**THE OMICRON CHAPTER**

**of**

**DKG MARYLAND STATE ORGANIZATION (ALPHA BETA STATE)**

**of**

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

**Standing Rules**

1. **Name**

1.1 The name of this organization shall be Omicron Chapter of DKG Maryland State Organization, also known as Alpha Beta State, and The Delta Kappa Gamma Society International.

1. **Purposes**

2.1 Omicron Chapter will promote the Purposes, Mission, Vision, and Objectives as stated in the *Constitution* of Delta Kappa Gamma International and the Bylaws of DKG Maryland. The Objectives are the following:

 a. To unite women educators of the world in a genuine spiritual fellowship.

 b. To honor women who have given or who evidence a potential for distinctive service in any field of education

 c. To advance the professional interest and position of women in education.

 d. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators.

 e. To endow scholarships to aid outstanding women educators in pursuing graduate study & to grant fellowships to women educators from other countries.

 f. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.

 g. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a local, state, national and world society.

1. **Membership**

3.1 Membership in The Delta Kappa Gamma Society, Omicron Chapter, shall be by the invitation of an active member. Members invited into Omicron become members of DKG Maryland State Organization and of Delta Kappa Gamma Society International. An individual becomes a member of the Society when she pays her dues.

3.2 Membership in Omicron will be terminated only by non-payment of dues and fees, by resignation, or by death.

3.3 **Classification of members.**

 a. **An active member** shall be a woman who is or has been employed as a

 professional educator. An active member shall participate in the activities of the Society. Omicron Chapter will assess the potential of each professional educator for distinctive service in any field of education in advance of issuing an invitation to membership.

 b. **A reserve member** shall be formerly active members who are retired from educational work and are unable to participate fully in the activities of the chapter because of physical disability and /or geographical location. Reserve membership shall be granted by a majority vote of the chapter, as specified in the *International Constitution*. A reserve member, who requests it, can be reinstated to active membership by a majority vote

 of the chapter members present at the meeting.

 c. **An honorary member** shall be a woman not eligible for active membership who has rendered notable service to education or to women. She shall be privileged to participate in all activities except that of holding office.

3.4 Only active and reserve members in good standing may apply to International Headquarters and be transferred from one organization to another.

3.5 A former member may apply to the chapter to be reinstated to membership.

 Approval shall be by a majority vote.

3.6 All membership records on an individual member will be maintained by the local

 chapter.

1. **Finances**

4.1 Omicron Chapter financial matters are in accordance with the *Constitution, International Standing Rules*, and the DKG Maryland State Organization.

4.2 The finance committee will consist of three (3) members appointed by the president.

4.3 The chairman of the finance committee will be appointed by the president and approved by the executive board.

4.4 Each committee chairman will present by July 1, an annual budget for the proposed activities of that committee. Cost must be reviewed and accepted by the finance committee for the inclusion in the proposed annual budget.

4.5 The duties of the finance committee shall be:

 a. to recommend annual dues based upon the fiscal support needed to implement the approved chapter objectives and to present the recommendation to the Executive Board and the general membership for approval at the first business meeting of the year.

 b. to develop an annual budget and present it to the Executive Board and the

 general membership for approval at the first business meeting of the year.

 c. to supervise expenditures and investments of the chapter funds.

 d. to inform members that the annual dues and fees must be paid to the treasurer by June 30, and if, on October 1, a member’s dues remain unpaid, she will be dropped from the chapter roll. If a faithful, long standing member is incapacitated and unable to pay her dues, the chapter may wave the chapter portion of the dues and pay state and international

 dues and fees for that member.

 e. to perform other duties determined by the Executive Board.

 f. to complete all forms sent to the chapter regarding the work of this committee and to return these forms by the stated deadline(s) to the person(s) designated to receive them.

 g. to prepare for the required annual audit of the chapter treasurer’s financial

 records. The audit committee will be appointed by the president.

4.6 The duties of the treasurer will be:

 a. to disperse funds as approved in the budget or by the membership.

 b. to pay for expenditures upon receiving the receipt or bill for the purchases and gaining approval of the president.

 c. to collect and process all monies.

 d. to maintain current records on the financial status of the chapter.

 e. to present a report at each business meeting that includes the names of

 members terminated and the reason and date of termination.
 f. to purchase the president’s pin.

 g. to submit for annual audit the accounts of the chapter.

 h. to ask for the help of volunteers as needed with fundraisers.

4.7 Special remembrances shall be financed by dues. These shall include:

 a. a president’s pin which is to be presented at her installation.

 b. a red rose will be presented to the family after the death of a member. A

 donation will be given to the member’s favorite charity or a book will be

 presented in her memory to the media center of the school in which the member last taught.
 c. a red rose only will be presented to a member upon the death of an immediate family member (including parents).

 d. In the death of an honorary member, a donation will be made to the member’s favorite charity or a book within the member’s area of expertise will be presented to an educational facility. In memory of that member, a card also will be sent to the family.

 e. cards will be given on occasions of a birth, extended illness, marriage, and

 retirement.

4.8 Special projects shall be supported by fundraising events.

4.9 All plans for fundraising must be presented to the Executive Board for approval and then be referred to the membership for approval.

**5. Organization**

5.1 Omicron Chapter rules will be consistent with the Delta Kappa Gamma *International Constitution* and DKG Maryland Bylaws.

5.2 Omicron Chapter will be represented on the DKG Maryland Executive Board.

 5.3 Omicron Chapter’s business will be conducted in a manner consistent with the *International Constitution* and the Bylaws of DKG Maryland State Organization.

1. **Officers**

6.1 Omicron chapter will have these officers, all of whom must be active society

 members:

1. An elected president
2. 1st vice-president
3. 2nd vice-president
4. Corresponding secretary
5. Recording secretary
6. The treasurer will be selected by the Executive Board.
7. A parliamentarian may also be appointed by the president.
	1. All officers will serve a term of two (2) years.
	2. Duties of the officers are specified in the Delta Kappa Gamma *International* *Constitution*.
	3. A nominating committee of three (3) members will be appointed in even numbered years by the president.

 a. A slate of officers shall be presented with one (1) nominee for each office at the March meeting.

 b. Voting will take place at the next scheduled meeting of the chapter prior to the installation meeting.

 c. No officer except the treasurer may serve more than two (2) terms in

 succession.

 d. The president may appoint a chapter member to fill an existing vacancy. When a vacancy occurs in the office of president, the first vice-president will assume the office of president. When a vacancy occurs in both the offices of president and first vice-president, the second vice-president will temporarily assume the responsibilities of president until the vacancies are filled by the Executive Board.

6.5 Members may be nominated by the membership at the same time the slate of officers is presented by the nominating committee.

 a. If there is only one (1) nominee for a position, election may be by voice.

 b. If there is more than one (1) nominee for an office, secret balloting will occur.

 c. A majority vote of those present is necessary for election.

6.6 The president shall serve as an ex-officio member of all committees but the

 nominating committee.

6.7 The first vice-president shall serve as chairman of the program committee.
6.8 The second vice president will be responsible for completing the paperwork necessary for the Alpha Beta State Chapter Achievement Award.

6.9 The Executive Board shall review the Standing Rules at least once every two (2)

 years.

1. **Meetings**

7.1 *Robert’s Rules of Order* Newly Revised (current edition) or another recognized manual for parliamentary procedure is designated for the governance of the chapter in all instances not provided for in the Society adopted rules, i.e., *Constitution, International Standing Rules,* and state organization bylaws/standing rules and chapter rules.

7.2 Four (4) meetings, at least, will be held annually.

7.3 Motions may be passed by a majority of the members in attendance at a

 meeting.

7.4 New and honorary members will be elected by a majority of the votes cast.

* 1. The Standing Rules of the Omicron chapter may be altered by the following

 procedure:
 a. Possible alterations to the Standing Rules may be presented to the membership through e-mail and then discussed at the next meeting where further changes can be suggested by the membership. A printed copy of the proposed changes will be presented at a succeeding meeting for a vote by members.

 b. Passage of the rule changes will require a majority vote at that meeting.

1. **Executive Board**

8.1 The Executive Board shall include all elected officers, the immediate past president, the chairman of each committee, the treasurer who shall be a voting member and the parliamentarian, who shall be a non-voting member.

8.2 The duties of the Executive Board shall be:

 a. to select the treasurer for the biennium.

 b. to act on the matters requiring immediate action and decision.

 c. to recommend policies and procedures for consideration by members.

 d. to establish rules for the budget development and approval for the supervision of chapter finances.

 e. to ensure that chapter standing rules are up to date by reviewing them at least once every two years.

 f. Special funds and/or awards may be created by the Executive Board and approved by the chapter membership.

8.3 The Executive Board shall meet at least twice a year. Upon the call of the president, it may meet at other times.

8.4 A quorum shall be a majority of the voting members of the Board.

1. **Committees**

9.1 Some of the committees may be combined for chapter needs. The president shall serve as an ex-officio member of all committees **except** the nominating committee.
9.21 The committees and their duties for Society Business shall include:

 a. Standing Rules

 (1) shall maintain an up-to-date copy of the Standing Rules.

 (2) shall add, rescind or delete rules as voted by the membership. (3) shall review rules with the executive board at least every biennium.

 (4) shall be responsible for updating chapter Standing Rules as changes are approved at the business meetings.

 b. Finance (Duties are listed in 4.4.)

 c. Leadership Development (1) shall update members on local or state-wide leadership development opportunities and encourage members to participate in leadership roles within the DKG organization, especially at the chapter level.

 (2) may plan and present meaningful leadership development activities which provide opportunities for members to grow in leadership skills.

 d. Membership

 (1) shall encourage members to seek suitable prospective members.

 (2) shall present names and qualifications of candidates.

 (3) shall conduct voting for acceptance of prospective members. (4) shall hold an orientation for new members.

 (5) shall prepare and conduct the induction service for new members.

 (6) shall keep an up-to-date file of biographical data of chapter members.

 (7) shall be responsible for checking attendance and contacting members who fail to attend meetings.

 (8) shall be responsible for conducting an installation ceremony for new officers in even numbered years.

 (9) shall appoint a Necrology chair to conduct a memorial service at the chapter level for members who die and submit forms and a biography to DKG Maryland State Organization where the deceased sister is recognized at the state convention memorial service.

9.22 The committees and their duties for Program of Work shall include:

 a. Program

 (1) shall be co-chaired by the first and second vice-presidents.

 (2) shall include chairwomen of each committee.

 (3) shall be responsible for planning, coordinating, supervising and

 assessing programs

 b. Personal Growth and Services

 (1) shall encourage members to apply for the DKG Maryland State Organization personal growth grant which is awarded to members three times a year.

 c. Education/Professional Affairs

 (1) shall recognize chapter members who have demonstrated excellence in education.

 (2) shall keep members abreast of topics and issues trending in education.

 (3) shall keep members abreast of current legislation pertaining to the teaching profession.

 f. Women in the Arts and Music

 (1) shall encourage, recognize and provide opportunities for members to share their talents.

9.23 The committees and their duties for Education Services shall include:

 a. Communications

 (1) shall plan and disseminate information that portrays the goals and program of the society.

 (2) shall send news of chapter programs and projects to state editor and local news media.

 (3) shall use the electronic media to keep members informed of society business.

 (4) shall appoint a chapter webmaster who maintains and updates the chapter website.

 b. Scholarship

 (1) shall inform chapter members of scholarships available on the state and international level.

 (2) shall provide forms for state scholarships.

 (3) shall supply information to members on steps necessary to apply for international scholarships.

 (4) shall promote interest in and support for the chapter’s grant(s)- in-aid.

 (5) shall make recommendations for the selection of the grant(s)-in- aid recipient(s).

 (6) shall award the grant(s)-in-aid as the chapter shall determine.

 c. World Fellowship

 (1) shall share information about World Fellowship and how it supports women

 (2) shall identify World Fellowship recipients in the area

 (3) shall send cards/letters to local World Fellowship recipients

 (4) shall collect money at meetings to be sent to World Fellowship

9.24 Other committees

 a. Social shall provide light refreshments, paper supplies, and utensils at chapter program meetings.

 b. Remembrance shall be responsible for all special remembrances as

 specified in Article 4.6.

 c. Community Service shall suggest methods of supporting organizations that serve the Carroll County community.

1. **Dissolution of the Chapter**

10.1 Before Omicron can be dissolved, the approval of the DKG Maryland State

 Organization must be obtained.

10.2 Careful consideration shall be given to the manner in which those desiring to

 maintain membership transfer to other chapters. International procedures must be followed.

10.3 Any remaining funds in the chapter account shall be sent to the DKG Maryland

 State Organization treasurer for state or international projects.

10.4 The chapter’s paraphernalia, the Society publications and the chapter records shall be retained in the DKG Maryland Organization archives and made available for use.

10.5 The charter must be returned to the DKG Maryland State Organization headquarters to be forwarded to the International Headquarters.

10.6 The DKG Maryland State Organization executive board shall decide whether the Greek name shall be reused or not.

Revisions effective February 22, 2020

Standing Rules revised - Katherine Tromble- Chairman of the Rules Committee

Committee Members: Iris Wingert, Jo Anne Stevens, Maria Shanabarger, and
Laura McClelland.