

## Alpha Tau Chapter Rules - Approved 10/11/2012

Sources: 2010 Constitution and International Standing Rules, 2011 Eta State Bylaws and Standing Rules, Robert's Rules of Order Newly Revised (10<sup>th</sup> edition).

### **General Information**

The Delta Kappa Gamma Society International (DKG) has three levels of organization: chapter, state organization, and international. The terms *International* and *Society* designate the overall organization with its total membership. The Society has five regions: Southeast, Southwest, Northeast, Northwest, and Europe. The vision of the Society is *Leading Women Educators Impacting Education Worldwide*. The mission of The Delta Kappa Gamma Society International is to promote professional and personal growth of women educators and excellence in education.

The North Carolina State Organization (Eta State) of Delta Kappa Gamma was chartered October 27, 1934. North Carolina is located in the Southeast Region of the Society. Alpha Tau Chapter was organized in Lumberton, North Carolina on May 20, 1961 with thirteen well qualified members from Lambda Chapter. Lambda had a geographical division of four counties and it was becoming so large that addition of new members would make it unwieldy. It was voted that the membership be divided and that Lambda Chapter continues to invite new members from Robeson and Scotland counties and that the new chapter invites prospects from Cumberland and Hoke counties. Alpha Tau Chapter serves Cumberland and Hoke Counties. Membership is not restricted to those counties. Miss Margaret Flintom, out-going president of Eta State at the time, organized Alpha Tau and installed the new officers, all of whom were drawn from Lambda. They were: president, Lillian A. Edwards; first vice-president, Margaret T. Will is; second vice president, Janie L. Williams; recording secretary, Donna B. McCormick; corresponding secretary, Mildred B. Poole; treasurer, Miss Dorothy Hutaff; parliamentarian, Lucile G. Souders. Other charter members were: Gladys Currie, Alma Easom, Mary Sue McCutchen, Mattie Belle Rogers, Nell McArthur, and Kathryn Wheeler. Alpha Tau Chapter is located in Region VI of Eta State.

Affiliations with other organizations provide opportunities for members and the Society to further its Mission and Purposes through worthwhile projects and activities. Affiliation with the Institute of International Education (IIE) was established during the 1958-60 biennium. IIE is a private, non-profit organization that administers the student portion of the Fulbright Program. IIE provides the screening process for the World Fellowship recipients who study in the United States. The Society was granted Non-Governmental Organization (NGO) status with the United Nations Department of Public Information (UN/DPI) in 1995. The Society was granted consultative status with the United Nations Economic and Social Council (ECOSOC) in 2003. The Society began a partnership with the National Association of Parliamentarians (NAP) during the 2010-2012 biennium.

The Society holds an international convention in even-numbered years and conducts five regional conferences in odd-numbered years. International requires a state organization to hold an executive board meeting each year and a convention in odd-numbered years. The North Carolina State Organization by choice holds a convention each year. The Society requires chapter executive boards to meet at least twice annually; it requires chapters to have at least four (4) business meetings per year.

**Alpha Tau Chapter Rules**  
Revised Fall 2014 - Approved 11/20/2014

- I. **Name. The name of this chapter shall be Alpha Tau.**
- II. **Purposes and Mission (2010 *Constitution*, Article II)**
  - A. The purposes of Alpha Tau shall be the same as those of the Society:
    1. to unite women educators of the world in a genuine spiritual fellowship;
    2. to honor women who have given or who evidence potential for distinctive service in any field of education;
    3. to advance the professional interest and position of women in education;
    4. to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators;
    5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to nonmember women educators;
    6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
    7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.
- III. **Membership (2010 *Constitution*, Article III; International SR.3)**
  - A. The chapter has authority to act in matters of membership and membership records are kept at the chapter level. Membership shall be by invitation.
    1. A prospective member, active, or honorary, may be recommended for membership by any Society member, screened by the chapter membership committee, and elected by a majority vote of the votes cast.
    2. The chapter shall consider a recommendation for membership submitted by a Society member outside the chapter and/or geographical area.
    3. When feasible, an invitation to membership is to be personally delivered to a prospective member.

4. The membership committee shall plan and implement the election, orientation, and initiation of new members.
  5. An individual becomes a member of the Society when she is initiated. She is initiated only once.
- B. Classes of membership are active, reserve, and honorary.
1. An active member shall be a woman who is employed as a professional educator at the time of her election or is retired from an educational position.
  2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Granting of reserve membership shall be by majority vote of the votes cast.
  3. 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. Honorary members may participate in all activities, except that of holding office.
- C. Active participation is an expectation of membership.
1. All members shall be invited to attend the orientation and initiation of new members.
  2. Reorientation of members shall be periodically included in regular meetings via a creative review of the history, organization, and activities of the Society.
  3. Active and reserve members may be transferred from one chapter to another upon application to Society Headquarters.
  4. Membership in the Society is automatically terminated for non payment of dues, resignation, or death. When termination is by resignation, the chapter president or her designee will make contact with the member and discuss available options.
  5. Active participation is expected. The participation of each member shall be reviewed annually by the executive board. If a member does not actively participate in chapter projects, programs, and activities, the member shall be encouraged to do so.
  6. A person requesting a chapter transfer will be accepted. No voting is necessary.
  7. A person requesting reinstatement shall be reinstated. No voting is necessary.

8. A reserve member, so requesting, shall be restored to active membership.
9. A record of members terminated or reinstated shall be part of the minutes of the executive board and/or a chapter meeting.

D. The election process of new members shall be coordinated by the membership committee, in conjunction with the chapter president and the executive board.

1. In the second year of the chapter biennium at the first business meeting of the year, the chapter members shall determine the number of members to be elected.
2. After the number to be elected has been decided, members desiring to recommend individuals for membership shall secure the proper forms from the membership committee chair and return the completed forms by the announced deadline. (An October 15 deadline is suggested.)
3. In the second year of the chapter biennium at the third business meeting of the year, the membership committee shall present a summary of information about each candidate to the membership for discussion. The election of new members shall follow at the same meeting.
4. New member orientation shall be held no later than mid-April. The initiation of new members shall follow orientation.
5. A candidate elected for active or honorary membership shall be initiated within a period of one year from the time of her election.

#### IV. **Finances (2010 *Constitution*, Article IV; International SR. 4)**

##### A. Dues and fees

1. Annual dues and fees shall be required of active and reserve members and are payable between July 1 and October 31 of each year.
2. On November 1, any member whose dues have not been paid shall be dropped from membership.
3. In addition to the international and state organization dues and fees, a member shall pay chapter dues and chapter assessments. Chapter members with prior notice, in a business meeting with a quorum present, may assess themselves with a majority vote of the votes cast. No other level of the Society can assess members. A reserve member shall be exempt from paying chapter assessments.

4. The amount of chapter dues and assessments shall be recommended by the finance committee, reviewed and modified, if necessary, by the executive board, and submitted to the members for a final vote. A two-thirds vote (two-thirds of the votes cast) is required for adoption.
5. A one-time initiation fee of \$10.00 shall be required of all members, except honorary members.
6. A one-time fee of \$50.00 for each honorary member shall be paid by the chapter.

B. Budget

1. The finance committee shall prepare an annual budget for adoption by the executive board prior to the first meeting of each year.
2. Copies of the budget shall be distributed to the membership for their information.
3. The budget may include designated contributions to World Fellowship Fund, Educational Foundation, Scholarship Fund, Emergency Fund, and special projects.

C. General rules concerning finances

1. Members who know in advance that they will not be able to attend a particular meeting shall notify the person designated to receive regrets before the announced deadline. In the event that such notification is not received, the member whose non attendance results in costs to the chapter shall be notified by the treasurer of her responsibility for reimbursement.
2. Expenses for the president to attend the state organization convention, state organization executive board meetings, and state organization training for chapter presidents shall be paid by the chapter.
3. The chapter shall encourage the treasurer, the educational excellence chair, and the membership committee chair to attend the state organization training held in even-numbered years, and shall pay their expenses to the extent possible.
4. The chapter shall encourage two members to attend the Eta State Leadership Development Seminar conducted in odd-numbered years, and shall pay their expenses to the extent possible.
5. The chapter shall encourage the president to attend international conventions (even-numbered years) and regional conferences (odd-numbered years) and shall pay her expenses to the extent possible.

6. The chapter shall pay for meals and lodging for state organization officers and regional directors invited to chapter meetings.
7. The chapter shall pay for meals provided for Society representatives, speakers, grant-in-aid recipients, and guests of grant-in-aid recipients.
8. The president shall approve requests for reimbursements prior to payment by the treasurer.
9. Reimbursements for the president shall be approved by the chair of the finance committee.
10. The finance committee shall accept the selection of an auditor and present the financial review to the executive board for information.

#### D. Gifts

Gifts to Alpha Tau Chapter are subject to approval of the executive board and the finance committee. If the executive board and the finance committee determine that conditions or restrictions make the gift unacceptable, they may enter into discussion or negotiation with the donor to affect modification to make the gift acceptable.

#### E. Chapter Funds

1. Chapter funds are supervised by the finance committee.
2. The available fund (an operating fund) shall require a budget.
3. Special funds and/or monetary awards may be created by the executive board and approved by the membership.

#### V. **Organization (2010 Constitution, Article V: International SR. 5)**

- A. The establishment of a new chapter shall be considered when the membership reaches a total of 60, or earlier if appropriate.
- B. The president, or her designee, and the Gamma Kappa President, along with the two vice-presidents of Alpha Tau and Gamma Kappa chapters **may** constitute a **coordinating council** to consider matters of mutual interest to the two chapters. Changes in the function of such a council may be made if acceptable to the members of the two chapters and are not in conflict with international and/or state organization governing documents.
- C. The rules and goals committee shall review the chapter rules each biennium to determine if changes are needed and to ensure consistency with state organization and international governing documents.

**VJ. Officers and Related Personnel (2010 Constitution, Article VI;  
International SR. 6, 8)**

A. Officers

1. Chapter officers, **all of whom must be members of the Society**, shall be a president, a vice-president, a secretary, (all elected) and a treasurer (selected by the executive board), plus an option of a second vice-president and a corresponding secretary (both elected).
2. Officers, except the treasurer, shall be elected in even-numbered years by a majority vote of the votes cast and take office July 1.
3. Chapter officers shall be elected no later than March 15 of even-numbered years.
4. Chapter officers shall be installed at the last meeting of even-numbered years.
5. Co-presidents are not advised. Only one name may be submitted to the state organization or Society Headquarters.
6. With the exception of the treasurer, the term of office shall be two years or until a successor is named.
7. With the exception of the treasurer, each officer may not serve more than two consecutive terms of office.
8. The treasurer may serve indefinite consecutive terms.

B. Duties

I. President

- a. The president shall represent the chapter as a voting member at each state organization executive board session. Should she be unable to attend, she shall notify the state president and submit the name of her substitute.
- b. The president shall send the names, addresses, telephone numbers, and email addresses of all committee chairs of her biennium to the state executive secretary by the designated deadline.
- c. The newly elected president, in conjunction with the immediate past president, the former committee chairs, and new officers, shall conduct a roles and materials exchange for the newly appointed committee chairs. This exchange should be conducted as early as is feasible before July 1 in even-numbered years.

- d. The president shall ensure that a Form 6 and a written tribute for any deceased member be promptly submitted to the state membership chair.
  - e. The president, or her designee, shall ensure that an appropriate chapter remembrance **time** of a deceased member is held.
  - f. The president shall serve as member ex officio on all committees except the nominations committee. As a member ex officio, she has all the rights and privileges of any other member, including voting, but none of the obligations.
  - g. The president, at the end of each year and after consultation with the executive board and the membership chair, shall recognize members for special honors or activities.
  - h. The president shall appoint a parliamentarian for the biennium. The parliamentarian may be a **non-member**.
  1. The president shall assume responsibility for encouraging chapter activities which develop the leadership potential of each chapter member.
2. The first vice-president shall serve as chair of the educational excellence committee.
  3. The second vice-president shall serve as presiding officer in the absence of the president and first vice-president. Shall perform such other duties as assigned by the president or Executive Board. And is a member of the coordinating council if the chapter participates in one.
  4. The treasurer shall
    - a. be selected by the executive board;
    - b. report to the state organization treasurer all membership reinstatements and terminations, including the reasons and dates of terminations;
    - c. ensure receipts accompany requests for reimbursement in conjunction with the president;
    - d. receive and pay out all moneys belonging to the chapter with approved reimbursements paid promptly;
    - e. maintain a record of receipts, bills, and bank statements;
    - f. present a report at each business meeting;
    - g. file required tax reports;
    - h. submit for annual audit/financial review the accounts of the chapter;
    1. serve as a member ex officio, without vote if paid for her services, on the chapter executive board;



- J. serve as a consultant in the process of budget development and supervision of finances;
  - k. serve as member ex officio on the finance committee. As an ex-officio member, she has all the rights and privileges of any other member, including voting, and should attend finance committee meetings; and
  - I. follow appropriate procedures to ensure the safety and proper handling of chapter funds as established by the chapter finance committee.
5. The recording secretary
- a. The recording secretary shall prepare the minutes of business meetings of the membership and the executive board.
  - b. Minutes of membership business meetings shall be provided to the president for proofing, prior to providing them to the corresponding secretary for distribution to the membership.
  - c. The recording secretary shall keep the official attendance record.
6. The corresponding secretary
- a. The corresponding secretary shall notify each member of the time and place of each meeting at least two weeks prior to a regular meeting.
  - b. Minutes of the previous business meeting shall be included with the meeting notification along with any information from the president or the executive board.
7. The parliamentarian (*2010 Constitution, Article VJ*)
- a. The parliamentarian, although not an officer, shall serve as member ex officio with vote on the goals and rules committee and shall serve as member ex officio with out vote on the executive board
  - b. The parliamentarian shall act as advisor to the officers and the members of the chapter in matters pertaining to the interpretation of the *Constitution* and parliamentary procedure.
8. The immediate past president shall
- a. serve as a voting member of the executive board and the goals and rules committee; and
  - b. ensure the availability of a new chapter president's pin and conduct the installation of new officers.

C. Nominations and elections

1. Nominations for chapter officers shall be made by the nominations committee.
  - a. The committee shall consist of five members appointed by the president for a term of four years.
  - b. Terms of the members shall overlap with three members appointed in one biennium and two in the alternate biennium.
  - c. The chapter president shall appoint one of the members to serve as chair.
  
2. Election of officers
  - a. The nominations committee shall submit the nominees for office to the chapter president no later than March 1 of even-numbered years.
  - b. The nominations committee shall submit to the membership the name of at least one nominee for each elective office. Consent of the nominee must be obtained.
  - c. After the report of the nominations committee has been made to the general membership, additional nominations may be made from the floor with the consent of the nominees.
  - d. In the event of nominations from the floor, a blank ballot, one for each office with nominations from the floor, shall be provided to each member present. Each voting member will write the name of her candidate of choice on the ballot(s). Completed ballots shall constitute the number voting and election shall be by majority vote of the votes cast.
  - e. The nominations committee shall conduct the election.
  - f. Election shall be by a majority of the votes cast.
  - g. The nominations committee shall actively seek chapter members for nominations for state organization and international positions, both elected and appointed. The committee will recommend nominees to the chapter for nomination, recommendation, or endorsement by the chapter.

D. Vacancies

In the event that a member holding an elective or appointed chapter position is unable to perform her duties, the position shall be declared vacant by the executive board and a successor named by the president and/or the executive board.

**VII. Executive Board (2010 Constitution, Article VII)**

- A. The members of the chapter 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 serve as members ex officio, the parliamentarian without vote, and the treasurer also without vote if paid for her services.
- B. The chapter executive board shall
  - 1. select or reselect the treasurer for the biennium;
  - 2. act in matters requiring immediate action and decision;
  - 3. recommend policies and procedures, including the creation of special funds and/or awards, for approval by the membership;
  - 4. ensure the election of chapter officers is held no later than March 15 of even-numbered years;
  - 5. conduct a transition (roles and materials exchange) meeting or workshop for new leaders acquainting them with their duties and promoting a knowledge of the history, plans, and educational excellence of the Society after the installation of officers and before July 1 of even-numbered years;
  - 6. plan programs for regular chapter meetings of the biennium, in conjunction with the educational excellence committee;
  - 7. establish rules for supervision of chapter finances, budget development, and budget approval.
- C. Meetings of the executive board
  - 1. Meetings of the executive board shall be held twice annually. The board may meet at other times upon the call of the president.
  - 2. A quorum shall be a majority of the voting members of the board.
  - 3. Specific details of executive board meetings are only reported to the general membership if deemed necessary by the executive board or if a vote by the membership is required.

**VIII. Committees (2010 Constitution, Article VIII)**

A member ex officio has all the rights and privileges of any other member, including voting unless specified otherwise, and should attend committee meetings.

- A. General duties
  - 1. The chapter may fulfill its responsibilities by choosing to have a committee structure similar to the international or state organization committee structure or may choose to accomplish its tasks in another manner.

2. The tasks/work of specific international committees in the *Constitution*, Article IX, B and C, i.e. Communications and Publicity; Finance; Membership; Educational Excellence; Scholarship; and World Fellowship shall be assigned to individuals, committees (standing or ad hoc), or executive board; how the responsibility is assigned and how the work is accomplished is the decision of the chapter.
3. Committees shall be appointed by the president in even-numbered years.
4. The chair of each committee or person assigned responsibility for the task shall make reports as requested by state organization or international representatives.
5. The chair of each committee shall keep an up-to-date file of committee work.
6. The chair of each committee shall keep in touch with and encourage interaction among members.
7. The president shall be invited to all committee meetings, except the meetings of the nominations committee.
8. Should the president be unable to attend a committee meeting, the chair shall inform her of the committee's actions.
9. Committee meetings may be electronic or face-to-face. Electronic meetings are defined as those where each member can simultaneously hear and participate in the meeting.

## B. Specific Duties

### I. Finance Committee

- a. The finance committee shall prepare a budget to present to the executive board at a meeting prior to the first general meeting of the chapter year. Following approval and possible revisions by the executive board, the budget shall be presented to the membership for information.
- b. The committee shall supervise investments and other expenditures and make recommendations for dues increase or member assessments to the executive board.
- c. The finance committee, in conjunction with the executive board, shall determine availability of funds for the financial support of members to attend various outside chapter orientation/training.
- d. The finance committee shall conduct a financial review after the last business meeting of the fiscal year.

2. Membership Committee
  - a. The membership committee shall plan for and implement the election of new members:
    1. encourage members to invite new members and provide *Recommendation for Membership* forms by the first business meeting in odd-numbered years;
    2. screen recommendations for membership;
    3. prepare and present a summary of information about each potential member at the third meeting in the second year of the biennium;
    4. conduct the election of new members;
    5. ensure that invitations to membership are delivered;
    6. ensure that Society information is available for distribution;
    7. ensure that candidates elected to membership are initiated within one year from the time of election; and
    8. conduct the initiation of new members.
  - b. The membership committee shall keep an accurate file of all membership data:
    1. up-to-date individual membership records with initiation dates;
    2. names of persons refusing membership with reasons for refusal;
    3. transfers in/out dates and from/to which chapters;
    4. necrology data;
    5. written resignations; and
    6. reinstatements
  - c. The membership committee shall plan and implement activities;
    1. conduct a **remembrance time** for deceased members;
    2. conduct periodic reorientation of all members;
    3. review, in collaboration with the recording secretary, each member's attendance record; and
    4. prepare and file, in conjunction with the president, a *Form 6* for each deceased member and a tribute for the state organization Ceremony of Remembrance book.

3. Nominations Committee
  - a. The nominations committee shall ensure that the election of chapter officers be held no later than March 15 of even numbered years.
  - b. The nominations committee shall present the name of at least one person for each elective office to the chapter president by March 1 of even-numbered years. The members of the nomination committee may be considered as potential nominees.
  - c. The nominations committee shall, in conjunction with the president, ensure the reporting to the state organization and international personnel the names of the new officers.
  
4. Educational Excellence Committee
  - a. The educational excellence committee shall promote programs, projects, and activities of the Society, e.g., the Schools for Africa project and World Fellowship program; the professional and personal growth of women educators; and excellence in education.
  - b. The committee shall support beginning teachers by impacting education locally; identifying and implementing strategies to sustain and retain quality teachers; supporting quality education for all children; and seeking alliances with other entities that share a common interest in the status of women and children and excellence in education.
  - c. In conjunction with the executive board, this committee shall plan a program for each regular chapter meeting of the biennium.
  - d. The committee shall prepare or arrange preparation of a yearbook and distribute the yearbook to each member.
  - e. The first vice-president serves as chair and may invite any member to a meeting.
  
5. Professional Affairs Committee/Scholarship
  - a. The professional affairs committee shall encourage members interested in pursuing a higher degree of education to apply for the scholarships offered by Eta State and Delta Kappa Gamma Society International.
  - b. Shall encourage outstanding female high school seniors planning to enter teacher preparation programs or any female non-member entering or returning to the teaching profession to apply for the Alpha Tau Scholarship.

- c. Shall assist applicants with proper forms.
  - d. Shall present a nominee for approval at the February business meeting.
  - e. Shall present recipient to the membership at the April meeting.
  - f. Shall be responsible for the Scholarship Committee Biennial Report Form 34.
  - g. The professional affairs committee implements Society Purposes in specific ways:
    - I. by developing chapter interest in and participation in activities designed to improve the status of women educators;
    - 2. by encouraging members to serve in leadership roles, e.g., at the state organization level, on local boards/ commissions;
    - 3. by being informed about and challenging members to support the efforts of the Educational Law and Policy Committee of the state organization.
6. Communications and Publicity Committee  
 The communications and publicity committee, chaired by the corresponding secretary, shall support effective communication within the chapter and the publicity of chapter and Society events:
- a. by promoting a sense of community within the chapter;
  - b. by encouraging external publicity of chapter activities, i.e., sending news of members' accomplishments and chapter events to state organization editor for publication in *Eta State News*;
  - c. by involving the committees in structured communications;
  - d. by ensuring that a minimum of two newsletters are published each chapter year;
  - e. by ensuring the dissemination of chapter publications; (i.e., chapter yearbooks to members, new members and state organization personnel, i.e., president, executive secretary, and Region VI director. Chapter newsletters to members and state organization personnel: President, editor, Region VI director, communications committee chair.)
  - f. by suggesting study of local economic, social, political, and educational issues; and

- g. by sharing information from or encouraging members to contribute pertinent articles to *The Bulletin*, a peer reviewed professional publication by international.

7. Music Committee

The music committee's work relates to Society Purpose I and 6 by including music as an integral part of chapter meetings.

8. The Goals and Rules Committee

- a. Membership on this committee shall be the immediate past president, recording secretary, treasurer, the parliamentarian, and one member not on the previous or current executive board. The president shall appoint a chair.
- b. The committee shall ensure that officers have a current copy of the state organization and international governing documents.
- c. The committee shall ensure that the president has a current edition of *Robert's Rules of Order Newly Revised*
- d. The committee shall review and revise chapter rules to ensure that chapter rules are up-to-date, including alignment with international and state organization governing documents.
- e. Following an international or state organization convention, the committee is authorized to make editorial changes in the chapter rules to reflect the intent of approved actions by these assemblies: correct article and section designations; make editorial changes as required in punctuation, numbering cross referencing; and make such other technical or conforming changes as may be necessary to reflect the intent of the convention.

**IX. Meetings (2010 Constitution, Article IX)**

- A. A minimum of four business meetings shall be held each year; the number of meetings and the specific dates shall be determined by the executive board. Meeting schedules vary to accommodate the election of officers no later than March 15 and the initiation of new members on or after April 1 and before July 1. Meetings, typically, are held in October, December, January (alternating years with Gamma Kappa), February, and April.
- B. Special meetings may be called by the president and/or planned as optional by the executive board.
- C. A quorum for business meetings shall be 15.



- D. Each regular meeting shall be carried out according to the order of business suggested by *Robert's Rules of Order Newly Revised* (current edition).
- E. The person responsible for a chapter program, in conjunction with the president, shall coordinate the agenda to ensure that the meetings begin and end on time, that the program and business are properly sequenced.
- F. Meetings which do not include a *meal* shall be no more than one and one half hours in length; if a meal is included, the time may be extended to two hours.
- G. Attendance at each meeting is expected. An advance notice of each meeting shall be sent to every member. For meetings requiring meal reservations, members will indicate their attendance by promptly sending a RSVP to the specified designated person. If a member is unable to attend, it is her responsibility to inform the specified designated person of her regrets. Attendance is monitored by the membership chair and an official record is maintained by the recording secretary.
- H. The chapter shall have official representation at the two state organization executive board meetings each year and the state organization training workshop for chapter officers and committee chairs held in even numbered years.
- I. The chapter shall encourage member representation at the state organization Leadership Development Seminar held in odd-numbered years, self-sustaining personal/professional growth events, and international events.
- J. Two orientation/training sessions shall be held in even-numbered years:
  - 1. The executive board shall conduct orientation for chapter officers before July 1.
  - 2. The newly elected president shall conduct orientation for committees as soon as possible after the state organization orientation/training.
- K. The chapter committees shall meet at least once a year.
- L. The chapter executive board and chapter committees may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

X. **Areas of Activity**

A. Publications

- 1. A yearbook is published annually or for the biennium.
- 2. Two or more newsletters (*Alpha Tau News*) shall be published each chapter year.

3. The president approves publications prior to duplication and distribution.
- B. Awards (*Constitution*, Article XIII)
- I. Scholarship
    - a. A \$250.00 scholarship shall be offered the second year of each biennium to a deserving female student who is planning to pursue further education in the field of education or a related field.
    - b. The recipient shall be selected by May 1.
- C. Flowers  
The chapter shall purchase roses for special occasions, e.g., installation of officers and initiation of members. Fresh roses are preferred.
- D. Society Pins
1. Each member is expected to purchase a Delta Kappa Gamma pin and wear it a Society functions.
  2. The pin may be worn at any time the member chooses to wear it. Pins may be worn on a ribbon or in another manner as desired by the member.
  3. The immediate past president shall initiate the purchase of a chapter president pin. She will make the presentation at the time of the installation of a new president.
  4. Any pin returned to the chapter by the family of a deceased member may be sold to a member. The same disposition shall be made of any pin returned to the chapter by a member who has resigned.
- E. Congratulations  
All members are expected to communicate to the president and the communications and publicity chair noteworthy events in the lives of members.
- F. Condolences
1. All members are expected to communicate to the president or the communications committee chair person any information about an unfortunate occurrence involving a member or persons in her family, e.g., extensive loss due to tornado, death of a family member. [Members are eligible for an Emergency Fund award when natural catastrophic events create extensive personal loss of property.]

2. Any member who suffers an illness or accident requiring prolonged hospitalization or recovery period shall be sent three red roses or an appropriate small gift.
3. In case of a death in the immediate family of a member, the president or her designee shall send three red roses.

G. Memorials

The treasurer shall make a contribution of \$50 to a Society fund when a member dies.

XI. **Parliamentary Authority**

*Robert's Rules of Order Newly Revised*, (current edition) shall govern the proceedings of Alpha Tau in all cases not provided for in the *Constitution, International SR, Eta State Bylaws, and Eta State SR*.

- A. Any main motion which restricts the privileges of the members requires a two-thirds vote of the votes cast; others require a majority vote of the votes cast.
- B. The chapter minutes, the official chapter record, shall reflect all actions of the general membership.
- C. There shall be no proxy voting at any level of the Society.
- D. The initials of the recording secretary with the date minutes were approved indicate that copy is *official*.

XII. **Amendments** (2011 *Eta State Bylaws*, Article XIV)

- A. Proposals for amending *Alpha Tau Rules* may be considered at any business meeting.
- B. Proposals may be submitted by any member, board, or committee.
- C. All proposed amendments will be submitted to the membership in writing.
- D. Vote for adoption
  1. A chapter rule may be amended or rescinded by a majority vote of the votes cast if the notice has been submitted to the membership at least thirty days prior to a vote.
  2. An amendment that has not been published prior to a vote will require a 2/3 vote of the votes cast to be adopted or rescinded.
  3. An adopted amendment takes effect immediately upon adoption.
  4. Incorporation of the adopted amendments into the *Alpha Tau Rules* shall be the responsibility of the chapter rules committee.

- E. Following international or state organization governing document changes and/or amendments to the chapter rules, the chapter rules committee is authorized to correct article and section designations; make editorial changes as required in punctuation, numbering, and cross referencing; and make such technical or conforming changes as may be necessary to reflect the intent of the chapter membership or alignment of chapter rule with international or state organization governing documents.

XIII. Dissolution/Merger/Consolidation (*Constitution, Article XIX and Eta State Bylaws and RONR current edition*)

A. Dissolution

1. Prior to any action concerning dissolution, the chapter president shall notify the state president and the Eta State Region VI Director.
2. Prior to dissolution a written announcement of a date to discuss such action shall be sent to all members. At the announced meeting, a majority vote to dissolve shall result in an audit/financial review of the treasurer's record and a written request for dissolution made to the state organization executive board.
3. Consideration shall be given international procedures for transfer of those members wishing to retain their membership in the Society.
4. Remaining chapter funds shall be sent to the state organization treasurer for deposit in the state organization available fund.
5. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use.
6. Chapter records shall be placed in the state organization archives.
7. The chapter charter shall be returned to the state organization archives.
8. The state organization executive board shall decide whether the chapter name shall be reused.

B. Chapter Merger or Consolidation

1. Prior to any action concerning merger or consolidation, the chapter president shall notify the state president and the Eta State Region VI Director.

2. Prior to merger or consolidation of chapter, a written announcement of a date to discuss such action shall be sent to all members. At the announced meeting, a majority vote to merge or consolidate with another chapter shall result in an audit/ financial review of the treasurer's record and a written request for merger or consolidation made to the state organization executive board.
3. In case of a merger of two chapters, one of the two chapters continues while the other loses its independent identity and ceases to exist since it is absorbed into the former.
4. In the case of consolidation of two or more chapters, each chapter involved discontinues its independent existence. A new entity is formed that includes memberships of the consolidating organizations, continues their work, and assumes their assets and liabilities.
5. In either a merger or a consolidation of two or more chapters, the resulting chapter entity shall keep the chapter assets of the chapters involved in the merger or consolidation.
6. In either a merger or consolidation of chapters, the resulting entity may be given a new name by the state organization.

## Epilogue to *Alpha Tau Rules*

- I. The *Alpha Tau Chapter Rules* include the state organization and international tasks/responsibilities identified in the 2010 *Constitution, Article VIII, Sections B and C*.
- II. Five of these mandates are important to maintaining communication and records:
  - A. The chapter shall have official representation at state organization executive board meetings.
  - B. The chapter shall submit an annual chapter treasurer's report.
  - C. The chapter shall have representation of chapter officers and committee chairs at the state organization leadership training for chapters in even-numbered years.
  - D. The chapter shall provide the names of chapter officers and committee chairs in even-numbered years to state organization and international personnel.
  - E. The chapter shall file reports to appropriate Society personnel.
- III. The state organization may identify a chapter as *under-involved*, the state president or her designee will contact the president or another chapter member to offer assistance and discuss circumstances and opportunities.