

The Delta Kappa Gamma Society International
DKG California
ALPHA UPSILON CHAPTER
Chapter Rules (March 2022)

Article I - **NAME**

The name of this Chapter is Alpha Upsilon, Area XIII, DKG California. It was founded December 8, 1945, by Grace Post, with 12 Charter members.

Article II - **MISSION AND PURPOSE**

The mission and seven purposes of our Chapter are the same as that of our Society and are listed at the front of our Chapter yearbook.

Article III - **MEMBERSHIP**

Section A - **Invitations**

1. Proposed members shall attend at least two (2) Chapter meetings as guests, before being submitted for membership.
2. The President shall mail invitations to prospective members after they're elected by the membership.
3. Orientation for new members shall be conducted by the Membership Chair, prior to induction. She shall schedule the meeting and invite appropriate sponsors, officers, and the prospective initiates.

Section B - **Classification**

Alpha Upsilon has the same four classes of membership as the Society: Active, Collegiate, Reserve, and Honorary.

1. An Active Member shall be a woman who is or has been employed as a professional educator at the time of her election. An Active Member shall participate in the activities of the Society.
2. Collegiate members shall be undergraduate or graduate students who are enrolled in an institution offering an education degree and who intend to continue academically and professionally in the field of education. Undergraduate student collegiate members shall be enrolled within the last two years of their undergraduate education degree. Graduate student collegiate members shall have graduate standing. Collegiate members participate in activities of the Society but cannot hold an elected office or vote.
3. A Reserve Member is unable to participate fully in the activities of the Chapter because of physical disability and/or geographic location. A Reserve Member has no vote.
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**

1. Prospective members' resumes shall be presented for consideration for Membership at a Chapter meeting so designated in the Yearbook (usually in April). Election follows the presentation.
2. Induction will be conducted by the Membership Committee, at an appropriate meeting after Orientation has occurred.
3. A sponsor is responsible for a new member for 2 years, to encourage, shepherd, and involve her in the work of the Society.
4. DKG Membership Pins are to be provided by the Chapter for all new Members. Lost and replacement pins shall be paid for by the individual member.
5. Nametags shall be provided for all members by the Chapter. Lost and replacement tags shall be paid for by the individual member.
6. Members are expected to attend all Chapter meetings. Attendance is excused only due to illness, bereavement, or professional responsibilities. Excessive absences are to be investigated by the Membership committee.

Section D - **Transfers**

1. Membership Chair shall send names of prospective members to the State Membership Chair to be cleared.
2. Transfer members shall be accepted without a vote and may become part of the Chapter at any time.
3. Members requesting transfer from Alpha Upsilon shall follow the Society's procedures.

Section E - **Termination of Membership**

1. Membership is terminated for one of three reasons: Non-payment of dues and fees, Resignation or Death.
2. Recommended policy for a deceased member: The Chapter will send \$10.00 to the International Educational Foundation in her memory.

Section F – Reinstatement

Former members shall be reinstated to active membership by the Chapter receiving the request without a vote or reinstatement fees charged.

Article IV – **FINANCES**

Section A – Dues and Assessments

1. Chapter dues for Active Members are \$85.00 (\$40 International, \$24 DKG California [includes \$4 fees], \$16 Alpha Upsilon) per year and shall be paid by June 30th for the following fiscal year.
2. Chapter dues for Reserve Members are \$50.00 (\$20 International, \$13 DKG California [includes \$3 fees], \$17 Alpha Upsilon) and shall be paid by June 30th for the following fiscal year.
3. Chapter dues for Collegiate Members are \$30 (\$20 International, \$10 DKG California).
4. Area XIII assessments shall be paid for Active Members from the chapter dues.
5. The amount of dues and any changes shall be determined and approved by vote of the membership at a meeting. Members must be notified in advance of any such proposals.
6. A lifetime fee of US \$49.50 for International publications shall be paid for each honorary member at the time of induction. This fee shall be paid by the inducting unit of the Society.
7. Members must give timely notice if they are unable to attend meetings that have a financial consequence (i.e. dinner meetings, conventions, conferences) to the Chapter. Members shall be held financially responsible for late cancellations.

Section B – Budget and Auditing

1. The Budget for the ensuing year must be voted on by the membership at the first meeting of the year. Budgeted items will be paid by the treasurer upon receipt of a budget request voucher. Expenditures of \$ 50 or more over the stated budgeted amount must have approval of the Chapter President.
2. Chapter funds shall be kept in an FDIC bank Checking Account. Two signatures shall be required on all checks.
3. The Treasurer shall submit the accounts of the organization for annual audit/financial review.
4. The President shall appoint a minimum of two (2) active members of the Chapter to meet with the Treasurer for the audit.
5. The audit is to be completed by July 31st with a report submitted to the Chapter at the first meeting of the year.
6. State of California approval forms for the conduct of raffles shall be submitted by the Treasurer annually in August if the Chapter plans to conduct a raffle within the fiscal year.

Section C – Ways and Means

1. Each member may make an annual donation (monetary or gift) to support Chapter Philanthropic Projects.
2. Funds for Scholarships, Recruitment Grants, Mini Grants, Conferences and other Enrichment Activities will be maintained and utilized annually as determined by and voted on by membership.

Article V - **ORGANIZATION**

The Chapter membership is deemed to have the most favorable size if meetings can continue to be held in members' homes.

Article VI - **OFFICERS**

Section A – Chapter Officers

1. Elected officers: President, First Vice-President, Second Vice-President, Corresponding Secretary, and Recording Secretary.
2. Appointed officers: Treasurer, Parliamentarian, are members of the Executive Board, but without vote.
3. The Auditor, Historian and Publicist are appointed positions but not members of the Executive Board.
4. Any vacancies shall be filled by appointment by the President in consultation with the Executive Board.
5. Officers are elected in even numbered years for a term of two years (biennium). No officer, other than Treasurer, may serve in the same office for longer than two terms in succession.

Section B – Duties

1. The President shall act as the presiding officer and direct the activities of the organization
2. The First Vice-President oversees programs with input from the Executive Board and Chapter members.
3. The Second Vice-President oversees the Membership Committee.
4. The Recording Secretary is responsible for appointing a substitute to take minutes in the event of her absence.
5. The Corresponding Secretary shall be responsible for Chapter correspondence as directed by the President or Executive Board: Sends a written note of appreciation to the meeting hostess following each meeting. Sends

hard copies of the Chapter newsletter to members without e-mail. Such members will provide self-addressed and stamped envelopes.

6. The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and expended.

7. The Auditor (s) shall make an annual review of the financial records of the Chapter following the closure of the fiscal year. Findings shall be reported to the Chapter Finance Committee.

8. The Historian shall keep a record of the activities of Alpha Upsilon. This may include mementos of special meetings, accomplishments of members, records of officers, etc.

9. The Publicist is responsible for marketing Alpha Upsilon as well as the DKG Society. This may be done through social media or newspaper articles.

Article VII – **BOARDS**

The Executive Board shall consist of all elected and appointed officers, committee chairs, and the immediate past president. It shall meet a minimum of 2 times each year.

Article VIII – **COMMITTEES**

All committees are to be listed at the front of the annual yearbook, along with the calendar of meetings.

Section A – **Society Business**

1. Chapter Rules committee shall be created by the Parliamentarian and will review Chapter Rules as needed. This committee will consist of the President, the Parliamentarian, and two (2) other Chapter members. Revised Chapter Rules will be official when approved by a majority of the membership
2. Finance/Financial Development may conduct a fundraising event, will keep accurate records and provide funds to support Chapter philanthropic projects as needed.
3. Leadership Development/Personal Growth shall prepare articles for the Chapter newsletter, sharing opportunities for personal and professional growth, and recruit members to attend state or international leadership conferences.
4. Membership Committee shall work with the Second Vice President to recruit and maintain membership. This committee shall conduct the induction ceremony.
5. Nominations Committee (**Elected**)
 - a. The nominations committee must be elected and must serve for two (2) years.
 - b. The nominations committee must present a slate of Chapter officers and a slate of nominations committee members at the February meeting in even numbered years.
 - c. The nominations committee shall conduct the installation ceremony.
6. Communications/Marketing Committee shall prepare and distribute the Chapter's newsletter and handbook, maintain a Chapter web page, and submit publicity to local media outlets. The Newsletter Editor shall create and e-mail the Chapter newsletter, with minutes and meeting announcements, no later than one week prior to the next Chapter meeting.
7. Hospitality Committee
 - a. The First Vice President should contact the meeting Hostess and Refreshment Chair at least one week prior to each meeting to assure all preparations have been made.
 - b. Each member provides refreshments for one (1) meeting and is financially obligated to share the costs with other committee members, whether or not in attendance.

Section B – **Society Mission and Purpose**

1. Educational Excellence
 - a. Educational Law/Policy: This committee will keep the members informed of changes in legislation/public policy which affect education.
 - b. Visual & Performing Arts: This committee will suggest musical/artistic activities to enhance meetings/provide inspiration.
 - c. Global Awareness: This committee will provide opportunities to support the International Organization's International World Fellowship, *Schools for Africa Project*, and DKG California's *Save Our Earth* (formerly *Going Green*). The Chapter shall annually contribute a minimum of \$50.00 to the World Fellowship Fund.
 - d. Community Philanthropic Projects: These committees will address community service projects such as Hillside Home, CASA, Jared Boxes (Bags), Covenant House, and School on Wheels.
 - e. Teachers Helping Another Teacher (THAT): This committee raises members awareness of opportunities to assist teachers in their classrooms or with projects as needed. The Committee helps members understand how to record their volunteer hours to DKG California. The THAT committee further makes members aware of the resources provided by the DKG California STEP (Support for Emerging Professionals) Committee.

2. Scholarship/Grants

- a. Scholarship/Grants Coordinator: This member oversees the scholarship, recruitment grants, and mini grants committees, and is the liaison between said committees and the Beebe Nuetzman Endowment Fund Board of Directors regarding funding. The Coordinator will maintain a database of all awards given the committees.
- b. Mini Grants Committee: This committee administers the mini grants given to local classroom teachers for program improvement. Each recipient must report to the Chapter on the use of the grant. This committee shall maintain a list of recipients with contact information and share it with the membership committee for follow-up.
- c. Scholarship Committee: This committee shall administer scholarships given to Alpha Upsilon members (active for minimum 2 yrs.) to pursue advanced degrees and professional growth opportunities. Each recipient must report to the Chapter on the use of the scholarship.
- d. Recruitment Grants Committee: This committee shall administer recruitment grants offered to local college students pursuing a degree in education. Names of recipients will be submitted to the membership for approval. Recipients will be invited to attend the final meeting of the year to receive their award and may bring one (1) guest (at his or her own expense).

Article IX – **AREAS OF ACTIVITIES**

Section A – Chapter Meetings

1. Ten meetings a year is the Chapter goal. Area XIII meetings, when attended, are to be considered part of this total.
2. A quorum shall consist of 25% of Active members.
3. Business of the Chapter may be transacted electronically as long as members present are able to communicate with each other simultaneously and can actively participate in the meeting.

Section B – DKG California Convention

The Chapter shall pay registration fee, hotel and transportation costs for the President and President-Elect each year. *When Chapter finances permit*, the Chapter will pay the registration fee for any other member attending the State Convention. When Convention is held in the south, members shall pay their own hotel accommodations; when held in the north, members shall pay their own transportation costs. The Chapter will provide hotel accommodations, if possible.

Section C – Leadership and Legislative Study Sessions/Seminars

Alpha Upsilon will provide a stipend to encourage Chapter members to attend DKG California Leadership and or Legislative sessions, as well as to help defray a portion of the costs.

Section D – Philanthropic Projects

1. Hillside Home for Children: Adopted as Alpha Upsilon's project in November 1995. During the holiday season, Chapter members donate materials and decorate a designated building at the facility.
2. Jared Boxes (Bags) (www.thejaredbproject.com): Chapter members contribute items to create boxes/bags which may include crayons, pads of paper, puzzles, small toys, etc. A book should be included in each box/bag. The boxes (bags) are given to a facility (e.g. hospital, police station, etc.) for distribution to children as needed.
3. CASA: Alpha Upsilon supports Court Appointed Special Advocates for children in foster care, through an annual holiday raffle.
4. Covenant House (services for homeless youth): Chapter members donate hygiene items for residents.
5. School on Wheels (tutoring for homeless youth): Chapter members provide monetary donations or school supplies to support this non-profit organization.
6. As special needs arise, the Chapter may support other philanthropies on a one-time or more permanent basis.

Section E – Beebe Nuetzman Endowment Fund

A bequest from a former member was used to establish the Beebe Nuetzman Endowment Fund (BNEF). This Fund shall be administered under the direction of an independent Board of Directors whose election shall be certified by the Chapter. The Fund shall be governed by bylaws and standing rules developed particularly for the Fund.

Article X – **AMENDMENTS**

- 1 The Chapter Rules committee shall be responsible for updating the Chapter Rules where there are additions, revisions or deletions.
2. Any member of the Chapter shall propose amendments to the Chapter Rules. Amendments to the Chapter Rules shall be by a simple majority of voting members present at the meeting when presented.
 - a. Two official copies of these Chapter Rules shall be kept up to date with one copy in the

President's file and one copy in the Recording Secretary's file.

- b. A copy of the updated Chapter Rules shall be sent to the DKG California Bylaws Committee for review each biennium.

Article XI—**DISSOLUTION**

1. Before a Chapter is dissolved, the approval of the DKG California must be obtained.
2. Any remaining funds in the Chapter account shall be sent to the DKG California treasurer for state or international projects.
3. The Chapter's paraphernalia, the Society publications and the Chapter records shall be retained in the DKG California archives and made available for use.
4. The charter must be returned to the DKG California to be forwarded to the International Headquarters.
5. The DKG California Executive Board shall decide whether the Greek name shall be reused or not.

Article XII—**PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern proceedings in all cases not provided for in the *International Constitution, International Standing Rules, DKG California Bylaws, and these Chapter Rules.*