ARTICLE I. NAME
The name of this chapter shall be Beta Chapter, Lambda State Organization, The Delta Kappa Gamma Society International.

ARTICLE II. MEMBERSHIP
A. Membership in Beta Chapter shall be by written invitation only.

B. Candidates may be recommended by any member of the Delta Kappa Gamma Society International and shall meet the qualifications stated in the Constitution.

C. Signatures of at least one Society member shall be on the recommendation form.

D. Candidates for membership shall be elected by 4/5 of the ballots cast at least once a year with orientation to precede formal initiation. Formal initiation will take place at the next scheduled meeting.

E. The Chapter President (or in an emergency an Executive Board member delegated by the President) shall send a written invitation to candidates within a week after membership voting.

F. An orientation for candidates to membership shall be scheduled at least one week before initiation. The membership committee shall schedule and plan the orientation meeting.

G. Members may be granted reserve status only by written request and chapter vote. To be granted reserve membership one of the following conditions must be met: physical disability or distant geographical location. Retirement is not itself a valid reason for reserve status. A reserve member, so requesting, shall be restored to active membership with no vote required.

H. Upon recommendation by the Executive Board and the approval of the Chapter, the status of a member who is unable to conduct her personal business may be changed to reserve status.

I. A former member shall be reinstated to membership upon her request with no vote required.

J. A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

K. Honorary membership shall be granted by chapter vote to women not eligible for active membership whose service to education, community and/or to women has been distinguished and whose ideals and attainments are high.

L. Membership is terminated for nonpayment of dues by October 31, resignation, or death.

ARTICLE III. FINANCE
A. Chapter dues and assessments shall be proposed by the Finance Committee and approved by the Chapter. Assessments shall not be collected from Life and Reserve Members.
B. All dues and assessments shall be paid to the Chapter Treasurer by October 31. If a member is unable to pay her dues at a set time, she must notify the treasurer and make arrangements for payment at a later specified time to avoid being dropped from membership.

C. State and International dues, fees, and contributions shall be forwarded to the State Treasurer according to State Guidelines.

D. The Finance Committee is responsible for developing the annual budget according to State Guidelines and presenting it for Chapter approval no later than the October meeting.

E. Annually, Beta Chapter shall make a contribution to a Lambda State Fund(s), the amount to be recommended to the Executive Board by the chapter Finance Committee. The Board’s recommendation shall be presented to the chapter for approval.

F. The Treasurer shall pay bills for all budget items. For items not budgeted, approval of the Chapter President is necessary.
   1. The Treasurer shall present a written financial statement to the members at the end of each fiscal year.

   2. Those responsible for bills from outside vendors shall submit bills with vouchers to the Chapter President within 15 days of the invoice date. Approved vouchers shall be paid to the payee by the Treasurer within 15 days of submission. Checks not deposited within 90 days shall be voided.

   3. Members requesting reimbursement for incurred expenses shall complete a Beta Chapter voucher and present it with proof of payment to the Chapter Treasurer as soon as possible and no longer than ninety days after expenditure.

   4. The Chapter President shall present to the Treasurer a voucher of her expenses following her attendance at each state convention, each state executive board meeting, and any other state meetings at which her attendance is required. These expenses shall include travel expenses from Bloomington-Normal to the designated meeting site, one-half the cost of a double room, the meal cost for the President’s Banquet at the state convention, and the registration fee for the meeting(s).

   5. The incoming Chapter President shall present to the Treasurer a voucher of her expenses following her attendance at state convention following her election in even numbered years. These expenses shall include travel expenses from Bloomington-Normal to the designated meeting site, one-half the cost of a double room, the meal cost for the President’s Banquet at the state convention, and the registration fee for the meeting(s).

   6. All expenses incurred at the Orientation for Chapter Leaders shall be paid by the chapter.

   7. The choice of financial institutions for the money transactions of Beta Chapter shall be made each biennium by the Executive Board.

G. Financial Emergencies:
   1. If the Treasurer under any emergency is unable to carry the full responsibility of her office, the Finance Chairman shall conduct the Treasurer’s duties (with the exception of signing checks) during the emergency interim.
2. The current president shall be empowered to sign checks in the absence of the Treasurer; to have this power, the President shall have her signature registered at the banking institution used by the chapter.

H. The Finance Committee shall audit/review the books at the end of each fiscal year. The fiscal year shall be July 1-June 30 inclusive.

ARTICLE IV. OFFICERS

A. The officers of Beta Chapter shall be the President, the First Vice-President, the Second Vice-President, the Recording Secretary, the Corresponding Secretary (all elected), and the Treasurer (appointed by the Executive Board on recommendation of the President).

B. A Parliamentarian, Historian, and Webwatcher shall be appointed each biennium by the President.

C. Duties

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

2. Additional duties:
   a. The President shall:
      (1) attend Delta Kappa Gamma conventions and Orientation for Chapter Leaders (or send an official representative) and report to the chapter. She shall attend regional or international meetings, if possible. She shall also invite the President-elect to accompany her to the Executive Board meeting at the state convention.
      (2) assist and/or prepare a chapter newsletter and/or meeting notice prior to each scheduled meeting or arrange for the Communications Committee to do so.
      (3) send invitations to prospective members and coordinate an orientation with the Membership Chair.
      (4) select and invite the state visitor, send her the appropriate information, and make the necessary plans for her visit.
      (5) complete Form 6 Report of the Death of a Member.
      (6) present requests for reserve membership.
      (7) sign all executive board and general business meeting minutes.
      (8) serve as member ex officio, with vote, on all committees except Nominations.
      (9) maintain and update chapter files and present them to her successor with the necessary orientation.
      (10) write/delegate a history of her biennium, one copy to be forwarded to the State Historian and one copy to be filed with chapter history.
      (11) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.

   b. The First Vice-President shall:
      (1) serve as chair of the Educational Excellence Committee
      (2) serve as coordinator of chapter programs
      (3) attend Orientation for Chapter Leaders (or send an official representative)
      (4) maintain and update her materials during her biennium and present them to her successor with the necessary orientation.
      (5) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.

   c. The Second Vice-President shall:
(1) serve as chair of the Membership Committee.
(2) maintain and update all membership data.
(3) attend Orientation for Chapter Leaders (or send an official representative).
(4) plan an orientation for prospective members.
(5) plan reorientation for members.
(6) at the close of the biennium give to the Historian a complete report including:
initiates (date of initiation and type of membership); transfers to Beta Chapter (date and
name of prior chapter and International number); transfers from Beta Chapter (chapter
and state to which transferring); resignations; changes in membership status; deceased
members (including date of death).

d. The Recording Secretary shall:
(1) keep a written and accurate record of all complete minutes of each executive board
and chapter business meeting, noting each official action taken, signed by the chapter
president and secretary.
(2) assume the duties of the corresponding secretary when necessary.
(3) keep a copy of the handbook available for reference by the members.
(4) maintain and update her materials during her biennium and present them to her
successor with the necessary orientation.

e. The Corresponding Secretary shall:
(1) read correspondence at the chapter meetings.
(2) assume the duties of the recording secretary when necessary.
(3) write correspondence regarding chapter business at the request of the president.
(4) maintain and update her materials during her biennium and present them to her
successor with the necessary orientation.

f. The Treasurer shall:
(1) study carefully the instructions contained in the Guidelines for State and Chapter
Treasurers and other material sent to the treasurer from International Headquarters, which
includes the latest revision of the Constitution, International Standing Rules, and
Handbook.
(2) have at the beginning of each fiscal year the supplies needed for chapter treasurer
work.
(3) collect dues and fees of active and reserve members by October 31 and distribute
membership cards.
(4) report on Form 18 the payment of every member who has paid dues and fees and send
the report to the state treasurer by November 10.
(5) make sure that the name of every member of the chapter is listed on the preprinted
Form 18 provided by International Headquarters.
(6) collect the proper payments for initiates and reinstatements and report these payments
promptly.
(7) send to the state treasurer immediately names of members who memberships are
terminated by listing these names on Form 18-A.
(8) deposit all money in an account titled: Beta Chapter, The Delta Kappa Gamma
Society International. The president’s and treasurer’s signatures should be listed on the
bank signature card.
(9) follow appropriate procedures to ensure the safety and proper handling of chapter
monies. Keep detailed accounting records of receipts and disbursements.
(10) pay by check the bills properly incurred and submitted.
(11) make a written financial report to the chapter at each Executive Board and Business
meeting; an annual report on Form 15 should be made to the state treasurer and state
president.
(12) submit the financial records for audit/review at the close of each fiscal year.
(13) serve as ex-officio in chapter budget development and supervision of chapter finances.
(14) order pins for initiates in the spring and the president’s pin to be presented at the time of her installation.
(15) attend Orientation for Chapter Leaders (or send an official representative).
(16) submit Form 990N, as required, between July 1-November 15 annually

g. The Parliamentarian shall:
(1) act as an advisor to chapter officers and members in matters pertaining to interpretation of the Constitution when requested to do so.
(2) act as an advisor to chapter officers and members in matters pertaining to parliamentary procedure when requested to do so.
(3) serve as an ex-officio member, without vote, on the Executive Board.

ARTICLE V: COMMITTEES
A. The Standing Committees of Beta Chapter shall be as follows:
1. Society Business
   (a) Finance
   (b) Membership
   (c) Nominations
   (d) Rules
   (e) Communications and Publicity
2. Society Mission and Purposes
   (a) Educational Excellence
   (b) International Projects
   (c) Legislation
   (d) Scholarship
4. Special Committees
   (a) Historian
   (b) Webwatcher
   (c) Literacy
   (d) The Arts-Women in the Arts/Music
   (e) Yearbook

B. General Procedures
1. All committees, except the Nominations Committee, shall be appointed by the President.
2. Special committees may be appointed during each biennium by the President.
3. The President shall be an ex-officio member of all committees, except the Nominations Committee.
4. Each Standing Committee shall meet prior to or at the first meeting of the year so that at the meeting designated by the Program Committee the chair can report the activities planned for the year.
5. One or more standing committee(s) shall host each meeting and be responsible for food and decorations.
6. Each committee chair shall keep a folder of activities planned and completed.
After the last meeting of the biennium, the folder and any other materials shall be given to the incoming chair.

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

1. Society Business
   a. The Finance Committee shall:
      (1) prepare the chapter budget for adoption by the chapter members.
      (2) recommend to the Executive Board the amount for chapter dues, fees, and assessments.
      (3) send a copy of the chapter budget, after approval by the chapter Executive Board, to the chair of the Lambda State Finance Committee before November.
      (4) conduct an annual audit/review to be held at the close of each fiscal year.
      (5) complete by the required deadlines all reports, studies, and surveys as requested by Lambda State and International.
      (6) attend the Orientation for Chapter Leaders (chair or official representative).
   b. The Membership Committee shall:
      (1) assign coordinators, as deemed necessary, to fulfill the duties of this committee.
      (2) assist the treasurer with the collection of dues in October by notifying members who have not paid their dues as the October deadline nears.
      (3) notify members who do not pay their dues by October 31 that their membership is terminated.
      (4) regularly encourage members to submit recommendations for membership of quality women educators. Have the Recommendation for Membership forms available at meetings.
      (5) collect and review the Recommendation for Membership forms that are submitted.
      (6) prepare a ballot, which includes biographical data of qualified candidates for membership for chapter voting.
      (7) conduct an orientation for prospective members after invitations have been extended.
      (8) update and maintain the chapter profile which charts types of membership, teaching levels, and geographic locations of the members.
      (9) conduct periodic reorientation for chapter members.
      (10) contact members who fail to attend meetings.
      (11) complete by the required deadlines all reports, studies, and surveys as requested by Lambda State and International.
      (12) send a sympathy card if there is a death in the immediate family of a member.
      (13) send a rose if a member is hospitalized.
      (14) send a get-well card if a member is ill at home.
      (15) conduct initiation ceremony of new members at a chapter meeting.
      (16) use ceremony guidelines found in the Delta Kappa Gamma ceremony guide.
      (17) maintain initiation paraphernalia
      (18) watch the paper for deaths of chapter members.
      (19) check with family/minister as to whether or not they would like a tribute at the service.
      (20) at the death of a member, send a white rose.
      (21) at the death of a member, if the family requests “no flowers”,
contribute the amount of money designated in the chapter budget for a memorial for the deceased.

(22) attend the visitation and/or funeral, if possible.
(23) give a tribute at a chapter meeting following the death.

c. The Nominations Committee shall:
   (1) consist of four members; the immediate Past President shall serve as chair, and three members shall be elected.
   (2) submit the name of one nominee for each elective office and three nominees for the nomination committee for publication in the chapter newsletter prior to the Lambda State Convention of even-numbered years.
   (3) submit names to Lambda State Nominations Committee for state officers, committee chair, committees, Foundation Board for Educational Studies, and Nominations Committee.
   (4) complete by the required deadlines all reports, studies, and surveys as requested by Lambda State and International.
   (5) conduct the installation of chapter biennial officers in even numbered years.

d. The Chapter Rules Committee shall:
   (1) serve on Chapter Executive Board.
   (2) receive the minutes of the Executive Board and the general meeting from the recording secretary, read them and note any action taken that would impact the Standing Rules.
   (3) keep the Standing Rules current.
   (4) update the Standing Rules during each biennium and distribute in print to members.
   (5) make editorial changes in grammar or referencing to reflect the desires of the membership.

e. The Communications and Publicity Committee shall:
   (1) publicize meetings via local media
   (2) seek opportunities to publicize information about the Society.
   (3) disseminate chapter news, innovative projects, model programs, etc. for each issue of the Newscaster.
   (4) send the names of the new initiates to the local media and send the official “announcement card” available from Headquarters to school superintendent and principal of each initiate.
   (5) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.
   (6) attend Orientation for Chapter Leaders (chair or official representative), if required.
   (7) assist and/or publish a chapter newsletter as requested by the president.

2. Society Mission and Purposes
   a. The Educational Excellence Committee shall:
      (1) consist of a chair who is the First Vice-President, Personal Growth and Services Coordinator, Professional Affairs Coordinator

      (2) develop a chapter program of work which focuses upon the Purposes/Mission Statement of the Society/Lambda State Strategic Plan.
      (3) plan the program of work so that it includes projects, activities, and program related to personal growth, service to others, professional affairs, legislation, and the arts.
(4) plan the year’s programs for the chapter.
(5) adjust the focus to meet local needs and interests.
(6) use a variety of program techniques for presenting ideas so as to stimulate thinking which may develop into action.
(7) encourage maximum member participation in program by having as many different members as possible take part in the programs.
(8) in odd years, plan the joint birthday celebration for Beta and Beta Iota.
(9) arrange for meeting locations and alert speakers and host sites of upcoming meetings.
(10) arrange for a thank you or donation to speakers/organizations that provide program services at no cost.
(11) alert the hostess chair of each meeting regarding her responsibilities.
(12) work with coordinators for the personal growth and services and professional affairs branch of their committee.
(13) support Early-Career Educators.

The Personal Growth and Services Coordinator shall:
(1) foster the enrichment of the personal lives of our members, especially those unable to participate on a regular basis.
(2) create opportunity for our membership to enhance the lives of others by reaching beyond themselves via community service.
(3) develop and encourage leadership among members.
(4) be responsible for submitting names for the Lambda State Grant-in Aid according to established guidelines.
(5) support scholarship funding via chapter projects.
(6) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.
(7) attend Orientation for Chapter Leaders (chair or official representative), if required.
(8) present the Rightsel-Batell honorarium of $125 to a member attending the Lambda State Convention, as funds are available, in odd numbered years. (The beginning of the fiscal year, July 1, determines the year.) Awardee will be selected by a random drawing of names submitted.

The Professional Affairs Coordinator shall:
(1) send application packets to area high schools seeking applications for Florence A. Cook Recruitment Grant each fall. Select chapter winner using State rubric and notify student and State Professional Affairs Chair. In the event of a state winner, notify the chapter winner and facilitate the chapter winner’s attendance at the Lambda State Awards Breakfast.
(2) update and distribute flyers for the Hunter Trust by January of each year; annually, award qualified sophomore or junior students selected from review of applications to receive grants from the Hunter Trust Scholarship. The presentation will be made at the spring dinner meeting.
(3) attend program planning meeting.
(4) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.
(5) attend Orientation for Chapter Leaders (chair or official representative), if required.

b. The International Projects Committee shall:
(1) promote and coordinate activities as directed by the Lambda State International Projects Committee and the International World Fellowship Committee.
(2) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.

c. The Legislation Committee shall:
(1) inform Beta members of pending and/or enacted legislation related to education at all levels of government.
(2) urge members to contact public officials and policy makers regarding pending legislation related to education.
(3) remind members to vote in federal, state and local elections.
(4) support the US Forum.
(5) award the Lambda State Legislative Certificate to a worthy legislator in the area as appropriate.
(6) correspond with the Lambda State Legislative Chair, as needed.
(7) designate a committee member as the U.S. Forum Representative.
(8) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.
(9) attend Orientation for Chapter Leaders (chair or official representative), if required.

d. The Scholarships Committee shall:
(1) promote interest in and encourage members to apply for international and state scholarships/stipends.
(2) complete by required deadlines all reports, studies, and surveys as requested by Lambda State and International.

4. Special Committees
a. The Historian shall:
(1) maintain an inventory of the files and material retained by the Chapter.
(2) keep an updated listing of material stored in the Illinois State University Archives.
(3) review and update, if necessary, the guidelines for material that should be preserved.
(4) secure from officers and committee chairmen material specified in the Standing Rules.
(5) update files as material is obtained.
(6) transfer and record additional material placed in the ISU Archives each biennium.
(7) maintain and update the material during the biennium and present it to the new committee with the necessary orientation.

b. The Webwatcher shall:
(1) monitor Lambda State/International websites.
(2) report information to chapter president and members at chapter meetings provide information for publication in chapter newsletter.

c. The Literacy Committee shall:
(1) promote and coordinate the members’ participation in chapter and Lambda State literacy projects.
(2) complete by required deadlines all reports, studies, and surveys as requested
by Lambda State and International.
(3) award certificate(s) of recognition to chapter and/or community leader(s)
making significant contributions in the area.

d. The Women in the Arts Committee shall:
   (1) plan appropriate arts activities at the chapter level.
   (2) coordinate Art Mart and Chapter Mart projects for state convention.
   (3) seek applicant and complete required forms for M. Josephine O’Neil Arts
       Award for Lambda State.
   (4) coordinate entries for Student Literary Arts Award Program for Lambda State
       Convention.
   (5) complete by required deadlines all reports, studies, and surveys as requested
       by Lambda State and International.
   (6) present the Kalbacken-Parker honorarium of $125 to a member attending the
       Creative Arts Retreat, as funds are available, in even numbered years. (The
       beginning of the fiscal year, July 1, determines the year.) Awardee will be
       selected by a random drawing of names submitted.
   (7) plan and orchestrate appropriate music for chapter meetings and
       functions.

e. The Yearbook Committee shall:
   (1) gather and update yearbook information.
   (2) prepare and proofread camera-ready-copy.
   (3) arrange for printing and assembly of yearbook.
   (4) distribute yearbook to members and to
       Lambda State Program Chair (3 copies) by Dec. 1.
   (5) give the Historian a copy of the yearbook to be placed in the
       archives.
   (6) complete by required deadlines all reports, studies, and surveys as
       requested by Lambda State and International.

ARTICLE VI: MEETINGS

A. Chapter
   1. At least seven regularly scheduled meetings shall be held each year.
   2. Special meetings shall be called at the discretion of the President.
   3. A quorum for chapter voting shall be a majority of those present at a chapter meeting.

B. Executive Board
   1. There shall be a minimum of two Executive Board meeting each year.
   2. The members of the Executive Board shall be the elected officers, Treasurer,
      Parliamentarian, the immediate Past President, and the chairmen and coordinators of the
      standing committees; chairmen of special committees shall attend at the President’s request.
   3. Voting members of the Executive Board shall be the elected officers, immediate Past
      President, Treasurer, and the chairmen of the standing committees; the Parliamentarian
      and the Historian shall be members, without vote.
   4. A quorum for the Executive Board shall be a majority of the voting members of
      the board.

C. Special activities
   1. Balloting on prospective members shall occur at least once per year.
2. Signatures of at least one Society member shall be on the recommendation form.
3. Election of Beta Chapter officers shall take place prior to Lambda State Convention (on even numbered years); new officers shall be installed no later than the last chapter meeting of the biennium.

ARTICLE VII: COMMUNICATIONS
A. Members shall receive notification prior to each chapter meeting.

B. Electronic dissemination of chapter business shall be an acceptable means of communication and/or voting.

C. A telephone tree may be used at the discretion of the chapter president.

D. A chapter yearbook shall be published and distributed annually.

ARTICLE VIII: CHAPTER MEMBER’S RESPONSIBILITIES
A. Chapter shall pay all dues, fees, and assessments before October 31 of each year. The Chapter Treasurer will notify the Membership Chairman of the members who have not paid dues by October 15. The Membership Chairman will then send said member(s) a letter which states if dues, fees, and assessments are not paid by October 31, the member(s) will be dropped as a society member and a letter shall be sent to the dropped member stating her status.

B. Payment for all meal expenses incurred at all local, state, regional, and international meetings shall be the chapter member’s responsibility.

C. Canceled reservations requiring chapter payment must be paid by the member unless the reservation is filled by a replacement.

ARTICLE IX: KEYS AND PINS
A. Only members of the Society are permitted to wear the key pin. The members are expected to wear their key pins at all meetings.

B. When a member resigns or is dropped, she shall be encouraged to surrender her key pin to the chapter. The Membership Committee Chairman shall offer to purchase the key pin at 50% of the current price.

C. Keys and pins returned to the chapter shall be kept with the President’s materials and may be made available to members as replacements for 50% of the current price of members’ key pins.

D. The Treasurer shall be responsible for ordering the President’s pin, which shall be presented to the Chapter President at the time of her installation.

E. Disposition of a deceased member’s key pin and a Past President’s pin shall be made according to the request of the member, if such a request had been previously made. The request shall be held by the Membership Chairman.

ARTICLE X: AMENDMENTS
A. The Standing Rules shall be updated during each biennium and distributed to all members. The Parliamentarian shall have a copy available at each meeting for reference.

B. Chapter Standing Rules may be amended or rescinded:
1. By a majority vote provided previous notice has been given, or by a two-thirds vote without previous notice.

C. Members will be notified of changes.

ARTICLE XI: DISSOLUTION
In the event of the dissolution of the chapter, the net assets of the chapter shall be distributed as follows:
A. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made therefore.

B. All assets and property remaining, after cost and expense of dissolution, shall be surrendered to the Lambda State Organization.

ARTICLE XII: PARLIAMENTARY AUTHORITY