

**Chapter Rules for  
Omicron Chapter, Illinois Lambda State Organization  
The Delta Kappa Gamma Society International  
(Revised May 15, 2018)**

**Article I: Name**

The name of this chapter shall be Omicron Chapter (#15), Illinois Lambda State Organization, The Delta Kappa Gamma Society International.

**Article II: Purposes**

The purposes of Omicron Chapter shall be the seven purposes of the Delta Kappa Gamma Society International and those of the Illinois Lambda State Organization.

**Article III: Membership**

- A. Membership in The Delta Kappa Gamma Society International shall be by invitation. An invitation shall be issued by the President in the form of a personal note.
- B. Nominations for new members may be submitted at anytime.
- C. At least one signature is needed for nominations. The Membership Committee will verify the eligibilty of persons proposed for active or honorary membership. Ballots will be voted on within one month of submission.
- D. Voting is held by regular ballot with a 4/5 majority required for election.
- E. All active educators and paraprofessionals are eligible for membership. Certification or licensure is not required for membership.
- F. The Membership Committee conducts orientation for prospective members prior to initiation and provides a chapter tea in the summer.
- G. The Chapter Treasurer or Assistant Treasurer will send a notification to any member dropped for nonpayment of dues.
- H. Members are encouraged to wear their Key pins at all meetings.
- I. A member who severs her connection with the society should be encouraged to return her chapter jewelry to the chapter treasurer.
- J. A member is encouraged to leave instructions that upon her death, her chapter jewelry would be returned to the chapter treasurer.

#### **Article IV: Finance**

A. Chapter dues (and assessments, if any) shall be proposed by the Finance Committee.

B. The following Chapter dues and fees are payable to the Chapter Treasurer by October 31<sup>st</sup>:

1. Active Member -- \$86.00\*
2. Reserve Member -- \$35.00\*
3. Active Life Member--\$5.50
4. Honorary Member--\$2.50 (paid by Chapter)
5. Initiation Fee -- \$10.00
6. Reinstatement Fee -- \$0

\*includes \$1 for scholarships

C. The Finance Committee will prepare a budget each year, present it to the membership at the September meeting and vote on it at the October meeting. A 2/3 majority of members present and voting is required for passage.

D. Expenses will be paid as follows:

1. All vouchers will be authorized by the Chapter President and within current budget guidelines.
2. The Treasurer and/or Assistant Treasurer shall pay bills for all budgeted items. For items not budgeted, approval by Omicron Chapter members is necessary. Checks shall be signed by the Treasurer, or the Assistant Treasurer and/or President.

3. Up-to-date records of receipts and disbursements will be kept in a journal.

E. The Treasurer or the Assistant Treasurer shall purchase the President's pin to be presented by the Immediate Past President at the incoming-President's installation.

F. The Professional Affairs' Recruitment Grant and Personal Growth and Services' Grant-in-Aid will not be paid without verification of the student's registration.

G. If an Omicron grant and/or grant-in-aid recipient is chosen to receive a Lambda State grant, the Chapter shall pay for up to 3 meals at the Lambda State Convention Awards Breakfast, plus provide mileage not to exceed the current budgeted amount.

H. The state visitor will receive a gift of \$25 for the project of her choice.

I. Chapter committees may sponsor and conduct money-making projects which involve donations in addition to budgeted dues and fees with approval of the Executive Board.

J. The President's or official representative's (appointed by the President) expenses (cost of transportation, her share of room up to one half the cost of a double room, official meal functions, and registration fees) to the Lambda State Executive Board Meetings and Lambda State Conventions are to be paid by the chapter and require board approval.

K. Individual dinner reservations made must be paid for if not cancelled by the Friday preceding the monthly meeting.

L. The annual audit shall be conducted by the Auditing Committee at the end of the fiscal year. The Auditing Committee shall consist of two members appointed by the President and one member elected by the membership. The Auditing Committee will be appointed/elected at the April or May meeting.

M. Chapter Leaders will be encouraged to attend Lambda State Training for Chapter Leaders.

#### **Article V: Officers**

A. Omicron's officers will be president, first vice-president, second vice-president, recording secretary, corresponding secretary (all elected), a treasurer, and an assistant treasurer (appointed by the President-elect and with the approval of the Executive Board at their March meeting).

B. The Parliamentarian shall be appointed by the President.

#### C. Duties

1. These officers shall perform the duties as prescribed in the Constitution, Article VI, and as authorized by Illinois Lambda State Standing Rules.

##### 2. Additional Duties

a. The Parliamentarian shall be in charge of keeping, reviewing, and recording changes in Chapter Rules. Members should, when necessary, bring suggested changes to the attention of the Parliamentarian. She, in turn, will present them to the Executive Board who will consider them for presentation to the membership. (See Article X.)

b. The Second Vice-President shall serve as chairman of the Membership Committee.

c. The First Vice-President will summarize the Executive Board's sessions for the general membership and serve as the Chapter Program Chairman

d. The Assistant Treasurer will assist the Treasurer with her duties.

#### D. Election Procedure

Nominations will be made by the Nominations Committee. This committee is composed of the Immediate Past President, chairman, and one (1) representative from each of the five (5) geographic areas. It will determine a slate of officers for presentation to the membership. Each person on the Nominating Committee will select a candidate from her geographic area to serve on the nominating committee for the next *biennium*.

- Gardner/Mazon/South Wilmington
- LaSalle-Peru/Mendota/Oglesby
- Morris
- Ottawa/Streator/Leland
- Seneca/Marseilles/Ransom

The slate of officers and the in-coming Nominating Committee will be presented in October and voted upon at the November meeting in the 2nd year of the biennium. If there is only one nominee per office, election may be by voice vote. The election is determined by a majority vote of the members present and voting.

E. Installation of officers will be at the May meeting following the election in accordance with latest version of The Delta Kappa Gamma Society International publication entitled *Ceremonies*

#### **Article VI: Executive Board**

A. The voting members of the Executive Board will be the elected officers, the Treasurer, the Assistant Treasurer and the Immediate Past President. The Parliamentarian will be an *ex-officio* member, without vote.

B. Meetings will be open to committee chairs who will be *ex-officio*, without vote.

C. Executive Board meetings shall be held in September, November, and March.

D. The quorum for the Executive Board shall be a majority of the voting members of the board.

#### **Article VII: Committees**

A. Chapter Committees shall be:

1. Society Business

The chapter must have (a) person (s) designated to carry out the responsibilities of the following committees:

- a. The Finance Committee
- b. The Membership Committee
- c. The Nominations Committee
- d. Communications and Publicity Committee

2. Society Mission and Purposes

The chapter must have (a) person (s) designated to carry out the responsibilities of the following committees:

- a. Educational Excellence Committee (Program)
- b. Personal Growth and Services Committee
- c. Professional Affairs Committee
- d. Legislation Committee
- e. Literacy Committee
- f. Women in the Arts Committee
- g. Music Committee
- h. Scholarship Committee

### 3. Special Committees

The chapter must have (a) person(s) designated to carry out the responsibilities of the following committees:

- a. Coordinating Council
- b. Initiation
- c. Scrapbook
- d. Special Events
- e. Hospitality
- f. Archives (Ad Hoc)
- g. Ways and Means (Ad Hoc)

#### B. General Procedures

1. All committees, except the Nominations Committee, are appointed by the President.

2. The President shall be an *ex-officio* member of all committees except the Nominations Committee.

3. Duties of the committees are specified in the latest edition of the *Handbook of the Delta Kappa Gamma Society International*.

##### a. The Professional Affairs Committee shall

(1) send an article to local newspapers announcing that an Omicron Chapter Recruitment Grant is available to female high school seniors who are entering the field of education;

(2) announce the Omicron Chapter Grant recipient at the March meeting;

(3) invite the recipient to attend and speak at the May meeting.

##### b. The Special Events Committee will act as hostesses for the state visitor.

The committee will encourage participation of the membership in special functions such as conventions and workshops. The Special Events Committee will be responsible for two programs during the biennium—Founders' Day program providing a history of the Delta Kappa Gamma Society and of its founders; and the Birthday Celebration, providing a history of Omicron Chapter.

##### c. The Personal Growth and Services Committee shall

(1) develop and implement a program which is designed to enrich the personal lives of Omicron members;

(2) submit an article to area newspapers announcing that the Omicron and Lambda State Personal Growth and Services grant-in-aid are available to female college students who are juniors during the current school year;

(3) contact past Omicron Recruitment Grant or Grant-In-Aid recipients to let them know that both the Omicron and Lambda State Personal Growth and Services Grant-In-Aid are available;

(4) announce the Omicron Personal Growth and Services recipient at the March meeting;

(5) submit the winning application to Lambda State by the required deadline;

(6) invite the recipient to attend and speak at the May meeting.

- d. The Membership Committee will be in charge of recruiting throughout the year.  
(Refer to Article III.)
- e. Under the Membership Committee will be a sub-chairman who is in charge of Necrology. The sub-chairman will provide information, plan, and conduct tributes or a memorial service for deceased members. The memorial service will be held each year at the May meeting in the first year of the chapter biennium and at the April meeting in the second year of the biennium if warranted.
- f. The Women in the Arts Committee will be in charge of
- (1) selecting items to be sold at the Lambda State Chapter Bazaar in the first year of the biennium;
  - (2) selecting the items to be donated to the Lambda State Art Mart held in the second year of the biennium;
  - (3) encouraging attendance at the annual Creative Arts Retreat.
- g. The Legislative Committee will become aware of educational issues in Omicron's teaching districts and support legislation relating to the improvement of education or the status of educators.
- h. The Communications and Publicity Committee will include the editors of the Yearbook and the *Keyhole*, our major publications, web watcher and web master.
- i. The Scholarship Committee will encourage members to apply for the Lambda State Scholarships and Foundation stipends offered each year.
- j. The Coordinating Council Committee will consist of the Chair, Current President and Immediate Past-President. The committee will attend the North Central Illinois Coordinating Council meeting to help plan and coordinate a biennial event to include all members of NCICC.
- k. The Educational Excellence Committee will plan and coordinate programs for all regular meetings. They will select meeting places and meals for meetings.
- l. The Literacy Committee will inform members of literacy concerns and encourage members to participate in projects to further literacy needs.
- m. The Hospitality Committee will act as hostesses at meetings to welcome and greet members and guests.
- n. The Scrapbook Committee will keep a scrapbook with documentation of events during a President's biennium.
- o. The Music Chairman will provide music selections. *The Delta Kappa Song* will be sung at every meeting.
- p. The Initiation Committee will prepare the Initiation Ceremony for the October meeting and will follow the ceremony printed in the Delta Kappa Gamma Society International publication entitled *Ceremonies*.

### **Article VIII: Meetings**

- A. Regular meetings of the chapter shall be held on the third Tuesday of the months of September, October, November, March, April, and May.
- B. Meetings shall be conducted according to *Robert's Rules of Order Newly Revised* (current edition).
- C. A quorum shall be considered as 40% of the membership.
- D. A June meeting will be held each biennium for the purpose of transferring information and materials.

### **Article IX: Communications**

- A. The *Keyhole* is published seven times a year by the Communications Committee.
- B. The chapter yearbook is prepared by the Yearbook Editor and distributed at the September meeting.
- C. The chapter email distribution list is used to notify members of activities at meetings, attendance, and special events in the lives of members.

### **Article X: Amendment**

- A. Chapter rules may be amended or rescinded by a majority of those voting when previous notice has been given.
- B. Members will be notified of changes in the *Keyhole* or by mail.

### **Article XI: Dissolution**

- A. Lambda State Executive Board approval must be secured to proceed with dissolutions.
- B. 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.
  - 2. All assets and property remaining, after cost and expenses of dissolution shall be surrendered to the Lambda State Treasurer.

### **Article XII: Courtesies and Remembrances:**

- A. Initiation remembrances other than the rose will not be given.
- B. A memorial page in the yearbook will be provided for the death of a member.
- C. The courtesy for a death in the family, child born to a member, illness, or other special occasions will be a card. At the time of a member's death a memorial should not exceed \$25. A gift and postage at the time of marriage should not exceed \$25.