

**Chapter Rules of Alpha Sigma Chapter Kitsap
of the Washington State ~~Organization~~ Alpha Sigma State
of the Delta Kappa Gamma Society International**

ARTICLE I: Name

The name of this chapter shall be Alpha Sigma Chapter Kitsap, of the Washington State ~~Alpha Sigma State~~ **Organization** of the Delta Kappa Gamma Society International, a non-profit (501(c)6 educational organization.

ARTICLE II: Mission and Purpose

Section A: The mission of this chapter and Delta Kappa Gamma Society International is to promote professional and personal growth of women educators and excellence in education.

Section B: The vision of the chapter shall be “Leading Women Educators Impacting Education Worldwide.”

Section C. The purposes of Alpha Sigma Chapter Kitsap shall be the seven purposes of the Delta Kappa Gamma Society International and those of the Washington State ~~Alpha Sigma State~~ Organization.

ARTICLE III: Membership

Section A: Membership in the Delta Kappa Gamma Society International shall be by invitation. Membership is in accordance with the *Constitution, Article III* and the *International Standing Rules, Section 3*. The chapter has full authority for the administration of membership. Membership is classified as active, reserve, **collegiate** and honorary as per the International Constitution. **Collegiate members shall be undergraduate or graduate students who meet the criteria as stated in the Constitution.**

Section B. Election and Invitation to Join.

Membership in Alpha Sigma Chapter Kitsap must be endorsed by at least one (1) member of the chapter who has knowledge of the candidate’s professional qualifications, and who submits a recommendation for membership on an official form. Names of the candidate(s) shall be submitted to all members prior to the meeting where the election will take place. The number of candidates recommended for membership shall not be limited unless voted by the members at the chapter meeting at which the new candidate(s) name is presented. The election of new members shall be by acclamation (voice vote) or a majority of ballots cast by those members in attendance, or by electronic balloting, if balloting is deemed necessary. Balloting shall be at the discretion of the President. The Membership Chairman shall send an official invitation, which is signed by the chapter president, to newly elected member(s) by mail. The name and address of the Membership Chair should accompany the invitation so that a reply may be received before a specified date for ~~orientation and initiation~~ **induction. An individual becomes a member of the Society when she pays her dues.**

Section C. Orientation

The Membership Chair is responsible for insuring that sponsors orient new members prior to ~~initiation~~ **induction**. Said orientation shall discuss all levels of the society, expectations for involvement, fees, dues, and chapter projects. A checklist may be used

to facilitate a comprehensive orientation. The sponsor shall serve as a mentor to the new member for her first six months of membership.

Section D: ~~Initiation~~ Induction

~~Initiation~~ Induction of new members shall be held at a regularly scheduled chapter meeting. The Membership Committee shall be responsible for preparation and administration of the ~~initiation~~ induction ceremony. A member inducted into the Society becomes a member of a chapter, the State Organization and the International Society. An individual is inducted only once.

Section E: Transfer, Reinstatement, and Termination.

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters. A former member may be reinstated to membership by the chapter receiving the request. Membership in the Society is terminated for non-payment of dues and fees, resignation or death. Chapter minutes will reflect the names of members terminated, including the reason and date of termination.

ARTICLE IV: FINANCES

Section A: Financial matters are in accordance with the *Constitution, International Standing Rules and Washington State Organization* –~~Alpha Sigma State Bylaws.~~

Section B: Dues, Fees and Assessments

1. Induction Fee: An active member shall pay an induction fee at the time of induction.
2. Chapter dues shall be determined annually by chapter vote at the ~~first fall~~ last meeting in the spring of the preceding year. Dues include amounts mandated for State and International funds.
3. Other chapter assessments shall be determined annually by chapter vote at a regularly scheduled meeting. Special funds and/or awards may be created by the Executive Board and approved by the Membership.
4. Upon written request to the treasurer and following approval by the President, Chapter dues may be waived in full or in part for a member who has financial need. In addition, the Chapter may accept confidential donations from other members to assist a member in need of financial support to meet Chapter, State and International dues obligations. State and International dues waived or reduced for an individual member shall be paid by the Chapter.
5. ~~Annual Chapter, State and International dues shall be collected by the Chapter treasurer between September 1 and October 31 by check or cash, and deposited in the Alpha Sigma Chapter's bank account. The membership year is July 1 – June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year. The international portion of the dues and fees shall be sent between July 1 and September 30.~~
6. For membership or reinstatement commencing between July 1 and December 31, the member shall pay the induction fee (new members only), dues and scholarship fees for the current year. For membership commencing on or after January 1, the member shall pay one-half of the international dues. Chapter

- and state dues, and state scholarship fee may be pro-rated as the chapter/state organization determines. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state treasurer.
7. A member who fails to complete payment of international dues shall be dropped as of October 1.
 8. The Finance Committee, made up of at least three chapter members, shall develop a proposed budget each year. The Executive Board shall review the proposed budget and make a recommendation for adoption to the full membership. The proposed budget must be presented annually by this committee to the chapter for approval at or before the December meeting. The chapter shall review, modify, and adopt the budget by a two-thirds vote of the members present.
 9. ~~An audit~~ A fiscal review shall be carried out each summer by members of the Finance Committee with the chapter treasurer and president as ex officio in attendance.
 10. Chapter projects may be partially funded by dinners prepared by chapter members at our regularly scheduled meetings or by other fund-raising efforts approved by the membership by a majority vote.
 11. Checks written in amounts over \$250.00 shall require two signatures from the signatories listed on the Chapter account with the bank.
 12. The State portion of the scholarship fee shall be 20% of the amount paid by the member, unless otherwise determined by the chapter to be more.

ARTICLE V: ORGANIZATION

Alpha Sigma Chapter **Kitsap** shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Washington State Organization* –~~Alpha Sigma State By-laws, Washington State Organization - Alpha Sigma State Standing Rules,~~ and the *Alpha Sigma Chapter Kitsap Rules*.

ARTICLE VI: OFFICERS AND RELATED PERSONNEL

Section A. Alpha Sigma Chapter **Kitsap** officers shall be elected, and a treasurer(s) selected by the Executive Board. Those officers shall be president, first vice president(s), second vice president(s), recording secretary(s) and corresponding secretary(s).

Section B. Duties

1. **President** shall:
 - a. Act as a presiding officer at regular and called meetings and direct the activities of the chapter;
 - b. Act as chairman of the Executive Board;
 - c. Appoint a parliamentarian from the membership
 - d. Appoint standing and special committees, and be a member of all except

- the Nominations Committee;
 - e. Approve for payment all expenses claims;
 - f. Approve publications including the chapter yearbook, monthly meeting announcements, and periodic chapter newsletter, *the Alpha Sigma Report*;
 - g. Fill by appointment all vacancies in office;
 - h. Represent the Society at meetings, conferences, and other events;
 - i. Take actions, with the advice and approval of the Alpha Sigma Chapter **Kitsap** Executive Board, on matters which cannot be deferred until the next meeting;
 - j. Serve, ex-officio, in the process of budget development and supervision of finances; and
 - k. Execute with the treasurer legal documents pertaining to the chapter (a legal document may be executed only when it has been authorized by the Alpha Sigma Chapter **Kitsap** Executive Board).
2. **First Vice President** shall:
 - a. Serve as presiding officer in the absence of the president, and in the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of officers;
 - b. Serve as the **Membership Educational Excellence/ Program** Committee Chair; and
 - c. Perform such other duties as assigned to her by the president.
 3. **Second vice-president** shall:
 - a. Serve as presiding officer in the absence of the president and vice president(s), and in the event of the death of the president or the first vice president shall succeed to the office of first vice president until the next regular election of officers; and
 - b. Serve as **Program Membership** Committee Chair; and
 - c. Perform other such duties as assigned to her by the president
 4. **Recording Secretary** shall
 - a. Keep minutes of each meeting as well as roll of members present; and
 - b. Maintain a permanent record file of all chapter minutes.
 - c. **Include in the minutes the names of members terminated, including the reason and date of termination.**
 5. **Corresponding secretary** shall:
 - a. Read correspondence at each meeting;
 - b. Write and send thank you notes, get well greetings, sympathy cards and other correspondence as directed by the president; and
 - c. Prepare a brief sketch of chapter activities annually.
 6. **Treasurer** shall:
 - a. Be responsible for receiving and paying out all moneys; keeping an accurate record of receipts and expenditures; keeping a file of receipts, bills, cancelled checks, and bank statements, reporting at regular meetings and submitting the records for audit;

- b. Serve as an ex-officio member of the executive board; and
 - c. Serve as an ex-officio member of the Finance Committee, **and as a consultant in budget development and supervision.**
 - d. **Maintain an accurate and current membership roster.**
 - e. Establish the Chapter's checking account with at least two other signatories.
 - f. Ensure that there are two signatures from the account's signatories on checks written in amounts over \$250.00.
- 7. Parliamentarian shall:**
- a. Act as an advisor to the officers and the members in matters pertaining to interpretation of the Constitution and to parliamentary procedure; and
 - b. Serve as an ex-officio member, without vote, on the Executive Board.

Section C. Election and Term of Office

1. The Nominations Committee shall present the slate of nominees for each office to the membership in the spring of even-numbered years. (Additional nominations may be added from the floor.)
2. The chapter officers, except the treasurer and parliamentarian, shall be elected by a majority vote of the membership present at the meeting designated for election. Officers shall be installed at the last meeting of the academic year following their election, and take office officially on July 1.
3. The term of each elected officer shall be two years or until a successor is named. The chapter is encouraged to rotate members through the variety of officer positions to foster leadership and full participation of members in the chapter.
4. The treasurer shall be selected by the Executive Board each biennium.
5. Members may not hold more than one local Chapter office at a time.

Section D. Vacancies

In the event that a member holding an executive or appointive position is unable to perform her duties, the position shall be declared vacant by the respective officer and a successor named by the Chapter president.

ARTICLE VII: CHAPTER EXECUTIVE BOARD

Section A. Members of Alpha Sigma Chapter Kitsap Executive Board shall be the elected officers of this chapter, the immediate past president, and other members as designated. The treasurer and parliamentarian shall be ex-officio, the parliamentarian without vote. Other Chapter members may chose to be present at Executive Board meetings (without vote).

Section B. Duties

1. Select the treasurer and for the biennium.
2. Act in matters requiring immediate action and decision.
3. Recommend policies and procedures for consideration by members.
4. Establish rules for budget development and approval, and for the supervision of chapter finances.
5. Plan chapter meetings and programs, including delegating associated responsibilities, and develop the chapter long range/strategic action plan.

Section C. Meetings

1. Shall be held at least twice annually, but may meet at other times as called by the president.
2. A quorum shall be a majority of the voting members of the board.

ARTICLE VIII: COMMITTEES

Section A. The Alpha Sigma Chapter Kitsap shall be responsible for any chapter duties represented by the international committee description in the *Constitution*, Article VIII, Section B, C, and D. The Chapter may establish standing committees, combining them, if necessary, to carry out these duties as well as form special committees when needed. Reports of the work of these committees shall be reported on the forms sent by International and submitted to the State with the name and address of the chapter member(s) responsible for the work. The president shall appoint committee members after receiving requests for placement from the members. The president or Executive Board shall determine the number of members on each committee.

Section B. Committee and Duties

1. Society Business

- a. **Finance** shall prepare a budget and ~~audit~~ **fiscal review** of the accounts annually. The chapter president and treasurer shall serve as ex-officio members.
- b. **Membership** shall present names and qualifications of those individuals recommended for membership prior to the meeting set for voting; keep an accurate record of invitations and the replies; insure new member orientation and reorientation of current members; plan, prepare, and follow through with the ~~initiation~~ **induction** ceremony; keep an up-to-date file of biographical data on chapter members; and notify the state organization of deceased member(s), including biographical data. The committee shall initiate, with approval of the Executive Board, activities for recognition, retention and retrieval of Chapter members.
- c. **Nominations** shall solicit from members suggestions for officers; ascertain willingness to serve; present slate to members; prepare the ballot; send information to state and international after the election; and prepare a report of the election.
- d. **Communications and Marketing** shall be responsible for producing and maintaining effective communications to all chapter members including, but not limited to, a quarterly newsletter, monthly meeting notices, social media, brochures and other means as directed by the Executive Board. The

communications chair shall prepare the yearbook and such press releases as may be appropriate.

- e. **Chapter rules** shall be reviewed once each biennium for consistency with State and International governing documents.

2. Program of Work

- a. The Executive Board shall annually plan a program of work that includes projects, activities, and presentations related to personal growth, service to others, professional affairs, legislation, research, and the arts. Programs should focus upon the purposes, vision and mission of the Society as well as on the themes found in the program manual, adjusted to the chapter's needs and interests; and encourage active member participation.
- b. The ~~Second~~ **First** Vice President for Program shall solicit the input of Chapter members in planning the annual program.
- c. The execution of the annual program of work shall be the responsibility of the ~~Second~~ **First** Vice President for Program.

3. Educational Excellence

- a. **Scholarship** Committee shall establish criteria for awarding the Chapter's grants-in-aid and scholarships; select and interview applicants; make a report to the Chapter annually on the applicant(s) chosen for the grant/scholarship; and maintain contact with recipients, reporting back to the Chapter any relevant and significant accomplishments.
- b. **Teacher Support** committee shall support and promote International, State and Chapter projects that support early educators, encourage retention of teachers, advance educational excellence and promote professional and legislative affairs related to education.
- c. **World Fellowship** committee supports and promotes the work of the International World Fellowship Committee and/or similarly purposed projects as determined by the membership.

4. Community Outreach

Community Outreach Projects shall be determined annually by the membership, with recommendation from the Executive Board.

ARTICLE IX: MEETINGS

Section A. Chapter meetings shall be held at least four (4) times per year. Additional meetings may be held at the discretion of the Chapter, as approved by the Board. A quorum for chapter business shall be a majority (51%) of the membership. ~~in attendance at that meeting.~~ There shall be no proxy voting. **All members being notified, chapter meetings may be face-to-face, held through electronic communications or through a combination of the two, as long as all the members may simultaneously hear one another and participate during the meeting. 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. A majority vote of the members shall be required for action. Ratification of all voting by mail (postal or**

electronic) must be made at the next face-to-face meeting of the chapter. All general Chapter meetings, including ~~initiations~~ inductions, shall be open to the public.

Section B. Chapter Executive Committee shall be in accordance with *Alpha Sigma Chapter Kitsap Rules*, Article VII.

Section C. Area X meetings shall be held annually with responsibility for the meeting rotating among the Area X chapters. The president, or her representative, and as many members as possible should attend, paying their own expenses.

Section D. Coordinating Council for Area X. The president of Alpha Sigma Chapter Kitsap, or her representative, shall serve on the Area X Coordinating Council. The number and time of meetings shall be the responsibility of the Area X liaison.

Section E. Washington State ~~Organization- Alpha Sigma State~~ meetings are held semi-annually with a Fall Workshop and Spring Convention. The president, or her representative, and up to two members should attend with Chapter reimbursement for registration, meals at the meeting, and state travel allowance. Other members attending may have some Chapter reimbursement, if monies are available in the Chapter treasury and after a vote approving the expenditure at a Chapter meeting.

Section F. Regional meetings and International Conventions are held biennially. Attendance or involvement by a member is recommended with some Chapter reimbursement, as funds allow, after a vote at a Chapter meeting.

ARTICLE X: PUBLICATIONS

The Chapter will provide members such information as is appropriate for the maintenance of Chapter activities and purposes, including quarterly newsletters and an annual plan. All publications shall be approved by the president prior to publication.

ARTICLE XI: DISSOLUTION

In the event of dissolution of the chapter the approval of the Washington State ~~Organization- Alpha Sigma State~~ Executive Board shall be obtained. Then the Dissolution Procedure shall be in accordance with the *International Standing Rules*, Rule 5.12, and the *1995 Handbook of Delta Kappa Gamma Society International*, page 37, and the Bylaws of Washington State ~~Organization- Alpha Sigma State~~, Article XII. Funds remaining in chapter accounts are to be sent to the state organization treasurer; the chapter charter, paraphernalia and records are to be delivered to the state organization designee.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised (current edition) shall govern the proceedings of Alpha Sigma Chapter Kitsap in all cases not provided for in the *Constitution*, *Washington State ~~Organization - Alpha Sigma State~~ Bylaws*, *International and Washington State ~~Organization - Alpha Sigma State~~ Standing Rules*.

ARTICLE XIII: AMENDMENTS

Any member or committee or the Executive Board may make a proposal for amendment to or revision of Alpha Sigma Chapter Kitsap, Rules at any chapter meeting. A two-thirds vote of the members in attendance is necessary for approval. The Bylaws Committee of Washington State **Organization** - ~~Alpha Sigma State~~ and International must be notified of the changes and the date of approval.

adopted ___April 16, 2012___

approved by **Washington State Organization** ~~Alpha Sigma State~~ Bylaws and Standing Rules Committee on 9-22-12 (RAM)

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