

**The Delta Kappa Gamma Society International  
DKG California State Organization  
Zeta Zeta Chapter Rules  
Revised 2024**

**ARTICLE I: NAME**

The name of this organization shall be Zeta Zeta Chapter of Delta Kappa Gamma Society International, DKG California (California), Area III, chartered on October 1, 1961.

**ARTICLE II: PURPOSES**

**2.01**

Zeta Zeta Chapter is dedicated to fulfilling The Seven Purposes of the Delta Kappa Gamma Society International as stated in the Constitution and International Standing Rules.

**2.02**

The chapter is dedicated to fulfilling the International Mission Statement: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**ARTICLE III: MEMBERSHIP**

**3.01 Invitation**

**3.01.1**

Qualifications for active, collegiate, reserve, and honorary membership are stated in the Constitution and International Standing Rules.

**3.02 Classification**

### **3.02.1**

An active member shall be a woman who is or has been employed as a professional educator. An active member shall participate in the activities of the Society.

### **3.02.2**

A collegiate member shall be a woman who is an undergraduate or graduate student pursuing an education degree and who intends to continue academically and professionally in the field of education and be enrolled within the last two years of their undergraduate degree.

### **3.02.3**

A reserve membership is a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill.

### **3.02.4**

An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service. This member does not have to live in the chapter area.

## **3.03 Election**

### **3.03.1**

Names of eligible candidates may be presented at any time to the Membership Chair. At least one sponsor is required for each candidate.

### **3.03.2**

The Membership Committee shall present the names of qualified candidates for membership at a chapter meeting

and give a brief resume of each and how each will fit into Chapter parity.

### **3.03.3**

Prospective members do not have to be voted into the chapter.

### **3.03.4**

Invitations to those elected to membership shall be mailed, hand delivered, or emailed by the Membership Chairman within two weeks after the election.

## **3.04 Orientation**

### **3.04.1**

All those who accept the invitation to join the chapter shall be asked to an orientation meeting to acquaint them with the advantages and responsibilities of membership in The Delta Kappa Gamma Society International.

### **3.04.2**

The orientation shall be the responsibility of the chapter officers and the Membership Committee.

### **3.04.3**

Orientation shall be given prior to the initiation/induction date.

### **3.04.4**

Sponsoring members should offer to bring the inductee to the orientation meeting.

## **3.05 Initiation/Induction**

### **3.05.1**

Initiation/induction shall be held at a location suitable for the ceremony.

### **3.05.2**

The Ceremonies Committee shall be responsible for arranging and conducting the ceremony in person or virtually as needed.

### **3.05.3**

If it is an in person meeting where a meal is served, the inductee's meal may be paid for by the chapter or the initiate's sponsor.

### **3.05.4**

Sponsors of the inductee shall be responsible for seeing that the inductee is present at either an in person or virtual meeting, introducing her to others and making her feel a part of the group.

### **3.05.5**

The Ceremonies Chairman shall store the initiation/induction paraphernalia.

### **3.05.6**

The chapter will be sure new inductees have key pins purchased by the chapter and later presented during the ceremony if held in person or if held virtually, presented at the next in person meeting.

## **3.06 Transfers**

Transfer members shall be accepted without a vote and may become part of the chapter at any time.

## **3.07 Termination**

### **3.07.1**

Membership shall be terminated for non-payment of dues or by resignation.

### **3.07.2**

Resignations shall be accepted by the chapter and recorded in the chapter minutes.

### **3.07.3**

The names of all members dropped for non-payment of dues may be announced to the chapter and recorded as such in the minutes.

## **3.08 Reinstatement**

Former members shall be reinstated to membership at their request and without a vote by the chapter.

## **3.09 Records**

### **3.09.1**

The Membership Committee shall maintain membership records in perpetuity.

## **ARTICLE IV: FINANCE**

## **4.01 Dues and Fees**

### **4.01.1**

The dues and fees of \$90 (made out to DKG Zeta Zeta) shall be determined by the chapter and be included in the annual budget.

### **4.01.2**

Dues for collegiate members may be determined by the chapter. DKG California has set collegiate dues at \$10.00, which is the same as those for a reserve member.

### **4.01.3**

Dues shall be payable to the Chapter Treasurer by June 30. Members must be dropped if their dues are not paid by October 1.

### **4.01.4**

Dues for membership commencing after January 1 shall be one-half of the international and one-half of the state membership dues.

### **4.01.5**

Chapter dues will be reduced to one-half of the regular dues for membership commencing after January 1. For membership or reinstatement commencing between June 1 and December 31, the member shall pay full dues and full state fees for the current year. For membership commencing between January 1 and March 31, the member shall pay one-half of the International dues, one-half of the state dues, and full state fees. A reinstated member shall pay full dues and full state fees whenever reinstated. There is no state induction fee.

## **4.02 Assessments**

Assessments shall be established to defray expenses for specific purposes if agreed upon by a majority of those present at a regular meeting.

## **4.03 Other Income**

Income raised through fundraising shall be used for specific purposes if agreed upon by a majority of those present at a regular meeting.

## **4.04 Budget**

#### **4.04.1**

The annual budget shall be prepared by the Finance Committee. The treasurer serves as an ex-officio member of the committee.

#### **4.04.2**

The chapter shall budget expenses for the Chapter President to attend the DKG California Convention.

#### **4.04.3**

The chapter budget shall be presented to the Executive Board for approval prior to the vote by the general membership.

#### **4.04.4**

The budget shall be presented for approval at the first chapter meeting following the Finance Committee meeting.

#### **4.04.5**

Two signatures shall be required for all checks. Signatories may be the president and treasurer and/or other member(s) as identified by a vote of the membership.

### **4.05 Audit**

#### **4.05.1**

The chapter Executive Board shall provide for an annual audit of the books

#### **4.05.2**

This audit shall be completed by July 31st and a report submitted to the chapter at the first meeting in the fall.

#### **4.05.3**

The chapter shall use an outside auditor or the president shall appoint one or two members to meet for the audit or an outside auditor. No member of the chapter finance

committee or the chapter treasurer can be on the audit team.

#### **4.06 Donations**

Use of monies received as undesignated donations shall be determined by a majority of members present at a regular meeting.

#### **4.07 Fundraising**

##### **4.07.1**

Dues and fees shall cover operating expenses.

##### **4.07.2**

Funds may be raised for other purposes, including recruitment grants, scholarships, Outstanding Student Teacher awards, or other awards identified by the chapter members.

### **ARTICLE V ORGANIZATION**

The Chapter shall govern the conduct of its business as stipulated in the Constitution, and International Standing Rules, the California State Organization Bylaws , and Chapter Rules.

### **ARTICLE VI: OFFICERS**

#### **6.01 Chapter Officers**

##### **6.01.1**

Chapter officers, all of whom must be members of The Delta Kappa Gamma Society International, shall include at least an elected President, Vice-President, (chair of the Program Committee), and Recording Secretary. The Treasurer is appointed by the Chapter President. The treasurer may be bonded.

### **6.01.2**

The chapter may have the following additional officer(s): Second Vice-President (also chair of the Membership Committee), and Corresponding Secretary.

### **6.01.3**

The President shall appoint a Parliamentarian.

## **6.02 Nominations**

### **6.02.1**

The Nominations Committee shall be elected.

### **6.02.2**

The President shall appoint the Chairman of the Nominations Committee.

### **6.02.3**

The Nominations Committee shall prepare and present a slate of officers at the February meeting in even-numbered years.

### **6.02.4**

Election of officers shall be held no later than April so the incoming President can attend the California State Organization Convention in May.

## **6.03 Election**

### **6.03.1**

Election shall be in even-numbered years and shall be for a term of two years.

### **6.03.2**

Officers shall serve in the same office for as many terms as they are elected.

## **6.04 Duties**

### **6.04.1**

The duties of officers are described in the Constitution of The Delta Kappa Gamma Society International with additions listed below.

### **6.04.2**

The First Vice President shall serve as the chairman of the Membership Committee.

### **6.04.3**

The Second Vice President shall serve as chairman of the Program Committee.

### **6.04.4**

The President shall take action, with the advice and approval of the Executive Board, in matters that cannot be deferred until the next meeting.

### **6.04.5**

The President shall attend meetings called by the Area Director.

### **6.04.6**

The President shall fill by appointment all vacancies with approval of the Executive Board.

### **6.04.7**

The Treasurer shall order the President's pin. The pin is presented to the President at the Installation of Officers.

### **6.04.8**

The Corresponding Secretary shall send cards, letters, or flowers when appropriate.

### **6.04.9**

The Recording Secretary shall take minutes at all meetings of the Executive Board and chapter meetings and present these for approval by the Executive Board or the membership.

## **ARTICLE VII: EXECUTIVE BOARD**

### **7.01 Executive Board Members**

#### **7.01.1**

Executive Board members shall be comprised of the elected officers of the chapter.

#### **7.01.2**

The Treasurer, immediate Past President, and Parliamentarian shall serve as ex-officio members. The Parliamentarian does not have a vote.

### **7.02 Duties**

The Executive Board shall meet at least twice a year, or as determined by the chapter, with a quorum being a majority of voting members of the board. The duties of the chapter Executive Board include the following:

#### **7.02.1**

Select a Treasurer for the biennium.

#### **7.02.2**

Act in matters requiring immediate action and decision.

#### **7.02.3**

Recommend policies and procedures for consideration by the members.

#### **7.02.4**

Establish rules for budget development and approval, and for the supervision of chapter finances.

## **ARTICLE VIII: COMMITTEES**

### **8.01 Society Business**

#### **8.01.1**

Chapter Rules Committee shall:

- a. review and revise Chapter Rules at least once a biennium
- b. forward an electronic copy to the California Organization Bylaws, Planning, and Procedures Committee

#### **8.01.2**

Finance Committee shall:

- a. be responsible for setting dues and fees with the approval of the membership.
- b. develop the annual budget.
- c. make reports and secure the annual audit.

#### **8.01.3**

Membership Committee shall:

- a. develop a plan for membership recruitment.
- b. seek prospective members.
- c. conduct voting if the chapter selects voting
- d. be responsible for orientation and induction.
- e. encourage participation by all members.
- f. assist the President in preparing the Necrology report.
- g. annually maintain current biographical data of all Chapter Members.

#### **8.01.4**

Nominations Committee shall:

- a. be comprised of three (3) members. One of the three shall be a past president. Other members shall be appointed by the Executive Board or President(s).
- b. present a proposed slate of officers and nominations for the next biennium in even-numbered years at the February meeting.

## **8.02 Program of Work (Educational Excellence)**

### **8.02.1 Historian**

The Historian shall take pictures and keep printed or digital copies of all newsletters. These will be brought to Founder's Day to be displayed.

### **8.02.2 Program**

Program Committee shall be responsible for developing programs that align with the Seven Purposes of The Delta Kappa Gamma Society International and are of interest to and meet the needs of the membership.

### **8.02.3 Visual and Performing Arts**

The Visual and Performing Arts Committee shall be responsible for the music at meetings, and installation and Induction ceremonies as planned by the Program Committee.

### **8.02.4 Ceremonials**

The Ceremonials Committee shall be responsible for the installation and induction ceremonies as planned by the Program Committee.

## **8.03 Educational Services**

### **8.03.1 Communications**

Communications Committee shall:

- a. send a communication newsletter or bulletin by e-mail or postal service before each meeting reminding the members of the date, time, location, program and other items of interest concerning the upcoming meeting.
- b. be responsible for all chapter publicity in chapter newsletters, local newspapers, and DKG California Connection.
- c. maintain an annual digital yearbook.

### **8.03.2 Educational Law and Policy**

Educational Law and Policy Committee shall:

- a. support the Adopt-a-Legislator program
- b. communicate with the legislators and include them as guest speakers.
- c. encourage participation in Legislative Study Sessions.
- d. keep members informed of pending legislation.
- e. remind members of and encourage them to participate in bill reading

### **8.03.3 Awards and Recognitions**

Awards and Recognitions Committee shall:

- a. keep members informed of all International, DKG California and Area scholarships available to them and the due dates.
- b. publicize and award recruitment grant(s), tuition grants, and student teacher awards.

### **8.03.4 Global Awareness**

Global Awareness Committee shall:

- a. shall contact a World Fellowship recipient if she is enrolled locally and

- invite her to be a guest at a chapter meeting or send her a card of greeting.
- b. share information with the chapters about the International programs as adopted through the United Nations, such as Schools for Africa share “Save Our Earth” tips with chapter members

## **ARTICLE IX: AREAS OF ACTIVITY**

### **9.01 Chapter Meetings**

#### **9.01.1**

The chapter shall meet September through May of each academic year as appropriate for the chapter.

#### **9.01.2**

A quorum for conducting chapter business shall be a majority of the members in attendance.

#### **9.01.3**

Active members shall be expected to attend regular meetings.

#### **9.01.4**

Holding Electronic Meetings: Business of the chapter may be transacted electronically as long as all members present are able to communicate with each other simultaneously and can actively participate in the meeting.

9.01.5 Voting Between Meetings: 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.

9.01.6 Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.

## **9.02 Area Meetings**

The chapter President, or her designee, shall be expected to attend regular area meetings.

## **9.03 Conventions**

### **9.03.1**

The chapter President, or her designee, shall be the official representative of the chapter at DKG California State Convention.

### **9.03.2**

Funds shall be budgeted annually to defray the expenses of the President's attendance at the DKG California State Convention.

## **9.04 Newsletters**

It is recommended that a regular chapter newsletter be published. It will be sent out via email or postal service for members who do not use email.

## **9.05 Directory/Yearbook**

A chapter directory/yearbook shall be maintained electronically for the chapter membership.

## 9.06 Website and Social Media

*All affiliated websites and social media sites that bear the DKG Society International name (including DKG or the DKG logo) shall include the following disclaimer:*

### Disclaimer

The Delta Kappa Gamma Society International is not responsible for anything posted to this site and makes no representation as to the accuracy or completeness of information contained in such material. The views expressed on this site do not necessarily represent or reflect the views of The Delta Kappa Gamma Society International. The Delta Kappa Gamma Society International is not responsible for, and disclaims any liability in relation to, anything posted by contributors to, or users of, the site.

## **9.07 Zeta Zeta Awards and Grants:**

### **9.07.1**

Chapter members shall determine awards, scholarships, grants, and special forms of recognition.

### **9.07.2**

Recruitment/Tuition Grants may be awarded as determined by the chapter members.

## **9.08 Special Projects**

Chapter members shall determine special projects such as Backpack Supplies, Adopt an Angel Holiday Program, Global Awareness.

## **9.09 Death of a Member or her Family**

### **9.09.1**

When a member of the Chapter passes away, a single rose will be presented to her family, along with the Celebration of Life Program from the CA State Convention.

### **9.09.02**

When an immediate member of the family (including a mother or father) passes on, a card of sympathy will be sent by the Chapter Corresponding Secretary(s).

## **ARTICLE X: FUNDS**

### **10.01 General**

The Treasurer shall be responsible for making all deposits and keeping an account of all monies received and spent.

### **10.02 Checking Account**

#### **10.02.1**

The account shall be maintained at a Federal Deposit Insurance Corporation (FDIC) bank, as determined by the Finance Committee.

#### **10.02.2**

Two signatures shall be required on all checks.

#### **10.02.3**

An audit shall be completed annually.

### **10.03 Area Assessment:**

The Area assessment per member will be sent to the Area III Treasurer by November.

## **ARTICLE XI: PUBLICATIONS**

### **11.01 The Yearbook:**

Published annually, will include Chapter officers, committees, programs, Society Purposes, Delta Kappa Gamma song, International and DKG California officers, Chapter Standing Rules, Past Presidents, In Memoriam, member names, addresses, telephone numbers, birthdays (month/day), and year initiated. Email addresses will be published with a member's permission.

### **11.02 The Zeta Zeta Newsletter:**

Will publicize monthly programs, news about International, State, and Area activities, as well as news of Chapter members. It will be sent to the Area III Director and the California State President.

### **ARTICLE XII: Revision of Chapter Rules**

Revisions shall be made as the chapter deems necessary by majority vote of those present at the meeting and may become effective immediately.

### **12.01 Procedures**

#### **12.01.1**

Any member of the chapter may propose revisions to Chapter Rules.

#### **12.01.2**

One official copy shall be kept in the President's files, and one copy in the Recording Secretary's file.

#### **12.01.3**

A copy of the updated Chapter Rules shall be sent to the DKG California Bylaws, Planning and Procedures Committee each biennium for review.

#### **12.01.4**

The Chapter Rules Committee shall be responsible for updating the Chapter Rules when there are additions, revisions, or deletions.

#### **12.02 Notification**

Members must be notified in advance of proposals that would increase dues or assessments.

#### **12.03 Vote**

Approval by a majority of members present shall be required to revise Chapter Rules.

#### **12.04 Revision of Chapter Rules**

##### **12.04.1**

Revisions may be made as the chapter deems necessary by majority vote of those present at the meeting or by electronic vote and may become effective immediately.

##### **12.04.2**

Revisions shall be presented to chapter members in digital form one month prior to voting on the proposed changes.

##### **12.04.3**

Revisions of Chapter Rules shall be made as necessary to reflect changes made by DKG California and/or International.

#### **ARTICLE XIII: Parliamentary Authority**

Robert's Rules of Order (Newly Revised) shall govern proceedings in all cases not provided for in the Constitution and International Standing Rules, DKG California Organization Bylaws, and Chapter Rules.

Zeta Zeta Committee Members: Stephanie Brown-Myers,  
Christina Clemens, Kit King, Diana Sawin - February 22,  
2022