

**DELTA KAPPA GAMMA
BETA KAPPA CHAPTER**

Chapter Standing Rules and Policies 2022-2024

A. NAME

The name of this chapter shall be Beta Kappa Chapter, Pennsylvania State Organization, The Delta Kappa Gamma Society International.

B. PURPOSES

The purposes of Beta Kappa Chapter shall be the seven purposes of The Delta Kappa Gamma Society International and those of the Pennsylvania State Organization. Additional chapter objectives must be consistent with the *Constitution*.

C. MEMBERSHIP

Membership is composed of active, reserve and honorary members. Chapter has the authority to act in matters of membership. Practices are consistent with *Constitution*, III.

1. To be considered for invitation to active membership, a woman educator must:
 - a. Have had professional preparation.
 - b. Be employed as a professional educator at the time of her election.
 - c. Be retired from an educational position.
 - d. Live or work in the chapter area.
 - e. Demonstrate professional proficiency.
 - f. Be a contributing member of her community.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
3. Selection process for new members:
 - a. Mention possible names at **first** fall Chapter meeting.
 - b. Mention and discuss potential names at the **second** Chapter meeting.
 - c. Turn in completed Recommendation Form to the Membership Committee by two weeks prior to the **third** Chapter meeting. This will be the last chance for proposals.
 - d. Discuss proposed members at the **third** Chapter meeting.
 - e. Vote by written ballot at the **third** Chapter meeting. The general membership shall vote by majority of membership present to elect the candidates to membership.
 - f. An official chapter invitation signed by the chapter president will be mailed by the Membership Chairperson to the accepted proposed chapter member after the chapter planning meeting (April, May, or June).

- g. Members-elect will indicate in writing their acceptance to membership by June 1.
- h. The orientation of members-elect shall be held prior to initiation.
- i. Members proposed after the fall initiation meeting will be initiated at the following fall meeting, unless unusual circumstances exist. These proposed members would be invited to attend any open meetings throughout the year preceding their initiation.
- j. The recording secretary shall record in the chapter or executive board meeting minutes the name of any member whose membership is terminated. The record shall include the reason and date of termination.
- k. The executive board shall decide on the disposition of Society jewelry that has been returned to the chapter.

D. MEETINGS

1. Beta Kappa Chapter shall meet at least four times per year during the months of September, November, March, and May.
2. Attendance at Chapter meetings is expected of Active members.
 - a. If any member finds herself temporarily unable to attend meetings regularly, she should contact another member.
 - b. Membership participation will be actively encouraged during each biennium.
 - c. Executive Board members will make a concerted effort to involve all members in the planning and participation of Beta Kappa events.
 - d. Sponsors will be responsible for new members for at least two years by acquainting them with other members and encouraging their participation.
 - e. A quorum shall be the Majority of the membership present.

E. OFFICERS AND EXECUTIVE BOARD

1. Beta Kappa Chapter officers shall be: a president, a vice president, a recording secretary, (all elected), and a treasurer (selected by the executive board). (May also include optional officers: second vice president, corresponding secretary (all elected), and a parliamentarian (appointed).
2. Nomination and election of officers shall follow the policies set forth in the State by-laws.
3. Delta Kappa Gamma Constitution and/or policies are established by the Executive Board.
4. The Nominating Committee is appointed by the President and this committee contacts nominees for each office and presents the slate to the membership.
5. The members of the Executive Board shall include all elected officers and the immediate past president and any other members at the discretion of the President or as designated by the Chapter.

6. The Beta Kappa Chapter Executive Board shall function according to the Constitution. The Parliamentarian is "without vote." The treasurer is designated as "with" or "without" vote.
7. The President shall appoint standing Committees and Ad Hoc Committees.
8. Elections are held in even-numbered years. Procedures are consistent with the *Constitution, Article VII.C.*
9. The ballot shall include the slate of officers and nominees for the Nominations Committee (If the chapter has a Nominations Committee).
10. President's pin is presented by chapter at installation.
11. A treasurer shall be selected by the executive board prior to the first meeting of the biennium.
12. Officers shall perform duties as specified by the *Constitution, VI*, the Pennsylvania State organization Bylaws, and as authorized in the Beta Kappa Standing Rules.

F. FINANCE

1. Chapter dues are determined by the Executive Board with final approval of the membership.
2. The budget is prepared and presented by the Finance Committee at the September meeting. It is based on the previous year's budget and expenditures. The budget will be adopted at the September meeting.
3. Expenses are paid by the Treasurer, with the President's approval, after bills are presented.
 - a. Chapter monies pay the expenses (registration, mileage @ \$.40 per mile up to \$40, and lodging) of the President and the Incoming President at the State Convention, Leadership and Professional Development Seminar, and/or other workshops/conventions until the budgeted amount is depleted.
 - b. Members may complete a voucher with presidential approval for reimbursement for mileage (\$.40 per mile up to \$40) and registration to convention/workshops until the budgeted amount is depleted.
4. A Recruitment Grant may be given each year.
5. A yearly audit is completed by a designated person(s).

G. CONTRIBUTION TO THE STATE SCHOLARSHIP FUND

In memory of a deceased member, the amount of \$25 shall be contributed to the Fund.

H. ORGANIZATION

The Beta Kappa Chapter shall govern the conduct of business in a manner consistent with the *Constitution*, International Standing Rules, the Alpha Alpha State Organization Standing Rules and the Beta Kappa Standing Rules.

I. COMMITTEES

1. Committees include at least those for which the Chapter has constitutional responsibility or includes an alternate structure for accomplishing the work assigned.
2. Standing committees shall be Society Business, Program of Work, and

Educational Services and will fulfill responsibilities as outlined in the Constitution and as detailed in the Handbook.

3. Beta Kappa Chapter has the following additional special standing committees: Projects, Welfare, Scholarship/Recruitment Grant, and the US Forum Liaison.

a. Projects

- i. Members may participate in special projects during the Biennium as determined by the Projects Committee and/or identified by need to support a local, state, or international chapter.

b. Welfare

1. Beta Kappa members of Delta Kappa Gamma will be remembered with a single red rose, symbolic of our organization, for the following events:
 - 1) birth or adoption of a child;
 - 2) illness entailing overnight hospitalization, extended sickness, or long-term confinement.
- The immediate family members include: father, mother, son, daughter, husband, or person who lives in the same household.
- When a Beta Kappa member dies, a single red rose will be presented to her family and a memorial contribution will be made to the State Scholarship Fund. The Chapter President will send acknowledgement of this contribution to the deceased member's family.
- Members are encouraged to send cards and visit our Beta Kappa sisters to show their continued concern and support.
- When a member retires, an announcement will be made at a meeting and/or placed in the newsletter. Members are encouraged to send cards.
- Unique situations may require the Welfare Committee to use its discretion.
- The chapter's Welfare Committee will be composed of members representing our geographical areas.

c. Scholarship/Recruitment Grant

- i. In the Interest of encouraging future educators, a grant of \$500 shall be awarded each year to a high school graduate. This grant is awarded to one applicant from a public or private school in Franklin County or in Adams County. The following are suggested guidelines for candidate selection: academic proficiency, varied interests and achievements, financial need, and evidence of responsibility.
- ii. Recommendations shall be requested from school personnel, i.e., guidance counselor, administrators, teachers. Applications are due May 1st.

PREVIOUS RECIPIENTS:

- 1970 Ann Turner, Biglerville
1971 Judy Alther, Chambersburg
1972 Sue Ann Blocher, Gettysburg
1973 Deborah Rosenberry,
Greencastle-Antrim
1974 Julie Mallot, Mercersburg
1975 Karen Miller, New Oxford
1976 Cynthia Shockey,
Waynesboro
1977 Kay Smith, Bermudian Springs
1978 Melissa Ann Mader,
Chambersburg
1979 Dercey Loughman,
Conewago Valley
1980 Vickie Heyser, Gettysburg
1981 Kristo Beer,
Greencastle-Antrim
1982 Teresa Backner, Tuscaroro
1983 Cathy Woodson,
Upper Adams
1984 Jessica Fitz, Waynesboro
1985 Tracey Shank,
Bermudian Springs
1986 Candi Miller, Chambersburg
1987 Amy Pressel,
Conewago Valley
1988 Candy Ritter, Fairfield
1989 Katie Renalli, Gettysburg
1990 Alicia Hipp,
Greencastle-Antrim
1991 Alison Houck, Littlestown
1992 Susan Neihl, Shippensburg
1993 Andrea Eck, South Western
1994 Shelby Fike, Tuscarora
1995 Hannah Showalter,
Upper Adams
1996 Sharon Smetzer, Waynesboro
1997 Faithe Rotz,
Bermudian Springs
1998 Carrie Benedict,
Chambersburg
1999 Amanda DeShong,
Conewago Valley
2000 Rebecca Goetz, Fairfield
2001 Elena Gregorio, Gettysburg
2002 Rachel Myers,
Greencastle-Antrim
2003 Jamie Petenbrink, Littlestown
2004 Kathryn Franzoni,
Shippensburg
2005 Kayla Carbaugh,
South Western
2006 Lauren Hollensheat,
Tuscarora
2007 Kristen Schwander,
Upper Adams
2008 Alison Minnick, Waynesboro
2009 Samantha Marines,
Bermudian Springs
2010 Jennifer Hamilton,
Chambersburg
2011 Justine Hartlaub,
Conewago Valley
2012 Kirsti Shindledecker, Fairfield
2013 Lauren Shaffer, Gettysburg
2014 Abigail Lackey,
Greencastle-Antrim
2015 Gabrielle Mummert,
Upper Adams
2016 Meghan Hirneisen
Greencastle-Antrim
2017 Kaelyn Long
New Oxford
2018 Megan Painter
Waynesboro
2019 Kamdyn Balko
New Oxford
2022 Alexa E. Snyder
Fannett-Metal
2023 Kira Shirk
Shippensburg

d. U.S. Forum Liaison

- i. Beta Kappa members are informed of recent legislative acts and laws that effect areas in education.

J. SPECIAL EVENTS/PROJECTS

Activities that Beta Kappa Chapter may participate in include: Yearbook publication/revisions; Newsletter publication; Chapter and/or State projects; Joint Birthday Luncheon or summer Picnic held with Omega Chapter; Other special meetings.

K. DISSOLUTION

1. Before a chapter is dissolved, the approval of the Pennsylvania State Organization 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 Pennsylvania State Organization treasurer for state or international projects.
4. The chapter's paraphernalia, the Society publications and the chapter records shall be retained in the Pennsylvania State Organization archives and made available for use.
5. The charter must be returned to the Pennsylvania State Organization to be forwarded to International Headquarters.
6. The Pennsylvania State Organization Executive Board shall decide whether the Greek name be reused or not.

L. PARLIAMENTARY AUTHORITY

Roberts Rules of Order (current edition) is designated for the governance of the Beta Kappa Chapter in all instances in which the authority is not inconsistent with the Constitution or other adopted Society rules.

M. AMENDMENTS

Procedure for amending standing rules includes the following: when they may be amended, by what body, the proportion of vote necessary to amend, and the procedure for notifying the membership.