**ZETA CHAPTER RULES**

**I. Name**

The name of the chapter shall be Zeta Chapter of Tennessee State Organization of the Delta Kappa Gamma Society International (hereby referred to as the Tennessee State Organization).

**II. Purpose** The purpose of the Zeta Chapter shall be to promote the purposes of Delta Kappa Gamma as found in the yearbook.

**III. Membership**

**A.** The membership of Zeta Chapter is by invitation only and shall be composed of active, reserve, honorary, and collegiate members. An individual becomes a member of the Society when she pays her dues covering the year from July 1 - June 30. All membership is in accordance with the CONSTITUTION, ARTICLE III.

**B.** **Classes of membership**

1**.** An active member 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.

2**.** Reserve members shall be formerly active members who are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. Reserve status shall be granted by a majority vote. A reserve member, so requesting, shall 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 holding an office in the chapter.

4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:

a. Undergraduate student collegiate member 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.

b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree program and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active 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 program.

**C. Termination of membership**

1. Nonpayment of dues, resignation, and death are the only permissible reasons for termination of membership.

2. The treasurer shall maintain a record which includes date and reason for termination of membership.

3. The treasurer shall keep letters of resignation.

4. The treasurer shall report to the president and to the chapter the names of all terminated members.

**D.** **Reinstatement**

Reinstatement is in accordance with the Constitution.

**E.** **Transfer**

1. Any active or reserve member in good standing may transfer from one chapter to another upon notification to Society Headquarters. The chapter must accept the transfer.

2. Transfer application is available through Zeta’s treasurer, membership chairperson, or through International.

**F**. **Election of Members**

1. Voting for membership will occur during a regular chapter meeting. A majority vote by those in attendance is necessary.

2. Duties and responsibilities of members

a. Members are expected to attend each meeting unless there is valid reason such as personal or family illness, family death, class attendance, required school meeting, or absence from the area at the time of the meeting.

b. Members are expected to participate in all projects sponsored by the chapter.

c. Any member making a dinner reservation and unable to attend must pay for the reservation at the next meeting attended.

**G.** **Orientation and Reorientation**

1. Orientation tea may occur before the induction ceremony.

2. Reorientation is an ongoing procedure as part of chapter programs and activities.

**IV. Finance**

**A.** **Annual dues** of $85 for active members and $40 for reserve and collegiate members consist of the following:

1. International dues--$40 active members, $20 reserve members, plus $1

scholarship fee for each;

2. State Organization dues--$14 active members, $7 reserve members;

3. Chapter dues--$30 active members, $12 reserve and collegiate members and a one-time fee of $49.50 for honorary members;

4.The chapter shall contribute at least $5.00 to selected state projects and at least $5.00 to selected international projects.

**B.** **Annual dues**

1. Annual dues and fees must be paid to the chapter treasurer by May 30 for the following fiscal year. Non-payment of dues and fees will result in termination of membership.

2. For membership or reinstatement between July 1 and December 31, the member shall pay dues and scholarship fee for the current year. New members shall also pay the induction fee of $10.

3. For membership or restatement on and after January 1, the member shall pay one-half the international, state and chapter membership dues, in addition to the full scholarship fee. New members shall also pay the induction fee of $10.00.

4. The chapter will retain an induction free of $7.50. The remaining $2.50 will be sent to the Tennessee State Organization.

**C. General Finances**

1. Early Career Educator Grant: Zeta Chapter shall provide a $250.00 grant to an educator based on grant application criteria.

2. The chapter shall provide dinner for the recipient of the Early-Career Educator Grant and her guest.

3. Expenses for the president or her designee to attend Tennessee State Organization Convention, International Conference or International Convention shall be included in the chapter's adopted budget.

4. At the death of a member, a twenty-five dollar memorial gift shall be given in accordance with the family’s wishes.

5. The chapter shall provide dinner for a speaker who is not a chapter member. An honorarium of $25.00 may also given to the speaker.

6. The chapter shall provide dinner for new members at the time of their induction.

**D.** **Financial Controls**

The finance committee shall prepare the budget and present it for approval to the Executive Board.

1. The budget shall be presented to the chapter at the September meeting, to be discussed and/or amended by the membership.

2. The finance committee shall conduct a review of the treasurer’s records.

3. The fiscal year is July 1 to June 30.

4. All monies for chapter activities must be receipted and copies of receipts forwarded to the treasurer as soon as possible for reimbursement,

recordkeeping, and review.

5. The Executive Board must approve non-budgeted expenditures.

6. Checks shall be signed by the current treasurer or any other member designated on the bank account.

**V. Organization**

**A.** **Quorum**

A quorum shall be a majority of the members present.

**B.** **Chapter**

1.Zeta Chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION, INTERNATIONAL STANDING RULES, Tennessee State Organization Bylaws and Tennessee State Organization Rules.

2.Chapter officers, except the treasurer, shall be elected in even-numbered years by a majority of members present, in accordance with the CONSTITUTION.

**C**. **Executive Board**

1.The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and other voting members as determined by the chapter. The treasurer and the parliamentarian shall serve as ex officio members, the parliamentarian without a vote.

2.The president shall serve as the chairperson of the executive board.

3.Duties of the Executive Board:

a. To select the treasurer for the biennium;

b. To act in matters requiring immediate action and decision;

c. To recommend policies and procedures for consideration by chapter members;

d. To establish rules for budget development and approval;

e. To supervise chapter finances.

4.Meetings of the executive board shall be held at least once a year. This board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting. The president may call special meetings.

**VI. Officers and Related Personnel**

**A.** **Chapter officers**

1.Chapter officers shall be president, first vice-president, second vice-president, recording secretary and corresponding secretary (all elected), and a treasurer and parliamentarian.

2.A treasurer shall be selected by the executive board with recommendation from the nominating committee.

3.The parliamentarian shall be appointed by the president.

**B**. **Duties**

1. The president shall:

a. Carry out the duties designated in the Constitution;

b. Attend state executive board meetings and represent the chapter as a voting member;

c. Represent Zeta Chapter at Tennessee State Organization Convention and district workshops;

d. Write a brief description of her biennium for Zeta’s Chapter history book.

2. The first vice-president shall:

a. Carry out the duties as set forth in the Constitution;

b. Serve as the chairperson of the Educational Excellence committee;

c. Contact the meeting place for each meeting and report the number of reservations needed;

d. If a vacancy occurs in the office of president, the first vice-president shall become president.

3. The second vice-president shall:

a. Carry out the duties designated in the Constitution;

b. Be responsible for the preparation of the yearbook.

4. The recording secretary shall:

a. Carry out the duties designated in the Constitution;

b. Keep minutes of each meeting;

c. Furnish the chapter with a copy of the minutes of the previous meeting;

d. Provide minutes that include the names of members terminated, with the reason for and date of termination;

e. Maintain records of chapter minutes, agendas, and printed programs of meetings in the recording secretary’s book;

f. Be responsible for the membership book during the induction ceremony.

5. The corresponding secretary shall:

a. Carry out the duties designated in the Constitution;

b. Send a get well card to a member who is ill;

c. Send sympathy cards to members who have lost a spouse, parent child, or sibling;

d. Send a thank you note to program speakers.

6. The treasurer shall:

a. Carry out the duties designated in the Constitution, which include

maintaining a record of receipts, bills and bank statements;

b. Collect dues and fees, including outstanding payment for dinner reservations;

c. Provide a financial report at each meeting that includes current receipts, disbursements, and bank balance;

d. Make a $25.00 donation in honor of a deceased member to a charity or organization designated by the family or the obituary notice;

e. Be responsible for ordering the president’s pin prior to her installation;

f. Order induction forms, new member certificates and membership pins;

g. Maintain an accurate and current membership roster.

7. Outgoing officers and committee chairpersons shall transfer their files to the incoming officers and chairpersons at the May meeting.

**C**. **Nominations and Elections**

1. A slate of officers for the next biennium shall be presented by the nomination committee at the November meeting.

2. The election shall be held at the January meeting.

3. The nomination committee for the next biennium shall be elected by the membership at the time of election of officers.

**D.** **Term of office**

1. Chapter officers shall be elected in even-numbered years by a majority vote of the members present.

2. The term of each elected officer shall be two years. No officer except the treasurer shall serve more than two terms in succession.

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

**E.** **Vacancies**

1. When a vacancy occurs in the office of president, the first vice-president shall become president.

2. When a vacancy occurs in other elected or appointed positions, the president shall name a successor.

**VII. Committees**

**A.** **Society Business**

1. Arts and Personal Enrichment

a. To promote chapter participation by displaying members' art, crafts, and talents at chapter meetings and The State Organization Convention;

b. To encourage members to attend and participate in the Creative Arts Retreat each biennium.

 2. Bylaws & Rules a. To update the Tennessee State DKG Chapter Plan and submit to Tennessee Planning Committee chair by November of each biennium; b. To review Zeta Chapter Rules and make sure that they are in compliance with the Tennessee State Organization Bylaws and Rules and International Constitution Standing Rules; c. To update Zeta Chapter Rules and submit them to the state Bylaws and Rules committee.

3. Communication and Marketing [includes Newsletter Editor, Webmaster,

Telephone Chairperson, and Publicity Chairperson]

a. To communicate with Tennessee State Organization regarding Zeta Chapter’s accomplishments;

b. To submit articles for the Society and other publications;

c. To publish and distribute Zeta Chapter’s monthly newsletter;

d. To develop and maintain the Zeta Chapter social presence (Facebook, Twitter, Instagram, or website);

e. To contact members prior to each meeting and at other times when deemed

necessary by the president;

f. To send notice of the chapter meetings to the Knoxville News Sentinel.

4. Finance

a. To prepare the budget;

b. To conduct a review of the treasurer’s records.

5. Historical Preservation

a. To maintain the history of Zeta Chapter;

b. To maintain some type of scrapbook for Zeta Chapter;

c. To plan the Founders Day program

6. Leadership Development

a. To encourage members to apply for Delta Kappa Gamma Beginning Leadership Management Seminar and Advance Leadership Management Seminar;

b. To select the Early Career Educator recipient based on the Early Career Educator Grant award criteria (see XI, H of Zeta Rules)

c. To be responsible for Early Career Educator Grant meeting.

7. Membership

a. To be responsible for the necrology records and memorial services. Procedure for membership shall be in accordance with the Tennessee State Organization Rules and Bylaws; b. To encourage members to nominate key women educators for membership; c. contact each prospective candidate and obtain her acceptance before being presented to the chapter as a nominee: d. To conduct voting on prospective members; e. To report the names and addresses of new officers to the Tennessee State President and International Headquartes; f. To be responsible for induction and orientation of new members as well as reorientation of other members; g. To determine candidates for the Order of the Rose and Rose Bud Award and complete and submit nomination forms. 8. Music a. To coordinate music needs for programs or meetings. 9. Nominations a. To present a slate of officers at the November meeting of each biennium; b. To present a slate of members for the Nominations Committee at the November meeting of each biennium; c. To submit a slate of officers and Nominations Committee members to the Communication Chair for inclusion in the January newsletter; d. To conduct a voice vote at the January meeting. e. To be responsible for installation of officers

**B.** **Society Mission and Purposes**

1. Educational Excellence

a. To plan all programs and reserve a meeting place for each chapter meeting;

b. To invite speakers to meetings when appropriate;

c. To comply with research projects developed by Tennessee State Organization that address membership needs, program planning, and/or projects.

2. International Projects

a. To encourage and support efforts of the chapter members to travel, study, and work in nations throughout the world;

b. To encourage contributions to the Schools for Africa and other International projects.

3. Legislation

a. To strengthen the membership’s knowledge of the legislative process and provide

information regarding current legislation that impacts education;

b. To encourage representation at the Tennessee State Organization Legislative Symposium.

4. Scholarship and Awards

a. To recognize Zeta members for honors they have received during the current school year. The honors include special recognition from the school, local education system, state or national levels. It is the responsibility of recipient to notify the committee chairperson when the honor is received;

b. To donate a book to the recipient's school library. The cost of the book should not exceed $30.00. A bookplate will be placed in the book indicating the honor, recipient's name and donated by Zeta Chapter of Delta Kappa Gamma;

c. To send a letter announcing the book donation to the recipient, librarian, principal, and superintendent;

d. To make the chapter members aware of scholarship opportunities from the local, state, and international levels.

5. State Projects

a. To coordinate Zeta Chapter’s literacy project with other groups and provide

 information to news agencies for publicity;

b. To coordinate sign-up sessions for the Governor's Early Library Foundation;

c. To promote participation in the Tennessee State Organization School Essay

contest.

**B**. **Special Committees**

Ad Hoc committees may be appointed by the president when deemed necessary.

**C.** **General Procedures**

1. All committees shall be appointed by the president except the nominations committee which is elected.

2. The president shall be an ex officio member of all committees except the nominations committee.

**VIII. Parliamentary Authority**

Roberts Rules of Order Newly Revised Edition shall be the parliamentary authority for Zeta Chapter.

**IX. Amendments**

**A.** Zeta Chapter Rules shall be amended automatically by the Bylaws and Rules Committee to comply with the Constitution, International Standing Rules, and the Tennessee State Organization Bylaws and Standing Rules. Notice of automatic updates shall be published in the Fall Chapter Newsletter and/or Chapter website.

**B.** Voting shall occur at the next regular scheduled meeting. Passage shall be a majority vote of members present.

**C.** The accepted amended rules shall be submitted to the Tennessee State Organization.

**X. Merger and Dissolution**

**A.** In the event of the dissolution of Zeta Chapter of the Delta Kappa Gamma Society International, the net assets of the chapter shall be distributed as follows:

1. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.

2. The Executive Board, following State of Tennessee Charter of Incorporation guidelines, shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

**B. Chapter Merger**

1. According to Robert’s Rules of Order Newly Revised Edition, chapters experiencing difficulties may choose to merge with another existing chapter.

2. The steps are:

a. The chapters decide which chapter will continue and which will discontinue.

b. Both chapters’ membership must agree.

c. The chapter that is discontinuing turns over all records, funds, and other possessions to the continuing chapter.

d. Members of the discontinuing chapter are transferred and welcomed into the continuing chapter.

**C. Chapter Dissolution**

1. Before a chapter may be dissolved, the approval of the Tennessee State Organization Executive Board must be obtained.

2. The charter must be returned to the state organization to be forwarded to International Headquarters.

3. Any remaining funds in the chapter’s account shall be sent to the state organization treasurer.

4. Induction paraphernalia, chapter records, and Society publications are to be sent to the state organization for retention in the archives and to be made available for use.

5. Those members desiring to maintain membership may transfer to other chapters.

**XI. Chapter customs, traditions, current policies, and procedures**

**A. Chapter meetings**

1. May be face-to-face, through electronic communications, or a combination of the two as long as members may hear and actively participate in the meeting.

2. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action.

3. Ratification of mail voting must be made at the next face-to-face meeting.

4. No proxy voting.

**B.** Zeta Chapter shall hold nine chapter meetings each year.

**C.** If Knox County Schools are closed due to weather conditions, there shall be no chapter meeting that evening.

**D.** A newsletter shall be published eight times a year.

**E.** The president's pin shall be presented at the April or May meeting following their January election.

**F.** Each sponsor shall buy her inductee's key pin.

**G.** Membership pins shall be returned to the chapter upon the resignation or dropped membership of a member.

**H.** Early Career Educator Grant

1. Applications for the $250.00 grant shall be made available at the beginning of the school year to women educators who are currently employed and in the first through third year as an educator.

2. Applications shall be submitted to the leadership development committee by October 1.

3. The leadership development committee shall meet prior to Zeta’s October meeting to screen applications and select one nominee to present at the October chapter meeting for approval by the membership.

4. The leadership committee shall notify the grant winner and invite her and a

guest to the November Early Career Educator Grant meeting and Zeta’s chapter meeting.

5. Applicants who are not selected as the Early Career Educator grant winner shall be notified by mail.

**I.** Reports requested from Tennessee State Organization and chapters shall be submitted in the format specified by Society Headquarters.

**Revised**: April, 2022: Committee members: Judy Fleenor - Chairperson, Sherry Walsh, Dr. June Gorski, Dr. Joyce Condry, and Connie Silvey