

**The Delta Kappa Gamma Society International**  
**NC DKG**  
**Omicron Chapter**  
**Chapter Rules**

**Article I. Chapter Name**

The name of this state organization shall be The North Carolina State Organization of The Delta Kappa Gamma Society International (formerly known as Eta State), abbreviated as NC DKG. The name of the chapter shall be Omicron Chapter of NC DKG hereafter known as Omicron.

**Article II. Mission and Purposes**

- A. The mission of The Delta Kappa Gamma Society International is to promote professional and personal growth of women educators and excellence in education.
- B. The purposes of Omicron shall be to promote the seven Society Purposes of The Delta Kappa Gamma Society International as found in its *Constitution*, Article II and those of NC DKG.

**Article III. Membership**

Membership is in accordance with the *Constitution*, Article III, and the *International Standing Rules*. The chapter has full authority for the administration of membership. Membership in The Delta Kappa Gamma Society International shall be by invitation. Members inducted into the Society become members of Omicron, NC DKG. and the International Society.

- A. Membership
  1. Active: An active member shall be a woman who is or who has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
  2. Reserve: A reserve member is granted upon request only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter. A Reserve member, so requesting, may be restored to an Active membership.
  3. Collegiate: A collegiate member shall be an undergraduate or graduate student who meets the following criteria:
    - a) Undergraduate student collegiate member shall
      - 1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
      - 2) be enrolled within the last two years of her undergraduate education degree.
    - b) Graduate/Masters/Doctoral student collegiate member shall have graduate standing in an institution offering an education degree and have the intent to

continue academically and professionally in the field of education.

c) 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.

d) A collegiate member may participate in the activities of the Society except holding office. A collegiate member may serve as parliamentarian which is not an elected office.

4. Honorary: An Honorary member shall be a woman not eligible for Active membership who has rendered notable service in the chapter area to education and/or to women and who is elected to membership in recognition of such service. She shall be privileged to participate in all activities except of holding office.

#### B. Election

1. Recommendation for Chapter membership shall be nominations from members present at the November/December meeting or electronically after the November/December meeting. A second is required for each nomination.
2. Each nomination will include name, position, place of employment, postal mailing address, telephone number, and email address.
3. At the end of the nominations, the president will entertain a motion to close nominations and approve the nominations that have been made.
4. The Membership Chairman shall issue an invitation in writing to join DKG, Omicron Chapter to each nominee and invite the nominee to an orientation session scheduled in the following spring.
5. The Membership Committee will conduct an orientation session in the spring and invite nominees to the May meeting.
6. Nominees for membership will notify the chairman of the Membership Committee in writing of their decisions to join by June 15.
7. Nominees will pay dues and induction fee by June 30. An individual will become a member of the Society when she pays her dues.
8. Nominees will be inducted at the September meeting.
10. A candidate for active membership shall be selected by the method established by the chapter's rules.
11. Chapters shall keep accurate files of membership:
  - a) Individual membership – records up-to-date
  - b) Inductees – dates of induction
  - c) Those who refuse membership – reasons, dates of invitations
  - d) Transfer in/out – dates and from/to which chapters
  - e) Deaths – dates
  - f) Resignations – reasons, letters
  - g) Reinstatements – states from which chapters they come

h) Terminations – name, reason and date must be recorded in the minutes

C. Termination

Membership in the Society shall be terminated for non-payment of dues, resignation, or death.

The following procedures shall be completed upon the death of a member:

1. The President will complete Form 6 (Death of a member).
2. The Membership Chairman will include the information in the Necrology Report.
3. The Treasurer will indicate the death on Form 18-A (Report of Members Dropped).
4. The President will arrange for a tribute to be provided to NC DKG Membership Chairman for the Ceremony of Remembrance at the NC DKG convention.
5. The President will arrange for a memorial tribute to be presented to the chapter.

D. Reinstatement

A former member may be restored to membership by requesting reinstatement and paying chapter dues.

E. Transfer

A member in good standing may transfer from one chapter to another chapter. The transferring member is responsible for completing Form TR-A. Society Headquarters must be notified.

F. Records

1. The chapter has the authority to act in matters of membership in accordance with the *Constitution*.
2. The Recording Secretary shall record in the chapter minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.
3. Special recognition of a member's death shall be financed by the chapter assessment/dues. The death of current long-term members, thirty or more years of membership, shall be recognized by a gift to the chapter's grant-in-aid fund in an amount to be determined by the Finance Committee and approved by the President.
4. The Executive Board shall decide on the disposition of Society jewelry that has been returned to the chapter.
5. Membership records are kept at the chapter level by the Treasurer.

## **Article IV. Finances**

Financial matters are in accordance with the *Constitution, International Standing Rules, and NC DKG Bylaws*.

A. Dues

1. Active, Reserve, and Collegiate:

- a) The membership year is July 1- June 30. A member shall pay annual dues not later than June 30 for the following year. Beginning April 1, dues and fees for following

year will be collected. Annual dues include international, state, and chapter dues.

- b) On October 1, members shall be dropped for nonpayment of dues and fees.
- c) Beginning July 1, 2019, the chapter treasurers shall send International dues electronically to Society Headquarters. Chapter treasurers will send state dues and fees to the state treasurer.

2. The fiscal year is July 1 – June 30.
3. Chapter dues shall be determined annually by the Finance Committee. If changes in dues are recommended, members will be notified of the changes. Changes must be approved by chapter vote no later than the April/May meeting. A quorum must be present to vote on any changes. (A quorum shall be one-half of the average number of members attending meetings, plus one. As this ranges between 25 and 35, the average being 30, a quorum shall be 16 members.)
4. Annual active membership dues are \$75 unless otherwise designated by NC DKG. Annual reserve membership dues are \$27. Collegiate dues are \$25.
5. Chapter members may vote to pay an amount in dues and fees for the support of a chapter, state, or international organization project or special funds/awards created by the board and approved by the membership.
6. New or Reinstated members:
  - a) For new membership or reinstatement between July 1 and December 31, the member shall pay induction fee (new member only), dues, and scholarship fee for the current year.
  - b) Beginning on or after January 1, the new members shall pay 1/2 international and state dues, in addition to the induction fee and scholarship fee.

#### B. Fees

1. An active member shall pay a \$10 induction fee at the time of induction. The chapter treasurer shall send \$2.50 to the state treasurer for each new member. The chapter retains \$7.50 for each new member.
2. Each active and reserve member shall pay a scholarship fee annually.
3. Omicron shall pay a lifetime fee for each honorary member at the time of induction.
4. A reinstated member does not pay an induction fee.

#### C. Budget

1. The fiscal year shall be July 1 – June 30 inclusive.
2. The Finance Committee shall develop an annual budget and present it to the membership for approval no later than the first business meeting of the fiscal year.
3. The President is responsible for financial controls including approval of expenses, knowledge of the budget, and the financial review.
4. Special Funds
  - a) Hostesses for regular meetings will be reimbursed up to \$50 for expenses upon submission of receipts to the Treasurer.
  - b) Travel reimbursement for out-of-town business meetings will be the same rate as that of Wilson County Schools. Omicron will reimburse one person for travel per business meeting. Omicron will reimburse the President for registration, one-half the cost of a double room, and all officially scheduled meals at the annual NC DKG Convention.

- c) The Executive Board shall recommend, and the Finance Committee must approve, the giving of an honorarium to invited guests. This includes NC DKG Officers, Regional Directors, and speakers.

5. Awards

Two special awards have been created by the Executive Board and approved by the chapter membership. They are administered in the following manner:

- a) A single grant-in-aid for \$500 is made each year to a second-year student from Wilson County who intends to major in education. The woman recipient should be in the college transfer or early childhood program at Wilson Community College.
- b) A single grant-in-aid for \$1,000.00 is awarded every other year to an education major at Barton College.

### **Article V. Organization**

- A. Omicron shall govern the conduct of its business in a manner consistent with the *Constitution, the International Standing Rules, NC DKG Bylaws, NC DKG Standing Rules, and Omicron Standing Rules.*
- B. Omicron retains membership in Region II of NC DKG.
- C. The President is a voting representative on the NC DKG Executive Board.

### **Article VI. Officers and Related Personnel**

- A. Omicron elected officers shall be President (Co-Presidents), First Vice President, Second Vice President, Recording Secretary, and Corresponding Secretary. The order of succession shall be the First Vice President to President and the Second Vice President to First Vice President. The Treasurer shall be appointed by the Executive Board and is the only officer who may serve in the same office longer than two successive terms. The Parliamentarian is appointed by the President.
- B. The election of officers is held in even-numbered years. The term of each elected officer is two years or until a successor is named.
- C. All chapter officers shall take office on July 1 following their election.
- D. A slate of officers shall be prepared by the Nominations Committee and presented to the membership at the third meeting, with election taking place at that time.
- E. A quorum being present, election of officers shall be by voice vote held at the February meeting during the second year of the biennium.
- F. Officers shall perform duties as specified in the *Constitution VI, the NC DKG Bylaws, and as authorized in the Omicron Chapter Rules.*
- G. Duties of the officers
  - 1. President (Co-Presidents)
    - a) To preside over all meetings and Executive Board meetings and to direct all activities of Omicron.
    - b) To be the official representative of Omicron Chapter at all NC DKG functions.

- c) To be a voting member of the NC DKG Executive Board.
  - d) To be an ex-officio member of all chapter committees with the exception of the nominations committee.
  - e) To recommend for approval by the Executive Board a person to fill an unexpired term of a vacated office.
  - f) To appoint a parliamentarian.
  - g) To act as chair of the Executive Board.
  - h) To appoint special and standing committees.
  - i) To approve all expense claims.
  - j) To approve the newsletter.
2. First Vice President
    - a) To assume the duties of the President in her absence.
    - b) To perform any duties designated to her by the President.
    - c) To fill the office of president should the president resign from that position.
  3. Second Vice President
    - a) To be in charge of the programs.
    - b) To perform any duties designated to her by the President.
  4. Recording Secretary
    - a) To be responsible for keeping accurate minutes of chapter meetings.
    - b) To be responsible for keeping accurate minutes of Executive Board meetings.
  5. Corresponding Secretary
    - a) To express the spiritual bond of Omicron Chapter to any member in need through notes/cards.
    - b) To report at each meeting all correspondences made since the last meeting, including cards/notes which the Omicron Chapter has received.
  6. Treasurer
    - a) To serve as a member of the Finance Committee
    - b) To keep accurate financial records for the chapter.
    - c) To collect dues and pay expenses of Omicron Chapter.
    - d) To order the President's pin at the chapter's expense.
    - e) To present a report at each regular meeting.
    - f) To complete all forms required by NC DKG, International, and the Internal Revenue Service in a timely manner. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.
    - g) To submit for annual financial review/audit the accounts of the chapter. She shall maintain a record of receipts, bills, and bank statements. She shall maintain an accurate and current membership roster.
    - h) To maintain an accurate and current membership roster.
  7. Parliamentarian
    - a) To serve as a non-voting member of the Executive Board.
    - b) To be appointed by the president and act as an advisor to the officers and members in matters pertaining to interpretation of the *Constitution* and to parliamentary usage. Robert's Rules of Order, Newly Revised (current edition) shall govern chapter meetings.

#### H. Duties of Related Personnel

1. Editor
  - a) To produce and distribute the newsletter four times per year under the direction of the president.
  - b) To serve as an ex officio member on the Executive Board.
2. Webmaster
  - a) To maintain and regularly update the Omicron website.
  - b) To serve as an ex officio member on the Executive Board.

### **Article VII. Executive Board**

The members of Omicron Chapter Executive Board shall be the elected officers, the immediate past president, appointed officers, and committee chairmen.

- A. The Omicron Chapter Executive Board shall function according to the *Constitution*, VII.C.
- B. The executive board meets at least twice each year, but may meet more often.
- C. The chapter executive board may meet through electronic communications as long as all the members may simultaneously hear one another and participate during the meeting.
- D. The executive board may transmit business by mail (postal or electronic).

### **Article VIII. Committees**

The chapter shall be responsible for any state organization and/or chapter duties represented by the international committee descriptions, Article VIII, Section B and Section C.

The chapter may establish standing committees to carry out these duties as well as special committees when needed. The President will appoint all committees.

In the event of an emergency or a task needing immediate attention, the Executive Board shall be assigned to facilitate the work needed.

#### A. Society Mission and Purposes Committees

1. Educational Excellence Committee shall:
  - a) promote local, state, and international projects to further educational excellence.
  - b) recommend action, after study, on professional issues and urge members to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators.
  - c) organize support of early career teachers.
  - d) support literacy projects within the community.
  - e) encourage mutual respect and cooperation within the profession and promote

women in education.

- f) have one member designated World Fellowship representative who shall complete and submit Form 43 annually (with the help of the treasurer) to DKG by March 1.
2. Membership Committee shall:
    - a) conduct nominations for membership in DKG, Omicron chapter at the November/December meeting.
    - b) contact each nominee in writing that she is recommended for membership and invite each nominee to an Orientation session in the spring.
    - c) conduct, with the Chapter President and Treasurer, an orientation session for all nominees
    - d) conduct Induction Ceremony at the September meeting.
    - e) maintain membership profiles for all members
    - f) assist the Chapter President with memorial service(s).
  3. Scholarship Committee shall:
    - a) contact Wilson Community College each year to assist in selecting the recipient and administer a single grant-in-aid for \$500 to a second-year student from Wilson County who intends to major in education. The female recipient should be in the college transfer or early childhood program at Wilson Community College.
    - b) contact Barton College in even-numbered years to assist in selecting the recipient and administer a single grant-in-aid for \$1,000.00 to a female education major at Barton College.
- B. Society Business
1. Communications/Marketing Committee shall:
    - a) submit recommendations concerning Marketing of the chapter to the Executive Board for approval.
    - b) create and implement a telephone system to remind members of upcoming meetings and/or events.
  2. Finance Committee shall:
    - a) assure financial matters are in accordance with the *Constitution, International Standing Rules*, and NC DKG Bylaws.
    - b) develop an annual budget, including the chapter dues, and present it to the membership for approval no later than the first business meeting of the fiscal year. A quorum must be present and a two-thirds majority must approve the budget by a show of hands.
      - (1) Include in the budget reimbursement to hostesses for regular meetings up to \$50 for expenses upon submission of receipts to the Treasurer.
      - (2) Include in the budget travel reimbursement for out-of-town business meetings (at the same rate as that of Wilson County Schools), reimbursement to the President for the registration, one-half the cost of a double room, and all officially scheduled meals at the NC DKG Convention.
    - c) make recommendations for changes in dues before the April/May meeting, notify all



members prior to the meeting, and have the chapter vote on the change of dues during the April/May meeting.

3. Nominations Committee shall:
  - a) recommend one member for each of the elected office of the chapter which are President, First Vice President, Second Vice President, Recording Secretary, and Corresponding Secretary (note: The Treasurer and Parliamentarian are appointed.).
  - b) prepare a ballot with the slate of officers and present the slate to the membership at the third meeting of the second year of the biennium, with a quorum present, the election taking place at that time.
4. Rules Committee shall:
  - a) receive all proposals for amending the Standing Rules and submit them to the Executive Board for approval.
  - b) present individual rules amendments for consideration at any regular business meeting.
  - c) update and submit the Omicron Standing Rules as requested by NC DKG.
  - d) review the standing rules with the Executive Board at least once during the biennium.

#### C. General Procedures

A *special committee*, also called an ad hoc committee or task force, is appointed as the need arises to carry out a specific task not assigned in the chapter rules to a standing committee. A special committee automatically ceases to exist upon completion of its task. The president is authorized to appoint special committees.

### **Article IX. Meetings**

- A. Omicron shall have at least four regular business meetings per year during the months of September, November or December, February, and April or May.
- B. A quorum shall consist of sixteen members.
- C. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
- D. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.
- E. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
- F. There will be no proxy voting.

### **Article XII. Communications and Publications**

Omicron Chapter publishes a newsletter four times per year. The masthead of each newsletter has the name, Omicron News, and the volume/number of the issue specified. The president approves each newsletter.

### **Article XV. Parliamentary Authority**

The Parliamentarian shall be appointed by the president and act as an advisor to the officers and members in matters pertaining to interpretation of the *Constitution* and to parliamentary usage. Robert 's Rules of Order, Newly Revised (current edition) shall govern chapter meetings.

### **Article XVI. Amendments**

- A. The Rules Committee is authorized to make any updates necessary to bring the Omicron Chapter Rules into compliance with amendments to the Constitution and International Standing Rules, and the NC DKG Bylaws and Standing Rules. Notice of automatic updates shall be published in the Fall Chapter Newsletter.
- B. The Executive Board shall review the Standing Rules at least once during the biennium.
- C. Individual rules may be considered at any regular business meeting.
  - 1. Proposed amendments shall be submitted in writing to the President by any member or committee.
  - 2. The President shall then submit the proposal to the Rules Committee which will submit the change to the Executive Board with its interpretation and clarification.
  - 3. If the Executive Board approves the recommendation of the committee, the changes will be published in the chapter newsletter prior to the next chapter meeting.
  - 4. A quorum shall be one-half of the average number of members attending meetings, plus one. As this ranges between 25 and 35, the average being 30, a quorum shall be 16 members. Approval by two-thirds (2/3) of the votes cast shall be required for its adoption, a quorum being present. A quorum is 16 members.
  - 5. Members will be notified of approved amendments by newsletter.
  - 6. Revision date will be so noted on the body of rules.

### **Article XIX. Dissolution**

Before a chapter is dissolved, the approval of the NC DKG Executive Board must be obtained.

Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.

Any remaining funds in the chapter account shall be sent to NC DKG Treasurer for state or international projects.

The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the NC DKG archives and made available for use.

The charter must be returned to NC DKG to then be forwarded to the International Headquarters.

The NC DKG Executive Board shall decide whether the Greek name shall be reused or not.

Date of last amendment(s).....February, 2006  
Date of revision ..... June, 2012  
Date of revision ..... January, 2024  
Date approved.....September 25, 2012  
Date approved..... February 21, 2017  
Date approved..... September 16, 2019  
Date approved..... February 13, 2024