

ALPHA NU CHAPTER RULES

June 2019 draft revised

ARTICLE I-NAME

The name of this chapter shall be Alpha Nu Chapter, Pi (NY)State Organization, The Delta Kappa Gamma Society International, hereinafter as Alpha Nu or the Chapter.

ARTICLE II-PURPOSES

The purposes of Alpha Nu chapter shall be the seven purposes of the Delta Kappa Gamma Society International as found in the CONSTITUTION, Article II, and Pi (NY)State Bylaws, Article II.

ARTICLE III-MEMBERSHIP

Section A-Membership

The membership of Alpha Nu shall be composed of active, reserve, collegiate and honorary members. All membership is in accordance with the CONSTITUTION, Article III, and Pi (NY) State By-laws.

Alpha Nu membership shall consist of no more than 100 members.

Section B-Voting

1. Alpha Nu shall have full power to act in matters of Chapter membership within the limits of the CONSTITUTION.
2. Candidates for active membership shall be voted on by the Alpha Nu membership and shall be approved by 4/5 of the votes cast.

Section C-Chapter Honorary Members

1. Honorary members shall be recommended by the Membership Committee and elected by the Chapter. A 4/5 vote of approval is required.
2. Induction of honorary members may be conducted at any meeting. The President and the Chairperson of the Membership Committee shall organize the orientation session and the induction.

Section D-Reserve Member

1. Reserve members shall be formerly active members who are retired from educational work and who are unable to participate fully in the activities of the Chapter because of physical disability, geographical location, or other reasons acceptable to the Chapter. These circumstances shall be described by the member in a letter to be sent to the President who shall present it to the Executive Board.
2. Upon approval of the Executive Board, reserve status shall be by a majority vote of the Chapter.
3. A reserve member, so requesting, may, upon approval of the Executive Board, be restored to her former active membership status at any time.
4. The Chapter, if approved by a majority vote of the Executive Board will pay the reserve dues for any member unable to pay her own membership providing she is an active member in good standing for at least 20 years.

Section E-Termination of Membership

1. Member shall be terminated for any of the following reasons:
 - a. Non-payment of dues and fees by-September 1
 - b. Resignation. The Chapter shall keep on file letters of resignation and record the reason and the date of termination.
 - c. Transfer
 - d. Death
2. The final decision for terminating membership shall be made by the Executive Board.

Section F-Reinstatement of Membership

1. A former member may be reinstated to active membership at any time. All membership fees are required upon reinstatement.
2. A former member who had reserve status may reinstate her membership at any time. All membership fees are required upon reinstatement.
3. The Chapter Chairperson of the Membership Committee shall notify the Secretary when a former member has been reinstated.

ARTICLE IV-FINANCE

1. Annual dues shall be determined by the Executive Board in consultation with the Finance Committee and approved by a 2/3 vote of the Executive Board. See appendix A.
2. Members shall be notified each year that annual dues and fees will be collected by June 1 of the fiscal year and may be paid at any meeting previous to that time. Delinquent members shall be notified of impending action resulting in being dropped as a member on September 1 for non payment of dues members and fees and shall be informed of such action.
3. All dues and fees shall be collected by the Chapter Treasurer. State and International dues and fees shall be forwarded to the State Treasurer.
4. All members, regular and reserve, shall pay dues and fees, local, State, and International.
5. If Pi (NY) State and/or International dues are increased before July 1 an additional assessment shall be made.

Section B-Financial Controls

1. The Finance Committee shall submit a proposed annual budget for adoption by the Executive Board before the May meeting.
2. The budget shall be voted on by the membership at the May meeting.
3. An audit of the Treasurer's books shall be made annually by a committee of two members appointed by the President.

Section C-Distribution of money from savings account

1. If it becomes necessary to spend money from the savings account, the President would ask the Executive Board to make a recommendation to the membership that the spending be approved.
2. At the next regular meeting of the membership, the recommendation would be voted upon and a simple majority of those in attendance would constitute approval.
3. In an emergency, the Executive Board could act independently by majority vote. The membership will then be notified.

ARTICLE V-ORGANIZATION

Section A-Alpha Nu

1. The Chapter officers, except the Treasurer, shall be elected in even-numbered years by a majority vote.
 - a. The term of each elected officer shall be two years.

- b. No officer, except the Treasurer, may serve in the same office longer than two terms in succession.
 - c. All officers shall take office on July 1 following their election.
 - d. The Treasurer shall be elected by the Executive Board each biennium.
2. The President shall represent the Chapter as a voting member of the Pi State Executive Board. If she is unable to attend the Executive Board meeting, she may appoint an official representative who shall have full privileges of participation.

Section B-Capital Area Council

- 1. Alpha Nu Chapter shall be a member of the Capital Area Council.
- 2. Representation on the council shall be the duty of the President and the Immediate Past President.
- 3. Expenses incurred by the Chapter representatives shall be reimbursed by the Chapter.

ARTICLE VI-OFFICERS AND RELATED PERSONNEL

Section A-Duties of Officers

- 1. These officers shall perform duties as prescribed in the CONSTITUTION, Article VI, and as authorized by Pi State Bylaws and Standing Rules, as well as Alpha Nu Chapter Rules and Standing Rules. The President Shall:
 - a. Preside at the meetings of the Chapter Membership.
 - b. Keep the files of the chapter updated and pass them on to her successor by July 1, when she leaves office
 - c. Provide orientation for incoming members.
 - d. Perform all duties as listed in the CONSTITUTION and Pi (NY) State Bylaws.
 - e. Prepare Alpha Nu newsletters four times a year entitled **ALPHA NEWS**.
- 2. The first Vice President (President Elect) shall 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 officer of President. She shall serve until the next regular election of officers.
- 3. The Second Vice President shall serve as presiding officer in the absence of the President and First Vice President. In the event of a simultaneous vacancy in both offices, she shall act as President until the next regular election of officers. The Second Vice President shall make sure an-accurate Telephone Tree and /or Email Distribution List is maintained. She shall arrange for the hostesses/venues for each meeting.

4. The Secretary shall keep the minutes of each meeting of the Chapter. She shall carry on correspondence for the Chapter and the Executive Board. She shall serve as Secretary of the Executive Board. She shall keep the official, current copy of the Chapter Standing Rules.

5. The Treasurer shall

- a. Collect all dues and fees.
- b. Notify members when dues should be paid.
- c. Notify members who are delinquent in dues payment.
- d. Make a report at each meeting of the Chapter and Executive Board.

6. A Parliamentarian shall be appointed by the President.

Section B-Terms of Office

1. Officers shall serve a term of two years.

2. No elected officer may serve in the same office longer than two terms in succession with the exception of the Treasurer. (See Chapter Rules, ARTICLE V, Section A)

3. All officers shall assume office on July 1 following their election.

4. The records of officers and committee chairs shall be turned over to their successors by July 1.

5. Installation of new officers will be at the Spring meeting at the end of a President's biennium. A new President will receive a pin at the installation.

Section C-Vacancies

1. When a vacancy occurs in the office of President, President Elect shall become the President.

2. When a vacancy occurs in other elective or appointive positions, the President, with the approval of the Executive Board, shall name a successor.

3. When any officer or committee member is unable to perform her duties, the procedure described in the CONSTITUTION, Article VI, Section D, paragraph 2 shall be followed by the President.

ARTICLE VII-CHAPTER MEETINGS

1. Alpha Nu Chapter shall have at least four (4) meeting per year, the date, place, and program to be determined by the Executive Board.

2. A quorum for the conduct of meetings for Alpha Nu Chapter shall be a simple majority of the active and reserved members present.

ARTICLE VIII – EXECUTIVE BOARD

1. The Executive Board shall consist of the Immediate Past President, the elected officers and a representative of the standing committees, if appropriate. The Treasurer and Parliamentarian shall be ex-officio, non-voting members.

2. The Executive Board shall:

- a. Recommend operating procedures for consideration by the Chapter.
- b. Examine, modify if necessary, and adopt the budget.
- c. Establish the procedures for budget development and approval, and for the supervision of finance.
- d. Approve the time and place of chapter meetings.
- e. Act in the interim between meetings upon matters requiring immediate decisions.

3. Meetings of the Executive Board shall be held at least twice (2) each year at a time and place to be determined by the President. Special meetings may be called at the discretion of the President. The presence of a majority of the voting members of the Executive Board constitutes a quorum at Board meetings.

Article IX – COMMITTEES).

Section A – Standing Committees

1. Membership
2. Nominations
3. Necrology
4. Finance
5. By-Laws and Standing Rules
6. Project and Program
7. Communications
 - a. Website/Directory
8. Grant-in-Aid/Scholarship
9. Historical Records

Section B – General Procedure

1. All committees, with the exception of the Nominations Committee, shall be appointed by the President.
2. The President shall be an ex-officio member of all committees except the Nomination Committee.

3. Designated committee contact persons shall notify the President of scheduled meetings.
4. Composition of the committees shall be left to the discretion of the President unless otherwise specified in the Chapter Rules.
5. The HANDBOOK of the Delta Kappa Gamma Society International, latest edition, will detail duties outlined below.

Section C – Duties of Committees

1. Membership

- a. The Membership Committee shall evaluate the recommendations of persons proposed for membership and submit the names of the qualified candidates for vote.
- b. The Committee shall study and make recommendations related to membership problems.

2. Nominations

- a. The Nominations Committee shall consist of three members who shall be appointed at the first business meeting of a new President's biennium. The Chair is to be appointed from among the committee members. The chair will submit a list of names for elections.
- b. The Committee shall present at the next to the last meeting on the even-numbered fiscal years, one nominee for each elective office. These nominees are to be selected from the active membership in good standing of the Chapter and shall have agreed to serve.
- c. The Committee shall prepare the ballot.
- d. To facilitate an even flow of information, one member of the committee shall be retained for the incoming biennium.

3. Necrology

- a. The Necrology Committee is responsible for preparing a remembrance ceremony upon the death of a member.
- b. A eulogy shall be given by a member selected by the Necrology Committee in remembrance of the deceased member.
- c. If possible the remembrance ceremony shall be given at the first meeting after the death of a member.

4. Finance

- a. The Finance Committee shall consist of the President and two appointees. The Treasurer shall serve as ex-officio member.
- b. The Committee is responsible for preparing a budget.
- c. The Committee is responsible for insuring that the Treasurer's books undergo an annual audit by two members.

5. By-Laws (State) and Standing Rules (Chapter)

- a. The By-Laws and Standing Rules Committee shall consist of members appointed by the President, one of whom shall be the Parliamentarian.
- b. The Committee shall receive and study all proposals by Chapter members for amending or revising the Chapter Standing Rules.

6. Project and Program

- a. The Program and Project Committee shall consist of the Executive Board, as specified in ARTICLE VIII, under the coordination of the First-Vice-President. The Treasurer and Parliamentarian are ex-officio, non-voting members of this committee. Subgroup members consist of appointees made by the President.

b. The Committee should develop programs and projects which allow individual members to discover new interests and to broaden their awareness and knowledge, and develop programs which promote education, world fellowship, the teaching profession, women's rights and other professional issues commensurate with the goals of the Society, as well as keep members informed of legislative issues pertinent to women educators.

- c. The Committee shall conduct fundraising activities for the purpose of subsidizing projects of the chapter.

7. Communications

- a. The Communications Committee shall be responsible for publicizing the activities of the Chapter in the local media as well as maintaining Chapter communication mechanisms.

1. Website/Directory - The Website/Directory subgroup is responsible for maintaining the Chapter website and directory.

8. Grant-in-Aid/Scholarship

- a. grant-in-aid scholarship(s) to graduating high school senior girls who plan to go into teaching.
- b. Additionally the committee promotes interest and support for scholarships for members to further their study at accredited colleges and universities.

9. Historical Records

- a. The Historical Committee shall be responsible for assembling, organizing and preserving materials essential to the continuation of the history of the chapter.

ARTICLE X-AREA OF ACTIVITY

Section A-Scholarship and Grant-in-Aid Committee

1. The committee shall have charge of bestowing the Chapter's grant(s)-in-aid on deserving high school senior girls who expect to pursue a career in education.
2. The committee shall be responsible for delivering grant-in-aid nomination forms to the area high schools. Each school is invited to nominate two senior girls according to specific criteria stated on the nomination form.
3. When an application is received from a high school senior, the Alpha Nu members from her school district shall be notified. In turn, those members who have information that will help the committee in reaching its decisions will communicate that information to the Chair or any committee member. Chapter members will also notify the committee if they do not know the girl. All information shared by members and the committee shall be regarded as confidential.
4. The committee will meet to review each application in the area of academic merit, involvement in school and community activities, strength of essay and letter of recommendation.
5. The committee will select up to two (2) recipients of the grant-in-aid award and report their selection to the membership.
6. The committee will invite the recipients and parent(s) to the next scheduled Alpha Nu meeting at which they will be introduced to the membership.
7. The chair shall maintain a committee folder to be passed on to her successor. It shall contain accurate records of recipients, nominees, and colleges they are attending,

ARTICLE XI-AMENDMENTS

Section A

All proposed amendments shall be approved by a 2/3 vote of the Executive Board before being submitted to the Chapter Membership.

Section B

These Chapter Rules may be amended by a 2/3 vote, provided notice of proposed amendments shall have been published to members two weeks prior to when the vote shall be taken.

Section C

The official copy shall be kept by the Secretary who shall send up to date copies to the incoming Executive Board. The newly adopted By-Laws and Standing Rules will be posted on the website promptly.

Section D

If any amendment to the INTERNATIONAL CONSTITUTION or Pi (NY) State By-laws makes a corresponding amendment to these Chapter Rules necessary, or causes them to be in conflict with the CONSTITUTION or Pi State Bylaws, these Chapter Rules and the Standing Rules shall be amended to conform to the INTERNATIONAL CONSTITUTION.

ARTICLE XII-DISSOLUTION

In the event of dissolution of Alpha Nu Chapter:

1. The Executive Board shall consult with the Pi (NY) State Executive Board to determine the specific procedures for chapter dissolution in accordance with the incorporation laws of New York State and the International Standing Rules.
2. The Executive Board shall notify the Pi State Executive Board and request approval. A majority vote of the Executive Board shall be required for Chapter dissolution.

ARTICLE XIII-PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Alpha Nu Chapter in all cases not provided for in the CONSTITUTION, Pi (NY)State Bylaws and Standing Rules, or Chapter Rules and Standing Rules.

ARTICLE XIV- ADOPTION

All matters previously considered as Chapter Rules or Chapter Standing Rules, or their equivalent, are hereby rescinded, and these new Chapter Rules and Standing Rules are adopted as of _____.

Appendix A: Dues Summary

Type	Active	Reserve	Collegiate
International	40.00	20.00	20.00
Pi State Dues	16.50	8.50	
Pi State–Pi Lights	2.50	2.50	
Pi State Scholarship	1.00	1.00	
Local	25.00	18.00	
Total	85.00	50.00	20.00