

Beta Sigma Chapter Rules
Washington State - Alpha Sigma State
The Delta Kappa Gamma Society International

1. NAME

- 1.1 The name of this organization shall be Beta Sigma Chapter of the Delta Kappa Gamma Society International. Our chapter is in Washington State, Puget Sound Area.

2. MISSION AND PURPOSE

- 2.1 The Chapter will promote the mission and purposes of the Delta Kappa Gamma Society International as found in the current International *Constitution*.
- 2.2 Chapter vision: Leading Women Educators Impacting Education Worldwide.

3. MEMBERSHIP

- 3.1 Membership in the chapter shall be by invitation. A member initiated into the Society becomes a member of a chapter, the state organization, and the International Society.
- 3.2 An individual becomes a member of the Society when she is initiated. An individual is initiated only once, within a year of election.
- 3.3 Membership practices are consistent with the *Constitution*, Article III.
- 3.4 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.
- 3.5 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.
- 3.6 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.
- 3.7 An active member not living within the geographical proximity of a chapter may be a state and international member.
- 3.8 A candidate for active membership shall be voted upon at a chapter meeting in a manner to be determined by the chapter.
- 3.9 Membership in the chapter is terminated for non-payment of dues and fees, resignation, or death.
- 3.10 A former member shall be reinstated to membership upon request.
- 3.11 Member records will be kept by the chapter and shared with the state organization.

4. FINANCES

- 4.1 State organization dues shall be an amount determined in accordance with the Washington State *Standing Rules*.
- 4.2 Chapter dues shall be an amount determined by the chapter board.

- 4.3 Beta Sigma may choose to waive chapter dues for a member who has financial need. In addition, confidential donations may be accepted from other members to assist members who need financial support in paying the remaining state and international dues.
- 4.4 Initiation Fee: An active member shall pay an initiation fee at the time of initiation.
- 4.5 Scholarship Fee: Each active and reserve member shall pay annually a scholarship fee with her dues.
- 4.6 Honorary Fee: Beta Sigma chapter shall pay a one-time initiation fee for each honorary member at the time of initiation.
- 4.7 A member shall pay to the chapter treasurer annual dues and fees no later than October 31 of each year. On November 1, a member shall be dropped for non-payment of dues and fees.
- 4.8 A member initiated on or after July 1 and before April 1 shall pay to the chapter treasurer an initiation fee, dues, and scholarship fee at the time of initiation. A member reinstated on or after July 1 and before April 1 shall pay dues and scholarship fees only. Immediately thereafter, the state and international portions of the dues and fees shall be sent to the state organization treasurer.
- 4.9 A member initiated on or after April 1 and before July 1 shall pay to the chapter treasurer only an initiation fee at the time of initiation. Immediately thereafter, the state and international portions of the fees shall be sent to the state organization treasurer.
- 4.10 Financial assessments in addition to dues and fees may be created by the board and be levied for support of a chapter or state project only by a vote of members of Beta Sigma chapter.
- 4.11 An annual budget shall be determined by the executive board at the first meeting of the board following the board's review of the previous budget and finances.
- 4.12 Financial controls include the president's approval of expenses, a budget, and a financial review.
- 4.13 Special funds and/or awards may be created by the executive board and approved by the membership.
- 4.14 The chapter president shall be a co-signer on the chapter checking and savings accounts.

5. ORGANIZATION

- 5.1 The business of Beta Sigma chapter shall be conducted at the meetings of chapter membership, executive board, and appointed committees.
- 5.2 The president, or her appointee, shall serve as chapter representative on the state organization executive board.
- 5.3 Beta Sigma chapter shall have rules that are consistent with the *Constitution and International Standing Rules* and the *Washington State Bylaws and Standing Rules*. Once each biennium our chapter rules shall be reviewed for consistency with international and state governing documents.

6. OFFICERS

- 6.1 Chapter officers, all of whom must be members of the Society, shall be a president, a vice-president, a secretary (all elected), a treasurer (selected by the officers), plus the option of a second vice-president and/or a corresponding secretary (both elected).
- 6.2 Duties
 - a. The chapter president shall
 - (1) act as presiding officer at regular and specially called meetings and direct the activities of the organization;
 - (2) act as chair of the executive board;
 - (3) appoint a parliamentarian;
 - (4) appoint standing and special committees (e.g., ad hoc, task force);

- (5) serve as member ex officio, with vote, on all committees except nominations;
- (6) approve payment for all expense claims;
- (7) approve publications;
- (8) fill by appointment all vacancies in office;
- (9) represent the chapter at Society meetings, conferences, and other events;
- (10) take action, with the advice and approval of the executive board, on matters which cannot be deferred until the next convention or meeting;
- (11) promote leadership training;
- (12) execute legal documents pertaining to the chapter only when it has been authorized by the executive board; and
- (13) submit reports to the state as requested.

b. The first vice-president shall

- (1) serve as presiding officer in the absence of the president. In the event of the resignation or death of the president, the first vice-president shall succeed to the presidency and serve until the next regular election of officers; and
- (2) perform other duties as the president or the executive board shall request of her.

c. The second vice-president shall

- (1) serve as presiding officer in the absence of both the president and the first vice-president. In the event of the resignation or death of either the president or the first vice-president, she shall succeed to the office of first vice-president and serve until the next regular election of officers; and
- (2) perform such other duties as the president or the executive board shall request of her.

d. The secretary shall

- (1) keep minutes of each meeting of the chapter and furnish a copy of such minutes to chapter members and the president; and
- (2) serve as chair of the membership committee.

e. The corresponding secretary shall

- (1) prepare and share correspondence as needed; and
- (2) perform such duties as requested by the president.

f. The treasurer shall

- (1) receive and pay out all monies belonging to the chapter;
- (2) keep an accurate account of receipts and expenditures;
- (3) maintain a record of receipts, bills, and bank statements;
- (4) present a report at each regular meeting;
- (5) file required tax reports;
- (6) submit reports to the state as requested;
- (7) serve as a consultant in the process of budget development and supervision of finances;
- (8) follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the chapter executive board.

6.3 The chapter officers, except the treasurer, shall be elected in even-numbered years. Members may not hold more than one chapter office at a time.

6.4 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 may serve in the same office longer than two (2) terms in succession. Officers shall take office on July 1 following their election.

6.5 The treasurer shall be selected by the chapter executive board each biennium.

- 6.6 In the event that a member holding an elective or appointed position at the state or chapter level is unable to perform her duties, the position shall be declared vacant by the respective officer, and a successor named by the chapter president.
- 6.7 No member can hold more than one office at a time.

7. EXECUTIVE BOARD

- 7.1 The chapter executive board shall include the elected officers of the chapter and the immediate past president. The treasurer shall serve as member ex officio.
- 7.2 The chapter executive board shall
- a. select the treasurer for the biennium;
 - b. act in matters requiring action and decision between chapter meetings;
 - c. recommend policies and procedures for consideration by members; and
 - d. establish rules for budget development and approval and for the supervision of chapter finances.

8. COMMITTEES

- 8.1 Standing committees appointed by the president include: Program, Scholarship, Membership, Fund Raising, and International Projects.
- 8.2 Ad hoc committees for additional short term projects may be appointed by the president as needed.

9. MEETINGS

- 9.1 Regular meetings
- a. Regular chapter business meetings shall be held at least four (4) times a year. Additional meetings may be held at the discretion of the chapter.
 - b. A quorum for chapter business meetings shall be 40% of Beta Sigma's active members.
 - c. There shall be no proxy voting.
 - d. Meetings are open to the public, including initiations.
- 9.2 Meetings of the Executive Board
- a. Meetings of the executive board shall be held at least twice annually. The board may meet at other times upon the call of the president either electronically via email or face-to-face.
 - b. A quorum shall be a majority of the voting members of the board.

10. PUBLICATIONS

- 10.1 Beta Sigma chapter may establish and maintain various types of electronic communications to communicate with members.

11. PARLIAMENTARY AUTHORITY

- 11.1 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.

12. AMENDMENTS

12.1 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 bylaws.

12.2 The adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

13. DISSOLUTION

13.1 Beta Sigma chapter will seek assistance of the state president and 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 will be followed:

- a. Executive board approval will be obtained.
- b. Consideration will be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures will be followed.
- c. Any remaining funds in the chapter account will be sent to the state treasurer and deposited in the available fund. The chapter's final books must show a zero balance and clear listing of all disbursements.
- d. Chapter paraphernalia, publications, and chapter records will be retained in the Washington state archives and made available for use.
- e. The charter must be returned to the state's executive secretary to be forwarded to the Society headquarters.

Beta Sigma Rules adopted November 2012

June 24, 2017 Date of last amendment. Approved by Beta Sigma members, facilitated by Monique Manuel, 2016-2018 Chapter President.

Approved by Alpha Sigma State Bylaws and Standing Rules _____

2012 Rules Committee: Marcia Fankhauser, Gail Larson

Review Committee: Judy Hill, Mary Katka, Peggy McCleod, Patricia Russell