

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
CALIFORNIA STATE ORGANIZATION, AREA XVII  
ETA MU CHAPTER RULES**

**Revised January 2024**

**ARTICLE I: Name**

The name of this organization is the **ETA MU CHAPTER**, of The Delta Kappa Gamma Society International, **California State Organization, Area XVII** chartered on May 24, 1968.

**ARTICLE II: Purposes**

1. The ETA MU CHAPTER is dedicated to fulfilling the seven purposes of THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL and those of California State Organization as stated in the *Constitution and International Standing Rules*.
2. The chapter is dedicated to fulfilling the International Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**ARTICLE III: Membership**

**1. Invitation**

Qualifications for active, collegiate, reserve, and honorary membership are stated in the *Constitution and International Standing Rules*. Membership shall be in accordance with the Delta Kappa Gamma Society *Constitution and International Standing Rules*. The ETA MU CHAPTER shall have full authority for the administration of membership.

**2. Classification**

- 2.1. An active member shall be a woman who is employed as a professional educator or has been retired from an educational position. An active member shall participate in the activities of the Society.
- 2.2. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a. Bachelor student collegiate members shall
    - (1) be enrolled in an institution offering coursework leading to a career in education; 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 bachelor's education degree.
  - b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/ Doctoral standing in an institution offering coursework in the field of education; and have the intent to continue academically and professionally in the field of education.
- 2.3. 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 technological connection/skill.
- 2.4. 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. This member does not have to live in the Chapter area.

### **3. Election**

- 3.1** Members shall be responsible for recruiting and referring prospective members. Prospective members may be invited to attend Society activities and meetings prior to invitation to membership.
- 3.2** The Membership Committee shall present the names of qualified candidates for membership at a chapter meeting and give a brief résumé of each and how each will fit into chapter parity.
- 3.3** An official invitation signed by the chapter President, together with a copy of the Society Information Brochure, shall be mailed or delivered by chapter members to each prospective member.
- 3.4** Prospective members do not have to be voted into the chapter; however, if a chapter prefers to hold a vote, voting shall be by ballot requiring approval by a majority of ballots cast.
- 3.5** The name and the address of the membership chairman to whom the reply is to be made and the date the reply is expected shall be a part of the invitation.

### **4. Orientation**

- 4.1** All those who accept the invitation to join the chapter shall be asked to an orientation meeting to acquaint them with the advantages and responsibilities of membership in The Delta Kappa Gamma Society International.
- 4.2** The orientation shall be the responsibility of the chapter officers and the Membership Committee.
- 4.3** Orientation shall be given prior to the induction date.
- 4.4** Sponsoring members shall offer to bring the inductee to the orientation meeting.

### **5. Induction**

- 5.1** New members shall be inducted at least annually at a time to be determined by the Executive Board.
- 5.2** The Membership Committee shall be responsible for arranging and conducting the ceremony.
- 5.3** The sponsoring member shall help the new member become an integral part of the group.
- 5.4** The sponsoring member(s) may elect to pay the fee incurred at the initiation of the new member.
- 5.5** The Second Vice President/Membership Committee Chair shall conduct Reorientation yearly at a regular meeting.
- 5.6** The chapter will present inductees with DKG key pins.

## **6. Transfers**

Transfer members shall be accepted without a vote and may become part of the chapter at any time.

## **7. Termination**

7.1 Membership shall be terminated for non-payment of dues or by resignation.

7.2 The names of all members dropped for non-payment of dues may be announced to the chapter and recorded as such in the minutes.

## **8. Reinstatement**

8.1 Former members shall be reinstated to membership at their request and without a vote by the chapter.

8.2. The reinstated member must pay current chapter dues.

## **9. Records**

9.1 Attendance records are the responsibility of the Secretary.

9.2 The Second Vice President/Membership Committee Chair or members of the membership committee shall be responsible for contacting members who are not attending to determine the reason for non-attendance and note the reason in the records.

9.3 The Second Vice President/Membership Committee Chair shall have the responsibility of sending cards or other greetings to members who are ill.

9.4 During each biennium, members will update their biographical profile sheets that will be kept by the Membership Chairman.

9.5 The Membership Committee shall maintain membership records in perpetuity.

## **10. Resignation and Change of Membership Classification**

10.1 Resignations shall be accepted by the chapter and recorded in the chapter minutes.

10.2 A member wishing to resign shall do so by letter to the Chapter President.

10.3 A member wishing to request reserve status shall do so by letter to the Chapter President.

## **ARTICLE IV: Finances**

Financial matters are in accordance with The Delta Kappa Gamma Society *International Constitution, International Standing Rules, and the California State By-Laws.*

### **1. Dues and Fees**

1.1 Chapter dues shall be determined and approved by chapter membership by June 30, of each year. Any changes in the dues structure shall be approved by a two-thirds

vote of those present at the meeting in which the vote is taken. For membership or reinstatement commencing between July 1 and December 31, the member shall pay full dues and full state fees for the current year. For membership commencing between January 1 and March 31, the member shall pay one-half of the International dues, one-half of the state dues, and full state fees. A reinstated member shall pay full dues and full state fees whenever reinstated. There is no state induction fee.

- 1.2 Dues for collegiate members may be determined by the chapter. DKG California has set collegiate dues at \$10.00, which is the same as those for a reserve member.
- 1.3 Annual chapter, state, and international dues and fees will be collected by the Chapter Treasurer. Dues shall be paid by June 30 to meet DKG Society International fiscal policy.
- 1.4 The treasurer will contact members whose dues are not paid by the specified deadline of June 30.
- 1.5 Members will be dropped by DKG Society International if their dues are not paid by October 1.
- 1.6 Dues for membership commencing after January 1 shall be one-half of the international and one-half of the state membership dues.
- 1.7 Chapter dues may be reduced to one-half of the regular dues for membership commencing after January 1.

## **2. Assessments**

- 2.1 Assessments may be made as needed.
- 2.2 Assessments shall be established to defray expenses for specific purposes if agreed upon by a majority of those present at a regular meeting or a unanimous consent of the Finance Committee.

## **3. Other Income**

Income raised through fundraising shall be used for specific purposes if agreed upon by a majority of those present at a regular meeting.

## **4. Budget**

- 4.1 The Finance Committee, comprised of the Chapter Treasurer, the current First Vice President/Program Committee Chair, a past President, and a chapter member shall formulate a budget to be presented to the membership for approval by October of each year.
- 4.2 Convention travel and lodging expenses for the President shall be budgeted annually and paid for by the chapter.
- 4.3 The chapter budget shall be presented to the Executive Board for approval prior to the vote by the general membership.

- 4.4 The budget shall be presented for approval at the first chapter meeting following the Finance Committee meeting.
- 4.5 Two signatures shall be required for all checks. There shall be three signatories on the chapter bank account. Signatories may be the president and treasurer and/or other member(s) as identified by a vote of the membership.
- 5. **Audit**
  - 5.1 An annual audit shall be conducted according to California State Guidelines. An auditing checklist shall be made available to the auditors.
  - 5.2 At least two chapter members, not serving on the Finance Committee, shall be appointed by the President to meet with the treasurer and to complete the audit by July 31.
- 6. **Donations**

Use of monies received as undesignated donations shall be determined by the majority of members present at a regular meeting.
- 7. **Fundraising**
  - 7.1 Dues and fees shall cover operating expenses.
  - 7.2 Funds may be raised for other purposes, including recruitment grants, scholarships, Outstanding Student Teacher awards, or other awards identified by the chapter members.
  - 7.3 The Chapter Treasurer shall collect, report, and be responsible for all general dues, special projects, and fund-raising proceeds.
- 8. **Funds**
  - 8.1 The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and spent.
  - 8.2 Chapter funds shall be deposited into a local Federal D.I.C. Bank.
  - 8.3 Scholarships/grants-in-aid funds shall be categorized in a specified budget category and deposited in the chapter's general fund.
  - 8.4 Grants-in-aid (for non-members) and scholarships (for members) may be awarded annually as budgeted by the Finance Committee.
  - 8.5 When appropriate, special project funds shall be designated in accordance with the annual budget and deposited in the bank.
  - 8.6 Voluntary contributions shall be collected annually by the treasurer for World Fellowship and sent to International Headquarters.
  - 8.7 An honorarium of \$25 may be offered to program presenters.
  - 8.8 The President's pin shall be purchased with chapter funds by the treasurer and presented at the installation.

- 8.9 The chapter may pay at least one-half of the fees for one member to attend California State Leadership Training. If no member attends Leadership Training, the budgeted amount may be carried over to the subsequent year at which time the full fee may be paid for a member's attendance.
- 8.10 One-time awards or grants may be made at the discretion of the membership.
- 8.11 A memorial donation of \$25 may be made in the event of death of a member.
- 8.12 The chapter may fund special projects as approved by the membership.

**ARTICLE V: Organization**

The Chapter shall govern the conduct of its business as stipulated in the *Constitution and International Standing Rules*, *Chi State Bylaws*, and *Chapter Rules*.

**ARTICLE VI: Officers**

**1. Chapter Officers**

- 1.1 Elected chapter officers shall be President or Co-Presidents, First Vice-President/Programs, Second Vice-President/Membership, and Secretary.
- 1.2 Officers shall perform duties as specified in the Eta Mu Chapter Rules.
- 1.3 The President shall appoint a treasurer. The executive committee shall approve the treasurer who may be bonded.
- 1.4 The President may appoint an assistant treasurer.
- 1.5 The Immediate Past President shall serve as Parliamentarian.

**2. Election and Term of Officers**

- 2.1 Election of officers shall be held no later than April, so the incoming president can attend the California State Organization Convention in May.
- 2.2 Officers shall be elected by ballot by a simple majority of members present.
- 2.3 The president and other officers, with the exception of the treasurer, shall not serve in the same office for more than two consecutive terms.
- 2.4 In the event an office becomes vacant, the president will appoint a replacement.

**3. Duties of Elected Officers**

**3.1 President**

- a. The President shall perform all duties prescribed by California State Organization. She shall inform members of all meetings including budget, executive board, and all training and conferences sponsored by California State Organization.
- b. The President is ex-officio on all committees, except nominations.

**3.2 First Vice President**

- a. The First Vice President shall serve as Program Chair.

- b. The First Vice President shall be a member of the Finance Committee.

**3.3 Second Vice President**

- a. The Second Vice President shall serve as Membership Committee Chair
- b. She shall handle social correspondence for the chapter. She shall send appropriate greetings and notifications to members.
- c. The Second Vice President is responsible for new member orientation and induction.

**3.4 Secretary**

- a. The Secretary shall keep minutes in narrative form which reflect the business and major activities of each meeting. The minutes shall contain the following: call to order by the President (name); date, time, and type of meeting; number of members present; program motions; and major announcements. The Secretary shall sign the minutes and retain a copy. She shall send a copy to the President.
- b. The Secretary should be responsible for appointing someone to take minutes in her absence. She shall make sure the minutes of the past meeting are supplied if she must be absent from a meeting.
- c. The Secretary shall be a member of the Standing Rules Committee

**3.5 Treasurer**

- a. The Treasurer shall be responsible for having a written report available at all meetings even if she is unable to attend.
- b. The Treasurer is responsible for preparing the chapter financial record for the annual audit.

**3.6** A vice president shall preside at meetings when the Chapter President is unable.

**3.7** Officers shall be responsible for all materials issued to them and shall return them in an organized form to the Chapter President at the close of her term.

**ARTICLE VII: Executive Board**

**1. Executive Board**

- 1.1** The Executive Board shall consist of all elected officers and appointed committee chairpersons.
- 1.2** The treasurer shall serve with a vote unless under remunerative contract for services. The parliamentarian (immediate past president) shall serve ex-officio (without vote).

**2. Duties**

- 2.1** The Executive Board shall meet at least two times during the year with the quorum being a majority of voting members of the board.
- 2.2** The Executive Board shall act on behalf of the chapter in matters requiring immediate action and/or decision.
- 2.3** The Executive Board shall recommend policies and procedures for consideration by members.
- 2.4** The Executive Board shall establish rules for budget development and approval and for the supervision of Chapter finances.

## **ARTICLE VIII: Committees**

The President shall appoint committees. Members may choose the committees on which they wish to serve. Standing Committees shall consist of Rules, Finance, Membership, Nominations, Programs, Communications, Visual and Performing Arts, Communications, Legislative, Awards and Recognitions, and Global Awareness.

### **1. Society Business**

#### **1.1 Chapter Rules Committee**

The Chapter Rules Committee shall consist of the Chapter President, one Vice president, and the Parliamentarian. The committee shall:

- a. review and revise the Chapter Rules at least once a biennium
- b. forward an electronic copy of the revised Chapter Rules to the California Organization Bylaws, Planning and Procedures Committee.

#### **1.2 Finance Committee**

The Finance Committee shall be comprised of the Chapter Treasurer, the current First Vice President/Program Committee Chair, a past President, and a chapter member. The committee shall:

- a. be responsible for setting dues and fees with the approval of the membership
- b. develop the annual budget
- c. make reports and secure the annual audit
- d. assist the treasurer in collecting dues and fees
- e. assist the treasurer in filing a financial report.

#### **1.3 Membership Committee**

The Membership Committee shall consist of the Second Vice President and two chapter members. The committee shall:

- a. develop a plan for membership recruitment
- b. seek prospective members
- c. be responsible for orientation and initiation
- d. encourage participation by all members
- e. prepare the Necrology report
- f. maintain current biographical data of all chapter members annually
- g. be responsible for ceremonials, re-initiation, and installations
- h. present a single rose to the family of a member when a member of the Chapter passes away
- i. send a card of sympathy when an immediate member of the family (including a mother or father) passes away.

#### **1.4 Nominations Committee**

The Nominations Committee shall be comprised of three (3) members. One of the three shall be a past President. The other two shall be nominated and elected by the membership.

- a. The President shall appoint the Chairman of the Nominations Committee.
- b. The Nominations Committee shall prepare and present a slate of officers at the February meeting in even-numbered years.
- c. No member of the Nominations Committee shall serve more than two consecutive terms.

### **2. Programs of Work (Educational Excellence)**



### **2.1 Program Committee**

The Program Committee shall consist of the First Vice President and chapter members and/or officers. This committee shall be responsible for developing programs that align with the Seven Purposes of our society. The Program Committee shall:

- a. develop a program of meetings and activities for the year
- b. contact speakers for meetings
- c. schedule meetings and locations
- d. contact hostesses or committees to provide refreshments and/or meals at chapter events
- e. send invitations (E-Vites or mail to all members for each meeting or event)
- f. organize a phone tree and transportation as needed
- g. welcome and follow-up with guests and chapter members
- h. be responsible for site arrangements, food and cleanup.

### **2.2 Visual and Performing Arts Committee**

A Visual and Performing Arts Committee may be appointed to be responsible for the music at meetings, and installation and Induction ceremonies as planned by the Program Committee.

## **3 Educational Services**

### **3.1 Communications Committee**

The Communications Committee shall consist of at least three (3) chapter members who shall:

- a. be responsible for all Chapter Publicity in Chapter newsletters, local newspapers, and *California Connections* and *Highlights*
- b. use social media to promote chapter activities
- c. take pictures of events for the newsletter and website
- d. maintain a chapter website in accordance with the DKG requirements
- e. coordinate work with the Program and Memberships committees
- f. create and update a chapter brochure.

### **3.2 Legislative Committee (Educational Law and Policy)**

The Legislative Committee shall consist of chapter members who shall:

- a. support the Adopt-a-Legislator program
- b. communicate with the legislators and include them as guest speakers by planning with the Program Committee
- c. encourage participation in Legislative Study Sessions and/or attend the annual session in Sacramento
- d. keep members informed of pending legislation.

### **3.3 Awards and Recognitions Committee**

The Awards and Recognitions Committee shall consist of three (3) members who shall:

- a. inform members of all International, California State and Area scholarships available to them and the due dates
- b. publicize and award recruitment grant(s) and student teacher and intern teacher awards
- c. disseminate information for Penne Ferrell and THAT programs
- f. provide non-member grants for classroom needs or special projects
- g. plan for an annual recognition ceremony.
- d. nominate members for state, area and chapter awards annually
- e. recognize members' accomplishments

### **3.4 Global Awareness Committee**

The Global Awareness Committee shall consist of at least two members who will:

- a. contact a World Fellowship recipient if she is enrolled locally and invite her to be a guest at a chapter meeting or send her a card of greeting
- b. share information with the chapters about the International programs as adopted through the United Nations, such as Schools for Africa
- c. share "Save Our Earth" tips with chapter members

## **ARTICLE IX: Areas of Activity**

### **1. Chapter Meetings**

- 1.1 The chapter shall hold a minimum of seven meetings per year, four of which shall be business meetings.
- 1.2 Area meetings may be attended in lieu of regular chapter meetings.
- 1.3 A quorum shall consist of the majority of the voting members present at the meeting.
- 1.4 Active members shall be expected to attend regular meetings.
- 1.5 Holding Electronic Meetings: Business of the chapter may be transacted electronically as long as all members are able to communicate with each other simultaneously and can participate in the meeting.
- 1.6 Voting Between Meetings: 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 chapter member's vote. A majority vote of chapter members shall be required for action.
- 1.7 Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.

### **2. Area Meetings**

The chapter president, or her designee, shall be expected to attend regular area meetings.

### **3. State Conventions**

- 3.1 The chapter president, or her designee, shall be the official representative of the chapter at DKG California State Conventions.
- 3.2 The President's registration and travel expenses to State Convention will be covered by chapter funds as available during her biennial term of office.
- 3.3 Financial support shall be provided for official delegates.
- 3.4 Registration fees will be paid for any member attending conventions, workshops, or conferences.

### **4. Newsletters**

A regular chapter newsletter shall be published and distributed to members of the chapter, Area Director, and state officers.

**5. Directory/Yearbook**

A chapter directory/yearbook shall be maintained on the chapter website or available in print format by request.

**6. Awards and Recognitions**

**6.1** Chapter members shall determine awards, scholarships, grants, and special forms of recognition.

**6.2** Recruitment Grants shall be awarded as determined by the chapter members.

**6.3** The Scholarships and Awards committee shall submit all forms and present all awards.

**7. Community Service Projects**

Eta Mu will support community service projects on an ongoing basis.

**ARTICLE X: Revision of Chapter Rules**

Revisions shall be made as the chapter deems necessary by majority vote of those present at the meeting and may become effective immediately.

**1. Procedures**

**1.1** Any member of the chapter may propose revisions to Chapter Rules.

**1.2** One official copy shall be kept in the president's files, and one copy in the Secretary's file.

**1.3** A copy of the updated Chapter Rules shall be sent to the DKG CA State Bylaws, Policy, and Procedures Committee each biennium for review.

**1.4** The Chapter Rules Committee shall be responsible for updating the Chapter Rules when there are additions, revisions, or deletions.

**2. Notification**

Members must be notified in advance of proposals that would increase dues or assessments.

**3. Vote**

Approval by a majority of members present shall be required to revise Chapter Rules.

**4. Revision of Chapter Rules**

**4.1** Revisions of Chapter Rules shall be made as necessary to reflect changes made by DKG California and/or International.

- 4.2 The Executive Board shall review the standing rules at least once during the biennium.
- 4.3 At a chapter meeting, members will be notified of amendments to the standing rules.
- 4.4 Revisions shall be presented to chapter members in printed form one month prior to voting on the proposed changes.
- 4.5 Amendments to the chapter rules shall be approved by a simple majority of members present at the chapter meeting.

**ARTICLE XI: Dissolution**

- 1.1. Before a chapter is dissolved, the approval of the California State Organization must be obtained.
- 1.2. Careful consideration shall be given to members desiring to transfer to other chapters. International procedures must be followed.
- 1.3. Any remaining funds in the chapter account shall be sent to the California State Organization treasurer for state or international projects.
- 1.4. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the California State Organization archive and made available for use.
- 1.5. The charter must be returned to the California State Organization to be forwarded to the International Headquarters.
- 1.6. The California State Organization Executive Board shall decide whether the Greek name shall be reused or not.

**ARTICLE XII: Parliamentary Authority**

*Robert's Rules of Order (Newly Revised)* shall govern proceedings in all cases not provided for in the *Constitution and International Standing Rules, DKG California State Organization Bylaws, and Chapter Rules.*

Revised: January 2024