

## ALPHA LAMBDA CHAPTER RULES

Revised: Spring, 2004; March, 2012; September, 2019

Updates: May, 2007; August, 2011; September, 2013; February, 2016; March, 2017; January, 2020; April, 2021; January, 2022; November, 2022; **January, 2024**

Note: Revisions are major changes; updates are minor changes as a result of practice, wording clarification and compliance with international or state practice. Date in bold is the latest change.

Chapter Rules are developed as a formal document in harmony with the current *DKG International Constitution*, *DKG International Standing Rules*, *The North Carolina State Organization of The Delta Kappa Gamma Society International (formerly known as Eta State)*, abbreviated as *NC DKG Bylaws* and *NC DKG Standing Rules*. At the end of each year the *Chapter Rules* should be changed to reflect actions by the Alpha Lambda Executive Board and/or general membership and any changes in international and state governing documents.

The *International Constitution* and *International Standing Rules* are the governing documents of the Society. The *NC DKG Bylaws* and *Standing Rules* are the governing documents of the state. The Chapter Rules are the policies adopted by the chapter. All of the documents mentioned above, as well as suggestions made by Alpha Lambda officers and committee chairs during a work session on May 31, 2003, were consulted in the preparation of the 2004 revision of Alpha Lambda's Chapter Rules. The 2012 and 2019 revisions reflect major changes approved by international and NC DKG for carrying out the purposes of the organization.

### Article I – Name

The name of this chapter shall be Alpha Lambda Chapter, The North Carolina State Organization of The Delta Kappa Gamma Society International (NC DKG), The Delta Kappa Gamma Society International.

### Article II – Mission and Purposes

The mission of Alpha Lambda Chapter is to promote professional and personal growth of women educators and excellence in education. The purposes of Alpha Lambda Chapter are the seven purposes of The Delta Kappa Gamma Society International and those of NC DKG.

### Article III – Membership

Membership is in accordance with the *International Constitution*, Article III and the *International Standing Rules*, Section 3. Membership in The Delta Kappa Gamma Society International shall be by invitation. At the time she joins the society, a member becomes a member of the International Society, a state organization, and a chapter.

#### Section 1. Classification

##### A. Active Members

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election or has been retired from an educational position.
2. Dues are International \$40, State \$15, Chapter \$19, and International Scholarship \$1.

**B. Reserve Members**

1. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technical connection/skill.
2. Reserve status must be granted by a majority vote of the chapter.
3. A reserve member, so requesting, shall be restored to active membership.
4. Dues are International \$20, State \$2, Chapter \$9 and International Scholarship \$1.

**C. Honorary Members**

1. A chapter or state organization 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.
2. She shall be privileged to participate in all activities except that of holding office.
3. She will owe no fees.
3. An international honorary member shall be a woman who has rendered notable service to education or to women, who is elected to honorary membership in recognition of such service, and who is not a current or former member of DKG at the time of election.

**D. Collegiate Members** – Collegiate members shall be undergraduate or graduate students who meet the following criteria:

1. Bachelor student collegiate members shall
  - a. Be enrolled in an institution offering coursework leading to a career in education; and
  - b. Be enrolled within the last two years of their bachelor's education degree.
2. Graduate/Masters/Doctoral student collegiate members shall
  - a. Have Graduate/Masters/Doctoral standing in an institution offering coursework in the field of education
  - b. Have the intent to continue academically and professionally in the field of education
3. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member.
4. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.
5. Collegiate dues are International \$20, State \$5, Chapter \$9, and International Scholarship \$1.
6. A collegiate member may participate in all activities of the Society except holding an elected office.

**Section 2. Selection of New Members**

- A. Names of prospective members are submitted by current Alpha Lambda members to the Membership Committee.
- B. After review, the Membership Committee will present prospective members' names for secret ballot vote.
- C. A prospective member who has been accepted by a membership vote is invited to an orientation session. After the orientation session, the prospective member is asked to confirm her desire to join DKG. If she chooses to join, a mentor is assigned.

- D. Prospective members who accept the invitation to join DKG may participate in an induction ceremony.
- E. A person becomes a member when she pays her dues, and at the time she joins the Society, she becomes a member of the International Society, NC DKG, and Alpha Lambda Chapter.
- F. The chapter will decide if and when to have an induction ceremony, and there is no induction fee.

### **Section 3. Transfer of Membership**

- A. A member in good standing may be transferred into or from Alpha Lambda upon application to the International Headquarters.
- B. Alpha Lambda will accept active, reserve, collegiate and honorary transfers.

### **Section 4. Termination of Membership**

- A. The chapter treasurer shall report to the state treasurer all memberships terminated by non-payment of dues and fees, resignation or death.
- B. The chapter minutes must include the names of members terminated, including the reason and date of termination.
- C. The chapter membership chair shall file all letters of resignation.

### **Section 5. Reinstatement to Membership**

- A. A former member shall be reinstated to membership by the chapter receiving the request. No vote is required and there is no reinstatement **or induction** fee.
- B. The chapter minutes must include the name and date of any reinstatement.

## **Article IV – Finances**

Financial matters are handled in accordance with the *International Constitution*, *International Standing Rules*, *NC DKG Bylaws* and *NC DKG Standing Rules*.

### **Section 1. Annual Dues**

- A. Dues consist of international dues approved by the International Convention; NC DKG dues determined in accordance with state organization bylaws; and chapter dues proposed by the Finance Committee and voted on by the Alpha Lambda membership.
- B. Fees consist of an international scholarship fee; a lifetime fee for each honorary member; and any fee proposed by the Finance Committee which is adopted by the Alpha Lambda membership, including an optional annual fee of \$10.00 for the Hilda Olson Literary Fund.

- C. The membership year is July 1– June 30. Annual dues and fees must be paid to the chapter treasurer by June 30 for the following fiscal year. Non-payment of dues will result in termination of membership and noted in the chapter minutes, including the date and reason of leaving.
- D. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for the current fiscal year. New members who join between January 1 and March 31 shall pay half dues and the scholarship fee for the current year. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year. Chapter dues may be pro-rated.
- E. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organizational dues may be pro-rated as the chapter/state organization determines.
- F. Immediately upon all dues collections, the treasurer shall send the state organization portion of the dues and fees to the state treasurer and the international portion to the International Headquarters.

## **Section 2. Financial Controls**

- A. The Finance Committee shall
  1. Prepare an annual budget, including funds' requests from committees
  2. Arrange a yearly audit
  3. Oversee chapter finances
  4. Provide a final report for approval by the Executive Board
- B. The annual budget shall be approved as proposed or as amended by the membership.
- C. The treasurer will keep an accurate record of expenditures for oversight and approval by the yearly audit committee.
- D. The treasurer shall keep an accurate and current membership roster.

## **Section 3. Scholarships**

- A. Cecil Kessler Recruitment Grant awarded to a female high school senior who plans to major in education.
- B. Candy Priest Scholarship and Grant Fund awarded to members for advanced degree work, workshops or classroom projects.
- C. World Fellowships awarded by International to which Alpha Lambda contributes funds.

## **Section 4. Funds**

The funds of Alpha Lambda shall be The Available Fund, The Scholarship Fund, The Hilda Olson Literacy Fund and The Cecil Kessler Recruitment Grant Fund.

## **Article V – Organization**

The Alpha Lambda Chapter of NC DKG, Region XI shall conduct its business in a manner consistent with the *International Constitution, International Standing Rules, NC DKG Bylaws, NC DKG Standing Rules* and *Alpha Lambda Chapter Rules*.

## **Article VI – Officers and Related Personnel**

### **Section 1. Officers and Appointed Personnel**

Elected officers are president, first vice president, second vice president and secretary. The Executive Board shall appoint a treasurer and the President shall appoint a parliamentarian.

### **Section 2. Duties of Officers**

#### A. The President shall:

1. Preside at regular and called meetings
2. Direct all activities of the organization
3. Chair the Executive Board
4. Appoint a parliamentarian, committees and committee chairs
5. Approve for payment all expense vouchers
6. Fill by appointment all vacancies in office
7. Represent the chapter at meetings and conferences, including the NC DKG Executive Board
8. Upon the advice of the Executive Board, act on matters which cannot be deferred until the next meeting
9. Keep a file of current society documents
10. Attend appropriate training sessions
11. Serve ex-officio in the process of budget development and supervision of chapter finances
12. Ensure necrology and biennial reports are completed and returned on time
13. Assure training and renewal occur as needed at the beginning of each biennium
14. Notify the Treasurer and the Scholarship Chair to perform the following duties in the event of the death of a member, her spouse, child, or parent: Treasurer - transfer \$25 to the Kessler Recruitment Grant; Scholarship Chair – send an appropriate acknowledgement note.

#### B. The First Vice President shall:

1. Act in place of the president when necessary and perform duties assigned by the president and/or the executive board
2. Coordinate the work of the Education Excellence Committees (Beginning Teacher Support, Educational Law and Policy, Leadership Development and Membership) in order to select and develop chapter activities and programs
3. Use budgeted money to obtain thank-you gifts for special program speakers
4. Serve on the Executive Board

- C. The Second Vice President shall
1. Act in place of the first vice president when necessary
  2. Chair the Standing Rules Committee
  3. Coordinate work of hostess/encouragement groups
  4. Obtain locations for the meetings and ensure hostess groups can enter ahead of meeting times, as needed, to set up
  5. Serve on the Executive Board
- D. The Secretary shall
1. Generate minutes for all regular meetings and Executive Board meetings, noting each official action, all terminations of membership by death, resignation or non- payment of dues, and a summary of the treasurer's report
  2. Maintain an attendance roll of chapter members
  3. Handle correspondence as delegated by the president
  4. Serve on the Executive Board
- E. The Treasurer shall
1. Receive and pay out all monies, keeping an accurate record of all receipts and expenditures and a file of receipts, bills, canceled checks and bank statements
  2. Send international and state dues to respective treasurers in a timely manner
  3. Report at each regular meeting
  4. Submit records for annual audit
  5. Order chapter supplies
  6. Submit state reports as required
  7. Serve ex-officio in the process of budget development and supervision of chapter finance
  8. Serve on the Executive Board with voting privilege
  9. Maintain an accurate and current membership roster
- F. The Parliamentarian shall
1. Advise the officers and members in matters pertaining to parliamentary procedure
  2. Render opinion when indicated or requested
  3. Be a non-voting member of the Executive Board

### **Section 3. Election and Term of Office**

- A. Officers shall be elected by the membership in even numbered years.
- B. The Nominations Committee secures and presents, with the permission of each nominee, the names of nominees.
- C. Nominations may also come from the floor.
- D. Officers are installed at the last meeting of the second year of the biennium.
- E. No officer, except the treasurer, who is appointed, may serve in the same office more than two terms in succession.

F. The treasurer shall be appointed by the Executive Board each biennium.

#### **Section 4. Vacancies**

A. The president shall fill vacancies by appointment.

B. She shall notify the state executive secretary of changes of officers and committee chairs.

### **Article VII – Executive Board**

The Executive Board shall function in accordance with the *International Constitution*, Article VII, Section C.

A. Members of the Alpha Lambda Executive Board shall be the elected officers, the immediate past president and such other voting members as shall be determined by the chapter. The treasurer and the parliamentarian shall serve as members ex officio, the parliamentarian without vote and the treasurer with vote.

B. The Executive Board shall

1. Select the treasurer each biennium
2. Act in matters requiring immediate action and decision
3. Amend chapter rules automatically so that they comply with the Constitution, International Standing Rules, and the NC State Organization Bylaws and Standing Rules
4. Recommend policies and procedures for consideration by members
5. Establish financial rules for
  - a. Budget development
  - b. Budget approval
  - c. The supervision of chapter finances

C. The Executive Board shall have at least one meeting per year.

D. Three constitutes a quorum for the transaction of business.

### **Article VIII – Committees**

There shall be committees to carry out the work of the organization as outlined in the *International Constitution*, Article VIII; NC DKG Bylaws, Section IX; and any other committees deemed necessary to do the work of Alpha Lambda Chapter. International Committee Reports requested shall be submitted in the format specified by Society Headquarters.

#### **Section 1: General Procedure**

A. The president shall appoint all committees and committee chairs.

B. The president is an ex-officio member of all committees except nominations. As an ex-officio member she has a vote.

## Section 2: Committees

### A. Society Mission and Purposes (Educational Excellence)

1. Beginning Teacher Support Committee  
Generate and coordinate activities which support beginning teachers
2. Educational Law and Policy Committee (includes U.S. Forum Representative)
  - a. Inform members of current professional issues and educational legislation
  - b. Lead members to participate in activities which promote educational excellence
3. Leadership Development Committee
  - a. Evaluate the leadership needs of the chapter
  - b. Plan, promote and implement activities for leadership development
  - c. Recognize leadership excellence through facilitating the selection and recognition of the member of the year and annually recognizing the accomplishments and honors of the members.
4. Membership Committee
  - a. Encourage the recruitment of key women educators
  - b. Facilitate nomination, election, orientation and induction of new members
  - c. Support member needs
  - d. Recognize members' years of membership

### B. Society Business

1. Communications and Marketing Committee
  - a. Be a conduit for information exchange between and among members of all levels of the Society (newsletter, yearbook and website)
  - b. Encourage communication with groups external to the Society (for example, newspaper articles and placement of brochures in public places)
2. Finance Committee
  - a. Oversee chapter finances
  - b. Prepare annual budget and recommend dues and fees
3. Hilda Olson Literacy Committee
  - a. Promote donation of books and/or funds for preschool books for mothers with new babies
  - b. Distribute the books
  - c. Keep a record of the activity
4. Nominations Committee
  - a. Secure nominees for elective offices in even numbered years
  - b. Conduct installation of officers
5. Rules Committee  
Review and recommend necessary changes to the Chapter Rules annually to comply with the Constitution, International Standing Rules, and the NC State Organization Bylaws and Standing Rules.



#### 6. Scholarship Committee

- a. Implement the process for selecting the Cecil Kessler Recruitment Grant recipient and the Candy Priest Scholarship and Grant Fund recipients
  - b. Collect Kessler Koins at each meeting to help fund the Cecil Kessler Recruitment Grant
- c. Promote international scholarship, state scholarship and Cornetet professional development award applications
- d. Support and keep members informed about World Fellowships
- e. Send an acknowledgement note from the committee to the member (or her family) upon the death of a member, her spouse, child, or parent stating that the Chapter has made a donation to the Cecil Kessler Recruitment Grant in honor of the deceased individual
- f. Send a thank you note from the committee to the President to provide official documentation of the chapter's gift

#### 7. Ad Hoc Committees

- a. Chapter fundraisers
  - (1) Auction
  - (2) Ingles cards
- b. Ceremony of Remembrance
- c. Chapter achievement

### **Article IX – Meetings**

- A. There shall be at least four meetings per year at which business must be conducted. In addition, projects may be promoted and/or a program may be presented.
- B. 30% of current active membership shall constitute a quorum for conducting business.
- C. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and **actively** participate during the meeting.
- D. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding member's vote.
  1. A majority vote shall be required for action.
  2. Ratification of all voting of this nature must be made at the next face-to-face meeting.
  3. There shall be no proxy voting.

### **Article X – Publications**

- A. *Alpha Lambda News*
- B. Annual yearbook
- C. Chapter brochure

### **Article XI – Dissolution**

- A. Should ever it seem prudent to dissolve Alpha Lambda, approval will first be sought from NC DKG, and international procedures will be followed.
- B. Careful consideration will be given to the manner in which those desiring to maintain membership transfer to other chapters.
- C. Any remaining funds will be sent to the NC DKG treasurer.
- D. The chapter's paraphernalia, Society publications and chapter records will be retained in the NC DKG archives.
- E. The chapter's charter will be returned to NC DKG to be forwarded to international.
- F. The NC DKG Executive Board will decide whether the Greek name will be reused.

### **Article XII – Parliamentary Authority**

*Robert's Rules of Order, Newly Revised*, current edition, will govern the order of business of the chapter. The president or her designee is the presiding officer and is in charge of conducting business with the advice of the parliamentarian as needed or requested.

### **Article XIII – Amendments**

- A. Amendments and updates to these *Chapter Rules* may be made upon simple majority vote of a quorum, 30%, of the current active membership.
- B. A major revision to these *Rules* may be made after each member has been provided a draft copy for study, a discussion of the changes has occurred and a simple majority vote of a quorum, 30%, of the current active membership vote to accept the revision.
- C. The Executive Committee shall automatically update the chapter rules to make them comply with the Constitution, International Standing Rules, and the NC State Organization Bylaws and Standing Rules.
- D. Notice of automatic updates shall be published in the November *Alpha Lambda News*.

### **Revision, Spring, 2004**

Jana Griggs, Standing Rules Chair  
 Dot Case, Standing Rules Member  
 Wanda Love, President

**Update, May, 2007**

Cindy Ellis, Standing Rules Chair  
Jane Hudson, Standing Rules Member  
Sara Lee Nickell, President  
Ad Hoc Members:  
Wanda Love  
Phyllis Wilson

**Update, March, 2011**

Julia Keyse, Standing Rules Chair  
Sally Gilbert, Standing Rules Member  
Peggy Marshall, Standing Rules Member  
Marilyn Yoder, President  
Wanda Love, Ad Hoc Member

**Revision, March, 2012**

Julia Keyse, Standing Rules chair  
Sally Gilbert, Standing rules member  
Peggy Marshall, Standing Rules member  
Marilyn Yoder, President  
Ad Hoc Members;  
Wanda Love  
Phyllis Wilson

**Update, September, 2013**

Julia Keyse, Standing Rules Chair  
Linda Flynn, Standing Rules Member  
Peggy Marshall, Standing Rules Member  
Marilyn Yoder, President

**Update, February, 2016**

Laurie Stissel, Standing Rules Chair  
Connie Brown, Standing Rules Member  
Patsy Jones, Standing Rules Member  
Pat Schmidt, Standing Rules Member  
Julia Keyse, President

**Update, March, 2017**

Jill Jackson, Standing Rules Chair  
Linda Flynn, Standing Rules Member  
Sally Gilbert, Standing Rules Member

**Revision, September, 2019**

Jill Jackson, Standing Rules Chair  
Pat Schmidt, Standing Rules Member  
Helen Palmer, Standing Rules Member  
Linda Soble, President  
Wanda Love, Ad Hoc Member

**Update, January, 2020**

Linda Soble, President

**Update, April, 2021**

Annabelle Hurd, Standing Rules Chair  
Julia Keyse, Standing Rules Member  
Joyce Loftin, Standing Rules Member  
Anne Whitmire, Standing Rules Member  
Jill Jackson, President  
Wanda Love, Ad Hoc Member

**Update, January, 2022**

Annabelle Hurd, Standing Rules Chair  
Julia Keyse, Standing Rules Member  
Joyce Loftin, Standing Rules Member  
Jill Jackson, President  
Wanda Love, Ad Hoc Member

**Revision, November, 2022**

Annabelle Hurd, Standing Rules Chair  
Julia Keyse, Standing Rules Member  
Joyce Loftin, Standing Rules Member  
Rita Shardell, Standing Rules Member  
Linda Soble, President  
Wanda Love, Ad Hoc Member

**Update, January, 2024**

**Annabelle Hurd, Standing Rules Chair**  
**Joyce Loftin, Standing Rules Member**  
**Julia Stephenson, Standing Rules Member**  
**Linda Soble, President**

