



Beta Pi Chapter Rules

Chapter Rules of the Beta Pi Chapter of the Tennessee State Organization of the Delta Kappa Gamma International. 2023

The name of this chapter shall be Beta Pi of the Tennessee State Organization of the Delta Kappa Gamma International (hereby referred to as the Tennessee State Organization).

Beta Pi Chapter rules shall be amended automatically by the executive board to comply with the *Constitution, International Standing Rules, and the Tennessee State Organization Bylaws and Standing Rules*. Notice of automatic updates shall be published on the chapter website.

I. PURPOSE

The *Beta Pi Rules* provide clear guidance for effective and expeditious work of the chapter in accordance with accepted traditions and practices of Beta Pi. They clarify and expand, but do not replace, duties set forth in the *Constitution* and *International Standing Rules*, the official documents of The Delta Kappa Gamma Society International, and *Tennessee State Organization Rules and Bylaws*, the official policies of the Tennessee Organization. The *Bylaws* are the policies of the chapter; these *Rules* provide guidance in their implementation.

II. Membership

- A. **Active** members shall be women who are or have been employed as a professional educator at the time of her election. An individual becomes a member of the Society when she pays her dues - \$85. Members shall be selected by invitation to chapter meeting and interest shown in joining after an orientation. New members will be inducted in March.
- B. Reserve members must be retired and unable to attend meetings. Reserve member dues are \$58.
- C. Collegiate members are college students enrolled in an educational program of study.
- D. The membership year is July 1-June 30.
- E. Dues should be paid at the May meeting, or by June 15.
- F. Chapter minutes must include the names of members terminated, including the reason and date of termination.

III. Dues and Fees

- A. Annual dues and fees must be paid to the chapter treasurer by June 30 for the following year.
- B. Non-payment of dues and fees will result in membership termination.
- C. For membership or reinstatement between July 1 and December 31, the member shall pay dues and scholarship fee for the current year. New members shall also pay the induction fee.
- D. For membership or reinstatement on and after January 1, the member shall pay one-half the international and state membership dues, in addition to the full scholarship fee. New members shall also pay the induction fee. Chapter dues may also be pro-rated.
- E. Chapter retains induction fee of \$7.50.

IV. Chapter Meetings

- A. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two as long as members may hear and actively participate in the meeting.
- B. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required for this action.

- C. Ratification of mail voting must be made at the next face-to-face meeting.
- D. No proxy voting.

V. Chapter Officers

A. The president shall:

1. be responsible for duties as prescribed in the *Constitution and International Standing Rules*;
2. perform duties as prescribed by the *TNSO Rules and Beta Pi Rules*;
 - preside over chapter meetings, presenting an agenda for approval at the beginning of each meeting
 - whenever possible attend the state conventions and the International Conventions during her term of office;
 - confer with members of the Chapter Executive Committee to annually make plans for the chapter;
 - appoint all committees
 - attend meetings of chapter committees when deemed necessary for the transaction of committee responsibilities;
 - submit an article (“a message to members”) for each issue of the *Beta Pi News*, send copies of death notice forms to news editor, and other such timely information as she may receive;
 - communicate with chapter members as needed;
 - distribute forms and documents to committee chairmen;
 - coordinate information from committee chairmen and disseminate the information to the appropriate state counterparts;
 - approve all expenditures;
 - assume responsibility for other decisions and arrangements that need executive action.

B. The vice-president shall:

1. be responsible for duties as prescribed in the *Constitution and International Standing Rules*
2. perform duties as prescribed by the *TNSO Rules and Bylaws*
3. perform the duties of the president when the president cannot perform them
4. whenever possible, attend state convention and International Conventions during her term of office:
5. serve as chairman of the Program Committee, whose responsibilities include:
 - a. guidance to chapter program committee,
 - b. development of professional, personal, and program of work programs for chapter meetings
 - c. involvement of the music representatives.
6. confer with the president, second vice-president and/or members of the Executive Committee to make annual plans for the chapter;
7. develop and print Chapter Yearbooks to send in to the state and to distribute to members
8. submit Chapter Excellence Award sheet to the state

C. The secretary shall:

1. be responsible for duties as prescribed in the *Constitution and International Standing Rules*;
2. perform duties as prescribed by the *TNSO Rules and Bylaws*;
 - whenever possible, attend the state conventions and International Conventions during her term of office;
4. record business of Executive Board meetings and chapter business meetings. Read minutes at each meeting.
5. send copies of chapter minutes to the president
6. preserve a copy of all official minutes and keep in chapter archives

D. The treasurer shall:

1. be responsible for duties as prescribed in the *Constitution and International Standing Rules*;
2. perform duties as prescribed by the *TNSO Rules and Bylaws*;
3. execute all duties and responsibilities of the office as set forth in the *Guidelines for State and Chapter Treasurers*; insure that checks written on Beta Pi accounts shall be cashed within sixty (60)

days make reimbursements only when requisitions are submitted within sixty (60) days of the event and requisitions include documentation, i.e. attached copy of receipt or bill of sale or third party statements.

4. be responsible for collection of dues
5. send in dues and forms to State Treasurer
6. distribute membership cards to chapter members who have paid dues
7. Maintain an accurate and current membership roster.

E. The parliamentarian shall:

1. attend chapter meetings
2. serve as parliamentary advisor to the president before and during chapter meetings;
3. serve as ex officio member of the Rules Committee

VI. THE IMMEDIATE PAST PRESIDENT SHALL:

- A. Advise and mentor the incoming president;
- B. Select and present a gift to the new president at the birthday celebration;
- C. Submit, within the first year following her term of office, a history of her biennium.

VII. THE NEWSLETTER EDITOR SHALL:

- A. Prepare a newsletter during the months that the chapter does not meet.
- B. Perform duties and responsibilities as directed by the President and the Executive Board.
- C. Obtain a message from the president for each newsletter
- D. Mail letters in a timely fashion, stamps provided by the chapter
- E. Request materials for newsletter when needed

VIII. BETA PI COMMITTEES SHALL:

1. Perform tasks set by the president and state committee guidelines
2. Submit forms requested by state and international committees in a timely fashion and in the format requested by Society Headquarters
3. Report to the chapter on projects as needed

IX. NEWSLETTER & WEBSITE

- A. *Beta Pi News*
 1. shall be published by the editor at least six times a year;
 2. shall have the cost of publication included in members dues;
 3. shall be emailed to all members during the months with no meeting
 4. shall include but not be limited to
 - a. dates to remember
 - b. a message from the president
 - c. spotlight on a member
 - d. legislative update
 - e. information from Leadership Links
 - f. other chapter activities as deemed important by the editor
- B. The editor shall submit two articles to the local paper or *Xi State News* each year.
- C. The editor shall complete the Communications Award sheet and send in for credit.
- D. The website editor shall
 1. update the website regularly
 2. follow the website checklist provided by the Society
 3. maintain a signed consent form from members
 4. Submit the website for review on even numbered years

X. INTERNATIONAL

Reports requested from State organizations and chapters shall be submitted in the format specified by Society Headquarters.

XI. MEMORIALS

- A. Beta Pi shall contribute to the scholarship fund \$25 upon the death of a member.
- B. Member shall receive one red rose upon the death of a close family member.
- C. Members will be memorialized at the next initiation ceremony following their death, and placed on the website memorial page.

XI. SCHOLARSHIPS

- A. shall be offered annually.
- B. Applicants will be a female senior who plans to major in education
- C. The amount of \$100 will be presented to the top applicant