

ALPHA UPSILON CHAPTER RULES

Adopted 1982

Amended March 2017

I. NAME

The name of this chapter shall be Alpha Upsilon Chapter, Zeta State, The Delta Kappa Gamma Society International.

II. PURPOSES

The purposes of the chapter shall be to promote the purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.

III. MEMBERSHIP

Membership of Alpha Upsilon Chapter shall be in accordance with the *Constitution*, Article III, the International Standing Rule

3. The chapter has full authority for the administration of membership

A. New Members

1. Names of those persons recommended for membership shall be submitted to the Membership Committee not later than the fourth meeting of each year and voted on at the next meeting. The method of election shall be secret ballot. The Membership Committee shall prepare the ballot, and each candidate receiving a majority of the votes cast shall be invited to join Alpha Upsilon. The sponsoring member is encouraged to purchase the keypin for the initiate whom she has recommended for membership.

B. Initiation

1. New members shall be initiated at the first meeting of the chapter in the fall. No person shall be considered a member until she has been properly initiated.
2. In case of emergency or extenuating circumstances, a prospective member who has attended the orientation session may appeal to the Executive Board to set one other date for initiation during the current year.
3. The red roses and small candleholders used at the initiation ceremony shall be given to new members as a gesture of welcome.
4. Initiation of chapter honorary members may be conducted at any chapter meeting and shall be the responsibility of the

chapter president and the Membership Committee Chairman.

C. Each member shall purchase and wear the Delta Kappa Gamma key pin to meetings.

D. Reinstatement

1. A former member may be reinstated into Alpha Upsilon in accordance with the regulation as given in the *Constitution*, Article III, Section F.

E. All decisions regarding membership shall be the responsibility of the chapter.

IV. ATTENDANCE

- A. Active members are expected to attend all chapter meetings.
- B. A member who is absent from a chapter meeting because she is attending a state or international meeting shall not be counted absent from the chapter meeting.
- C. At the last meeting of the year, a drawing will be held among those who have maintained a perfect attendance record. The winner will be allowed to waive the chapter portion of dues for the next year.

V. FINANCES

- A. Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.
- B. The chapter dues shall be \$68.50, payable to the treasurer between July 1 and October 31. After dues and fees are collected, the chapter treasurer shall forward them to the state treasurer by November 15.
- C. All bills, without exception, shall be submitted to the chapter treasurer before June 30.
- D. Any proposed non-budgeted items in excess of fifty dollars (\$50.00) must be approved by the Finance Committee and the Executive Board.
- E. The current chapter president shall be authorized to sign checks in the absence of the treasurer.
- F. The chapter shall pay registration and standard meal function fees for the president or her official representative if the president is unable to attend District, State, Regional, and International conferences and conventions.
- G. The chapter shall pay the registration fee for the

president, the vice-president, the treasurer, and the Membership Committee Chairman to attend the Zeta State Chapter Leaders Retreat held at the beginning of their biennium.

- H. The chapter shall pay the cost of the State Convention Birthday Luncheon at which the AY Woman of Distinction is honored.
- I. Each member shall purchase and wear the Delta Kappa Gamma key pin to meetings.
- J. The president's pin shall be purchased by the chapter and presented to her when she is installed. The treasurer shall be responsible for purchasing the pin, and the outgoing president shall be responsible for its presentation.
- K. Upon assuming office, the treasurer shall be presented her treasurer's pin, which shall be purchased by the chapter. The outgoing treasurer shall be responsible for purchasing and presenting the pin.
- L. Each year, prior to the summer planning/ Executive Board Meeting, the president shall appoint an ad hoc committee to review chapter financial records. The report shall be reviewed and adopted by the Executive Board.

VI. OFFICERS

- A. The chapter's elected officers shall be a president, a vice president, and a secretary, all of whom are elected by a majority vote of the chapter members at the March meeting of even-numbered years.
- B. The Board shall meet at least once each year. A quorum for Executive Board meetings shall be majority of the members present.
- C. The treasurer, the yearbook editor, the webmaster, and the newsletter editor shall be appointed by the Executive Board.
- D. These officers shall perform the duties as prescribed in the *Constitution*, Article VI, and the Bylaws and Standing Rules, Zeta State Mississippi, and authorized by Alpha Upsilon Chapter Rules.
- E. At the beginning of her biennium, the president shall attend the Chapter Leaders Retreat conducted by Zeta State.
- F. At the beginning of her biennium, the vice president shall attend the Chapter Leaders Retreat conducted presented by

- G. The vice president shall serve as chairman of the Program Committee. In addition to planning programs, she and the committee shall decide on and make arrangements for the locations of the chapter meetings.
- H. When a vacancy occurs in the office of president, the vice-president shall become president.
- I. When a vacancy occurs in an office other than that of president or vice-president, the president shall name a successor.
- J. The secretary shall record the minutes of chapter minutes and submit these to the president and the newsletter editor for publication. She shall be responsible for sending birthday, condolence, and other such cards and correspondence as directed by the chapter president.
- K. Officers shall be installed at the last meeting of the biennium and shall take office on July 1.
- L. The immediate past president shall serve as parliamentarian.

VII. MEETINGS

- A. Alpha Upsilon Chapter shall have six meetings annually. Dates, times, and places shall be determined by the Executive Board.
- B. The chapter president shall include orientation for all members during one year of her biennium.
- C. A quorum for chapter meetings shall be a majority of the members present.
- D. Hostesses for each meeting shall serve as the telephone committee.

VIII. EXECUTIVE BOARD

- A. The Executive Board shall consist of the all officers, the immediate past president, and the chairmen of the standing committees.
- B. The Board shall meet at least once each year.

IX. COMMITTEES

- A. Standing Committees
 - 1. Society Business
 - a. Finance
 - b. Nominations
 - c. Membership
 - d. Chapter Rules

2. Society Mission and Purposes

- a. Educational Excellence The vice president is chairman of this committee, which is composed of the chairmen of all the Standing Committees, including the
 - i. Legislative Committee
 - ii. Music Committee
 - iii. Personal Growth & Services Committee
 - iv. Professional Affairs Committee
 - v. Research Committee
 - vi. World Fellowship Committee
- b. Scholarship

B. Selection of Committees: With the exception of the Nominations Committee, standing committees shall be appointed by the president. She may name a special committee to focus on tasks not assigned to standing committees. The committee is dissolved when its work has been completed and a final report has been made. The Nominations Committee shall consist of the three immediate past presidents of Alpha Upsilon. The senior member shall serve as chairman.

C. Duties of Committees

1. Committee work shall be conducted in accordance with the *Constitution and International Standing Rules* and *Bylaws and Standing Rules, Zeta State, Mississippi*.
2. Additional committee responsibilities shall include the following:
 - a. The Nominations Committee shall report to the chapter at the March meeting of even-numbered years. After that report nominations may be made from the floor with the consent of the nominee(s).
 - b. The Nominations Committee shall be responsible for conducting the election and the installation of officers.
 - c. The Membership Committee shall be responsible for sending a bud vase with a red rose to the services for a deceased member. Additionally, it shall be the responsibility of the Membership Committee to prepare a memorial service honoring the memory of any deceased member.
 - d. At the beginning of her biennium, the chairman of the Membership Committee shall attend the Chapter Leaders Retreat conducted by Zeta State.

- e. The Membership Committee shall be responsible for orientation of new members before their initiation.
- f. The Membership Committee shall be in charge of the initiation of new members.
- g. The Personal Growth and Services Committee shall, in even-numbered years, select the chapter's Woman of Distinction. The committee shall receive and review nomination forms, select and announce the chapter's Woman of Distinction, and submit her name to the State Personal Growth and Services Representative. Nominations shall be submitted to the committee no later than the second meeting of the year. The honoree's name shall be announced at the third meeting of the year. The nominee
 1. Must have been an Alpha Upsilon member for no fewer than five years
 2. Project the image of the Society and what it stands for
 3. Must be active in all phases of the chapter
 4. Must have made a significant contribution to the field of education
- h. The Personal Growth and Services Committee shall also select annually the chapter's Red Rose recipient, who shall be a woman leader residing in the chapter area and whose accomplishments have benefited education and the status of women in leadership roles. The committee shall announce its decision and submit the recipient's name to the state Personal Growth and Services Work Area Representative. Nominations shall be submitted to the committee no later than the second meeting of each year.
- i. The Professional Affairs committee shall select, notify, and recognize the recipient of the Kathy Pair Grant-in-Aid in the amount of \$150.00. The winner shall be recognized at the chapter's May meeting. Applications must be submitted to the Professional Affairs Chairman not later than February 1. The recipient shall be a woman who resides in the chapter area, who exhibits an aptitude for and a desire to pursue a career in the field of education, and who is returning to college after having been a homemaker or a part of the workforce for a number of years.

- j. The World Fellowship and Professional Affairs Committees shall organize a fundraiser to be held annually to fund the Kathy Pair Grant-in-Aid and the chapter's annual \$25.00 contribution to the International World Fellowship Fund. Proceeds over \$25.00 will be distributed as follows: 40 percent to the state Emergency Fund, 30 percent to our Grant-in-Aid, 20 percent to the international service project, and 10 percent to the chapter's general fund.
1. The Scholarship Committee shall receive and screen applications for the Undine Thomas Scholarship and select and notify the recipient. Requirements for the awarding of that scholarship include the following:
 1. Applicants must have been active members of AY for a minimum of three years.
 2. Applicants must use the scholarship to help pay expenses when renewing or upgrading teaching certificates, when working toward advanced degrees, or when applying for the Zeta State Leadership Management Seminar.
 3. Applications must be submitted to the Scholarship Committee by February 1.
 4. A previous recipient is eligible to reapply.
 5. Members of the Scholarship Committee are not eligible for the scholarship unless they excuse themselves from the selection process.
 6. The amount awarded shall not exceed \$150.00.

X. AMENDMENTS

These chapter rules may be amended by a two-thirds (2/3) vote, provided that notice of proposed changes are provided to members at a date not later than the chapter newsletter published prior to the meeting at which changes are to be considered.

XI. DISSOLUTION OF THE CHAPTER

The dissolution of the chapter shall be in accordance with the Bylaws and Standing Rules of Zeta State Mississippi, Article XIII.

XII. Parliamentary Authority

Robert's Rules of Order Newly Revised (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.