**Effective May 30, 2020**

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**Bylaws for Lambda Chapter**

**NC DKG**

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

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**Article I NAME**

The name of this chapter shall be Lambda Chapter as designated at charter April 26, 1941. The

 Name of the state organization shall be The North Carolina State Organization of The Delta

 Kappa Gamma International (formerly known as ETA State) abbreviated as NC DKG.

**Article II OBJECTIVES**

The Objectives of Lambda Chapter shall be:

* to promote the Purposes of The Delta Kappa Gamma Society International as stated in the *Constitution,* Article II;
* to support the initiatives of the NC DKG through leadership, projects, and financial giving;
* to seek actively ways to increase membership and to extend its purposes through the various communities.

**Article III MEMBERSHIP**

Section 1 Classification

The membership of Lambda Chapter shall be composed of Active, Collegiate, Reserve, and Honorary members from its geographical areas, Robeson and Scotland counties. All membership practices shall be in accordance with the *Constitution*, Article III.  **Membership begins upon payment of dues.**

 A. An Active member shall be a woman who is employed or has been employed as an educator at the time of her election. Active members shall participate in the activities of the Society.

B. A Collegiate member is an undergraduate or graduate student who meets the following

 criteria. Undergraduate Collegiate members shall be enrolled in an institution offering an

 education degree and have the intent to continue both academically and professionally in

 the field of education, and be enrolled in the last two years of an undergraduate education

 degree program. Graduate student collegiate members shall have graduate standing in an

 institution offering an education degree and have the intent to continue both academically

 and professionally in the field of education. When a collegiate member starts her career as

 a paid educator, she will pay Active member 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 degree program. A Collegiate member

 may participate in all activities of the Society, except holding office; a Collegiate

 member may serve as Parliamentarian since this is an appointed position.

 C. Reserve members shall be formerly active members who are unable to participate in the

 activities of the chapter because of physical disability and/or geographical location. Reserve

 status shall be granted by a majority vote of the chapter. A Reserve member, so requesting,

 may be restored to active membership. Reserve members are exempt from any additional

 assessments to support state or chapter projects; they pay or the chapter pays, the yearly

 dues for International.

 D. 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

 that of holding office. A lifetime fee of $50 to International for publications shall be paid

 for each Honorary member at the time of induction. This fee shall be paid by the inducting

 unit of the Society.

Section 2 Procedures

 Membership in Lambda Chapter of the Delta Kappa Gamma Society shall be by the following timeline of procedures:

 A. The Membership Chairman will distribute DKG Prospect cards at the September meeting.

 During the months of September to December, candidates for Active or Collegiate

 membership will be listed on the DKG Prospect Card and given to the Membership

 Chairman who will prepare a Prospective member list and present at the December

 meeting. Chapter members will review the list of potential members at the December

 meeting and recommend that the membership committee move forward with the proposed

 member list.

B. The Membership committee sends an informal letter to Prospects with an invitation to

 attend an Orientation meeting. Orientation will include information about the purposes and

 initiatives in the Society and the responsibilities of membership, including leadership

 opportunities, participation, and yearly dues. The orientation will be held prior to the

 February meeting. Prospective members attending the Orientation meeting who want to join

 the Society will be given a Chapter Member Recommendation form to be completed and

 returned to the Membership chairman. When this completed form is received, the

 Membership chairman will begin to prepare a ballot of names for a vote by members at the

February meeting; approval will be 4/5 of the ballots cast.

C. Written invitations to membership shall be sent by mail by the President, immediately

 following approval at the February meeting. Invitations to member should state that a

 written response is required to the President. The president will notify the Membership

 Chairman of the names of those accepting the membership invitation and the chairman will

 invite those to the April meeting for Induction. Members who recommend Prospects will

 serve as buddies to those members for their first two years, answering questions and

 reminding of meetings, etc.

D. Induction of new members will be at the April meeting (or on the date of the last meeting of

 the year contingent on the dates of spring break, as defined by the program schedule). The

 Membership Chairman and the President will plan the Induction as outlined in *Ceremonies*.

 Inductees will pay the induction fee at the April meeting and their yearly dues at the time

 designated for all members. All dues must be paid by June 30.

E. Induction will be held once per year. Any Prospects or approved members who cannot

 attend the orientation or induction in April will automatically be continued on the Prospects

 list the next year.

Section 3 Reorientation

 Reorientation of all members shall be an ongoing part of programs and ceremonies, as

 planned by the Membership committee

Section 4 Termination of Membership

 A. Membership in the Society is terminated for non-payment of dues and fees, by written

 resignation, or by death of the member. All chapter membership terminations including

 reasons for and dates of termination shall be reported in the minutes of the appropriate

 meeting and also reported to the NC DKG treasurer.

 B. Written resignations are sent to the chapter president. At the next business meeting, the

 Membership chairman shall present each resignation; no other action is required.

 C. Written resignations shall be filed in the membership file.

Section 5 Reinstatement

 A. A former member shall be reinstated to chapter membership at her request and payment of

 current dues. (For reinstatements between July 1 and December 31, members shall pay

 dues plus scholarship fee for the current year, For reinstatements on or after January 1,

 members shall pay one half of the international and state dues, in addition to the full

 scholarship fee.) Chapter fees may also be prorated.

 B. The chapter treasurer shall report each reinstatement to the NC DKG treasurer.

**Article IV FINANCES**

Section 1 Annual Dues

 The membership year is July 1 – June 30. All members shall pay the designated dues by June 30 for the following year beginning July 1; dues may be received no later than June 30 by the

 chapter treasurer. **Membership begins or continues upon payment of dues.**

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 A. Chapter members shall pay dues to the International Society based on the current fees

 assessed for Active, Collegiate, or Reserve members.

B. Chapter members shall pay dues to NC DKG at the rate designated by NC.

C. Chapter members shall pay LAMBDA dues and any assessments made by the chapter and

 approved by majority vote of the Executive Board and the members.

**Current yearly dues** are as follows: Active: $100-125 ($55 to State and International, balance to Chapter)

 Reserve: $22 ($22 to NCDKG and International)

 Inductees: $125 ($55 to NCDKG and International,

 balance to Chapter, including Induction Fee of $7.50 which Chapter retains. Collegiate: $30 ($20 to International, $5 to NCDKG; $5 to Chapter

Section 2 Chapter Obligations

A. Members shall contribute to projects approved by the chapter and the Society.

 **Other contributions** distributed from Lambda income on yearly basis are the following:

 Headquarters Fund (NC) $2 per member

 World Fellowship $2 per member

 Scholarships $1 per member

 Schools for Africa $4 per member

 B. The chapter shall reimburse the President and one additional delegate for the annual NC

 DKG convention; if the budget allows, more attendees may be funded as determined by the

 Executive Board’s recommendation and majority vote of members.

 C. The budget will also provide funding for delegates to the Leadership Conference held in

 odd-numbered years and the Officer Training workshop held in even-numbered years; if the

 budget allows, several attendees may be funded as determined by Executive Board’s

 recommendation and majority vote of members.

 D. The chapter shall present a Grant-in-Aid of $500.00 each year to a UNC-P education major

 in her senior year. Written details for this grant are located in the chapter president’s

 permanent file.

**Article V OFFICERS**

Section 1 Elected and Appointed Officers

A. The elected chapter officers shall be president, first vice-president, second vice-president,

 recording secretary, and corresponding secretary.

 B. The treasurer shall be appointed by the Executive Board.

 C. The parliamentarian shall be appointed by the president.

 D. Elected and appointed officers shall carry out duties as prescribed in

 the *Constitution* and as designated in these *Bylaws*; the filing of all reports to International

 and NCDKG shall be supervised by the chapter president and filed in the specified format.

E. The president’s pin shall be ordered by the treasurer and presented as a gift from the chapter

 by the immediate past president at the first meeting of the new president’s biennium.

F. Special funds and/or awards may be created by the Executive Board and approved by the

 membership.

Section 2 Nominations and Elections

A. Official recommendations for each elected office shall be presented by the

 Nominations/Rules Committee at the February meeting of even-numbered years.

 Additional nominations may be made from the floor, with prior consent from the nominee.

 All nominees are presented for chapter vote according to *Robert’s Rules of Order Newly*

 *Revised*.

B. Officers shall be installed during the final spring meeting in even-numbered years.

Section 3 Vacancies

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

 president.

 B. When a vacancy occurs in the office of first vice-president, second vice-president, recording

 secretary, corresponding secretary, treasurer, or parliamentarian, the president shall name a

 successor; the President shall also name a successor for a committee chairman, if necessary.

Section 4 Duties of Elected and Appointed Officers

In addition to the duties outlined below, these officers shall communicate with state officers and serve as liaisons between NC DKG and Lambda chapter.

A. The president shall

* act as presiding officer at regular and called meetings and direct the activities of the chapter
* act as chairman of the Executive Board
* appoint a parliamentarian from the membership
* direct the Executive Board to appoint a treasurer from the membership
* appoint committees and chairmen for her term of office
* approve payment of all expenses
* approve the newsletter and any other communications
* represent the chapter at meetings, conferences, and other events
* take action, with advice and approval of the Executive Board, on matters which cannot be deferred to the next meeting
* serve *ex officio* on all committees, except Nominations
* execute by signature any legal documents for the chapter
* serve as a member of the state organization Executive Board.

B. The first vice-president shall

* direct the activities of the membership committee
* handle all membership responsibilities including setting up and preparing for each member induction ceremony
* ensure that all member biographies and membership data are updated
* periodically conduct membership initiatives, orientations, and reorientations
* submit appropriate reports when members are lost through transfer or death
* complete end of year state reports as required
* preside at meetings in the absence of the president and assume the office of President if current President is unable to continue her office

C. The second vice president shall

* direct the actions of the Educational Excellence/Program Committee
* use the International and NC DKG themes to plan (with the committee) the program schedule of topics, dates, hostesses, and meeting locations for the biennium
* present the program schedule to the Executive Board for approval
* oversee the preparation and printing of the program schedule for distribution at the fall meeting of the new biennium
* prepare pages for the updated chapter directory
* designate a member of this committee as Music leader
* designate a member of her committee as leader for Beginning Teacher projects
* serve as presiding officer in the absence of the president and first vice-president.

 D. The recording secretary shall

* keep the written documentation of all chapter and Executive Board meetings
* record attendance of members at each meeting either by providing a roster for check off or by calling the roll of names

E. The corresponding secretary shall

* handle all correspondence for the chapter
* receive or send items as directed by the president
* send notification of meetings
* confirm details and agenda items with the hostesses and the president
* send updates of the chapter directory to chapter members and to NC DKG and the regional director, as required.

F. The treasurer shall

* be appointed by the Executive Board, upon recommendation from the president
* not serve as the chairman, but may be a member, of the Finance Committee
* prepare an annual dues statement for distribution to members in the spring
* keep financial records and write checks, as directed by the president
* keep accounts in good standing and report regularly to the president, to the Executive Board, and to member at each meeting
* examine the chapter’s spending with the Finance Committee to ensure that dues are appropriate for chapter’s financial needs
* prepare and submit reports as required under state and international guidelines
* maintain an official current membership roster.

G. The parliamentarian shall be appointed by the president

* serve as an appointed officer with no vote (on the Executive Board)
* monitor all meetings and the decision making process, ensuring *Robert’s Rules of*

 *Order-Newly Revised* is followed.

**Article VI EXECUTIVE BOARD**

The members of the chapter Executive Board shall be the elected officers of the chapter and the immediate past president. The treasurer and the parliamentarian shall be *ex officio* members; the parliamentarian will function without vote.

 A. The Executive Board shall

* select the treasurer for the biennium
* act in matters requiring immediate action and decision
* recommend policies and procedures for consideration by members
* establish rules for budget development and approval, and for the monitoring of the chapter finances.

 B. Meetings of the Executive Board shall be held at least twice annually and at other times upon

 the call of the president.

 C. A quorum shall be a majority of the voting members of the board, including: the president, the

 immediate past president, the first vice-president, the second vice-president, the recording

 secretary, the corresponding secretary, and the treasurer.

**Article VII COMMITTEES**

Section 1 Chapter committees

 Lambda Chapter committees will be responsible for any NC DKG and/or International

 Committee duties. Committees for which chapters have constitutional responsibilities are

 Communications/ Publicity, Finance/State Headquarters Fund, Membership/Expansion

 (includes World Fellowship), Educational Excellence/Programs (includes Music and

 Beginning Teacher Support), Nominations/Rules, Professional Affairs (includes Educational

 Law & Policy, Scholarship, and US Forum) and Personal Growth and Services/Awards

 (includes Literacy).

A. Committees for Society Business shall be

* Finance/State Headquarters
* Nominations/Rules
* Communications/Publicity.

B. Committees for the Program of Work shall be

* Educational Excellence/Programs (includes Music and Beginning Teacher support)
* Personal Growth and Services (includes Literacy)
* Professional Affairs (includes Educational Law & Policy, Scholarship, and US Forum)
* Membership/Expansion (includes World Fellowship).

Section 2 Duties

 Chapter committees will carry out duties as prescribed in these *Bylaws* and will assume duties

 as assigned by the Executive Board for responsibilities which are required by the NC DKG committees.

A. The Finance/State Headquarters Committee shall

* prepare the budget
* supervise the Grant-in-Aid funds
* review the records of the chapter treasurer
* keep chapter abreast of NC DKG Headquarters needs and make suggestions to chapter for periodic support and funding.

B.The Nominations/Rules Committee shall

* present a recommendation for each elected office at the February meeting of the second year of each biennium
* facilitate the presentation of recommendations for office and consider nominations from the floor for each office
* conduct the installation of officers at the spring meeting (March or April)
* have the responsibility for monitoring International and NC DKG Bylaws/Rules and updating Lambda’s Bylaws/Rules as needed.

 C. The Communications/Publicity Committee shall

* include as members the Recording and the Corresponding Secretaries (*ex officio)*
* prepare a newsletter of chapter highlights and special events for distribution to members at least 4 times annually--convention to convention--and sending copies appropriately to NC DKG
* assist the Personal Growth and Services Committee/Awards in notifying members, when necessary
* ensure that chapter activities are publicized in local newspapers.

D. The Educational Excellence/Program Committee

* includes as members the chairmen of Personal Growth and Services/Awards and Professional Affairs (*ex officio*)
* assign a member to oversee music needs for chapter activities
* use the International theme and the state president’s initiatives to plan programs for each biennium
* update pages in the chapter directory for the program/hostess schedule and distribute to members
* remind members when responsible for program/hostess duties and ensure that planning is in place for each meeting
* appoint a member to facilitate initiatives for Beginning Teacher Support and encourage member support for such initiative

 E. The Personal Growth and Services/Awards Committee

* have a member to oversee special projects, such as literacy
* present at each meeting a moment for meditation
* present at each meeting a spotlight of member news, activities, and/or accomplishments and contribute news for newsletters
* keep members aware of those with special needs and ensure that members across communities are aware of other members’ needs
* update the phone chain for each community utilized in the event of a member’s death or any other time of need such as an unannounced or sudden change in meeting time or place
* present the Lambda Rose Award when nominations are received and facilitate the process (Currently $100.00 is allotted in the budget for funding this project.)
* have a chairman who serves as a member (*ex officio*) of the Educational

Excellence/Program committee.

 F. The Professional Affairs/Scholarship Committee shall

* appoint one of its members as liaison for the US Forum
* contact UNC-P personnel for notification about grant-in-aid recipient each fall and

 invite this future teacher to the chapter meeting in December or February

* appoint a member to be responsible for scholarships
* assign a member to monitor trends in Educational Law and Policy and to keep the chapter informed when actions are needed
* take the lead in developing interest and participation in activities designed to improve the professional status of women educators
* have a chairman who serves as a member (*ex officio)* of the Educational Excellence/Program committee.

 G. The Membership/Expansion Committee shall

* supervise the process of selection, election, orientation, and induction of new members
* be responsible for ongoing reorientation for all members
* keep the file of member biographical data up to date
* file reports of deceased or transferred members, as needed
* plan and conduct memorial services for deceased members, in consultation with the president
* appoint a member to be responsible for World Fellowship and

 keep chapter members informed about this project and its recipients

* take a lead role in expansion, as necessary

**ARTICLE VIII MEETINGS**

Four regular meetings shall be held annually as follows: the last Saturday in September and the first Saturday in December and in February; the April meeting varies but is held on a Saturday which does not conflict with the spring break for educators, as determined by the Executive Board.

A. The hostess shall make arrangements for her assigned meeting and take the lead in

 planning the event. Favors and other items are optional choices and are at the

 expense of the planning committee.

B. All meetings will be refreshments at the expense of the hostess committee.

C. Notification of meeting is sent by the corresponding secretary; members shall

 inform the hostess of non-attendance by the designated time.

D. Chapter meetings may be face-to-face or through electronic communications (or a

 combination of these two), ensuring that all members may hear and actively

 participate.

E. Matters needing immediate action may be voted on by mail or electronically. A

 majority vote of chapter members is required for this action. Ratification of mail

 voting must be made at the next face-to-face meeting. No Proxy voting is allowed.

**ARTICLE IX CHAPTER DISSSOLUTION**

Should the dissolution of Lambda Chapter become an issue**,** guidelines in the

 NC DKG Bylaws and Standing Rules should be followed.

**ARTICLE X PARLIAMENTARY AUTHORITY**

*Robert’s Rules of Order-Newly Revised* shall govern the proceedings of

 Lambda Chapter in all cases not provided for in the *Constitution* and *NC DKG*

 *Bylaws and Standing Rules*.

**ARTICLE XI AMENDMENTS**

Procedures for Amendments to these *Bylaws/Standing Rules* shall be as follows:

 A proposed amendment must be presented in writing at any regular business meeting

 (or sent in writing with the meeting notice prior to the meeting when it is first discussed,

 as outlined in Item C below. Discussion will follow the presentation of the amendment(s).

 Automatic Update: Chapter Rules shall be amended automatically by the Lambda Chapter

 Rules Committee to comply with the *Constitution, International Standing Rules,* and NC DKG

 *Bylaws and Standing Rule.* Notice of Automatic Update shall be published as part of the

 meeting notice for the current meeting where approval is scheduled. Voting (2/3 for approval)

 shall take place at the meeting scheduled per the notice.

 Adopted amendments take effect immediately.

**Previously Amended:**

Revision Approved February 1, 2014

**Revision approved and effective September 2015**

**Revision approved and effective December 1, 2018**

**Current Revision effective May30, 2020**