

**Chapter Rules
of Beta Epsilon Chapter
of the Pennsylvania State Organization
of the Delta Kappa Gamma Society International**

I. Name

- The name of this chapter shall be Beta Epsilon Chapter of the Pennsylvania State Organization of The Delta Kappa Gamma Society International.

II. Mission

- The mission of Beta Epsilon Chapter is to promote personal and professional growth of women educators and excellence in education.

III. Purposes

- The purposes of Beta Epsilon Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of the Pennsylvania State Organization.

IV. Membership

- Membership is in accordance with the *Constitution*, III, and the International Standing Rules, 3. The chapter has full authority for the administration of membership.
- Membership is classified as active, reserve, collegiate, and honorary.
- Recommendation for Membership (Chapter Member Application) shall be available at each regular chapter meeting or the Delta Kappa Gamma website.
- Recommendations for Membership (Chapter Member Application) shall be completed by the sponsors and returned to the membership chairman.
- The Membership Committee shall review Recommendations for Membership and prepare to present the candidates' names to the chapter membership. There should be two readings of this information prior to voting.
- Voting for prospective members can occur at any meeting.
- The general membership shall vote by written ballot. Candidates must be approved by four-fifths of the ballots cast.
- Invitations to membership shall be in writing.
- Members-elect will indicate in writing their acceptance of membership.
- Orientation of members-elect shall be left to the discretion of the chapter president.
- Induction can occur at any general meeting or board meeting.
- Active members may request in writing to become a reserve member for health reasons or due to residence outside the chapter's geographic area.
- Honorary members shall have given or be giving distinguished service to education and/or women that is of significance in the chapter area.

- Beta Epsilon Chapter shall limit honorary membership to not more than one in a two-year period and need not have any.
- Honorary members shall be inducted at any induction service. The same procedure shall be followed in inviting honorary members as in inviting active and collegiate members.
- Each new member is required to submit to the historian a photograph and a short biography.
- The recording secretary shall record in the chapter and/or executive board meeting minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.
- Upon the death of a member, the president or her representative shall deliver a red rose to the funeral home on behalf of the chapter.
- Upon the death of a member, a memorial monetary gift as budgeted shall be given to the Pennsylvania State Scholarship Fund or a similar organization designated by the family.
- Upon the resignation or death of a member, her key pin, president's pin, and other official Delta Kappa Gamma jewelry should be returned to the chapter.

V. Finances

- Financial matters are in accordance with the *Constitution*, International Standing Rules, and Pennsylvania State Organization Bylaws.
- The Finance Committee shall make recommendations for changes in dues no later than March 31. All members shall be notified prior to the first meeting of the fiscal year.
- The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
- Chapter dues shall be determined annually by chapter vote no later than the last spring meeting of the year.
- Annual chapter, state organization, and international dues and fees shall be collected by the treasurer prior to June 30 and forwarded to the Pennsylvania State Organization treasurer by September 30.
- At the time of induction, the chapter shall pay a lifetime fee of \$25.00 for publications for each honorary member.
- At the time of induction of new members, the chapter shall pay the cost of the luncheon for the new members.
- A member who has lost her pin may purchase a returned pin from the chapter for \$10.00.
- If enough pins are available for all inductees, they may be purchased at \$5.00 less than the current catalog price.
- Any member of Beta Epsilon Chapter who does not wear her Delta Kappa Gamma key to a chapter meeting shall be assessed a \$1.00 penalty—50 cents for scholarships, 50 cents for World Fellowship.

- Because the chapter president is expected to attend Pennsylvania State and International Conventions and Pennsylvania State Executive Board Meetings, her expenses shall be paid by the chapter as determined by the chapter budget. (Because the president's term of office begins July 1, her expenses shall be paid for those meetings and conventions following that date.)
- Special funding and/or awards may be created by the Executive Board and approved by the membership.

VI. Organization

- Written chapter rules are consistent with the *Constitution* and Pennsylvania State Organization Bylaws.
- The president or her designated representative represents Beta Epsilon Chapter on the Pennsylvania State Organization Executive Board.
- Business of the chapter is conducted in a manner consistent with the *Constitution* and the Bylaws of Pennsylvania State Organization.

VII. Officers and Related Personnel

- Beta Epsilon Chapter officers shall be a president, a first vice-president, a second vice-president, a recording secretary, and a corresponding secretary (all elected). The president shall appoint a parliamentarian and treasurer.
- A slate of officers with one nominee per office shall be prepared by the Nominations Committee and presented to the membership at the October meeting, with the election taking place in November. Only those maintaining active membership may hold office.
- The ballot shall include the slate of officers.
- The term of the Nominations Committee shall be two bienniums. Three of the members shall be elected each biennium. The committee members shall determine the chairman of the committee.
- Officers shall perform duties as specified in the *Constitution*, VI, the Pennsylvania State Organization Bylaws, and as authorized in the Beta Epsilon Chapter Rules.
- The second vice-president along with the membership committee shall be responsible for planning and conducting the induction ceremony for new members.
- The second vice-president along with her membership committee shall be responsible for a Ceremony of Life for a deceased chapter member.
- The term of each elected officer shall be two years. No officer except the treasurer and parliamentarian may serve in the same office longer than two consecutive terms.
- The first vice-president shall serve as chairman of the Program and Yearbook Committees.
- The second vice-president shall serve as chairman of the Membership Committee.

- The recording secretary shall submit a copy of the minutes and all chapter publications from each meeting to the president for approval. The corresponding secretary will mail or e-mail the information to each member for the next meeting.
- The treasurer shall order the president's pin at the chapter's expense and make it available for presentation at the installation of officers. The treasurer shall maintain an accurate and current membership roster. The treasurer pays the chapter invoices after the president or her designee approves them.
- Although not an officer, a parliamentarian is appointed. Active, collegiate, and honorary members may serve as parliamentarian.

VIII. Meetings

- Regular meetings of Beta Epsilon Chapter shall be held five times each year.
- A quorum shall consist of a majority of those present at the meeting.
- The time and place of the regular meetings shall be at the discretion of the Program Committee and the hostesses.
- A survey of the membership shall be made by the Educational Excellence Committee before the April meeting at the end of each biennium to determine the preference of day and time of regular meetings.
- Induction of new members may be held at any meeting. The chapter birthday commemoration shall be held at the October meeting.
- In April, in even years, a joint meeting shall be scheduled with Iota and Beta Xi Chapters with the Pennsylvania State President or her representative as guest. The three chapters shall rotate the responsibilities for this meeting. Installation of officers shall be conducted at the April meeting.

IX. Executive Board

- The members of Beta Epsilon Chapter Executive Board shall be the elected officers, treasurer, parliamentarian, and the immediate past president.
- The Beta Epsilon Chapter Executive Board shall function according to the *Constitution*, VII, C.
- Executive Board meetings shall be called at the discretion of the president.
- A quorum shall consist of a majority of those present at the meeting.

X. Committees

- Standing Committees shall be Finance, Membership, Nominations, Educational Excellence, Program, Visual and Performing Arts, Yearbook, Communications, Scholarship, World Fellowship, Historical Records which includes scrapbook and photography, U.S. Forum, Webpage, and President's Advisory.
- All committee chairs shall be appointed by the president with the exception of the Nominations Committee.
- The Membership Committee shall have the role of expressing the concern of chapter members for those suffering from an illness or bereavement.
- A telephone chain shall be established to serve as a means of communication among chapter members.
- Bereavements reported on the telephone chain shall include those of parent, child, spouse, or family member with whom the chapter member resided.
- The chapter president shall serve as an ex-officio member of all committees with the exception of the Nominations Committee.

- For tasks requiring immediate attention, committees may act in the best interests of the chapter with the approval of the president.

XI. Activities

- An annual Grant-in-Aid shall be given to a senior student entering the field of education. This Grant-in-Aid shall rotate alphabetically among the public high schools of Cambria County.
 - The amount of the grant shall be determined by the adoption of the budget.
 - Arrangements for presentation of the award are the responsibility of the Scholarship Committee.

XII. Parliamentary Authority

- Robert's Rules of Order, current edition, 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.

XIII. Merger and Consolidation

- Merger and consolidation of chapters will follow Pennsylvania State Organization Bylaws, Article 13.

XIV. Amendments

- The Executive Board shall review the chapter rules at least once during the biennium.
- A proposal for revision or amendment of Beta Epsilon Chapter Rules may be submitted in writing to the president by any member of the chapter.
- The proposed changes shall be published once in the chapter newsletter, then read at the next meeting and vote upon at that time.
- Changes in chapter rules shall be adopted by a majority of those present.

XV - Dissolution

- Before a chapter is dissolved, the approval of the Pennsylvania State Organization must be obtained.
- Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters; International procedures must be followed.
- Any remaining funds in the chapter account shall be sent to the Pennsylvania State Organization treasurer for state or international projects.
- The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the Pennsylvania State Organization archives and made available for use.
- The charter must be returned to the Pennsylvania State Organization to be forwarded to International Headquarters.

- The Pennsylvania State Organization Executive Board shall decide whether the Greek name shall be reused or not.

Changes approved September 19, 2020