

**Chapter Rules**

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**MU Chapter**

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**TAU State**

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**The Delta Kappa Gamma Society International**

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"You may make rules that are more restrictive, but not more lenient or that exceed the limit (from notes taken at an international workshop).

Rules are adopted from time to time as the need arises, by a majority vote. To amend a rule that has already been adopted takes a two thirds vote. Rules may, also, be suspended (temporarily) whereas a statement in the Constitution or in the State Bylaws may not be suspended."

Constitution Committee, September, 1983.

The first authority to be consulted in governance of the Society is the Constitution, then the International Standing Rules and Go-to Guide, followed by the Tau State Bylaws and Standing Rules. Mu Chapter Rules have the same format as the international and state documents wherever possible.

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## **I. Name**

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

## **II. Mission and Purposes**

The mission and vision of this chapter shall be those of The Delta Kappa Gamma Society International as found in the *Constitution, Article II, Sections A-C*. The purposes of this chapter shall be the Seven Purposes of The Society as found in the *Constitution, Article II, Section D*. These purposes form the bases of the Mission Statement. In addition, this chapter shall act in accordance with the purposes of Tau State Minnesota as outlined in the *Tau State Bylaws, Article II, Sections A and B*.

## **III. Membership**

Membership is in accordance with the Constitution, Article III and the International Standing Rules, 3.0 - 3.5; the current Go-to Guide, Membership Section; the Tau State Bylaws, Article III.

- A. Termination of Membership: Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.
  - 1. A member shall submit a letter of resignation to the president stating the reason for resignation or why the dues are not paid on time.
  - 2. After two times of non-payment of dues, a member will be terminated with no option to be reinstated.
- B. Reinstatement: A former member in good standing may be reinstated to membership by the chapter receiving the request.

## **IV. Finances**

Financial matters are to be in accordance with the Constitution, Article IV; the Go-to Guide's section on finances; and the Tau State Bylaws and Standing Rules.

- A. The chapter finance committee is responsible for monitoring chapter finances and determining if and when chapter dues and assessments should be adjusted.
- B. The chapter finance committee is responsible for overseeing all chapter fundraising activities.
  - 1. The IRS has designated Mu Chapter as a 501(c)(6) organization.
  - 2. Fundraising activities must comply with this status.
  - 3. Suggestions for raising non-dues revenue can be found on the DKG International website ([www.dkg.org](http://www.dkg.org)).
- C. The chapter finance committee, with the chapter president and treasurer as ex-officio members, shall prepare an annual budget to be voted upon at the chapter's September meeting.
- D. The chapter treasurer and/or the finance chairman shall prepare a dues, fees, and assessments statement to be distributed to members at the May meeting.
- E. Dues, fees, assessments, and voluntary contributions shall be collected and disbursed as directed in the Tau State Bylaws and Standing Rules, Article IV, Section A (of both documents).

- F. Budgeted expenses shall be reimbursed by submitting a voucher and receipts to the chapter president and chapter treasurer for approval.
  - 1. Expenses for transportation, meals, lodging and registration incurred by the president or her representative in attending each state meeting shall be reimbursed as budgeted.
  - 2. Each newly named chapter Woman of Achievement shall have expenses paid to the state convention/conference to attend the function honoring her.
  - 3. Expenses incurred for the presence of international or state officials at local chapter meetings shall be paid from chapter funds budgeted in advance.
  - 4. The payment of meals for non-member guest speakers must have advance executive board approval. The executive board will approve these expenses following the annual program-planning meeting. These expenses shall be paid for out of programming funds. The First Vice-President shall inform the monthly Hostess Chair and Program Chair of this prior to each meeting so they can inform the non-member speaker(s) that his/her meal will be covered.
  - 5. Contributions to the Bernice Gestie Foreign Fellowship, International World Fellowship, Educational Foundation, Jeanette Fair Memorial Award, and Presidents' Recruitment Grant shall be budgeted items.

## **V. Organization**

- A. The Mu Chapter area includes Beltrami County, Clearwater County, northern Cass and Hubbard Counties, and southwestern Koochiching County.
- B. At the time of initiation, a chapter member must be employed in or live in the chapter territory, or in special cases, in an adjacent chapter territory.

## **VI. Officers**

- A. Mu Chapter officers shall be a president, first vice-president, second vice-president, recording secretary, corresponding secretary (all elected) and a treasurer (selected by the executive board). The parliamentarian (ex-officio without vote) is appointed by the president.
- B. Elections must be in accordance with the Constitution, Article VI, Section D and the Go-to Guide.
- C. Officers' duties are listed in the Constitution, Article VI, Section C; and the Go-to Guide.
  - 1. The first vice-president shall automatically become the chapter program chairman.
  - 2. The second vice-president shall automatically become the chapter networking chairman.

3. The treasurer shall be responsible for ordering the president's pin using chapter funds.
  4. The immediate past president shall present the president's pin during the installation ceremony.
  5. The outgoing president shall leave a revised inventory of supplies, materials, equipment, and paraphernalia and their locations with the incoming president
  6. Each outgoing president shall turn over her materials to her successor immediately after July 1.
  7. The president shall be responsible for ordering current publications and manuals as they become available.
  8. The president shall keep the membership informed with timely communications as needed.
  9. The treasurer may accept dues, fees, assessments, and voluntary contributions before July 1 and place those funds in an interest-bearing account until being moved into the available fund for the next fiscal year.
  10. The treasurer's book is to be audited by August 1 each year.
  11. The president and treasurer shall arrange for a change of names at the financial institution used by MU Chapter at the end of the biennium or of either's term of office. At that time they shall make an inventory of the items in the safe deposit box and add any necessary documents or items.
- D. Vacancies shall be filled as stated in the Constitution, Article VI Section E.

## **VII. Executive Board**

The functions of the chapter executive board are described in the Constitution, Article VII, Section C; and the Go-to Guide.

- A. The Mu Chapter executive board shall consist of the elected officers, and the immediate past president, the treasurer, and the parliamentarian as ex-officio members, the parliamentarian without vote. Any committee chairman may also be asked to meet with the board as necessary, without vote.
- B. The Mu Chapter executive board shall meet prior to the regularly scheduled meetings and /or when called by the president.
  1. The board shall act in matters requiring action and decision.
  2. The board shall recommend action for consideration by the members.
- C. The Mu Chapter telephone tree (printed in the yearbook) may be used in matters requiring immediate action or decision if the executive board is unable to meet.
- D. The Mu Chapter executive board's approval must be obtained before any requests for donations not directly connected with Delta Kappa Gamma's program of work are made.

## VIII. Standing Committees

Chapter committees' responsibilities are identified in the Constitution Article VIII, Section B & C; and the Go-to Guide.

### A. Society Business

1. The chapter nominations committee shall be nominated and elected at the same time as the chapter officers are nominated and elected. Immediately after being elected the committee shall select its chairman.
2. The chapter finance committee's duties are listed in Chapter Rules, IV, Finances.
3. The chapter membership committee shall include the initiation, necrology, and historical records sub-committees. Functions are described in the Constitution, Article III; International Standing Rules, 3.0 - 3.5; Go-to Guide, Membership Section; Tau State Bylaws, Article III, Section A-D; Tau State Standing Rules, Section C; and Guidelines for Chapter Membership Chairmen (from Headquarters).
  - a. The Mu Chapter initiation committee shall consult Ceremonies and Rituals for guidance. Initiation shall take place after April 1, so dues of new members can be carried over to the next fiscal year.
  - b. The Mu Chapter necrology chairman, along with the President, is responsible for preparing necrology reports.
  - c. The chapter historical records committee shall be responsible for collecting and preserving local publications, clippings, pictures, etc., relating to members' and chapter activities.
  - d. In case of resignation or death of a member, Delta Kappa Gamma pins may be turned over to the membership chairman, if the family so chooses. The pin may be resold for 1/2 the current price.

### B. Program of Work

These committees are directly related to the Seven Purposes and the Mission Statement of the Society. See the Go-to Guide and the current Program Manual.

1. Program The program committee consists of the chairmen of the program, research, professional affairs, and personal growth and services committees; as well as the music representative, legislative representative, and the yearbook representative,
  - a. Each member of the program committee shall have a current program manual and read it prior to the initial planning session,
  - b. At least four programs should be based on program manual topics
  - c. A Founders program and chapter birthday observance should be part of the program year,
  - d. The program committee shall plan programs for October-October to assure accuracy in the yearbook.
  - e. The program committee shall meet with the president, treasurer, and yearbook committee to finalize the year's program, meeting places, and hostesses. Hostesses will make meeting arrangements using the hostess lists and telephone tree in the yearbook.
    - 1) Dates and locations shall be arranged with the members' residential areas in mind in order to accommodate all members of the chapter.

- 2) Costs of meals shall include gratuities whenever possible and shall be collected by hostesses and properly disbursed by them.
  - 3) When a member has made reservations for a meal and does not attend, they are obligated to pay the treasurer for their meal, unless cancelled within the time limit.
2. Personal Growth and Services. In addition to the suggestions listed in the Go-to Guide, the committee shall be responsible for implementing plans suggested by the Tau State Committee in the Tau State Standing Rules, IX. Section B.
    - a. Administer the Women of Achievement Award.
    - b. Administer the Outstanding Service Award.
    - c. Arrange to present plaques to those selected, using the Mu Chapter engraving plate of the Crest on file at Ken K. Thompson Jewelry.\* *\*This plate may be used for other recognition awards by Mu Chapter.*
    - d. Arrange with the communications committee to have a photo and publicity prepared for local newspapers.
  3. Professional Affairs. In addition to the responsibilities listed in the Go-to Guide, the committee shall help administer the Tau State Grant-in-Aid Program at the chapter level as described in Article IX, Section B when directed to do so by the state committee, and shall be responsible for the following:
    - a. Administer the chapter's Presidents' Recruitment Grant following the guidelines contained in the Appendix of this document.
    - b. Administer the chapter Memorial Grant-in-Aid following the guidelines contained in this document.
  4. Legislation. Guidelines for the committee's activities are listed in the International Standing Rules 8 and Go-to Guide. The Tau State committee will provide additional information.
  5. Research. The Go-to Guide lists suggestions for the committee's work. See also Tau State Bylaws IX, Section B.
    - a. The research committee shall be responsible for maintaining an up-to-date personal file (biographical file) for each member,
    - b. The committee shall assist the Tau State research committee in establishing a Speakers Resource Bank.
  6. Music. The music representative(s) shall provide for the use of music at meetings. "The Delta Kappa Gamma Song" shall be sung at each meeting.
  7. Yearbook. See Go-to Guide. See also, the current Program Manual, Yearbook Checklist,
    - a. The committee shall meet with the program committee as directed in VIII, B, 1 above.
    - b. The committee shall follow the directives of the state representative.
- C. Educational Services**
1. Communications. The Go-to Guide provides guidance for the work of this committee.
    - a. The committee shall note the publication deadlines of The North Star News and submit news items as requested by the editor.
    - b. The committee shall publicize chapter activities in the local media.



2. Networking. The committee shall promote opportunities for members to share the support and expertise of others,
  - a. The committee may use materials provided by the Tau State committee.
  - b. The committee may work with the membership committee to provide chapter networking activities.
3. Scholarships and Foreign Fellowships. The committee shall educate the chapter members about the difference between the scholarships and fellowships and identify which are international, state or chapter activities; when each is offered; and the amount of each.
  - a. The chapter committee members shall familiarize themselves with the Constitution Article VIII; the International Standing Rules 13.0-13.7; Tau State Bylaws, Article X, Section A & C, and Tau Standing Rules, Article I.
  - b. The committee shall promote the use of the chapter scholarship (Parker-Brune Scholarship) See Appendix.

#### **D. Other Committees**

1. Courtesy.
  - a. An appropriate card shall be sent in case of illness of a member or in the event of a death of a member's close relative.
  - b. A memorial contribution (\$25) shall be made from chapter funds to the Memorial Grant-in-Aid fund at the death of a chapter member. (See Appendix).
  - c. Transferring members shall receive a card from Mu Chapter.
  - d. A small gift or memento shall be presented to the state president or her representative when she makes her annual visit.
  - e. The committee shall collect a \$.25 fine from the members not wearing their pins or nametags to meetings.
2. Auditing. This committee shall audit the treasurer's accounts by August 1 each year.
3. Technology. This committee shall keep the chapter members advised as to the uses of technology promoted by the state committee.
  - a. The technology committee may solicit useful ideas at the local level.
  - b. The technology committee shall maintain the chapter's website.
  - c. The technology will provide technical support, and ensure that appropriate technical equipment is provided for all chapter meetings and events.
4. Chapter Rules.
  - a. This committee shall have six members serving staggered four-year terms with three new members each biennium. The immediate past president shall be the seventh member. The President and parliamentarian shall be ex-officio members of this committee.
  - b. The committee shall keep a list of the amendments and new rules until this document is revised.

## **IX. Meetings**

- A. Mu Chapter shall schedule six meetings each year.
- B. Money-raising functions may be held at any time, under the leadership of the finance committee.
- C. A quorum for chapter business shall be 25% of the active members of the chapter.

## **X. Parliamentary Authority**

Roberts Rules of Order Newly Revised shall govern the proceedings of Mu Chapter in all cases not provided for in the Constitution, International Standing Rules Tau State Bylaws and Standing Rules and Mu Chapter Rules.

## **XI. Amendments**

- A. Proposed amendments to the Chapter Rules may be submitted to the rules committee by any member and/or committee, or by the executive board.
- B. The rules committee shall study the proposal to see that it is in harmony with the Constitution, International Standing Rules and the Tau State Bylaws and Standing Rules.
- C. Each proposed amendment shall be approved by a 2/3 vote of the chapter executive board before being submitted to the membership. The amendment then requires a 2/3 vote of the members present.
- D. Any policy subsequently approved by a majority vote of the chapter becomes a part of the Chapter Rules. Amending or changing any chapter rules subsequent to the above action requires prior notice and a 2/3 vote.

## **XII. Dissolution**

In the unhappy event that Mu Chapter finds it necessary to dissolve, the Chapter must follow the procedure listed in the Tau State Bylaws and Rules, Article XIII.

## **Appendix**

- A. Memorial Grant-In-Aid
- B. President's Recruitment Grant

## **MU Chapter Delta Kappa Gamma Memorial Grant-In-Aid**

Initially established in memory of Bev Young, a DKG member.

Adopted by Mu Chapter on 3-14-97

1. The Professional Affairs Committee will oversee this grant.
2. The recipient shall be a young woman who is at least a junior in college and who has been accepted into an education program.
3. The grant shall be given as often and in such amounts as the Chapter wishes.
4. The recommended minimum amount shall be three hundred dollars (\$300.00).
5. A memorial may be given to the fund in memory of a Delta Kappa Gamma member or a non-Delta Kappa Gamma member.
6. The fund will accept bequests from estates.
7. Money from the Christmas Tea may go to the memorial fund.
8. Mu Chapter of Delta Kappa Gamma will donate \$25.00 to this fund in memory of any Mu Chapter member who passes away.
9. A letter listing the names of persons in whose memory donations have been given will accompany the award. Delta Kappa Gamma member names will be starred (\*).
10. Application forms will be available at the Sept. meeting and are due November 1<sup>st</sup>. Contact the committee chair for a copy.
11. The award will be presented at the January meeting.
12. The application form will be similar to the one currently being used for other grants.

## **Presidents' Recruitment Grant**

This grant-in-aid was formerly known as the Margaret Berg Recruitment Grant in honor of, Margaret Berg, a long-time member of Mu Chapter and president of TAU State from 1979-1981. On March 15, 1997 it was renamed, at her request, to be entitled the Presidents' Recruitment Grant, honoring all past presidents of Mu Chapter.

1. The Professional Affairs Committee will oversee this grant.
2. This fund shall be kept in a separate account. In even-numbered years, a total of \$500 shall be awarded to the selected recipient(s). A minimum balance of \$50 will always be left in the account.
3. This fund shall be kept current through yearly additions:
  - a. An annual allotment of \$150 from Mu Chapter's budget
  - b. A share of yearly money-raising activities: e.g. potluck, craft sale, Christmas Tea, white elephant sale, etc.
  - c. Voluntary personal contributions
5. Recipients shall be female students who meet the following qualifications:
  - a. Is regularly enrolled at Bemidji State University in her sophomore, junior, or senior year
  - b. Has elected to go into teaching
  - c. Is acceptable to the Professional Affairs Committee of Mu Chapter on the basis of her written application
6. Applications may be solicited from the student body.
7. The Professional Affairs Committee may accept applications from MU Chapter members who recommend students enrolled in education programs at BSU or other teacher-training institutions.
8. The award shall be announced and presented at the May meeting. All applicants shall be notified of the results.
9. The application form shall be similar to the one used by the Memorial Grant-In-Aid. Contact the committee chair for a copy.

Adopted by MU Chapter  
Date: March 12, 2016

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Approved by: Kathy Patton  
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TAU State Committee Chairman  
January 5, 2016  
Date

Revised and Amended by MU Chapter  
Date\_\_\_\_\_

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Chapter President  
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Approved by Carol Close Date November 5, 2015  
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