponding Secretary

### **Section B. Appointed Personnel**

1. Treasurer
2. Parliamentarian

**Section C.** Duties of the Officers—duties for officers and appointed personnel are specified in the International Constitution, Article VI Officers A

1. President
  - a. shall act as presiding officer at regular and called meetings and direct the activities of the organization;
  - b. shall act as chair of the chapter executive board;
  - c. shall appoint a parliamentarian;
  - d. shall appoint standing and special Teams;
  - e. shall serve as member ex officio, with vote, on all Teams except nominations;
  - f. shall approve publications;
  - g. shall fill by appointment all vacancies in office;
  - h. shall represent the Society at meetings, conferences, and other events; and
  - i. shall take action, with the advice and approval of the executive board, on matters that cannot be deferred until the next meeting.
2. Vice-President shall serve as Chairman of the Excellence in Education Team or Program Team
  - a. shall serve as presiding officer in the absence of the president;
  - b. in the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of officers; and
  - c. shall perform such other duties as the president or executive board shall assign.

3. Secretary
  - a. shall keep minutes of each meeting of the chapter and furnish the president with a copy of such minutes;
  - b. shall serve as secretary to the executive board; and
  - c. shall carry on such correspondence as may be delegated to her by the president.
4. Corresponding Secretary
  - a. shall read and respond to any correspondence received by the chapter.
5. Treasurer
  - a. shall receive and pay out all moneys belonging to the organization;
  - b. shall keep an accurate account of receipts and expenditures;
  - c. shall maintain a record of receipts, bills, and bank statements;
  - d. shall present a report at each regular meeting;
  - e. shall file required tax reports;
  - f. shall submit for annual financial review the accounts of the organization;
  - g. shall serve as a consultant in the process of budget and development and supervision of finances; and
  - h. shall follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter finance Team.
6. Parliamentarian
  - a. shall act as advisor to the officers and the members of her organization in matters pertaining to interpretation of the Constitution and to parliamentary usage; and
  - b. serve as member ex officio, without vote, on the chapter executive board.

**Section D. Nominating Procedures**

1. The Immediate Past President serves as Chairman of the Nominating Team.
2. The chapter president appoints a Nominating Team of a minimum of three members.
3. The Nominating Team presents the slate of officers at a regularly scheduled meeting in even-numbered years.

**Section E. Election Procedure**

1. Election shall be in April of even-numbered years.
2. If more than one candidate is nominated for an office, election shall be by written ballot.

**Section F. Installation of Officers**

Installation of officers shall be held in May of even-numbered years using the Delta Kappa Gamma Society latest publication of the International Ceremonies booklet.

**Section G. Term of Office**

1. The term of office shall be two years (a biennium).
2. The term of office shall be from July 1 to June 30.

**Section H. Vacancies**

1. Succession of elected officers is consistent with the Constitution.
2. Otherwise, the chapter president appoints a replacement.

## **ARTICLE VII CHAPTER EXECUTIVE BOARD**

Chapter Executive Boards shall function in accordance with the International Constitution, Article VII, Section C.1.2.

**Section A.** Members of the Phi Chapter Executive Board shall consist of the elected officers. The Immediate Past President, Treasurer, and Parliamentarian are ex-officio members without vote. Team Chairman may be invited to meetings, but are ex-officio, without vote.

**Section B.** Duties of the Executive Board shall be to:

1. select the treasurer for the biennium;
2. select the parliamentarian for the biennium;
3. act in matters requiring immediate action and decision;
4. recommend policies and procedures for consideration by members; and
5. establish rules for budget development and approval and for the supervision of chapter finances.
6. A quorum is the majority of the voting members.

## **ARTICLE VIII TEAMS**

The Phi Chapter Team Structure is as follows:

**Section A.** Standing Teams

1. Society Business
  - a. Communications and Publicity
    - 1) Will email information about chapter activities to those members with email;
    - 2) Will communicate by mail or telephone with other members;
    - 3) Will maintain a chapter web site; and
    - 4) Will appoint a web watcher to notify members of pertinent information from International and Colorado State web sites.
  - b. Finance
    - 1) Shall consist of the treasurer and a minimum of three members;
    - 2) Two members appointed biannually for a four-year term;
    - 3) Chairman appointed by president from continuing members;
    - 4) Prepares budget and recommends same to be voted on at the regular September meeting;
    - 5) Is responsible for the annual review;
    - 6) Recommend the amount of chapter dues by majority approval of the members present;
    - 7) Recommend the amount of chapter assessments by majority approval of the members present. An assessment is an amount of money in addition to dues, which may be levied by membership vote. Voted assessments should be reviewed and voted again each year when the chapter budget is considered; and
  - c. Membership
    - 1) Promote nomination of prospective members by distributing Recommendations for Membership prior to the January meeting;
    - 2) Collect Recommendations for Membership forms prior to the January meeting;

- 3) Recommend to chapter vote the names of those qualified for active or honorary membership;
  - 4) Give all Recommendation for Membership forms to the President to be kept on file;
  - 5) Distribute Society information packets to prospective members. The packets might include:
    - a) Society information brochure, which includes Society purposes, mission statement, and information about available scholarships;
    - b) Names of chapter members;
    - c) Information about chapter dues;
    - d) Attendance expectations;
    - e) Date, location, and time of initiation; and
    - f) Date to inform president of acceptance or rejection of invitation.
  - 6) Send reports of deceased members, including biographical data, on forms provided by Colorado State and International membership chairman.
- d. Nominations/Chapter Rules
- 1) shall consist of a minimum of three members;
  - 2) shall submit a slate of officers to the membership in April of even-numbered years;
  - 3) shall submit names of members who are interested in serving as state or international officers and Team members; and
  - 4) shall update chapter rules as needed.
2. Society Mission and Purposes
- a. Educational Excellence
- 1) Early and Career Education
    - a) Plan one chapter program per year regarding early and career education;
    - b) Support local active educators as is appropriate for our area.
  - 2) Educational Law and Policy
    - a) Plan one chapter program per year that will be of legislative interest; and
    - b) Support state organization legislative/governmental activities.
  - 3) Personal and Professional Pride
    - a) Plan one chapter program per year that will enhance the professional lives and status of chapter members; and
    - b) Develop chapter interest and participation in activities designed to improve the professional status of women educators.
  - 4) Music, Arts, and Humanities Education
    - a) Lead the members in the singing of the official anthem of the Society at each chapter meeting;
    - b) Provide for use of music as an integral part of the program for chapter meetings; and
    - c) Use music to enhance appreciation of the Society's goals and to give dignity and beauty to initiation, installation, and memorial ceremonies.
  - 5) Community and World Connections
    - a) Plan one chapter program per year around community and world connections; and
    - b) Develop chapter interest and participation in activities designed to understand community and world connections.

- b. Scholarship/Grant-In-Aid
  - 1) A grant-in-aid may be awarded each year to a college sophomore or above with a career goal in education. The grant-in-aid will be funded by the annual Christmas sale. The members may vote to use additional funds for more than one grant-in-aid award;
  - 2) The Scholarship/Grant-In-Aid Team Chairman will contact the OJC Financial Aid Officer to acquire the names of graduating education majors. High school counselors may be contacted to determine names of students at colleges other than OJC who might like to apply. Ads will be placed in local newspapers. Those students who qualify will be invited to apply for the grant-in-aid by April 1. Applications will be read and voted on by the Grant-In-Aid Team;
  - 3) Grant selection will be made at the April meeting by a vote of the membership upon recommendation from the Grant-In-Aid Team;
  - 4) The recipient(s) and guest will be invited to attend the May meeting;
  - 5) The grant-in-aid(s) will be awarded upon proof of registration at an accredited institution(s) of higher learning and will be paid directly to the institution(s) of higher learning;
  - 6) Keep members informed of the availability of chapter, state, and International scholarships as well as application deadlines; and
  - 7) The treasurer will pay a \$1 assessment for each active member for the International Scholarship fund.
- c. World Fellowship
  - 1) A donation of \$.50 for each active chapter member in support of the International World Fellowship Fund will be sent to International by the treasurer.
  - 2) Provide one program each year to keep chapter members informed about the purpose of World Fellowship and recipients of World Fellowships; and
  - 3) Encourage chapter members to establish and maintain contact with World Fellowship recipients, particularly those who are studying in Colorado.
- 3. Additional Teams
  - a. Calling Team
    - 1) Will call members regarding information about the next chapter meeting and get a count of who will be attending; and
    - 2) Will report to the hostess Team the number planning to attend the next meeting
  - b. Courtesy Team
    - 1) Will send cards to members upon receiving information that a member needs encouragement and support; and
    - 2) Upon the death of a member, a single red rose in a vase will be placed at the service. The card will say "DELTA KAPPA GAMMA SISTER."

**Section B.** Teams are appointed by the chapter president with the chapter president ex-officio on all Teams with the exception of the Nomination Team

**Section C.** Duties of the Teams will be in accordance with the International Constitution, International Standing Rules, Colorado State Standing Rules, Article IX, Section 3. or list additional duties the chapter has assigned to each Team.



## **ARTICLE IX MEETINGS**

### **Section A. Scheduled Meetings**

1. There are nine meetings per year from September through May.
2. Meetings will be held at 9:00 a.m. on the second Saturday of each month at various towns throughout the valley with the following exceptions:
  - a) September Meeting will be on the third Saturday at 9:00 a.m.
  - b) November Meeting will be at 6:00 p.m.
  - c) December Meeting will be on the first Saturday at 9:00 a.m.
3. The Phi Chapter Executive Board meets in July to plan for the following year.
4. Meetings are publicized in the program book, on the chapter website, via e-mails and telephone calls.
5. 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.
6. 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 chapter members shall be required for action.
7. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter

### **Section B. Obligations of members**

1. Hostesses select the meeting place and provide the refreshments for each meeting. The exception is the Birthday Celebration in November, which is potluck.
2. Programs/Projects—members are expected to participate as is appropriate
3. Attendance—Members are encouraged to attend all meetings and participate in Society/Chapter activities and business.

**Section C. Quorum**—A quorum consists of the members present at a scheduled meeting.

## **ARTICLE X AMENDMENTS**

**Section A.** Members will be notified one (1) month in advance via U.S. mail or e-mail of amendments to be presented at the next scheduled meeting.

**Section B.** The Nominations/Chapter Rules Team will make recommendations to the membership for amendments to the chapter rules.

**Section C.** Amendments will be approved by a majority vote of the members present.

## ARTICLE XI DISSOLUTION

In the event of the dissolution of Phi Chapter, the net assets of the chapter shall be distributed as follows:

**Section A.** Procedures found in the Colorado State Bylaws, Article XII, Section B. must be followed when chapter dissolution is contemplated. Those procedures are as follows:

1. Before a chapter is dissolved, the approval of the Colorado State 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 Colorado State Treasurer and deposited in the Available Fund.
4. Chapter paraphernalia, society publications, and chapter records shall be retained in the state organization archives and made available for use.
5. The Colorado State Executive Board shall decide whether or not the Greek name shall be reused.
6. Each chapter shall add a dissolution procedure to its Chapter Rules.
7. When there is no communication from the chapter, when no dues have been paid by the chapter for a period of one biennium, and after repeated attempts to contact the chapter by the Colorado State Executive Board, the chapter may be dissolved by vote of the Colorado State Executive Board.

**Section B.** All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.

**Section C.** All assets and property remaining, after cost and expense of dissolution, shall be surrendered to the Colorado State organization.

## ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Colorado State chapters in all cases not provided for the Constitution, the International Standing Rules, Colorado State Bylaws and Colorado State Standing Rules.

Revisions Adopted \_\_\_\_\_

Chapter President \_\_\_\_\_

Approved by the Colorado State Bylaws and Standing Rules Team

\_\_\_\_\_  
(Names)

\_\_\_\_\_  
(Date)

## **KEYPINS**

1. Members shall purchase the keypin immediately after induction. Keypins shall be ordered by the chapter treasurer from the Society's official jeweler
2. Members shall wear the keypin at chapter, state, and international events.
3. Member will pay \$.25 at each chapter meeting the keypin is not worn.
4. The keypin shall be worn in a vertical position over the heart.
5. The president's pin is worn directly below the keypin.
6. The chapter president's pin may be presented at the beginning of the biennium.
7. The keypin and other official Delta Kappa Gamma pins may be worn on a ribbon or badge.
8. At the discretion of the Phi Chapter Executive Board, reclaimed keypins may be sold or given to initiates or to members who have lost their key pins.