

**Lambda Chapter
By-Laws**

FROM OUR INTERNATIONAL CONSTITUTION

Article III, Section E

Membership shall be terminated for any of the following reasons:
(1) non-payment of dues and fees; (2) failure of active members to attend regularly scheduled chapter meetings without valid reasons; (3) resignation.

**ARTICLE I
NAME**

Section A.

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

Section B. A Greek letter or a combination of Greek letters shall designate each chapter

Section C. Insignia

- The official insignia of The Delta Kappa Gamma Society International shall be a key.
- The key shall be a vertical ellipse. Across its center the Greek letters for Delta Kappa Gamma shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge

**ARTICLE II
PURPOSES and MISSION STATEMENT**

Section A. Purposes

The purposes of Lambda Chapter shall be the seven Purposes of the Delta Kappa Gamma Society International and those of Alpha Delta State Organization.

Section B. Mission Statement

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**ARTICLE III
MEMBERSHIP**

Section A. Membership

Membership is in accordance with the Constitution, Article III and the International Standing Rules, Section A. The chapter has full authority for the administration of membership.

Section B. Classification

- Active members shall be women who are employed in educational work at the time of their election and have had three or more years of experience as professional educators or have been retired from an education position. They shall participate in the activities of the Society.
- Reserve membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of a physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, may be restored to active membership by a majority vote of the chapter.
- Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office.
- Orientation of members-elect shall be held prior to the initiation.
- Orientation shall be the responsibility of the President and Membership Chairman.
- Members-elect will respond in writing their acceptance to the membership within 10 days upon receiving their invitations.
- Records are kept by the chapter.

Section C. Election

- Recommendation for Membership forms shall be available through the Second Vice President (Membership Chairman).
- Recommendation for Membership forms shall be completed in accordance with International Standing Rules and presented to the Membership Chairman by July 31st of each year. Any form presented later than this date will not be accepted for the current year.
- The Membership Committee shall review the recommendation forms and prepare to present the candidates' names to the chapter membership.
- Voting for prospective members will occur at the October meeting.
- The general membership shall vote in accordance with the constitution. Invitations to membership shall be in writing, and delivered, if possible, within 15 days following elections to the membership.
- Orientation of members-elect shall be held prior to the initiation.
- Orientation shall be the responsibility of the President and Membership Chairman.
- Members-elect will respond by writing their acceptance to the membership within 10 days upon receiving their invitations.

Section D. Initiation

Initiation shall be held during the month of November, jointly with Kappa chapter of Alpha Delta State Organization, The Delta Kappa Gamma Society International.

Section E. Termination of Membership

- Membership in the Society is terminated for one of three reasons: non-payment of dues and fees, resignation, or death.

Section F. Transfer

- a member in good standing may be transferred from one unit to another upon application to the International Headquarters.

Section G. Reinstatement

- a former member may be restored to membership status by a majority vote of the chapter receiving the request.

Section H. Special recognitions

- Special recognitions shall be financed by the chapter assessment (dues).
- The chapter shall recognize each member upon receiving retirement benefits from Public/State Retirement Systems for her initial retirement, with a gift of a brass candlestick or other appropriate gift with the cost not exceeding \$35.00.
 - The chapter shall recognize a new marriage of a member with the gift of a bell.
 - The chapter shall recognize a new baby of a member with the gift of a book.
 - The chapter shall recognize the death of a member with an arrangement of one half dozen red or yellow roses sent to the funeral home.
 - The chapter shall recognize the death of a member's immediate family, someone living in the member's home, with one red or yellow rose in a container sent to the home of the member.
 - The chapter shall recognize a serious hospitalization or an extended illness of a member with three red carnations in a container to be sent to the hospital or to her home. If table flowers are available from a monthly meeting, they may be used for this purpose.
 - The chapter shall recognize the Lambda President and/or any Lambda member serving as a state officer for the state convention with a corsage purchased by the Treasurer.
 - The chapter shall recognize the President when Lambda is host for Founder's Day with a corsage. The Alpha Delta State President shall also receive a corsage if she attends.
 - The chapter shall recognize Initiates by presenting roses used in the Initiation Ceremony.

Section I. Key pins and President's pin

- The cost of a key pin shall be included in the initiation fee.
- Lambda Chapter shall present the President's pin at the time of her installation by the immediate Past President.

Section J. Disposition of Key/Presidents' pins returned to the chapter

- When a member resigns or dies, the Key pin and the President's pin are to be returned to the chapter.
- The executive board shall decide on the disposition of Society jewelry, which has been returned to the chapter.

ARTICLE IV AUDIT/FINANCE

Section A. Management of chapter funds

- Financial matters are in accordance with the Constitution, International Standing Rules and the Alpha Delta State Bylaws.
- The Audit/Finance Committee shall complete an annual audit.
- The Audit/Finance Committee shall make recommendation for changes in dues no later than August 1. All members shall be notified prior to the first meeting of the fiscal year.
- Chapter dues shall be determined annually by chapter vote no later than the first meeting of the fiscal year.
- The fiscal year of the Society shall be July 1-June 30 inclusive.
- The chapter treasurer prior to October 31, shall collect annual chapter, state, and international dues and fees. On November 1, members shall be dropped for non-payment of dues and fees.
- The Audit/Finance Committee shall develop an annual budget and present it to the membership no later than the first business meeting of the fiscal year for approval.
- Any non-member speaker or musician obtained for a regular monthly meeting by the Executive Committee shall be paid or receive a gift from Chapter funds. The amount for a program shall not exceed \$25, in addition to providing lunch. Program cost exceeding \$25 shall be absorbed in member luncheon reservations.
- An initiation fee of U.S. \$10 shall be required of all members except honorary members.
- Honorary fee is a lifetime fee of U.S. \$50 for international publications and shall be paid for each honorary member at the time of initiation. The initiating unit of the Society shall pay this fee.
- Each active and reserve member shall pay a scholarship fee of U.S. \$1 annually.
- Only the chapter may levy assessments

ARTICLE V ORGANIZATION

Section A. Chapter Organization

- Chapters shall be organized in accordance with state organization bylaws. Each chapter so organized shall have no fewer than twelve members. The Society shall grant the charter.
- Charter members shall be those who become members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter.
- Each chapter shall have chapter rules, which are consistent with the Constitution and its state organization bylaws.

Section B. Chapter Standing Rules

- Lambda Chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Alpha Delta State Bylaws, Alpha Delta State Standing Rules* and the *Lambda Chapter Standing Rules*.
- Lambda Chapter retains membership in the Coordinating Council
- Copies of the Standing Rules shall be given to each member and placed in the file of each Committee Chairman.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. Officers of Lambda Chapter

- Chapter officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, all to be elected. A treasurer (selected by the executive board).
- The term of each elected officer shall be two years or until a successor is named. No officer except the treasurer may serve in the same office longer than two terms in succession or until a successor is named. Officers shall take office on July 1 following their election.
- The executive board shall select the treasurer each biennium.
- The Parliamentarian shall be appointed by the executive board.

Section B. Related Personnel

- Chapter personnel, all of whom must be members of the Society, shall be an appointed parliamentarian and other personnel as defined in the chapter standing rules.

- President

- o The president shall:

- Act as presiding officer at regular and called meetings and direct the activities of her organization
 - Act as chairman of the respective executive board
 - Appoint a parliamentarian from the membership
 - Appoint standing and special committees
 - Approve for payment all expense claims
 - Approve publications
 - Fill by appointment all vacancies in office
 - Represent the Society at meetings, conferences, and other events
 - Take action, with the advice and approval of the executive board, on matters that cannot be deferred until the next meeting
 - The chapter presidents shall serve as members of the state organization executive board.
 - Each biennium a committee shall be appointed by the President to review and update Lambda Chapter Standing Rules which will then be presented to the membership for approval.
 - The President shall provide three (3) copies of a written resume of accomplishments achieved during her biennium. This will serve as a guide for future presidents.

- First Vice-president

- o The First Vice-president shall:

- Serve as presiding officer in the absence of the president.
 - In the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of officers.
 - Shall be the chair of the Education Excellence Committee.
 - Shall set up monthly hostess committees. (Hostess chair should be assigned only with her prior approval).
 - Shall provide each hostess chair with a letter stating her responsibilities including the name of food provider with the contact person and phone number.

- Second Vice-president

- o The Second Vice-president shall:

- 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, shall succeed to the office of the first vice-president and serve until the next regular election of officers.

- Shall be the chair of the Membership committee.
- Preside over Necrology Ceremony in October.
- Prepare ballots for initiates, slate of officers, and slate of Nominations Committee.

- Secretary

- o The Secretary shall:
 - Record minutes of each meeting of her organization and furnish the president with two typed copies of such minutes to be signed by the president and the recording secretary and filed for future use.
 - Serve as secretary to the executive board.
 - Record, in the minutes the name of any member whose membership is terminated. The record shall include the reason and the date of termination.

- Corresponding Secretary

- o The Corresponding Secretary shall:
 - Read and respond to correspondence as may be delegated to her by the president.
 - Send a letter to hostess chairman concerning date, location, and needed arrangements to be made for the next meeting.
 - Send out postcards with date, location, cost, deadline or other pertinent information.

- Treasurer

- o The Treasurer shall:
 - Receive and pay out all moneys belonging to the organization.
 - Keep an accurate account of receipts and expenditures.
 - Keep a file of receipts, bills, cancelled checks, and bank statements.
 - Present a report at each regular meeting.
 - File required tax reports.
 - Submit for annual audit the accounts of the organization.
 - Serve as an ex-officio member, without vote if under remunerative contract for her services, on the respective executive board.
 - Serve ex-officio in the process of budget development and supervision of finances.
 - Follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter finance committee.

34

- Shall order the president's pin at the chapter's expense.
- Shall purchase a corsage for the President and/or any Lambda member serving as a state officer for the state convention.
- Shall purchase one red rose for each initiate to be used in the Initiation Ceremony and then be presented to each initiate.
- Shall purchase a corsage for Lambda President for Founder's Day. (Optional)
- Shall purchase a corsage for the State President if she attends a special meeting. (Optional)

- Parliamentarian

- o The Parliamentarian shall:
 - Act as adviser to the officers and the members of her organization in matters pertaining to interpretation of the Constitution and to parliamentary usage.
 - Serve as an ex-officio member, without vote, on the respective executive board.

Section D. Election and Term of Office

- The chapter officers, except the Treasurer, shall be elected in even-numbered years.
- The term of each elected officer shall be two years or until a successor is named. No officer except the treasurer may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following their election.
- The executive board shall select the treasurer each biennium.
- A slate of officers, with one nominee per office, shall be prepared by the Nominations Committee and presented to the membership at the March meeting, with the election taking place in March.

ARTICLE VII BOARDS

Section A. Chapter Executive Board

- The members of the Executive Board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The treasurer and the parliamentarian shall be ex-officio members, the parliamentarian without vote, and the treasurer also without vote under remunerative contract for her services.

- Duties of the Executive Board
 - The chapter Executive Board shall:
 - Select the treasurer for the biennium
 - Act in matters requiring immediate action and decision
 - Recommend policies and procedures for consideration by members
 - Establish rules for budget development and approval, and rules for the supervision of chapter finances.
 - Shall recognize the past president(s) of her/his biennium with a token of appreciation at their discretion costing no more than \$25.
 - Meetings of the Executive Board
 - 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.
 - A quorum shall be a majority of the voting members of the board.

ARTICLE VIII COMMITTEES

- Section A. Committee Structure
 - Standing committees shall be: Audit/Finance, Membership, Nominations, Educational Excellence, Communication, Scholarship, World Fellowship, and Retirement.
 - Special committees shall be: Hostess, Founder's Day and Initiation, committees except Nominations.
 - Composition and specific duties of committees
 - Standing committees shall fulfill responsibilities as outlined in the *Constitution* and as detailed in the *Handbook*.
 - Audit/Finance
 - The Audit/Finance Committee shall prepare the annual budget and be responsible for auditing the books annually.
 - Nominations Committee
 - Shall create a slate of officers and a slate of Nominations Committee members. Turn these in to the 2nd VP by February meeting so ballots can be prepared for March voting.
 - The chapter members shall elect five members in the last year of a biennium in March.
 - The Chapter President shall appoint one of the members chairman.
 - Traditionally, one of the members nominated for the Nominations Committee is the Immediate Past President.

- Each committee chairman shall keep, add to, and pass on the files regarding the work of her committee at the summer planning meeting of the Executive Board.
 - Communications Committee:
 - Is responsible for publishing a news/letter twice each year.
 - The cost shall be included in the annual budget
 - Shall purchase an arrangement of one half dozen red or yellow roses sent to the funeral home in case of the death of a member.
 - Shall purchase one red or yellow rose in a container sent to the home of a member in case of the death of a member's her immediate family. (Someone living in the member's home.)
 - Shall purchase three red carnations in a container for the serious hospitalization of a member or for an extended illness in her home. If table flowers are available from a monthly meeting, they may be used for this purpose.
 - Founder's Day and Initiation Committees
 - The President shall appoint members of these committees.
 - Members of these committees shall be responsible for the following, when Lambda Chapter hosts either meeting:
 - Table decorations and favors. (Program committee chairman may establish a theme.)
 - Plan the Founders' Day portion of the program
 - Will assume hostess committee responsibilities for that month.
 - Rotation cycle to host Initiation and Founder's Day meeting is as follows:
 - 2014-2015 Initiation-Lambda Founders' Day Kappa
 - 2015-2016 Initiation-Kappa Founders' Day-Lambda
 - 2016-2017 Initiation-Lambda Founders' Day-Kappa
 - Hostess Committee
 - Shall be responsible for confirming reservations with the food provider, making name tags, and table decorations, and their cost.
 - Chairman is responsible for providing information concerning the meeting to the corresponding secretary at least FOUR weeks before the meeting, and receives the reservation cards and money for luncheon.

- o Membership Committee
 - One member of the committee shall serve as chapter historian.
 - One member shall be responsible for the chapter scrapbook.
 - Official recommendation forms for prospective members must be completed in accordance with *International Standing Rules* and presented to the Membership Chair no later than July 31, of each year. Any form presented later than this date will not be accepted for the current year.
- o Education Excellence Committee
 - Shall schedule an early summer meeting for the purpose of planning the next year's program and meeting places.
 - Shall attempt to arrange for meetings to be held in the most central location possible during the winter months.

ARTICLE IX MEETINGS

- Section A. Meetings
- Regular meetings of chapters shall be held at least four times per year.
 - Single postcards will be mailed requiring prepaid reservations for meals returned to the hostess chairman and payable to Delta Kappa Gamma. Money will not be refunded once reservations have been made with our host facility. This would include emergencies such as canceled meetings due to weather, or any emergencies. (In the event of a meeting being canceled and our host facility not requiring or accepting payment from the chapter, checks shall be returned, upon receipt from the hostess to the treasurer.) Reservations must be made by a predetermined deadline.
 - An attempt will be made to arrange for meetings to be held in the most central location possible during the winter months.
 - A quorum shall consist of the majority of the members attending a meeting in order to conduct chapter business. Issues will be decided by a simple majority of members present.
 - Business not discussed in executive board meetings requires a quorum of 20 members.

38

ARTICLE X FUNDS

- Section A. The Available Fund
- This fund shall be the operating fund and shall require a budget.
- Section B. The Scholarship Fund
- A chapter may maintain a scholarship fund by majority vote.
 - A chapter which votes to maintain a scholarship fund shall retain three-fifth (3/5) of the scholarship fee collected from its members. From this amount shall be paid the annual fee of U.S. \$5 to the state organization. The chapter may add to its fund from such other sources as it may determine.
 - A chapter which does not maintain a scholarship fund shall send to the state organization treasurer the full amount of the scholarship fee collected from its members. The state organization scholarship fund will send one-fifth (1/5) to the international fund.

ARTICLE XI AMENDMENTS

- Section A. Amendments to Chapter Standing Rules
- The Executive Board shall review the Standing Rules at least once during the biennium. Update chapter rules biennially, preferably in the year following international conventions as changes there affect chapters.

ARTICLE XII

- International Standing Rule 5.12
Dissolution of Chapter
- Section A. Method of Chapter Dissolution
- *International Standing Rules*, 5.12 delineates rules governing the dissolution of a chapter.

Dissolution

- Obtain the state organization's approval prior to taking any action.
- The procedure for the transfer of members follows international transfer procedures.
- The chapter charter, paraphernalia, and records are delivered to the state organization.
- Funds in chapter accounts are sent to state organization treasurer.

39

In the event of a dissolution of the Society, the net assets of the corporation shall be distributed as follows:

- International
 - All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.
 - The Executive Board shall determine specific procedures for liquidation remaining assets and shall supervise disbursement of funds.
- State organization
 - Each state organization shall provide in its bylaw for its own possible dissolution and for possible chapter dissolution in accordance with the incorporation statutes of the political entity by which the state organization was chartered.

ARTICLE XIII PARLIAMENTARY AUTHORITY

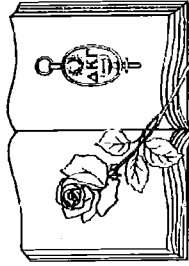
International

- *Robert's Rules of Order Newly Revised* (current edition) shall govern international proceeding in instances in which the authority is not inconsistent with the *Constitution*, the *International Standing Rules*, or other adopted Society rules.

State organization and chapter

- State organizations shall designate in state organization bylaws a recognized manual of parliamentary procedure for governance of the state organization and its chapters in all instances in which the authority is not inconsistent with this *Constitution* or other adopted Society rules.

Adopted this _____ day of March, 2008.



SYMBOLS OF DELTA KAPPA GAMMA

A Rose, a Book, a Candle red
A golden phrase or two;
Symbols are these of things we love and find
In Delta Kappa Gamma true.
Bloom on Red Rose, in all your beauty;
Shine on, bright Candle flame.
Live on, Great Book of inspiration
And help us live these symbols in Your Name.

WEARING OF THE KEY

Proudly wear the key on your dress or blouse over your heart. Place your right thumb at the base of your neck and stretch out your hand on an angle to the left. Place your key where the little finger comes to rest. No pin is worn above the key pin. The key may be worn on a jacket of dress or suit. If the jacket will be kept on. If you might take your jacket off, then the key must be worn on the dress or blouse underneath even if hidden from immediate view.

