**GAMMA EPSILON STANDING RULES**

**ARTICLE I NAME**

The name of this chapter shall be Gamma Epsilon of the North Carolina State Organization (formerly known as Eta State) of the Delta Kappa Gamma Society International.

**ARTICLE II MISSION and PURPOSES**

The mission of Gamma Epsilon Chapter of The Delta Kappa Gamma Society International is to promote professional and personal growth of women educators and excellence in education. The purposes are:

 To unite in spiritual fellowship

 To honor service in any field of education

 To advance women in education

 To support legislation for women in education

 To endow scholarships and fellowships to women educators

 To stimulate personal and professional growth

 To inform members of important issues

**ARTICLE III MEMBERSHIP**

1. Membership is in accordance with the Constitution, Article III, and the International

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

1. Membership is classified as active, reserve, honorary and collegiate. Active members shall be women who are or have been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society and becomes a member when she pays her dues. The membership year is July 1 – June 30.
2. Reserve members shall be formerly active members who are unable to participate in the activities of the chapter because of physical disability and/or geographical location. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, may be restored to active membership.
3. 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. A lifetime fee of $49.50 shall be paid for each honorary member at the time of induction. This fee shall be paid by the chapter.
4. Collegiate members pay international dues of $20 and NC DKG dues of $5. Gamma Epsilon determines the amount of chapter dues paid by collegiate members. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
5. Undergraduate student collegiate members shall
	1. be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
	2. be enrolled within the last two years of their undergraduate education degree.
6. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.
7. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. 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.

1. Recommendation for membership shall be submitted to the Membership Committee one meeting prior to election.
2. New members shall be elected by a majority of those present with a quorum being met. Upon election, induction will occur at the next chapter meeting.
3. A written invitation for membership in Gamma Epsilon shall be presented in person by the Membership Committee. Information concerning Delta Kappa Gamma International shall be shared at that time.
4. Prospective members shall be asked to respond in writing within two weeks after receiving the invitation. If legitimate reasons are presented for refusal, the person may be considered for membership a second time.
5. After responses are received, an orientation session shall be held for inductees by the Membership Committee chairman and the chapter president.
6. An induction ceremony shall be conducted for new members following the guidelines in the Delta Kappa Gamma Handbook and the Ceremonies Book.
7. Members who are unable to attend a meeting are encouraged to notify the Membership Chairman or her designee by the deadline, stating specific reasons for their absence.
8. Members are required to pay dues and fees by June 30 for the following fiscal year. Non-payment of dues and fees will result in termination of membership. Chapter minutes must include the names of members terminated, including the reason and date of termination. For membership or reinstatement between July 1 and December 31, the member shall pay dues and the scholarship fee for the current year. New members shall also pay the induction fee. For membership or reinstatement on and after January 1, the member shall pay one-half the international and state membership dues, in addition to the full scholarship fee. New members shall also pay the induction fee. Chapter dues may also be pro-rated.
9. The treasurer shall report to the state treasurer the record of all memberships terminated, including the reasons and dates of termination. The chapter shall file all letters of resignation.
10. The chapter treasurer shall report to the state treasurer when a former member has been reinstated.

**ARTICLE IV FINANCES**

1. **Annual Dues**. Finance matters are in accordance with the constitution, International Standing Rules and NC DKG organization bylaws.
2. Dues shall be $65 ($40 to Delta Kappa Gamma International; $14 to NC DKG; and $1 for Scholarship; $9 remaining in Gamma Epsilon treasury) for active members and $23 ($20 to Delta Kappa Gamma International; $2 to NC DKG; and $1 for Scholarship) for reserve members.

1. All new members, except honorary members, shall pay an induction fee of $10 ($7.50 of this retained by the chapter and $2.50 sent to the state organization).
2. If dues are not paid by September 30, the treasurer must drop the member from the chapter roll.
3. **Budget**
4. The Finance Committee shall prepare an annual budget to be approved by the chapter membership.
5. Items in the budget each year include:
6. General Expenses
7. State Convention
8. Leadership Workshop
9. Miscellaneous Expenses

This includes supplies, postage, yearbook, newsletter, flowers, gifts, cards, etc.

1. Non-recurring items or special funds for projects and/or obligations will be administered by the treasurer as circumstances warrant.

 3. **General Rules for Miscellaneous Expenses**

1. Flowers shall be sent in the event of the death of a member. Three red roses will be sent to her family.
2. Upon the death of a member’s family (husband, father, mother, sister, brother, or child), one red rose will be sent to the member.
3. The president’s pin shall be purchased by the chapter and presented to her at the time of her installation.

4. **Financial Review**

 a. Members may vote to assess themselves when additional funds are needed for special projects. The president will conduct this process.

**ARTICLE V ORGANIZATION**

Gamma Epsilon Chapter shall govern the conduct of its business in a manner not in conflict with the Constitution, the International Standing Rules, the NC DKG Organization Bylaws, the NC DKG Organization Standing Rules and the Gamma Epsilon Chapter Standing Rules.

**ARTICLE VI OFFICERS AND RELATED PERSONNEL**

1. **Officers and Appointed Personnel**

1. The chapter officers who shall be elected by the membership are president, vice president, recording secretary, and corresponding secretary. All officers with the exception of the treasurer shall serve a two-year term of office or until a successor is named.
2. The chapter treasurer shall be appointed by the president and shall be retained in office as long as feasible because of the nature of her responsibilities and the time required to learn the details of the office. The president shall appoint the parliamentarian.
3. **The Duties of the Officers**
4. The president shall preside at the meetings, appoint committees and shall compile and distribute the chapter yearbook on even-numbered years, with an addendum to the yearbook on the odd-numbered years. The president shall also send copies of the chapter yearbook to the state committee chairman. She shall serve as a delegate to the NC DKG Convention and is a representative on the NC DKG Executive Board. The president must approve all expenses paid by the treasurer. The president is an ex officio member of all committees except Nominations.
5. The vice president shall serve in the absence of the president. She shall be chairman of the Educational Excellence Committee.
6. The recording secretary shall record the minutes of chapter meetings and Executive Board meetings, keep the roll, and keep a record of the membership attendance and actions of the Membership Committee as stated in the Gamma Epsilon Standing Rules, Article III. She shall be a member of the Educational Excellence Committee.
7. The corresponding secretary shall read the correspondence and carry on such correspondence as may be delegated to her by the president. She shall send cards to members who are ill and shall order and deliver roses for deaths as stated in the General Rules for Miscellaneous Expenses.
8. The treasurer shall be responsible for making deposits, paying all chapter bills and maintaining accurate financial records. The financial records will be reviewed bi-annually by a committee of three appointed by the president. The treasurer will maintain an accurate and current membership roster.
9. **Nomination and Election of Officers**
10. Nomination for office shall be made by a Nominations Committee consisting of at least three members, each appointed by the president for a term of two years.

1. The Nominations Committee shall submit the name of one nominee for each elective office. Consent of the nominee must be obtained.
2. After the report of the Nominations Committee has been made, additional nominations may be made from the floor.
3. If there is but one nominee for an office, the elections may be by voice vote. When there is more than one nominee for an office, election shall be by ballot, and a 2/3 majority, a quorum being met, elects the officer. Chapter officers shall be elected in the spring of even numbered years.
4. Installation of officers will be held at the last meeting of the biennium, following the guidelines in the Ceremonies book. Chapter officers shall take office on July 1.

**ARTICLE VII EXECUTIVE BOARD**

1. The members of the Executive Board shall be the elected officers and the immediate past chapter president. The treasurer and committee chairpersons may serve as Ex Officio members of the Executive Board with the option to vote. The parliamentarian is an Ex Officio member without vote.
2. The duties of the Executive Board shall be to:
	1. Recommend policies and procedures for consideration by chapter members.
	2. Determine the date and time of chapter meetings.
	3. Act in the interim between meetings upon matters requiring immediate decisions.
3. The Executive Board shall meet twice a year. Special meetings may be called by the president as needed to conduct the chapter’s business. Chapter business may be conducted with a majority of the voting Executive Board members present.

**ARTICLE VIII Committees**

**Gamma Epsilon Society Business Committees:**

**Finance Committee**

1. The Finance Committee shall consist of the president, treasurer, the immediate past president and one member at large.
2. The committee shall
	1. Prepare the annual budget and present it at the first meeting for approval by the membership.
	2. Supervise the administration of chapter funds.

**Nominations Committee**

The Nominations Committee shall

1. Present a slate of officers to the chapter membership at the last meeting prior to March 15th.
2. Prepare a ballot and conduct an election. Refer to Article 6, Section 3, Nomination and Election of Officers.

**Rules Committee**

The Rules Committee shall

1. Develop and monitor chapter rules and bylaws that align with the state and international rules.
2. Make editorial changes as required in punctuation, numbering, and cross referencing.
3. Make other technical or conforming changes as may be necessary to reflect the intent of the chapter decisions.

**Communications Committee**

The Communications Committee shall

1. Send all publications to the president for approval.
2. Provide an effective flow of information through all levels of the society.
3. Send reports of meetings, projects, and activities to the local newspapers.
4. Inform the membership of society, state and international news via Gamma Epsilon Expressions, which are sent to members, regional director and NC DKG communications chair.
5. Publish at least four Gamma Epsilon Expressions annually.
6. Contact members electronically via email.

**Gamma Epsilon Society Mission and Purpose Committees**

**Educational Excellence Committee**

The Educational Excellence Committee serves as an umbrella and promotes international projects, supports early-career educators, and encourages programs and activities that further educational excellence worldwide. The Educational Excellence Committee consists of the chairs of the following committees: Membership/Expansion, Beginning Teacher Support, Educational Law and Policy, Leadership Development, Schools of Africa, Fine Arts, Scholarship, World Fellowship and US Forum.

Committee Goals are to:

1. Promote the Schools for Africa Project
2. Support Beginning Teachers
3. Encourage programs that:
* Promote leadership development
* Focus on educational excellence
* Promote the DKG/UN relationship
* Increase members’ global awareness
* Impact educational law and policy
* Increase membership
* Encourage and enjoy the fine arts

**Membership/Expansion Committee (Membership information is also included in Article III)**

1. Membership is classified as active, reserve, honorary, and collegiate.
2. The chairperson of the committee shall share the qualifications for membership as listed in the Handbook. At a designated meeting the membership forms are distributed, and the membership is encouraged to recommend potential members.
3. The committee shall
	1. Screen the qualifications of nominees presented for membership
	2. Implement procedures for election and induction of new members as stated in Article III
	3. Keep an accurate record of invitations sent and written replies made by persons accepting or declining membership, and submit copies to the recording secretary to be filed with the minutes
	4. Conduct periodic re-orientations for chapter members
	5. Maintain and submit necrology records and reports to the state
	6. Plan and present the memorial service for deceased members at the last meeting of the year.

**Beginning Teacher Support Committee**

Providing support to early career educators (those in years 1-4) is a goal of The Delta Kappa Gamma Society International, NC DKG and Gamma Epsilon.

The committee will support beginning teachers by impacting education

 locally. The committee’s impact can be accomplished by:

1. Identifying and implementing strategies to retain quality

teachers.

1. Supporting quality education for all children.
2. Seeking alliances with entities external to the Society that shares

common interests in the status of women and children, and

excellence in education.

**Leadership Development Committee**

The Leadership Committee shall

1. Evaluate the leadership development needs of members.
2. Prioritize, plan, schedule, promote, and implement activities to provide

leadership development opportunities for members.

1. Encourage members to realize their potential as leaders.

The Committee is to promote leadership development opportunities available to members at Society meetings, conferences and conventions, and the events of organizations external to the Society. These opportunities include, but are not limited to, speeches, presentations, workshops, training sessions, and women’s

conferences. The purpose of this committee is to develop a cadre of leaders within the chapter, state and international levels.

**Educational Law and Policy Committee**

The Educational Law and Policy Committee shall

1. Study and recommend action on professional issues.
2. Urge the chapter members to initiate, endorse, and support desirable legislation, or other suitable endeavors in the interest of education and women educators.
3. Educate members in strategies to impact educational policy.

4. Promote activities that garner support for education.

**Schools for Africa**

The Schools for Africa project is an international initiative in conjunction with UNICEF to provide funding for schools in Africa who do not have materials and supplies necessary for educating the students.

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The Schools for Africa Committee shall

1. Determine and implement ways to collect money for the Schools for Africa project.
2. Work with the treasurer to send the funds to the appropriate source.

**Fine Arts Committee**

The Fine Arts Committee will plan for the use of cultural arts as an integral part of the chapter programs.

**U.S. Forum**

Gamma Epsilon recognizes the U.S. Forum as a means of serving the interest of members, insofar as it reflects the purposes of the Society. (*Constitution*, Article V, Section D, 7, b)

The Gamma Epsilon president shall appoint a chapter liaison to receive and distribute information concerning the U.S. Forum and to organize forum activities.

**World Fellowship Committee**

The World Fellowship Committee shall

1. Inform chapter members concerning the World Fellowship grants to women educators from other countries.
2. Encourage members to contact World Fellowship recipients who are attending institutions in North Carolina.
3. Consider conducting special projects to promote the work of the international World Fellowship Committee.

**Scholarship Committee**

The Scholarship Committee shall

1. Recommend criteria for administering a chapter scholarship program.
2. Encourage members to apply for chapter, state, and international scholarships.
3. Establish guidelines for and selection of candidates for recruitment grants
4. Present candidate names for a recruitment grant at the designated meeting each year.

 **ARTICLE IX CHAPTER MEETINGS**

1. A minimum of four meetings shall be held annually.
2. A quorum shall be 15 members present.
3. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two as long as all members are able to hear each other simultaneously and can actively participate in the meeting.
4. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action.
5. Ratification of mail voting must be made at the next face-to-face meeting.
6. There shall be no proxy voting.

**ARTICLE X Activities**

1. Recruitment Grants

a. The purpose of the Recruitment Grant is to encourage outstanding high school graduates and teacher assistants to become teachers.

b. Recruitment Grants shall be awarded according to the following guidelines:

1. Recipient must be high school graduates or teacher assistants in the school system.

2. Women who are returning to school after an absence or who are seeking a career change to education shall also be considered as possible candidates.

3. Financial hardship will be considered as a factor in the selection.

4. Achievement will be considered as a factor in the selection.

5. Recruitment grants will be awarded annually depending upon candidate eligibility, desire, and need as determined by the membership on the recommendation of the committee.

6. The amount of the grant will be determined annually.

**ARTICLE XI COMMUNICATIONS and PUBLICATIONS (Information is also included in Article VIII under Communications Committee)**

1. Encourages effective flow of information through all levels of the society.
2. Provides reports of meetings, projects, and activities to the local newspapers.
3. Receives the president’s approval of all publications.
4. Informs the membership of society, state and international news via Gamma Epsilon Newsletter. Copies are sent to members, regional director and NC DKG communications chair.
5. Adheres to the NC DKG guidelines.
6. Publishes at least four newsletters each year.
7. Contacts members electronically via email.
8. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.

**ARTICLE XII Parliamentary Authority**

Robert’s Rules of Order Newly Revised is designated for the governance of Gamma Epsilon Chapter in instances in which the authority is not inconsistent with the constitution or adopted society rules.

**ARTICLE XIII Amendments**

The Gamma Epsilon Executive Board shall review the chapter rules at least once during the biennium. Amending the chapter rules will occur at a meeting designated by the president. Members will be notified by email, telephone, or newsletter prior to the meeting. A two-thirds (2/3) vote, a quorum being met, of the members in attendance is necessary to amend the rules.

**ARTICLE XIV Dissolution**

Prior to taking any dissolution actions, NC DKG Executive Board approval will be requested.

 International guidelines will be followed as procedure for transfer of members.

 Funds remaining in the chapter account will be sent to the state organization

 treasurer; the chapter charter, paraphernalia and records will be delivered to the

 state organization.

 (02-10-2022 revision)

 Approved by Gamma Epsilon Chapter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_