

## **REVISION COMMITTEES**

1986 Xi Chapter Rules Committee Chairman: Angelene Amato  
Kathryne A. Williams, Gerlanda Amato, Faye Cooper, Ruth Jernigan, Martha Rector, Mary Thomas, ex-officio.

Alpha Phi State byLaws Committee Chairman: Dr. Roselyn L. Freedman, Beta

1988 Revision

Xi Chapter Rules Committee

Chairman: Kathryne Williams

Margaret Thomson, Martha Rector, Gladys Gwynn Virginia Davis, Nancy Gentry, Nancy Hughes, Susan Vidovich, Angelene Amato, ex-officio

Alpha Phi State byLaws Committee Chairman: Gladys Gwynn, Xi

1991 Revision

Xi Chapter Rules Committee

Co-Chairmen: Kathryne Williams, Gladys Gwynn Gerlanda Amato, Joyce Mills, ex-officio

Alpha Phi State byLaws Committee Chairman: Margaret Grizzell, Beta

1993 Revision

Xi Chapter Rules Committee

Chairman: Kathryne Williams

Gladys Gwynn, Dorothy Amick, Betty Hartsog, Mary Kerbawy, Martha Rector

Alpha Phi State byLaws Committee Chairman: Billie Jean Hutsenpillar, Iota

1995 Revision

Xi Chapter Rules Committee

Chairman: Kathryne Williams

Gladys Gwynn, Gerlanda Amato, Mary Thomas

Alpha Phi State byLaws Committee Chairman: Phyllis Osenton, Theta

2008 Revision

Xi Chapter Rules Committee Chairman: Kathryne Williams

Patricia Farley, Martha Rector, Elizabeth Vance, Karen Lane

2012 Revision

Xi Chapter Rules Committee Chairman: Elizabeth Vance

Mary Thomas, Peggy White, Kathryne Williams

2023

Xi Chapter Rules Committee Chairman: Mary Thomas

Libby Baker, Patty Farley, Claytina Shepherd

## **XI CHAPTER RULES**

### **ARTICLE I NAME & EMBLEMS**

#### **SECTION A. NAME**

The name of this chapter shall be XI Chapter of West Virginia State Organization of The Delta Kappa Gamma Society International.

#### **SECTION B. EMBLEMS AND JEWELRY**

1. The Key Pin is the official symbol of membership.
2. Official jewelry shall be the Key Pin, state and chapter president's pins, and the State Achievement Award medallion.

### **ARTICLE II MISSION AND PURPOSES**

#### **SECTION A. PURPOSES**

1. To promote the seven purposes of the Delta Kappa Gamma Society International as set forth in the Constitution Article II Section D. (2023).
2. To carry out those West Virginia State Organization activities as directed.
3. To encourage maximum participation by members in all activities of the chapter.

#### **SECTION B. MISSION STATEMENT**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

#### **SECTION C. VISION STATEMENT**

Leading Women Educators Impacting Education Worldwide

### **ARTICLE III MEMBERSHIP**

#### **SECTION A. MEMBERSHIP**

Membership in XI Chapter shall be by invitation and in compliance with International Rules as stated in the Delta Kappa Gamma Constitution Article III. A member inducted into the XI Chapter becomes a member of the DKG International Society in addition to the West Virginia State Organization. An Individual becomes a member of the Society when she pays her dues.

## **SECTION B. CLASSIFICATION**

- 1. An ACTIVE MEMBER** shall be a woman who is or has been employed in educational work at the time of her election. They shall participate in the activities of the Society.
- 2. RESERVE MEMBERSHIP** shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability or geographic location. Reserve status shall be granted by a majority vote of the chapter.
- 3. HONORARY MEMBER** shall be a woman not eligible for active membership who has rendered notable service to education or to women and are elected to honorary membership in recognition of such service.
  - a. **Honorary Fee (One-time fee of \$49.50 – Sent directly to International)**  
The inducting unit of the Society shall pay a lifetime fee for each honorary member at the time of induction.
- 4. COLLEGIATE MEMBERS** shall be undergraduate or graduate students who meet the following criteria:
  - a. enrolled in an institution offering coursework leading to a career in education; and have the intent to continue academically and professionally in the field of education; and
  - b. be enrolled within the last two years of their bachelor's education degree.

## **SECTION C. ELECTION TO MEMBERSHIP (NEW MEMBERS)**

A candidate for active membership shall be selected by the method established by the chapter's rules.

- 1.** Names submitted for membership shall be from Raleigh County and should be received prior to January 31<sup>st</sup> of each year.
- 2.** Recommendations for prospective members can only be submitted by an active member.
- 3.** An enquiry for membership will be mailed to prospective members in February to which they will respond indicating their desire to become an active member.
- 4.** Voting shall take place at the March meeting. Voting shall require four-fifths (4/5) for election.
- 5.** Invitations shall be mailed within three days following the election of new members.
- 6.** Orientation for all those responding favorably shall take place following the March meeting and prior to the initiation.
- 7.** The date of the orientation must be announced to the chapter so that any or all members of XI may attend.
- 8.** Initiation shall be the responsibility of the 2<sup>nd</sup> Vice President, Membership Committee, the Programs for Educational Excellence Committee and/or other designees.
- 9.** Initiation shall be held at either the April or May meeting of the chapter. All new members are encouraged to be initiated at the regularly scheduled initiation.
- 10.** The Executive Board shall determine the time date, and place of an initiation for any new members who find it impossible to participate in the scheduled initiation.
- 11.** The membership shall be notified of the special initiation in time to arrange to attend.

#### **SECTION D. TRANSFER**

A member in good standing may be transferred from one unit to another upon application to the International Headquarters.

#### **SECTION E. TERMINATION OF MEMBERSHIP**

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

#### **SECTION F. REINSTATEMENT OF MEMBERSHIP**

A former member shall be reinstated to membership by the chapter receiving the request.

#### **SECTION G. ATTENDANCE**

1. Attendance records shall be kept by the membership chairman.
2. Attendance shall be ascertained by members signing in at the meeting. Those present shall wear a name tag during the meeting and shall return it to the membership chairman at the close of each meeting.

### **ARTICLE IV FINANCE**

#### **SECTION A. ANNUAL DUES**

Each active, reserve, and collegiate member shall pay annual dues.

1. International dues shall be an amount recommended by the International Executive Board and approved by the international convention.
2. West Virginia State Organization dues shall be an amount determined in accordance with state organization bylaws.
3. XI Chapter annual dues and assessments shall be computed by the Finance Committee and shall be determined in accordance with the rules set by the chapter.
  - a. International active dues shall be \$40.00 and reserve dues shall be \$20.00.
  - b. State annual dues shall be (\$12.20) for active members and (\$6.20) for reserve. {\$ .20 will go to the West Virginia State Organization Scholarship Fund}
  - c. Chapter dues will be \$7.80. {\$ .80 will go to the XI Chapter Scholarship Fund}
4. A member who fails to complete payment of international dues shall be removed from membership as of October 1.
5. All state and international dues and fees shall be sent to the state treasurer and international headquarters immediately after July 1.
- 6 XI Chapter dues must include those items listed in the budget.

#### **SECTION B. FINANCIAL ACCOUNTING**

1. Fiscal Year of the Society shall be July 1—June 30 inclusive.
2. The budget(s) shall be submitted to the membership for approval at the September meeting.
3. If an increase is planned, the Finance Committee may prepare two proposed budgets.
4. Funds for the following items shall be included in the budget:
  - a. Hostess expenses for each meeting including building and janitorial fees
  - b. Founder's Day, Initiation, and Chapter Birthday celebrations

- c. XI Reflector, yearbook, scrapbook, and history
  - d. Grant-in-Aid
  - e. Allocation for each program committee
  - f. Officers, related personnel, committee chairmen, and program participants attending state workshops, conventions, and regional meetings, unless funds are provided by West Virginia State Organization or International. The Executive Board shall determine how this money shall be distributed.
  - g. We Care/Disaster Fund
  - h. Community Services
  - i. Programs for Educational Excellence
  - j. XI Scholarship Fund (See Section F)
5. Guest speaker's gift shall come from the allocation of the Programs for Educational Excellence
  6. The Chapter treasurer's financial records shall be audited at the end of the biennium.

### **SECTION C. PAYMENT OF DUES AND FEES**

1. The fiscal year of the Society shall be July 1—June 30 inclusive. A member shall pay annual dues and fees no later than June 30 for the following year.
2. New members shall become a member when dues are paid. New members who join between July 1 and December 31 shall pay full dues for the current fiscal year. Members that join between January 1 and March 31 shall pay half dues. Members joining between April and June 30 shall pay full dues for the ensuing year.
  - a. Each active and reserve member shall pay a scholarship fee annually.
  - b. The initiating unit of the Society shall pay a lifetime fee for each honorary member at the time of initiation.
3. All dues, fees, and assessments shall be collected by the XI Chapter treasurer at the March-May meeting. A member shall pay annual dues and fees no later than June 30 of each year. On October 1, a member shall be removed from membership for non-payment of dues and fees.

### **SECTION D. ASSESSMENTS**

1. Assessments shall be voted on each year when the budget is presented.
2. Members shall be assessed for not wearing the Delta Kappa Gamma key pin to meetings. The money to go to World Fellowships.
3. New members shall be assessed for the cost of the key pin.

### **SECTION E. OTHER INCOME**

Xi chapter shall receive and utilize income from sources other than dues and fees – including but not limited to gifts, bequests, fundraisers and the BAF Xi Chapter Fund.

### **SECTION F. FUNDS**

#### **1. Scholarship Fund**

Each active and reserve member shall pay a scholarship fee annually. A Scholarship Fund shall be maintained by the state for the benefit of its members. The scholarship fee of one dollar (\$1.00) paid by a member shall be divided as follows:

- a. One hundred percent (100% of \$1.00 per member) to the state organization fund if the chapter does not maintain a chapter scholarship fund. (20%) Twenty cents

per member is allotted for the State Scholarship Fund as long as (80%) Eighty cents per member is retained by the chapter having a chapter scholarship fund.

- b. XI Chapter will retain \$.80 cents per member for the XI Chapter Scholarship Fund and contribute \$.20 cents per member to our West Virginia State Organization.

**2. We Care and Disaster Fund**

- a. We Care and Disaster Fund in addition to budgeted funds, receive its funds from the contributions of members to thank a friend for a good deed, to commemorate a friend's birthday, to recognize a special friendship, honor a person for some special reason or assist a member in the event of a disaster.
- b. Use funds in assisting members who are incapacitated, severely ill, or in need of financial assistance in the payment of dues to retain membership and for other purposes as determined by the Executive Board.
- c. The Chairman of the fund:
  - 1) shall collect and submit the donations to the treasurer;
  - 2) keep a record of the contributions and persons honored to share with members;
  - 3) notify the chapter through The XI Reflector of such contributions;
  - 4) make an annual summary report to the chapter.

**3. State Convention Fund**

- a. Money shall be budgeted each year and placed in this fund to have it when XI chapter is responsible to host the West Virginia State Organization Convention
- b. The fund shall be placed on interest in a separate account.

**SECTION G. MISCELLANEOUS**

- 1. Only items pertaining to the Society shall be sold or purchased at the chapter meetings.
- 2. A member shall be held responsible for any reservation fee; if reservation made and not canceled prior to the deadline and the chapter is held responsible.

**ARTICLE V  
ORGANIZATION**

**SECTION A. LEVELS OF ORGANIZATIONS**

The levels of organization shall be conducted on three (3) levels. The chapter, state organization and international.

**SECTION B. CHAPTER LEVEL**

- 1. XI Chapter membership shall not exceed one hundred (100) active members. Honorary, reserve, and former members eligible to be reinstated shall not be included in this number.
- 2. In accordance with the Constitution Article V, Section B (2023)
  - a. Chapters shall be organized in accordance with state organization bylaws. Each chapter so organized shall have no fewer than twelve members. The Society shall grant the charter.
  - b. XI Chapter shall have chapter rules which are consistent with the Constitution and West Virginia State Organization Bylaws and Standing Rules.

- c. A copy of our Chapter Rules should be sent to the state Bylaws Committee for review by December 1 in even number years.

## **ARTICLE VI OFFICERS AND RELATED PERSONNEL**

### **SECTION A. XI CHAPTER OFFICERS**

1. Elected XI officers shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary.
2. Officers will be elected in even number years and serve a two (2) year term or until a successor is named. No officer should serve for more than two (2) terms in succession. Officers should have at least two (2) years of membership prior to serving as an officer.
3. The treasurer is selected by the executive board each biennium and the parliamentarian appointed by the president. The treasurer and parliamentarian shall be ex-officio members of the executive board: the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services; if Xi Chapter treasurer receives no remuneration for her services, therefore she has a vote on the executive board.

### **SECTION B. DUTIES OF OFFICERS**

All officers shall perform the duties as designated in the Constitution, Article VI Section C. (2023), and the West Virginia State Organization Bylaws and Standing Rules.

1. The president shall:
  - 1) act as presiding officer at regular and called meetings and direct the activities of the organization;
  - 2) act as chair of the respective executive board;
  - 3) appoint a parliamentarian;
  - 4) fill by appointment all vacancies;
  - 5) represent XI Chapter at meetings, conventions, conferences and other events;
  - 6) take action, with the advice and approval of the executive board on matters that cannot be deferred until the next meeting;
  - 7) serve on the West Virginia State Organization executive board;
  - 8) prepare the Xi Chapter History at the end of her biennium, using the designated state form.
2. The first vice-president shall:
  - 1) serve as presiding officer in the absence of the president;
  - 2) serve as chairman of the Programs for Educational Excellence;
  - 3) present a gift from the chapter to the retiring president at the end of her term;
  - 4) present the president's pin at the time of her installation.
3. The second vice-president shall:
  - 1) serve as presiding officer in the absence of the president and 1<sup>st</sup> vice president;
  - 2) serve as the membership chairman and be the custodian of the initiation paraphernalia;

- 3) mail an enquiry application for membership to prospective members in February in response to which they will indicate their desire to become an active member;
  - 4) prepare ballots for the March meeting for the prospective members;
  - 5) issue invitations to prospective members;
  - 6) conduct orientation and initiation;
  - 7) prepare necrology reports and memorials;
  - 8) File reports with the West Virginia State Organization and International in February.
4. The recording secretary shall:
    - 1) prepare the minutes to be included in the XI Reflector.
  5. The corresponding secretary shall:
    - 1) notify members by e-mail or text of each meeting two weeks prior to a scheduled meeting.
  6. The treasurer shall:
    - 1) collect dues, and other monies for deposit, and pay out disbursements for XI Chapter;
    - 2) keep an accurate account of receipts and expenditures;
    - 3) serve as a consultant and ex-officio member of the finance committee;
    - 4) maintain a record of receipts, bills, deposits and bank statements;
    - 5) file required tax reports;
    - 6) immediately after July 1, complete reports and send all state and international dues and fees to the state treasurer and international headquarters;
    - 7) prepare a monthly treasurer's report to publish in the Xi Reflector.

#### **SECTION C. DUTIES OF RELATED PERSONNEL**

1. In addition to duties listed in the Constitution, The Go-To Guide, and the West Virginia State Organization bylaws and Standing Rules, the Xi Chapter parliamentarian shall be familiar with the chapter rules.
2. The parliamentarian shall have a copy of the following documents at each meeting.
  - 1) Xi Chapter Rules
  - 2) International Go-To Guide
  - 3) International Constitution (2023)
  - 4) The International Standing Rules
  - 5) West Virginia State Organization By-Laws (WV) 2011
  - 6) Xi Chapter Yearbook
  - 7) West Virginia State Organization Protocol Guide
  - 8) Robert's Rules of Order Newly Revised

#### **SECTION D. NOMINATIONS, ELECTIONS AND TERMS OF OFFICE**

1. Nominations, elections, and terms of office shall be as mandated in the Constitution, Article VI, Section D. (2023)
2. These must also be in compliance with the West Virginia State Organization Bylaws Article VI Sections D and E.



## **SECTION E. VACANCIES**

1. All vacancies shall be filled in accordance with the Constitution (2010) Article VI, Section E2 and Article VI Section F of the West Virginia State Organization Bylaws:
  - a. in the event that a member holding an elective or appointed position at the chapter level is unable to perform her duties, the position shall be declared vacant by the respective officers, and a successor named by the chapter president.

## **ARTICLE VII EXECUTIVE BOARD**

### **SECTION A. XI CHAPTER EXECUTIVE BOARD**

The executive board shall function in accordance with the Constitution (2023) Article VII, Section C:

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as determined by the chapter.
2. The treasurer and parliamentarian shall be ex-officio members, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services; if Xi Chapter treasurer receives no remuneration for her services, she has a vote on the executive board.
3. Officers should try to attend the West Virginia State Organization Conference held biennially in even-number years for the purpose of training.

### **SECTION B. DUTIES OF THE XI CHAPTER EXECUTIVE BOARD**

Duties of the Xi Chapter Executive Board shall be those contained in the Constitution (2023) Article VII, Section C:

1. select the treasurer for the biennium;
2. act in matters requiring immediate action and decision;
3. recommend policies and procedures for consideration by members;
4. establish rules for budget development and approval and for the supervision of chapter finances;
5. be responsible for the control and management of the affairs, interests, and property of Xi Chapter;
6. see that all records are properly maintained, properly assembled, and turned over to the incoming administration;
7. shall make decisions by telephone or correspondence when immediate action is needed and on matters that come up that are not covered in any documents governing the chapter;
8. call special meetings of the chapter;
9. revise the Strategic Action Plan for Xi Chapter. Plan is due November 1 of each new biennium to the designated state personnel.

## **SECTION C. XI EXECUTIVE BOARD MEETINGS**

1. shall be called by the president;
2. shall be held annually;
3. shall have a quorum of a majority of the voting members of the board.

## **ARTICLE VIII COMMITTEES**

### **SECTION A. XI CHAPTER COMMITTEE STRUCTURE**

1. **Society Business**
  - a. Bylaws and Standing Rules
  - b. Communications and Publicity
  - c. Finance
  - d. Membership/Expansion
  - e. Nominations
2. **Society Mission and Purposes**
  - a. Educational Excellence Programs
  - b. Achievement Awards
  - c. Music
  - d. Publications Awards
  - e. Scholarship/Recruitment Grant in Aid
  - f. World Fellowship/International Projects
3. **Other Committees**
  - a. Chapter Research and History Committee
  - b. We Care/Disaster Fund Committee
  - c. Auditing Committee
  - d. Birthday Committee
  - e. Founders' Day Committee
  - f. Hostess Committee
  - g. Technology/XI Website
  - h. Community Services Committee
4. **Other committees may be formed to meet chapter needs.**

### **SECTION B. GENERAL PROCEDURE**

1. All committee chairs shall be appointed by the president except the Nominations Committee. Members shall volunteer for committees in the September meeting and/or recruited by the committee chair.
2. A committee shall meet as often as the chairman deems necessary to transact the business of that committee.
3. Matters requiring immediate attention may be voted upon by mail or text, email, or teleconference.
4. All committees will do research in their committee area.

## **SECTION C. DUTIES OF COMMITTEES**

The duties and activities of each XI Chapter committee shall be those approved by the chapter and printed in the XI Chapter yearbook.

Additional duties may be voted on, adopted, and included in the minutes after the yearbook has been printed.

### **1. SOCIETY BUSINESS**

#### **A. XI Chapter Rules Committee**

- 1) shall keep records of rule changes voted by chapter to include in next update;
- 2) make periodical revisions of XI Chapter rules to comply with international and state revisions.

#### **B. Communications/Publicity**

The Communications and Publicity committees shall provide the linkage of member to member, chapter to state organization and chapter to international.

The communications chair shall:

- 1) be responsible for sending chapter news to the West Virginia State Organization Newsette according to the state editor's request; (The chapter president may appoint a chapter member to assume this responsibility.)
- 2) be responsible for the chapter publication of *The Xi Reflector*, which is to be distributed to each member at regular meetings to keep them informed of chapter news and activities;
- 3) The editor-publisher of the XI Reflector shall be appointed by the president and shall be responsible for its publication and distribution;
- 4) The XI Reflector shall be sent to the West Virginia State Organization Special Publications Committee to be entered into competition at the state convention;
- 5) The Xi Reflector shall be taken to members not present;
- 6) The Xi Reflector shall contain:
  - a) The agenda for each meeting
  - b) The minutes of the previous meeting
  - c) The treasurer's report
  - d) Committee reports
  - e) Other announcements and item of importance to the members and the chapter

#### **C. Finance**

- 1) Shall be responsible for supervision of the financial affairs of the chapter.
- 2) Recommend the amount of Xi Chapter dues in accordance with XI Chapter Rules
- 3) Shall present the budget(s) to the executive board for approval, who in turn, shall present the budget(s) to the membership for approval.
- 4) Conduct an annual audit/financial review every 2 years.

#### **D. MEMBERSHIP**

- 1) relate membership concerns to the chapter;
- 2) provide new member applications;
- 3) provide ballot for voting;
- 4) issue invitations to prospective members;
- 5) conduct orientation and initiation;
- 6) prepare necrology reports and memorials;
- 7) keep West Virginia State Organization State informed.

#### **E. NOMINATIONS**

- 1) Shall select qualified candidates for office and secure their consent to serve;
- 2) present slate for voting;
- 3) report results to proper authority;
- 4) submit names for state officers and state committees;
- 5) nominate chapter member for the West Virginia State Organization Achievement Award.

### **2. SOCIETY MISSION AND PURPOSES AND OTHER XI COMMITTEES**

#### **A. Programs for Educational Excellence**

The first vice-president will be the chairman and shall:

- 1) promote programs and projects for excellence in education;
- 2) participate in programs that promote professional growth of women educators;
- 3) encourage member participation;
- 4) see that a program is prepared for each chapter meeting which encourages a team approach to program planning;
- 5) designate a member to lead the flag salute, the invocation, and the collect at each meeting;
- 6) make arrangements for the meeting place, date, and time of each meeting and being sure an American Flag and piano are available, if possible;
- 7) be responsible for presenting an overview of the Programs for Educational Excellence to initiates at their orientation;
- 8) submit information of the next meeting to the editor of the Xi Reflector;
- 9) designate a person to introduce any guest speaker and the purchase and presentation of the speaker's gift.

#### **B. Achievement Award**

Shall select a recipient for the Annual State Achievement Award.

#### **C. Music**

- 1) shall provide music as an integral part of the program for each meeting and for special occasions;
- 2) shall cooperate with the state music chairman by encouraging members to participate in the music activities at state and international conventions;

## **D. Publications**

### **1. XI Chapter Yearbook**

The yearbook shall be prepared each year and shall be distributed to members by the October-November meetings. A copy should be sent to the State President each year. The yearbook shall include:

- a) International Founders and officers
- b) West Virginia State Organization Founders and officers
- c) Xi Charter members, past presidents, and officers
- d) Names of Xi members, addresses, telephone numbers, birthdates, teaching positions, membership status (Active, Reserve, Honorary)
- e) Meeting dates, places, and times
- f) State committee chairmen
- g) Xi committee chairmen, duties, activities, and members of the committee
- h) Collect, Delta Kappa Gamma Song and Pledge
- i) Seven purposes, Vision, and Mission Statement
- j) Dates of Conventions, and Workshops, both International and State

### **2. Scrapbook**

- 1) The scrapbook is presented to the president at the end of each year of her biennium;
- 2) The president shall appoint a scrapbook chairman and a photographer to assist with the scrapbook;
- 3) The scrapbook chairman shall:
  - a) shall collect newspaper clippings, pictures, and other material pertaining to the Chapter, the members and to the Society;
  - b) instruct the photographer and members to take pictures at the regular meetings and special occasions to be forwarded to the scrapbook chair, where she will assemble all materials in the scrapbook;
  - c) be responsible for submitting the scrapbook to the West Virginia State Organization Special Publication Committee to be entered into competition at the State Convention/Conference.

## **E. Scholarships**

- 1) Criteria for awarding Xi Chapter scholarships shall be to applicants who are members in good standing and have been members of Xi for two or more years.
  - a) Deadlines for scholarship applications shall be December 1 for the winter term and April 1 for the summer and fall terms.
  - b) The amount of the stipend shall not exceed \$400.00 a calendar year.

#### **F. World fellowships and international projects**

- 1) The Xi Chapter World Fellowship Chairman shall collect a donation from members not wearing the Key Pin to meetings and send it to International as a donation for World Fellowships.
- 2) Additional individual contributions will be made from time to time as the chairman plans.
- 3) Members shall be encouraged to read DKG International publications concerning World Fellowship recipients.
- 4) Recipients will be invited to Xi meetings when in the vicinity near the chapter meeting place.

### **3. OTHER XI COMMITTEES**

#### **A. Chapter Research and History Committee**

Maintain records suitable to update the chapter history at reasonable intervals.

#### **B. We Care/Disaster Fund Committee**

- 1) Shall be responsible for sending cards and notes in the name of the chapter to ill members and shall notify the membership so that others might send cards;
- 2) notify the president of any illnesses and deaths;
- 3) allow \$50.00 to be the maximum amount spent upon the death of a member and \$25 to be the maximum amount spent for an immediate family member (husband, child, mother, father, sister, or brother)
- 4) memorial donations shall be given as requested by family or deceased, or if no request is made a book will be presented to the Raleigh County Library in their name;
- 5) obtain invoices for gifts and all invoices shall be given to the chairman who shall keep an account of expenses;
- 6) present gifts for happy occasions, such as births and marriages. Gifts shall not exceed the amount of \$50.00.
- 7) Receive requests for help with disaster related issues. Present a gift proposal to the chapter for a vote. Make the Chapter President aware so she can request assistance from the West Virginia State Organization.

#### **C. Auditing Committee**

- 1) examine the records of the accounts submitted by the treasurer for accuracy;
- 2) audit the account book;
- 3) report findings in writing to the chapter president and executive committee for adoption.

#### **D. Birthday Committee**

- 1) plan the birthday celebration of the chapter within the budget;
- 2) present the XI birthday program at the regular December meeting;
- 3) honor past chapter presidents at the birthday celebration and have them serve the birthday cake to the members.

#### **E. Founders' Day Committee**

- 1) plan the Founders' Day Program within the budget;
- 2) present it at the regular meeting in May;
- 3) present the Founder's Day Program at another time if a May meeting is not scheduled.

**F. Hostess Committee**

- 1) stay within the budget allocation and not assess members serving on the hostess lists for additional money;
- 2) obtain a decision in advance of making expenditure when special additional expenses are necessary; decisions may be made by the Executive Board and/or the president;
- 3) submit an itemized statement of expenses to the treasurer (Expenses shall not exceed the amount allocated in the budget);
- 4) give a door prize, if donated, but it shall not be bought out of the allocation;
- 5) see that all in attendance shall be eligible to receive a door prize if a drawing is held;
- 6) keep an attendance book to be retained by the 2<sup>nd</sup> Vice president. The guest book shall be made available at meetings and special functions and be placed at the registration desk.

**G. Technology/ Website**

A Web -master will be appointed by the president to maintain the chapter web page and promote the use of technology.

**H. Contact Committee**

- 1) notify members when necessary, concerning situations that occur between meetings;
- 2) notify members of called meetings;
- 3) poll members when necessary;
- 4) contact each active member not attending three consecutive chapter meetings without notification.

**4. ADDITIONAL STANDING COMMITTEES**

**XI Community Services Committee shall:**

- 1) be responsible for recognizing community/educational projects worthy of chapter support;
- 2) consider support of each project as it is presented to the chapter.

**ARTICLE IX  
MEETINGS**

**SECTION A. MEETINGS**

**1. Regular Meetings**

- a. Regular chapter meetings shall be held at least four (4) times per year.

**ARTICLE X  
AMENDMENTS**

**SECTION A. AMENDMENTS**

1. Proposals for amendment to or revision of the XI Chapter Rules shall be considered following the revisions of the International Constitution and/or the West Virginia State Organization Bylaws.
2. All proposed amendments shall be submitted in writing to the XI Chapter Rules Committee in the fall following the International Constitutional Revision.
3. The XI Chapter Rules Committee shall prepare the amendments to be considered and present them to the chapter for review one month prior to voting.
4. Amendments shall be made to the XI Chapter Rules by a majority vote of the members present at the regular chapter meeting in which they are up for passage.

**ARTICLE XII  
DISSOLUTION**

**SECTION A. DISSOLUTION OF A CHAPTER**

1. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.
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.
3. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund or as directed by the vote of the state Executive Board.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained by the state executive secretary/ and made available for use.
5. The charter must be returned to the state organization to be forwarded to the Society Headquarters.
6. See details for Dissolution in Constitution (2023) Article XIX-3 and West Virginia State Organization Bylaws Article XIV Section B.

**ARTICLE XIII  
AUTHORITY**

**SECTION A. AUTHORITY**

- A. Xi chapter recognizes the West Virginia State Organization manual of parliamentary procedures for the governance of the chapter in all instances in which the authority is not inconsistent with the Constitution, 2023 or other Society Rules.
- B. Robert's Rules of Order (latest revision) shall govern all regular meetings and proceedings in all cases not provided for in the Constitution, (2023) West Virginia State Organization By-Laws, and Xi Chapter Rules.



**ARTICLE XIV XI  
CHAPTER RULES**

**SECTION A. CHAPTER RULES**

- A.** The Xi Chapter Rules shall comply with the International Constitution, (2023), International Handbook (Latest revision), West Virginia State Organization By-Laws and Standing Rules.
- B.** Copies of the adopted Xi Chapter Rules shall be on the chapter web site under the Documents tab and on file with the chapter president, recording West Virginia State Organization Bylaws and Standing Rules Committee chairman, and Delta Kappa Gamma International Headquarters.