

**ALPHA RHO CHAPTER OF THE TENNESSEE STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
RULES**

ARTICLE I - NAME

The name of this chapter shall be Alpha Rho Chapter, Tennessee, of The Delta Kappa Gamma Society International (hereinafter referred to as Alpha Rho).

ARTICLE II - PURPOSE

The purposes of Alpha Rho Chapter shall be to promote the seven purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II.

ARTICLE III - MEMBERSHIP

Section A.

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.

Section B.

The membership shall be composed of active, reserve, collegiate, and honorary members from Hickman, Lewis, Perry, and Wayne Counties in the state of Tennessee.

Section C.

Members will invite prospective members to be introduced and attend an informational meeting. Upon acceptance, new members will receive orientation.

Section D.

An individual becomes a member of the Society when she pays her dues. Induction of new members will be planned and executed by the Membership-Nominations Committee. Membership year is from July 1 to June 30 of every year. A member shall pay annual dues no later than May 31 for the following fiscal year.

Section E.

Alpha Rho shall maintain a continuous record of the status of each of its members.

Section F.

A chapter 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 a service. Chapter honorary members shall be recommended by Alpha Rho Membership-Nominations Committee and elected by the Executive Board/Rules by a four-fifths (4/5) vote. Induction of honorary members shall be arranged by the Membership-Nominations Committee.

Section G.

A previous member may be reinstated by the members and reoriented.

Section H.

An active or reserve member from another chapter will be accepted for transfer by completing all necessary forms required by The Delta Kappa Gamma Society International.

Section I.

Membership shall be terminated only for the following reasons:

1. Non-payment of dues. Members whose dues are not paid by June 30 will not be included on the Treasurer's official payment roster uploaded to Headquarters.
2. Resignation. A member may resign in writing.
3. Death. The death of a member is the only termination that requires a separate form to be completed. Report of Death of a Member (Form 6) is required for a deceased member. This is the responsibility of the chapter president.

ARTICLE IV - FINANCES

Section A.

Financial matters are in accordance with the CONSTITUTION, the INTERNATIONAL STANDING RULES, and TENNESSEE, BYLAWS.

Section B.

Annual Dues

1. Chapter dues are determined annually by chapter vote at a regular chapter meeting.
2. All dues and fees shall be collected by the chapter treasurer. State and International dues shall be forwarded to State and International as outlined in our International Governing documents. All dues will be turned in to the Chapter Treasurer no later than May 31 of each year.

Section C.
Financial Controls

1. The Chapter Finance Committee shall submit a proposed budget to the Executive Board each fiscal year (July 1- June 30) for approval and for adoption by the membership.
2. Expense requests shall be submitted to the president or treasurer for approval prior to payment. All checks shall be signed by the president or treasurer.
3. A Certified Public Accountant may be selected by the Finance Committee. All monies for any chapter activity must be receipted and copies of receipts and collected funds forwarded to the treasurer as soon as possible for record keeping.

Section D.
Special Projects

1. Each November a fundraising project shall be held, and proceeds from this event will be used to support local, state, and international projects, including, but not limited to, International Projects, Golden Gift, Vision Foundation, and other projects. Contributions to the chapter will be accepted for special funds such as Golden Gift, International Projects, and Scholarships.
2. Each spring, a \$100.00 Grant-In-Aid/Scholarship will be awarded each year to a woman teacher from Hickman, Lewis, Perry, or Wayne County to attend a seminar, workshop, or professional meeting, or initiate a new classroom practice, or purchase a new workbook, textbook, or instructional materials, or implement a new teaching strategy.
3. Each spring, awards for Essay Contest participants will be awarded locally in the following amounts: \$25.00 for First Place, \$15.00 for Second Place, and \$10.00 for Third Place.

Section E.
Assessments

Chapter assessments may be determined by chapter vote at a regular chapter meeting.

ARTICLE V – ORGANIZATION

Section A. Governance

1. Alpha Rho shall conduct its business in a manner consistent with the

INTERNATIONAL CONSTITUTION, INTERNATIONAL STANDING RULES, TENNESSEE STATE BYLAWS, and TENNESSEE RULES.

2. Officers shall be elected in even-numbered years by a majority vote.
3. The chapter president shall attend the State Executive Board meetings, represent the chapter as a voting member, or designate a representative to participate in her absence.

ARTICLE VI – OFFICERS AND RELATED PERSONNEL

Section A. Officers

1. Alpha Rho officers shall be a president, a vice-president, a secretary, and treasurer.
2. The vice-president shall serve as Programs and Planning/Educational Excellence Chair.

Section B. Related Personnel

The parliamentarian shall be appointed by the president and may serve on the Executive Board as a non-voting member.

Section C. Nominations and Elections

1. Nominations and elections are in accordance with the CONSTITUTION, the INTERNATIONAL STANDING RULES, and TENNESSEE BYLAWS.
2. The Membership-Nominations Committee shall submit the name of one nominee for each elective position in the spring of even-numbered years. Consent of each nominee shall be obtained. The slate will be presented and voted on by the membership at a regular meeting in the spring of even-numbered years. The officer team will be elected by majority vote of the members.

Section D. Term of Office

1. Officers, elected by the chapter in even-numbered years, shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
2. No officer, except the treasurer, may serve in the same office longer than two terms in succession. The treasurer may serve no longer than ten (10) years in succession.

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

Section E. Vacancies

When a vacancy occurs in the office of president, the vice-president shall become president. When a vacancy occurs in other elective or appointed positions, the president shall name a successor.

ARTICLE VII – AREAS OF ACTIVITY

Section A.

1. Business of the chapter shall be conducted regularly throughout the school year at a time and place determined at the annual planning meeting.
2. Every member in good standing may vote.
3. A quorum shall be a majority of those members present.

Section B. Chapter Meetings

Regular meetings of chapters shall be held at least four times per year (minimum) and usually ten meetings per year, one per month.

Chapter meetings 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.

ARTICLE VIII – EXECUTIVE BOARD

Section A. Governance

Alpha Rho shall conduct its business in a manner consistent with the INTERNATIONAL CONSTITUTION, INTERNATIONAL STANDING RULES, TENNESSEE BYLAWS, and TENNESSEE STANDING RULES

Section B. Executive Board

1. The members of Alpha Rho Executive Board shall be the elected officers, the treasurer, the immediate past president, and the parliamentarian.
2. The Executive Board shall:
 - a. recommend policies and procedures for consideration by the members.
 - b. examine, modify if necessary, and adopt the chapter budget.

- c. have authority to make decisions for members between stated meetings.
- 3. Meetings of the Executive Board shall be held regularly. Special meetings may be called by the president.

ARTICLE IX – COMMITTEES

Section A. Chapter Committees

- 1. Executive Board/Rules
- 2. Programs and Planning/Educational Excellence
- 3. Finance
- 4. Membership-Nominations
- 5. Communications
- 6. Chapter Special Projects
- 7. State Special Projects

Section B. Composition of Committees

Unless otherwise indicated in the committee description, each committee shall be composed of a minimum of three members. If possible, there should be representation from at least one member who has served in the previous biennium.

Section C. Duties of Alpha Rho Committees

- 1. Executive Board/Rules
 - a. Shall conduct Society Business
 - b. Parliamentarian shall update Chapter Rules annually by reviewing for compatibility with TENNESSEE STATE BYLAWS, TENNESSEE STATE RULES, the CONSTITUTION, and the INTERNATIONAL STANDING RULES.
- 2. Programs and Planning/Educational Excellence
 - a. Shall be composed of vice-president as chairman
 - b. Shall present the annual planning meeting and schedule the programs for each year. Shall acquaint chapter committees with the plans of the International committee and the State committee, and shall assist with program materials and suggestions.

- c. Shall update and publish the chapter yearbook annually to meet the Tennessee State submission deadline.
 - d. Shall prepare biennial and other necessary reports as needed in the format specified by Society headquarters.
3. Finance
 - a. Shall be responsible for supervision of the financial affairs of the organization.
 - b. Shall prepare biennial and other necessary reports as needed in the format specified by Society headquarters.
4. Membership-Nominations:
 - a. Shall conduct induction ceremonies for new members and installation of new officers. Shall study and make recommendations for chapter honorary members.
 - b. Shall present in election years a slate of officers of one nominee for each elective office.
 - c. Shall prepare biennial and other necessary reports as needed in the format specified by Society headquarters.
5. Communications
 - a. Shall make recommendations regarding publicity and publications including chapter articles in local newspapers, *TNDKG News*, and *International News*.
 - b. Shall publish the chapter newsletter, regularly update the chapter website, and regularly update the chapter private Facebook page.
 - c. Shall decide what papers shall be preserved and by what means for historical preservation.
 - d. Shall update and maintain the history of Alpha Rho annually.
 - e. Shall update and maintain the chapter scrapbook annually.
6. Chapter Special Projects
 - a. Shall plan and coordinate projects including, but not limited to, fundraisers, International Project (Education in Africa), New

Teacher Support Event, chapter essay contest, and grant-in-aid for chapter members.

- b. Shall plan a chapter legislative program and coordinate member participation in the Tennessee Legislative Symposium each year.
- c. Shall study and recommend action in the field of legislation to improve education and the status of women educators.
- d. Shall prepare biennial reports as needed in the format specified by Society headquarters.

7. State Special Projects

- a. Shall design and implement the Visual and Performing Arts exhibitions for the Tennessee State Convention every other year.
- b. Shall plan and coordinate the annual chapter donation to the Tennessee State Silent Auction.
- c. Shall coordinate the annual Essay Contest.
- d. Shall submit at least one legislative article per year to the chapter communications committee for inclusion in the *Alpha Rho News* and *TNDKG News*.
- e. Shall advise and encourage chapter participation in Tennessee State activities and events such as Creative Arts Retreat, Leadership Training, State committees, Convention, and more.
- f. Shall inform members concerning the International Projects Fund program and encourage participation of all members.
- g. Shall prepare biennial reports as needed in the format specified by Society headquarters.
- h. Shall support the Governor's Early Literacy Foundation (Dolly Parton's Imagination Library Project) initiative through publicity, donations, and/or program signups for parents.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's *Rules of Order Newly Revised* shall govern the proceedings of Alpha Rho Chapter Rules in accordance with TENNESSEE STATE BYLAWS, and Policies and

Procedures. The Parliamentarian is responsible for ensuring the rules are followed, and members may not vote on the rulings of the Parliamentarian.

Alpha Rho Chapter Rules shall be amended automatically by the Parliamentarian 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 Alpha Rho News and Alpha Rho website.

ARTICLE XI – AMENDMENTS

Section A. Amendments to Bylaws

1. The Rules may be amended at any regular chapter meeting by two-thirds (2/3) vote of the membership. Notice of proposed amendments shall be published prior to the meeting where adoption can occur.
2. Proposed amendments to the Rules may be submitted to the Parliamentarian by any member or committee.
3. Proposals for amendment or revision shall be studied and approved by the Executive Board/Rules Committee for publication approval.
4. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action. Ratification of mail/electronic voting must be made at the next face-to-face meeting.
5. No voting by proxy is allowed.

Article XII. CHAPTER CUSTOMS, TRADITIONS, CURRENT POLICIES AND PROCEDURES

Section A. Chapter Customs

1. Traditionally, the Governor’s Early Literacy Foundation (Dolly Parton’s Imagination Library) philanthropic projects are adopted by each county (Hickman, Lewis, Perry, and Wayne), but are not limited to their own counties, as agreed by members of that county. This is separate from any Alpha Rho Chapter philanthropic projects but may be included if the chapter discusses and consents. Projects are traditional and voluntary, not

required, and do not affect on-going chapter, state, regional, or international projects.

2. Currently, a chapter website and private Facebook page are maintained by a member volunteer to facilitate communications and use technology to encourage younger member participation.

Revised and approved on September 12, 2023
Submitted by Diana Womble
Parliamentarian, Alpha Rho Chapter