

NU CHAPTER RULES
North Dakota State Delta Kappa Gamma
Adopted 4/2016

ARTICLE I – NAME

The name of the Chapter shall be Nu, North Dakota State, of the Delta Kappa Gamma Society International, founded May 17, 1980.

ARTICLE II - MISSION and PURPOSES

The mission of Nu Chapter shall be to promote the seven purposes in accordance with the Delta Kappa Gamma Society International as listed in Article II of the Constitution and those of Article II of North Dakota State DKG Bylaws.

ARTICLE III – MEMBERSHIP

- A. Membership in Nu Chapter is in accordance with the Constitution, Article III and the International Standing Rules, Section B and Article III of the State Bylaws.
 - 1. Membership forms shall be available at a fall meeting from the Second Vice President.
 - 2. The Chapter President shall issue the formal invitation. The invitations shall be delivered personally by the sponsoring member and shall include the Society Information Brochure.
 - 3. The Membership Committee shall arrange an orientation for the purpose of informing perspective members of the purposes, activities, and expectations of a Delta Kappa Gamma member.
 - 4. Initiation shall be at the April meeting. If an initiate cannot attend, a special ceremony will be held at a later date.
 - 5. The Membership Committee shall arrange the Initiation Ceremony.

ARTICLE IV – FINANCE

- A. Financial matters of Nu Chapter are in accordance with the Constitution, Article IV, and North Dakota State DKG Bylaws, Article IV.
- B. The Chapter Finance Committee shall present a budget for adoption annually at the September meeting. The treasurer shall act as an *ex officio* member of this committee.
- C. The budget shall be approved by a majority of the members attending the meeting.
- D. The Nu Chapter dues shall be \$9.00 and special assessments as needed. Dues to International, North Dakota State DKG, and Nu Chapter shall be paid between July 1 and October 31.
- E. The report of the annual audit shall be submitted at the September meeting.
- F. The chapter shall budget, not to exceed \$500.00 to be used by the President and/or an appointed representative to attend state, regional, and/or international convention. Expenses to include registration, housing and transportation.

- G. Needed assessments may be levied by a majority vote at a Chapter meeting.
- H. The Chapter shall purchase a President's pin for the Chapter President.
 - 1. The Treasurer shall order the pin for presentation during the May meeting of the President's first year in office.
 - 2. The immediate Past President shall present the pin to the Chapter President.

ARTICLE V – CHAPTER ORGANIZATION

- A. Organization of Nu Chapter is in accordance with the Constitution, Article V, and North Dakota State DKG Bylaws, Article V.
- B. There is no restriction on location of residence for members.

ARTICLE VI – OFFICERS and RELATED PERSONNEL

- A. The elected officers of Nu Chapter shall be President, First Vice President, Second Vice President, Recording Secretary, and Corresponding Secretary. The Chapter Executive Board shall select a Treasurer. The President shall appoint a Parliamentarian.
- B. Officers shall perform their duties as described in the Constitution, Article VI, Section B, plus the following:
 - 1. The President shall:
 - a. Appoint the Parliamentarian and the committees for the biennium.
 - b. Inform the members of action by the ND State DKG Executive Board as soon as possible.
 - c. Send a written invitation to the State President to attend a Chapter meeting and speak to Chapter members. The Chapter shall pay for the State President's meal and make a donation to a DKG project to be presented by the Chapter president during the State President's visit.
 - d. Carry out membership duties as listed in Article III.
 - e. Serve as ex-officio member of all committees except the Nominations Committee.
 - f. Present each committee chair a file listing her duties and responsibilities. Committee chairs shall receive the file at the first executive board meeting of the biennium.
 - 2. The First Vice President shall:
 - a. Serve as chair of the Program Committee.
 - b. Plan and print the yearbook with the assistance of the Program Committee.
 - c. List the programs from September through the following September.
 - d. Assume the office of President in the event of a vacancy.
 - 3. The Second Vice President shall serve as chair of the Membership Committee.
 - 4. The Recording Secretary shall take complete minutes of each meeting.
 - 5. The Corresponding Secretary shall:
 - a. Carry out all Chapter correspondence as delegated by the Chapter President.

b. Serve ex officio on the Courtesy Committee.

6. The Treasurer (appointed) shall:

- a. Order the President's pin which shall be presented during the May meeting of the President's first year in office.
- b. Provide the Finance Committee with an annual finance report to guide in budget planning.
- c. Provide the President with a check to be presented at the annual ND State DKG Convention/Conference for the State Scholarship Fund.
- d. Shall serve no longer than 3 terms; or, until a replacement is appointed.

7. The Parliamentarian (appointed) shall serve as chair of the Rules Committee and shall advise the members of proper parliamentary procedures.

C. Nominations

1. Nominations for office shall be made by the Nominations Committee in even numbered years, with the consent of the nominee.
2. The Nominations Committee shall submit the name of one nominee for each elected office plus the names of at least three nominees for the next Nominations Committee.
3. The Nominations Committee shall prepare a written ballot with space for write-ins.
4. Voice vote may be allowed if there is only one nominee for each office.

D. Elections

1. The election is in accordance with the Constitution, Article VI.
2. The election is held at the April meeting of even numbered years.
3. The Nominations Committee shall serve as tellers for the election.
4. The officers shall be installed at the May meeting and take office on July 1 following their installation.

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 the other elective or appointed positions, the President shall name a successor.

ARTICLE VII – BOARDS

- A. The Chapter Executive Board is in accordance with the Constitution, Article VII, Section C.
- B. The Executive Board members shall hold two meetings a year.
- C. The Executive Board members shall approve the president's appointees to the Finance Committee.

- D. The Executive Board members shall be responsible for understanding and interpreting their duties as outlined in the Constitution, the ND State DKG Bylaws, and the Handbook of the Delta Kappa Gamma Society International.
- E. Committee chairs shall maintain and keep an updated file of duties and activities. These shall be turned over to the new President at the time of her installation during the May meeting of even numbered years.
- F. The Executive Board shall locate and reserve meeting place, along with the time, the menu, and the cost.

ARTICLE VIII – COMMITTEES AND DUTIES

A. Elected Committees

- 1. The Nominations Committee shall consist of three members elected at the biennium.
- 2. The duties of the Nominations Committee are listed in Nu Chapter Rules, Article VI, Section C.

B. Appointed Committees

1. Society Business

a. Nominations (elected)

b. Finance Committee shall:

- (1) Consist of at least one member appointed by the President with the approval of the Executive Board. The President and the Treasurer are ex-officio members.
- (2) Be responsible for supervision of the financial affairs of the Chapter including preparation and presentation of a budget, and supervising expenditures.
- (3) Shall arrange for a financial review each year by a Financial Review Committee.

c. Rules Committee shall:

- (1) Be chaired by the Parliamentarian.
- (2) Review chapter rules each biennium, and present any changes at a regular business meeting in accordance with Article X.

d. Membership Committee shall:

- (1) Be responsible for prospective members, initiation, installation, and other ceremonies.
- (2) Evaluate the recommendations for proposed membership and submit names of qualified nominees for vote.
- (3) Perform all duties listed in Nu Chapter Rules, Article III.
- (4) Be responsible for keeping membership records to assure an accurate history.
- (5) Prepare a memorial service for deceased members to be presented during the September meeting.

e. Communication and Publicity Committee shall:

- (1) Be responsible for the chapter's publications as approved by the president, keep an updated chapter scrapbook, promote the chapter through publicity and chapter website.
- (2) Provide an online chapter newsletter.
- (3) Send news to state newsletter and local media.

f. Financial Review Committee shall:

- (1) Conduct a financial audit each year.

2. Society Mission and Purposes

a. Educational Excellence Committee shall be in accordance with the Constitution, Article VIII, Section C.

The committee shall:

- (1) Plan and implement programs for leadership development.
- (2) Provide direction for work in Personal Growth in accordance with the Constitution, Article VIII, Section C and shall encourage member participation in leadership activities.
- (3) Provide direction in Professional Affairs and mentor new members in accordance with the Constitution, Article VIII, Section C
- (4) Encourage attendance at state and international conventions and state and regional conference.
- (5) Take action on the recommendation of the International and State Committees to promote interest in and support for scholarships.
- (6) Provide a Nu Chapter grant in aid annually to a college education major.

b. Program Committee:

- (1) Program Committee is in accordance with the Constitution, Article VIII, Section C.
- (2) The First Vice President shall chair the committee.
- (3) The Committee shall assist the First Vice President in planning and printing the Yearbook by the October meeting.
- (4) Copies of the Nu Chapter Yearbook shall be sent or emailed to State Officers, State Chairs, or Chapter Presidents as directed by the State Executive Board.
- (5) The committee shall assist the First Vice President in arranging for the piano, podium, and other equipment.

c. Music Committee:

- (1) Help coordinate with the Program Committee.
- (2) Provide music as an integral part of programming.
- (3) Use music to enhance appreciation of the Society's goals and to give dignity and beauty to programs.
- (4) Provide music for ceremonies

3. Other Chapter Committees

- a. The **Courtesy Committee** shall extend the following courtesies:
 - (1) A rose and a card presented to a member when hospitalized.
 - (2) A \$10 memorial donation to a Delta Kappa Gamma project and a card sent to the family when the death of a Chapter member occurs.
 - (3) A rose and a card presented to a member upon the death of an immediate family member.
 - (4) Cards will be sent to a member who is a patient in an out-of-town hospital, out-of-town and shut-in members at Christmas, and a member who moves from the Chapter area.
 - (5) Gifts will be presented to a member who retires and the outgoing President.
 - (6) The corresponding secretary shall serve *ex officio* on this committee.

- b. The **Social Committee** shall:
 - (1) Arrange and be responsible for name tags and registration table.
 - (2) Make reservations for number of members planning to attend the meeting.
 - (3) Record membership at the meeting and turn in a list of those who have not paid for reservations to the Membership Committee chair who will contact by phone or in person a member who misses a meeting to remind them to pay for the missed meal.

- c. **Community Service Committee** shall:
 - (1) Apply for state/local DKG grants.
 - (2) Determine fundraising such as silent auctions, activities, or “pass the hat.”
 - (3) Design and implement service projects.

ARTICLE IX – MEETING

- A. Regular meetings of Nu Chapter shall be held as directed by the Executive Committee unless changed by chapter vote, according to the constitution, article IX.
- B. A quorum for Chapter meetings shall be one half of the membership present.

ARTICLE X – CHANGE

Changes may be made in the Chapter Rules by a two-thirds (2/3) vote of members in attendance, provided notice of proposed changes shall have been made at least 30 days before the meeting.