

**BYLAWS OF ETA CHAPTER,  
WEST VIRGINIA STATE ORGANIZATION  
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

Eta Chapter, West Virginia State Organization, The Delta Kappa Gamma Society International, shall hereby follow and adhere to the Constitution, Bylaws, and Standing Rules set forth by The Delta Kappa Gamma Society International and West Virginia State Organization.

References to the International Constitution will appear in all caps: CONSTITUTION.

References to the WEST VIRGINIA STATE ORGANIZATION Bylaws will appear in all caps: *BYLAWS*.

**ARTICLE I  
NAME AND EMBLEMS**

**Section A. Name**

The name of this chapter shall be ETA Chapter, WEST VIRGINIA STATE ORGANIZATION, The Delta Kappa Gamma Society International.

**Section B. Chapter Designation**

Eta Chapter shall be designated by the sixth letter of the Greek alphabet, symbolic of the order Eta Chapter was chartered following the sequence of the Greek alphabet.

**Section C. Emblems and Jewelry**

1. The key is the official symbol of the membership.
2. Official jewelry shall be the key pin, state and chapter president's pin and the West Virginia State Organization Achievement Award medallion.

**ARTICLE II  
PURPOSES**

**Section A. Purposes**

The purposes of The Delta Kappa Gamma Society International shall be

1. to unite women educators of the world in a genuine spiritual fellowship;
2. to honor women who have given or who evidence a potential for distinctive service in any field of education;
3. to advance the professional interest and position of women in education;
4. to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and or women educators;
5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action;
7. to inform the members of current economic, social, political and education issues so that they may participate effectively in a world society.

**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**

Leading Women Educators Impacting Education Worldwide

**ARTICLE III  
MEMBERSHIP**

**Section A. Membership**

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of a chapter, a state organization (West Virginia State Organization), and the International Society.
2. An individual becomes a member of the Society when she pays her dues. She is inducted only once.

**Section B. Classification**

1. An active member shall be a woman who is, or has been, employed as a professional educator at the time of her election/induction. An active member 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 physical disability and/or geographic location.
3. 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.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a. Undergraduate student collegiate members 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 their undergraduate education degree program.
  - b. Graduate student collegiate members 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.

**Section C. Election to Membership**

1. The chapter shall act in matters of membership.
2. A candidate for active membership shall be voted on at a chapter meeting in a manner to be determined by the chapter.
3. A candidate for honorary membership at the chapter level shall be elected by the executive

board.

4. ETA Chapter, West Virginia State Organization, shall maintain a continuous record of the status of its members.

**Section D. Transfer of Membership**

1. Transfer of membership shall be in accordance with the CONSTITUTION, Article III, Section D.\*  
\*A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

**Section E. Termination**

1. Membership in the Society is terminated for non-payment of dues, resignation, or death.
2. A complete record of all terminations of membership shall be maintained in the files of the state treasurer. The record shall include the reason and the date of the termination. The chapter membership chairman shall file letters of resignation.

**Section F. Reinstatement of Membership**

Reinstatement of membership shall be in accordance with the CONSTITUTION, Article III, Section F\*

\*A former member shall be reinstated to membership by the chapter receiving the request, and said member's payment of current dues.

**ARTICLE IV  
FINANCES**

**Section A. Annual Dues**

1. Each active and reserve member shall pay annual dues in accordance with the CONSTITUTION, Article IV, Section A
  - a. International dues shall be an amount recommended by the Executive Board and approved by the International convention.
  - b. West Virginia State Organization dues shall be an amount determined in accordance with the BYLAWS.
  - c. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.
2. State dues and fees shall be forwarded to the West Virginia State Organization treasurer, by June 30.
3. International dues shall be forwarded to International between July 1 and September 30.

**Section B. Fees**

1. Induction Fees  
An active member shall pay an induction fee at the time of induction.
2. Scholarship Fees  
Each active and reserve member shall pay a scholarship fee annually.
3. Honorary Fee  
The chapter shall pay a lifetime fee for each honorary member at the time of induction.

### **Section C. Payment of Dues and Fees**

1. A member shall pay annual dues and fees no later than June 30 of each year. On October 1, a member shall be dropped for non-payment of dues and fees.
2. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new members only), dues, and scholarship fee for the current year. For membership commencing on or after January 1 through March 31, the member shall pay one-half the international membership and state dues. Immediately thereafter, the correct portions of dues are mailed to the West Virginia State Organization treasurer and to International.
3. A member inducted or reinstated after April 1 and before July 1 shall pay the induction fee and dues for the upcoming fiscal year. Correct portions of dues and fees are mailed to the West Virginia State Organization and to International.

### **Section D. Financial Assessments**

1. Annual dues and fees shall be collected by the chapter treasurer prior to June 30 for the following fiscal year.
2. Financial assessments may be levied only by the chapter.

### **Section E. Financial Control/Accounting**

1. Financial matters are in accordance with the CONSTITUTION, International Standing Rules, and the West Virginia State Organization Bylaws.
2. The fiscal year of Eta chapter shall be July 1 - June 30 inclusive.
3. The Finance Committee shall develop an annual budget and present it to the membership no later than the first business meeting of the fiscal year for approval.
4. Eta chapter bills shall be paid by the treasurer after proper authorization of the president.
5. An annual audit/financial review shall be submitted to the executive board for approval and presented to the membership for approval at the first fall meeting of the fiscal year.
6. Any investments shall be in government-secured certificates at the highest rate available upon approval of the executive committee and the membership.

### **Section F. Funds**

1. The available fund shall be the operating fund and require a budget.
2. A Scholarship Fund shall be maintained for the benefit of Eta members. The scholarship fee of one dollar (\$1.00) paid by a member shall be divided as follows:
  - a. One hundred percent (100%) to West Virginia State Organization scholarship fund if the chapter does not maintain a chapter scholarship fund; or twenty percent (20%) to the West Virginia State Organization, if the chapter does maintain a chapter scholarship fund; with eighty percent (80%) retained by the chapter having a chapter scholarship fund.
3. A Grants-in-Aid Fund shall be maintained to support pre-service education students at Shepherd University.
4. Funds collected by committees of Eta chapter shall be distributed by the treasurer as the respective committee directs and upon approval of the membership.
5. Funds collected for special activities (i.e., surprise for projects, etc.) shall be distributed at the president's discretion.
6. West Virginia State Organization, shall maintain a Disaster Fund which shall be offered to a member who has experienced a major loss because of a disaster.

**ARTICLE V  
ORGANIZATION**

**Section A. Levels of Organization**

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

**Section B. Chapters**

1. Eta Chapter shall be organized in accordance with the West Virginia State Organization Bylaws and Standing Rules.
2. Eta chapter shall have chapter rules which are consistent with the current CONSTITUTION and the West Virginia State Organization Bylaws and Standing Rules. A copy of the rules should be sent to the State Bylaws Committee for review by December 1 in even numbered years.

**ARTICLE VI  
OFFICERS AND RELATED PERSONNEL**

**Section A. Officers**

1. Eta chapter officers, all of whom must be members of the Society, shall be a president, a vice president, a recording secretary (all elected) and a treasurer (selected by the Executive Board) [CONSTITUTION, Article VI, Section A, 2], plus, the option of a second vice-president, and a corresponding secretary (both elected).

**Section B. Duties of Officers**

1. **President**
  - a. Shall act as presiding officer at regular and called meetings and direct the activities of the organization.
  - b. Shall act as chair of the respective executive board.
  - c. Shall appoint a parliamentarian.
  - d. Shall appoint standing and special committees (e.g., ad hoc).
  - e. Shall serve as member ex officio, with vote, on all committees except nominations.
  - f. Shall approve payment for all expense claims.
  - g. Shall approve publications.
  - h. Shall fill by appointment all office vacancies.
  - i. Shall represent the Society at meetings, conferences, and other events.
  - j. Shall take action, with the advice and approval of the executive board, on matters that cannot be deferred until the next meeting.
  - k. Shall serve ex officio, with vote, on the Eta chapter level in the process of budget development, and supervision.
  - l. Shall execute, with the treasurer, legal documents pertaining to the chapter. A legal document may be executed only when it has been authorized by the chapter's executive board.

- m. Shall forward any request for assistance to the chairman of the West Virginia State Organization Disaster Committee when a member of her chapter has experienced a major loss because of a disaster.
- n. Shall serve as a member of the West Virginia State Organization, Executive Board.

**2. Vice-presidents**

**a. First Vice-president :**

- 1. Shall serve as presiding officer in the absence of the president.
- 2. Shall in the event of the resignation or death of the president, succeed to the presidency and serve until the next regular election of officers.
- 3. Shall create/compile, print/duplicate, and distribute to all chapter members a current biennium directory.
- 4. Shall serve as chairman of the Program Committee.
- 5. Shall prepare and present yearly, a Birthday Celebration Program of Eta Chapter.
- 6. Shall organize, prepare, and present, a Memorial Service honoring an Eta Chapter member.
- 7. Shall perform such other duties as the president or the executive board shall assign to her.

**b. Second Vice-president :**

- 1. Shall serve as presiding officer in the absence of both the president and the first vice president;
- 2. Shall in the event of the resignation or death of either the president or the first vice-president, succeed to the office of first vice-president and serve until the next regular election of officers.
- 3. Shall serve as chairman of the Membership Committee.
- 4. Shall organize, prepare, and present, a Founder's Day Program every year at the April meeting.
- 5. Shall maintain, in good order, induction paraphernalia, and coordinate Induction Ceremonies.
- 6. Shall perform such other duties as the president or the executive board shall assign her.

**3. Recording Secretary**

- a. Shall keep minutes of each meeting of the organization and furnish the president with a copy.
- b. Shall serve as secretary to the Executive Board.
- c. Shall carry on correspondence as may be delegated to her by the president.

**4. Treasurer**

- a. Shall receive and pay out all moneys belonging to the chapter.
- b. Shall keep an accurate account of receipts and expenditures.
- c. Shall maintain a record of receipts, bills, and bank statements.
- d. Shall present a report at each regular meeting.
- e. Shall file required tax reports.
- f. Shall submit for annual audit/financial review, the accounts of the chapter.
- g. Shall serve as a member ex officio, without vote if under remunerative contract for her services, on the chapter executive board.

- h. Shall serve as a consultant in the process of budget development and supervision of chapter finances.
- i. Shall follow appropriate procedures to ensure the safety and proper handling of chapter funds as established by the chapter finance committee.
- j. Shall pay all bills incurred in a fiscal year by June 30 of the respective fiscal year.

**5. Corresponding Secretary**

- a. Shall send by mail (postal or electronic) notices for meetings, collect reservations and pre-payment for the brunch/lunch served at meetings;
- b. Shall read any correspondence as delegated to her by the president.

**6. Parliamentarian**

- a. Shall serve as a member ex officio on the executive board;
- b. Shall ensure that meetings are conducted according to Robert's Rules of Order, Newly Revised, (current edition).

**Section C. Elections**

- 1. Chapter officers; President, First Vice President, Second Vice President, Recording Secretary, and Corresponding Secretary shall be elected in even-numbered years.  
A collegiate member, may not hold an elective office, nor the office of Treasurer.
- 2. The treasurer and parliamentarian are not elected. They are selected by the executive board.
- 3. The Nominations Committee shall be a committee of five (5) members. One member shall be a carry-over from the previous nominations committee. The remaining four (4) committee members shall be appointed by the Eta president. The chairman shall be elected from among the new committee members.
- 4. The Nominations Committee Shall submit the name of one nominee for each elective office at the first spring meeting of even-numbered years.
- 5. Consent of each nominee must be obtained.
- 6. After the report of the Nominations Committee has been made, additional nominations from the floor are allowed, with the consent of the nominee.
- 7. If there is only one (1) nominee for an office, election shall be by voice vote and a majority of votes cast elects.
- 8. If there are two (2) or more nominees for an office, election shall be by ballot, and a majority of votes cast elects.
- 9. The chapter Nominations Committee shall prepare the ballots.
- 10. The president shall appoint the tellers to count the ballots and she shall report the results.

**Section D. Term of Office**

- 1. The term of office shall be in accordance with the CONSTITUTION, Article VI, Section D.  
2c.
- 2. The term of each elected officer shall be two (2) years or until a successor is named.
- 3. No officer, except the treasurer, may serve in the same office longer than two (2) terms in succession.
- 4. Officers shall take office on July 1 following their election.
- 5. The treasurer shall be selected by the executive board each biennium.

6. The term of office for the Parliamentarian (the position is not an officer) shall be two (2) years or until a successor is named, and she shall serve no more than two consecutive terms.

**Section E. Vacancies**

1. The president shall fill by appointment, all vacancies in office that occur by resignation or death.
2. In the event a member holding an elected or appointed office is unable to perform her duties, the position shall be declared vacant by the respective officers and a successor is named by the president. (CONSTITUTION Article VI, Section E 2).

**ARTICLE VII  
EXECUTIVE BOARD**

**Section A. Eta Chapter Executive Board** (CONSTITUTION 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 shall be determined by the chapter.
2. The treasurer and parliamentarian shall serve as members ex officio; the parliamentarian without vote, and the treasurer also if under remunerative contract for her services.
3. A past president who serves as the parliamentarian shall relinquish her voting privilege during her term as parliamentarian except for a ballot vote.
4. Duties of the Executive Board:
  - a. Shall select the treasurer for the biennium.
  - b. Shall establish rules for budget development and approval, and for the supervision of chapter finances.
  - c. Shall act in matters requiring immediate action and decision.
  - d. Shall recommend policies and procedures for consideration by members.
  - e. Shall elect, by four-fifths (4/5) of paper ballots cast, a candidate recommended for honorary membership.

**Section B. Other Boards**

1. Eta chapter shall create additional boards as necessitated by chapter conditions.

**ARTICLE VIII  
COMMITTEES**

**Section A. Committee Structure**

1. Society Business
  - a. Bylaws and Standing Rules
  - b. Communication /Publicity
  - c. Finance



- d. Membership/Expansion
- e. Nominations
- 2. Society Mission and Purposes
  - a. Achievement Award
  - b. Music
  - c. Programs for Educational Excellence
    - (1). Personal Growth and Services
    - (2). Professional Affairs
  - d. Scholarship
  - e. World Fellowship/International Projects
- 3. Other Committees
  - a. Ad Hoc/Special Committees
  - b. Archives
  - c. Community Awareness
  - d. Disaster
  - e. Literacy
  - f. Scrapbook
  - g. Technology
  - h. Area Coordinators

**Section B. General Procedures for Committees**

1. All committees shall be appointed by the president.
2. Eta chapter president shall serve as ex-officio member of all committees except the Nominations Committee.
3. The treasurer shall serve as an ex-officio member of the Finance Committee.
4. Committee meetings shall be held at each business meeting.
5. Each committee chairman or designee shall give a report from the committee business meeting.
6. Matters requiring immediate attention may be voted upon by mail or by teleconference.
7. All committees shall conduct the research in their respective committee area.

**Section C. Composition of the Committee**

1. Each committee shall consist of five (5) members with at least one member from each of the three (3) counties represented in the chapter.
2. The chairman of each committee shall be designated by the Eta chapter president with the exception of the nominations committee.
3. A member shall serve on a given committee no more than two (2) terms in succession.
4. Special committees may be appointed by the president with the approval of the Executive Board.
5. Approval of special committees may be given at any time during the biennium.
6. Members of special committees will be appointed on the basis of expertise as determined by the need of the committee; therefore, representation of the three (3) counties represented in Eta chapter will not be a requirement.

**Section D. Committee Responsibilities**

1. The work of each committee is under the direction of the committee chair who Shall

develop the agenda, orient the committee to its responsibilities, preside at the committee meetings, keep committee members informed of committee progress, and report to the membership.

2. Overall responsibilities of each committee shall be given in the committee description.
3. Proposed committee projects that require funding shall be submitted to the Finance Committee for consideration in the budget following the approval of the Executive Board.
4. Statements of expenses incurred in the performance of committee duties shall be submitted to the president for approval.
5. Official committee meetings may be face-to-face or through electronic communications. The president shall authorize the mode of each meeting.
6. All members being notified, matters requiring immediate committee action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding committee member's vote. A majority vote of committee members shall be required for action.
7. The president, or her designee, shall serve as a member ex officio, with vote, of all committees except Nominations, unless otherwise designated in the committee description.
8. Eta chapter shall be responsible for any chapter duties represented by the International Committee descriptions. (CONSTITUTION, Article VIII, Sections B and C).
9. Chapters may fulfill their constitutional responsibilities by establishing committees as needed.
10. Reports of work of Eta chapter committees shall be prepared on forms supplied by Society Headquarters and submitted to the persons designated on the forms.

#### **Section E. Duties of Committees : Society Business**

##### **1. Bylaws and Standing Rules**

- (a) Shall receive and screen proposals for amendments to the *Eta Chapter Bylaws and Standing Rules*. The proposals shall be presented to the Executive Board. (*BYLAWS* Article XIII, Section D)
- (b) Shall submit an updated copy of *Eta Chapter Bylaws and Standing Rules* to the West Virginia State Organization president.
- (c) Shall interpret *Eta Chapter Bylaws and Standing Rules*.

##### **2. Communications**

- (a) Shall provide the linkage of member to member, and chapter to the West Virginia State Organization; encourage communication with external groups; and suggest ways to market and promote the Society.
- (b) Shall publicize the organization through newspaper, radio, television, and technology (webpage and Facebook page).
- (c) Shall make recommendations regarding publicity and publications in the three counties represented in the chapter.

##### **3. Finance**

- (a) Shall be responsible for supervision of the financial affairs of the organization, including the recommendations for expenditures and investment of funds.
- (b) Shall prepare the budget for adoption by the Executive Board and the membership.
- (c) Shall conduct the annual audit/financial review.

- (d) Shall look at non-dues revenues as a source of income.
- (e) Shall develop, as needed, prescribed forms for the submission of bills, vouchers, and other expenses.

**4. Membership/Expansion**

- (a) Shall study and make recommendations related to membership issues and challenges.
- (b) Shall be responsible for necrology and membership records.
- (c) Shall receive and screen qualified recommendations for chapter honorary members and submit the name(s) for vote of the Executive Board.
- (d) Shall create a written membership report the second year of the membership chairman's term and promptly forward to the West Virginia State Organization Vice-president/Membership Chairman.

**5. Nominations**

- (a) Shall be composed of five (5) members (four [4] new and one carry over from the previous committee).
- (b) Shall elect a chairman from among its members.
- (c) Shall submit the name of one nominee for each elective office at the first spring meeting of even-numbered years.
- (d) Consent of each nominee must be obtained.
- (e) After the report of the Nominations Committee has been made, additional nominations may be made from the floor, with the consent of the nominee.
- (f) If there is only one (1) nominee for an office, election shall be by voice vote and a majority of votes cast elects.
- (g) If there are two (2) or more nominees for an office, election shall be by ballot, and a majority of votes cast elects.
- (h) The chapter Nominations Committee shall prepare the paper ballots.

**Section F. Duties of Committees : Society Mission and Purpose**

**1. Achievement Award**

Shall select a chapter member to be considered for the West Virginia State Organization Achievement Award and shall secure the required information, without involving the selected member, and submit said information to the West Virginia State Organization Achievement Award committee chairman by the established due date.

**2. Music**

- (a) Shall organize and direct choral activities at chapter meetings.
- (b) Shall encourage the use of music as a part of every chapter program.

**3. Programs for Educational Excellence**

- (a) The committee shall be organized to function as a committee of the whole or, at the discretion of the chair, in groups, to accomplish its responsibilities for personal and professional growth.
- (b) Shall promote programs and projects for excellence in education.
- (c) Shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts at

meetings; and develop strategies that will enable chapters to encourage members to become leaders.

- (d) Shall encourage the members to participate in programs that promote professional growth of women educators.
- (e) Shall study and recommend action on professional issues and shall urge the initiation, endorsement, and support of desirable legislation or other suitable endeavors in the interest of education and/or women educators. And shall keep members informed of legislative action in matters affecting these topics.
- (f) Shall acquaint Eta chapter members with the plans of the International Committee and The West Virginia State Organization, committee.
- (g) Shall coordinate chapter projects as approved by the Executive Board.
- (h) Shall be responsible for receiving information from the International Organization concerning forums planned at regional conferences and International conventions and shall encourage members to attend the U.S. Forum. Shall keep members informed of these sessions and receive from members concerns that relate to education and any activities related to implementing US goals.
- (i) Shall support the activities of the Women's Commission as it relates to the Society.

#### **4. Scholarships**

- (a) Shall promote interest and support for scholarship programs at all three (3) levels.
- (b) Shall encourage the membership to apply for chapter scholarships to continue graduate work for advanced degrees .
- (c) Shall encourage the membership to apply for chapter scholarships to pursue National Board Certification.
- (d) Shall review the applicants and select recipients of chapter scholarships.
- (e) Shall determine the amount of the scholarship(s) to be presented.
- (f) Shall take action on recommendations from the West Virginia State Organization, Scholarship Committee
- (g) Shall follow the basic requirements for scholarship applicants according to the *International Standing Rules [SR 13.6]*.
  - i. Applicants must be enrolled and studying graduate level courses in an accredited institution
  - ii. Applicants must be members in good standing.
  - iii. Applicants must have held membership in the Society for a minimum of two (2) years.
  - iv. Annually acquaint the membership of the availability of scholarship opportunities at all three (3) levels of the Society.
- (h) A scholarship may not be awarded to the same person in consecutive bienniums.

#### **5. World Fellowship/International Projects**

- (a) Shall inform members concerning the following international projects: World Fellowships, the Golden Gift Fund, the International Speakers Fund, and any project that is promoted by the Society.
- (b) Shall encourage member participation in these projects.

### **Section D. Other Committees**

#### **1. Archives**

- (a) Shall maintain and regularly update Eta archival records at Shepherd University.

- (b) Shall provide updated Eta chapter history information when requested from the West Virginia State Organization Archives Committee when updating the West Virginia State Organization History.
- (c) Shall encourage members to collaborate with the recording secretary in an effort to continually update the Eta chapter history at reasonable intervals.

**2. Disaster**

- (a) Shall collect, through special projects as approved by the Executive Board, funds from the membership on a voluntary basis, to be distributed to a member who has experienced a major disaster (i.e., fire, flood, and/or other natural disasters).

**3. Technology**

- (a) Shall maintain the Eta chapter web page.
- (b) Shall maintain the Eta chapter Facebook page.
- (c) Electronically interact appropriately with the Society at higher levels.
- (d) Shall promote the use of technology.

**4. Ad Hoc / Special committees**

Shall be appointed by the chapter president as authorized by the Executive Board. The committee shall be dissolved automatically at the end of the president's biennium.

**5. Chapter Committees**

Chapters shall establish such committees as are necessary to carry out duties represented by each International and West Virginia State Organization committee.

**6. Area Coordinators**

The president shall appoint the Area Coordinators Committee each biennium.

Duties of Area Coordinators:

- (a). Shall arrange for a meeting place for each business meeting.
- (b). Shall acquire a caterer (if the meeting is not held at a restaurant).
- (c) Shall provide the corresponding secretary with the place and meal specifications.
- (d) Shall make the final luncheon reservations with the caterer, or restaurant manager if the meeting is held at a restaurant.
- (f) Shall contact members without email (between stated business meetings) with pertinent information related to members and/or regarding chapter activities as requested by the chapter president.
- (g) Shall send a card to ill members on her contact list, on behalf of the chapter.
- (h) Shall send or deliver a red rose to an Eta member who has had a death in the family, which shall include husband, parents, children, and grandchildren.
- (i) Upon the death of a member, shall make arrangements for the delivery of an arrangement of a dozen red roses to the attending funeral home.

**7. Community Awareness**

Shall inform community members of Eta chapter by acknowledging the recognition of school personnel.

**8. Literacy**

Shall promote the importance of literacy from early childhood through adult life.

**9. Long Range Planning**

Shall oversee the development of future project and shall be responsible for the chapter's continuous strategic planning.

**10. Legislative**

Shall study and recommend action in the field of legislation to improve education and the status of women educators.

**11. Scrapbook**

1. Shall adhere to the West Virginia State Organization Scrapbook Committee guidelines.
2. Secure materials for, and prepare, the annual Eta chapter scrapbook for presentation and/or competition at the West Virginia State Organization Convention (even-numbered years), or Conference (odd-numbered years).

**ARTICLE IX  
MEETINGS**

**Section A. Chapter Meetings**

**1. Regular Meetings**

- a. Regular chapter meetings shall be held at least four (4) times per year.
- b. A quorum for chapter business shall be determined by the chapter.
- c. There shall be no proxy voting.
- d. 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.
- e. 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.
- f. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.

**2. Meetings of the Executive Board**

- a. Meetings of the executive board shall be held at least twice annually. The board may meet at other times upon the call of the president.
- b. A quorum shall be a majority of the voting members of the board.
- c. The chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

**ARTICLE X  
PUBLICATIONS**

**Section A. Publications**

1. The *ETA ECHOES* shall be prepared and printed four (4) times a year and distributed electronically to all Eta members. Printed copies shall be available to those who request.
2. The chapter Yearbook/Directory shall be prepared for each member.
3. *Eta chapter Bylaws and Standing Rules* shall be printed for inclusion in the Yearbook/Directory of each Eta member.
4. Publication of any brochures, etc., shall be submitted to the Executive Board for approval.

**ARTICLE XI  
AWARDS**

**Section A. Scholarships**

1. Scholarships are given only to members.
2. The number of scholarships shall be recommended by the Scholarship Committee, approved by the Executive Board, and adopted by the members of Eta chapter.
3. Scholarship recipients shall be selected by the Scholarship Committee.

**ARTICLE XII  
PARLIAMENTARIAN AUTHORITY**

ROBERT'S RULES OF ORDER, NEWLY REVISED (current edition) shall govern the proceedings of Eta chapter, and all chapters of West Virginia State Organization, in all cases not provided in the current CONSTITUTION and West Virginia State Organization Bylaws and Standing Rules.

**ARTICLE XIII  
AMENDING PROCEDURE**

**Section A. Amending Procedure**

These Bylaws may be amended at a regular Eta chapter meeting in the odd-numbered years by a two-thirds (2/3) vote of the membership present provided notice of proposed amendments shall have been presented to the membership in printed form no less than seven days prior to the meeting.

**Section B. Amendments to Eta chapter Bylaws**

Proposed amendments to the Eta chapter Bylaws may be submitted to the Bylaws Committee chairman by the Executive Board or an individual member no later than January 1 of odd-numbered years.

**Section C. Amendments to Standing Rules**

In the odd-numbered years a standing rule may be added, amended or rescinded by a majority vote, a quorum being present, provided notice of the change has been presented to the membership in printed form no less than seven (7) days prior to the meeting.

**Section D. Presentation of Proposed Amendments**

All proposed amendments shall be submitted to the Executive Board by the chairman of the Bylaws and Standing Rules Committee or her designee.

**ARTICLE XIV  
DISSOLUTION**

**Section A. Chapter Dissolution (CONSTITUTION XIX, 3)**

1. Chapter dissolution must have the approval of the West Virginia State Organization, Executive Board.
2. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to another chapter.
3. Any remaining funds in the chapter account shall be sent to the state treasurer and deposited in the state available fund or as directed by the vote of West Virginia State Organization, Executive Board.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained by the State executive secretary and may be made available for use.
5. The charter must be returned to West Virginia State Organization, to be forward to the Society Headquarters.
6. The West Virginia State Organization executive board shall decide whether the Greek name shall be reused.



STANDING RULES OF **ETA CHAPTER,**  
WEST VIRGINIA STATE ORGANIZATION  
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

**1.0 Name and Emblem**

- 1.01 The name of the Society in any form shall be used on printed materials for commercial purposes only with the permission of the International president and the corporate secretary of the Society.
- 1.02 The Delta Kappa Gamma Society International may also be known as the Society, Delta Kappa Gamma, the Greek letters for Delta, Kappa, and Gamma, or DKG.
- 1.03 The official seal of the Society is used only by the International Headquarters.
- 1.04 The key of the Society may be used on official Society materials such as stationery, yearbooks, Websites, and programs.

**1.3 Emblems and Jewelry**

- 1.31 The keypin shall serve as the official sign of membership in the Society.
- 1.32 Initiates shall purchase their own keypin.
- 1.33 All members shall be encouraged to wear the keypin to official meetings/gatherings.
- 1.34 The official jewelry of the Society may be worn on a ribbon or other manner as desired by the member.
- 1.35 The chapter president's pin shall be presented to her at the time of her installation. (International Standing Rule 1:13)
- 1.36 At the discretion of the executive board, keypins returned to the chapter, due to the death or termination of a member, may be given or sold to inductees or to members who have lost a keypin.
- 1.37 At the discretion of the executive board, President's pins returned to the chapter due to the death or termination of a member may be given or sold by the chapter to the president in office or to past presidents.

**3.0 Election to Membership—General**

- 3.01 A candidate elected for active or honorary membership at any level shall be inducted within a period of one (1) year from the time of election.
- 3.02 A member may submit a recommendation for a candidate's election to membership to any chapter.
- 3.03 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state active or state reserve member. Status as a "state member" must be requested. "State" status refers to the unit to which the member belongs.

**3.10 Active Membership**

- 3.11 In the selection of a member, the definition of professional educator is interpreted to include one-to-one instruction as well as group instruction.
- 3.12 In the summer of odd-numbered years, each county will meet and establish a list of names to submit for consideration for membership at the first fall meeting.
- 3.13 At the first fall meeting of odd-numbered years, the second vice president/chairman of the membership committee, shall present the names and biographies of candidates for

membership as submitted by each county. Members in attendance shall be given the opportunity to study the biographical information and are encouraged to voice personal knowledge of each candidate.

- 3.14 At the second fall meeting of odd-numbered years, the members present shall vote upon a quota of members to be invited for Eta Chapter membership or vote to accept all names submitted by each county.
- 3.15 Should the membership present vote to establish a quota, (a limited number of candidates), members shall determine, by preferential vote, the perspective members to be invited to join Eta Chapter. **(Preferential voting is a form of ranking in order: the member's first choice is ranked with a #1; the members second choice is ranked with a #2, and continuing until the ballot has ranked the quota of candidates as voted upon by the membership.)**
- 3.16 The vice president/membership chairman shall see that paper ballots are available in the event preferential voting is required. Those names receiving the lowest number of votes as specified by the quota shall be invited to membership.
- 3.17 Should the membership present vote to accept all names as submitted by each county, a 4/5 vote of approval is required. Should a 4/5 approval vote not occur, the chapter must then establish a quota. Individual names submitted for membership will be voted on using paper ballots. Those names receiving the highest votes as specified by the quota shall be invited to membership.
- 3.18 During the first week of November of odd-numbered years, the president shall issue by U.S. Postal Service, or personal contact, a hand-written invitation to accept the invitation of membership and to attend the Chapter's annual Christmas Tea. A reply is requested by December 1.
- 3.19 Each invitation shall include the name and telephone number of a sponsor. The sponsor shall contact the perspective member seven (7) days after the invitations have been mailed or have been personally delivered, to establish a time when both the perspective member and the sponsor can meet.
- 3.20 Should an elected, perspective member decline invitation to accept membership, no alternate candidates shall be considered.
- 3.21 Orientation of newly elected members shall take place prior to induction. The president shall be in charge of orientation and shall choose an appropriate time and place for the session.
- 3.22 The membership committee, under the direction of the second vice president, shall plan and conduct the induction, which shall occur after April 1 of even numbered years.

### **3.20 Reserve Membership**

- 3.21 Reserve status shall be granted by a majority vote of the chapter.
- 3.22 A reserve member may participate in the activities of the Society except holding office.
- 3.23 A reserve member, so requesting, shall be restored to active membership.

### **3.30 Honorary Membership**

- 3.31 In the selection of an honorary member, service shall be of local significance.
- 3.32 Any member may submit a name for honorary membership.
- 3.33 A candidate for honorary membership shall be elected by the executive board. Paper ballots will be used and shall require approval of four-fifths (4/5) of the votes cast.
- 3.34 Expenses incurred with the induction of chapter honorary members shall be the responsibility of the chapter.
- 3.35 An honorary member may participate in the activities of the Society except holding office.

- 3.36 An honorary member may serve as parliamentarian since the position of the parliamentarian is not an office.
- 3.37 If an honorary member leaves the area of the chapter, the chapter may or may not keep her on the roll. The member shall be informed that her honorary membership is not transferable.

**3.40 Transfer of Membership**

- 3.41 Transfer of Membership shall be in accordance with the CONSTITUTION, Article III, Section D.\*

\*A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

**3.50 Reinstatement of Membership**

- 3.51 A former member shall be reinstated to membership upon making the request to the chapter and paying dues and fees. No chapter vote is taken.
- 3.52 The chapter treasurer processes the reinstatement.

**4.0 Finances—General**

- 4.01 Financial assessments may be levied only by the chapter. If the need arises for additional funds, the executive board shall present a proposal for special assessment to the membership for approval.

**4.10 Dues**

- 4.11 International active dues shall be U.S. Forty and No/100 Dollars (\$40.00) and International reserve dues shall be U.S. Twenty and No/100 Dollars (\$20.00). Beginning in 2012 International active and International reserve dues may be adjusted each biennium based on the United States of America Social Security Administration’s Cost Of Living Adjustment (COLA) average from the previous two (2) years, rounded up to the nearest whole dollar.
- 4.12 The amount of International dues shall be set biennially by the International executive board and approved by the International convention.
- 4.13 The West Virginia State Organization, annual dues shall be twelve dollars (\$12.00) for active members, six dollars (\$6.00) for reserve members and collegiate members.

**4.20 Fees**

- 4.21 Induction Fee
  - a. The induction fee shall be U.S. Ten and No/100 Dollars (\$10.00)
  - b. The induction fee shall be allocated:
    - Eta chapter.....\$ 7.50
    - State Organization.....\$ 2.50
- 4.22 Scholarship Fee
  - a. The scholarship fee shall be \$1.00.
  - b. The fee shall be divided as prescribed by the CONSTITUTION, Article IV.C.3.
  - c. The fee of \$1.00 shall be assessed to a member who does not wear her keypin to a business chapter meeting.
- 4.23 Honorary Fee
  - The honorary membership fee shall be a one-time fee of \$50.00. Payment is to be made by the chapter.

#### **4.50 Financial Control/Accounting**

- 4.51 All bills must be submitted to the chapter treasurer before the close of the fiscal year.
- 4.52 All expense vouchers shall be signed by the president before payment is made by the treasurer.
- 4.53 Purchases of large amounts must be pre-approved by the president prior to purchase.
- 4.54 Receipts must be presented for all bills before payment is made.
- 4.55 The chapter president, or her designee, shall receive the allowed expenses incurred to attend State convention or State Conference, as set forth in the annual budget submitted by the finance committee.

#### **4.60 Funds**

- 4.61 Grants- In- Aid
  - a. Monies may come from committee projects, voluntary contributions, and memorial gifts from individual members.
  - b. The funds shall be distributed at the discretion of the committee and upon approval of the membership.
- 4.62 Scholarship Fund
  - a. Funds may come from committee projects, voluntary contributions, and memorial gifts from individual members.
  - c. The funds shall be distributed at the discretion of the committee and upon approval of the membership.
- 4.63 Disaster Fund

Eta chapter president shall forward any request of a member for assistance to the chairman of the West Virginia State Organization, Disaster Committee when a member of Eta chapter has experienced a major loss because of a disaster.

#### **5.0 Organization**

- 5.01 Eta chapter officers, except the treasurer, shall be elected at the first business meeting in the spring of even numbered years. A majority vote is required.
- 5.02 The term of each elected officer shall be two years, unless otherwise specified, or until a successor is named.
- 5.03 No officer, except the treasurer, shall serve in the same office longer than two (2) consecutive terms.
- 5.04 Election of chapter officers and the five member nominations committee, and chairman thereof, shall be completed by May 1 of even-numbered years. A list of said names shall be sent to the West Virginia State Organization president and the West Virginia State Organization recording secretary by June, 1.
- 5.05 All officers shall be installed following their election and shall assume office on July 1.
- 5.06 The treasurer may be recommended by the president and shall be selected by the executive board each biennium.
- 5.07 Appointment of committee chairman shall be completed by June 1 in even-numbered years. A list of said names and the respective committee shall be sent to the West Virginia State Organization president and the West Virginia State Organization recording secretary by June 1.
- 5.08 A quorum is defined as the majority of voting members present.

## **6.0 Duties of Offices**

### **6.01 President**

- a. May recommend to the executive board the name of a member to serve in the office of Treasurer for the biennium.
- b. Shall organize and conduct an orientation for newly elected candidates for membership prior to the initiation of the candidates.
- c. Shall plan for a re-orientation for Eta chapter members once during her biennium.
- d. Shall prepare a letter for publication in each issue of the Eta Echoes.
- e. Shall prepare for the membership, agendas for each business meeting.
- f. Shall notify the West Virginia State Organization president, if unable to attend a meeting of the West Virginia State Organization Executive Board, and the name of the designated official representative.
- g. Shall promptly complete and forward via U.S. Postal Service or electronic mail, required and/or requested forms to the West Virginia State Organization, and/or International designee.
- h. Shall promptly complete and forward to the West Virginia State Organization, president and executive secretary, a list of the newly elected Eta chapter officers and the five-member Nominations Committee by May 1 in even-numbered years.
- i. Shall complete the appointment of Eta chapter chairman by June 1 in even-numbered years and promptly forward the list to the West Virginia State Organization, president and executive secretary.
- j. Shall forward any request for assistance to the chairman of the West Virginia State Organization, Disaster Committee when a member of Eta chapter has experienced a major loss because of a disaster.
- k. Co-presidents are not advised. Only one name at the chapter level may be submitted to Society Headquarters for communication purposes. (*International Standing Rule* Article VI, 6. 6.03).

### **6.02 First vice-president**

- a. Shall serve as chairman of the Program Committee and fulfill those duties outlined under Program Committee in the ***Handbook of The Delta Kappa Gamma Society International***, latest edition, and ***The Ceremonies Book of The Delta Kappa Gamma Society International***, latest edition.
- b. Shall plan and conduct the Eta Chapter Birthday Celebration.
- c. Shall prepare the Eta chapter yearbook/directory, with the assistance of her committee.
- d. Shall promptly complete and forward via U.S. Postal Service or electronic mail, required and/or requested forms to the West Virginia State Organization, and/or International designee.

### **6.03 Second vice-president**

- a. Shall serve as chairman of the Membership Committee and fulfill those duties outlined under Membership Committee in the ***Handbook of The Delta Kappa Gamma Society International***, latest edition.
- b. Shall plan and conduct, annually, a Founders Day Program every year at the April meeting.

- c. Shall plan and conduct, at every April meeting, a Memorial Service honoring Eta Chapter member(s) who have passed away since the previous April meeting.
- d. Shall prepare and distribute to membership committee members in each of the three (3) counties in the chapter, Biographical Forms for the purpose of recording pertinent personal and professional information of perspective candidates for membership.
- e. Shall communicate with the Area Coordinators of each county represented to establish a date and place for members to meet collectively for the purpose of collecting pertinent personal and professional information of perspective candidates for membership.
- f. Shall establish a date when collected biographical information of perspective candidates for membership from each county must be returned.
- g. Shall compile the collected biographical information of perspective candidates for membership from each county for presentation to Eta membership at the first fall meeting of odd-numbered years.
  - (1). Copies of said compilation shall be numbered numerically and distributed to each member to review privately.
  - (2). Members are encouraged to share first-hand knowledge of a known candidate.
  - (3). All copies of the biographical compilation shall be collected from the membership.
  - (4). Copies may be reviewed at the second fall meeting of odd-numbered years for review of information.
  - (5). All biographical copies are collected before the vote on new members is taken.
- f. Shall have paper ballots prepared for voting if needed.
- g. Shall promptly complete the West Virginia State Organization, Membership Report and Necrology Report and forward to the West Virginia State Organization, Second Vice President.
- h. Shall promptly complete and forward via U.S. Postal Service or electronic mail, required and/or requested forms to the West Virginia State Organization, and/or International designee.

**6:04 Treasurer**

- a. Shall be responsible for ordering and making payment for the incoming president's pin to be presented at her installation.

**6.05 Corresponding Secretary**

- a. Shall notify the area coordinator(s) responsible for the meeting, the number of members attending and the number staying for lunch;
- b. Shall submit to the treasurer a list of luncheon reservations including names of members attending and the total amount (both checks and cash) collected;
- c. Shall inform the treasurer of members who have pre- paid for the meal and cannot stay (there is no refund); and/or members who did not pre- pay for the meal but has decided to stay for lunch (payment may be made at the time of the luncheon).

## **7.0 Duties of the Executive Board**

- a. The Executive Board shall meet during the summer months following the election of new officers, to schedule dates and locations of the business meetings and annual Christmas Teas, during the new biennium.
- b. The Executive Board shall work with the Eta chapter president to plan the activities for each business meeting.
- c. A quorum shall be a majority of the voting members of the Executive Board.
- d. The Executive Board shall meet at least twice annually and at other times at the discretion of the president.
- e. The Executive Board shall meet annually to announce vacancies when necessary and to plan chapter activities.
- h. The Executive Board shall select the treasurer for the biennium.

## **8.0 Duties of Committees – General**

- 8.01 Required annual / biennial committee / officer reports shall be submitted to the appropriate Counterpart, as specified on the report form found on the International and West Virginia State Organization, websites.

### **8.1 Area Coordinators**

- a. The location of the meeting places will rotate among the three (3) counties represented in the chapter.
- b. Select a meal to be prepared and served in keeping with members nutritional, digestive, and economic needs.
- c. Work closely with the Corresponding Secretary to secure information of members attending and number of meals required.
- d. Shall decorate the venue for the meeting place and shall post signs to direct members to meeting location;
- e. Shall work with the treasurer and corresponding secretary to assure correct payment to the caterer or restaurant.
- f. Shall establish a date and location for a meeting of members in her respective county to consider perspective new members and shall forward a list of names to the Second Vice President/Membership Chairman within the appointed time frame.

### **8.2 Bylaws and Standing Rules**

- 8.21 Following an International Convention or West Virginia State Organization convention when the CONSTITUTION and International Standing Rules, or West Virginia State Organization, ByLaws and Standing Rules have been amended, the Eta chapter Bylaws Committee is authorized to:
  - a. Correct title and section designations;
  - b. Make editorial changes as required in punctuation, numbering, cross referencing;
  - c. Make such other technical or conforming changes as may be necessary to reflect the intent of the convention decisions in connection with the adopted amendments. (International Standing Rule 8.021).

### **8.3 Communications**

- a. Shall prepare and publish the *ETA ECHOES* newsletter for distribution to members

- at each business meeting;
- b. Shall submit news of chapter programs, activities, births, deaths, weddings, and names of new members, to the state editor four (4) times a year in compliance with publication deadlines established for the printings of the ***West Virginia State Organization Newsette***;
- c. Shall send summaries of Eta chapter business meetings and /or social gatherings to the local newspapers of the three (3) counties represented in the chapter;
- d. Shall keep copies of ***ETA ECHOES*** and local newspaper clippings of reports of chapter meetings and/or gatherings for respective West Virginia State Organization, competitions.

#### **8.4 Literacy**

- a. Shall arrange and conduct yearly or biennially, a used book sale for members, with the approval of the executive board. The proceeds will benefit a chapter project chosen by the Literacy Committee.
- b. Shall arrange and conduct yearly or biennially, for the collection of gently used children's books to be distributed among the local area agencies in the three (3) represented counties in the chapter, that provide relief or care for children (i.e., Department of Health and Human Services or other such agencies).

#### **8.5 Nominations**

- a. Shall be composed of five (5) members: four (4) new and one carry-over from the previous committee.
- b. Shall elect a chairman from among its members.
- c. Shall submit the name of one nominee for each elective office at the first spring meeting of even-numbered years.
- d. Consent of each nominee must be obtained.
- e. After the report of the Nominations Committee has been made, additional nominations may be made from the floor with the consent of the nominee.
- f. If there is only one (1) nominee for an office, election shall be by voice vote and a majority of votes cast elects.
- g. If there are two (2) or more nominees for an office, election shall be by ballot and a majority of votes cast elects.
- h. The chapter Nominations Committee shall prepare the paper ballot.

#### **9.0 Meetings**

- 9.01 Eta chapter shall meet at least four (4) times a year at the time and place determined by the Chapter executive board.
- 9.02 Business is to be conducted at each of the four (4) meetings.
- 9.03 If no business is conducted, the meeting does not qualify as one of the required meetings.
- 9.04 Additional meetings may be held.
- 9.05 The corresponding secretary shall notify members of meetings by U.S. Postal Service or electronic means.
- 9.06 The chapter meeting schedule shall be printed in the chapter biennium yearbook/ directory.
- 9.07 A member may host a Christmas Tea where no business shall be transacted.
- 9.08 In odd-numbered years prospective candidates for membership shall be invited to the Christmas Tea to meet the membership.



**APPENDIX A**  
**AREA COORDINATORS RESPONSIBILITIES**

1. Each Area Coordinator shall be given a notebook in which she shall record contacts (by phone or electronic means) made with the members on her list and the actions(s) taken. The notebook shall be passed to the next Area Coordinator at the beginning of each biennium.
2. The Area Coordinator shall be responsible for calling members on her list concerning member illness, member death, member family illness or death, and/or notifications of special meetings as requested by the chapter president or vice president.
3. The Area Coordinator shall send a card to ill members on her list on behalf of the chapter.
4. The Area Coordinator shall send or deliver a singular red rose to a member on her list following the death of a family member (spouse, parent, child, grandchild).
5. Upon the death of a member on her list, the Area Coordinator shall make arrangements for the delivery of an arrangement of a dozen red roses to the attending funeral home. If funeral arrangements are private and/or no visitation, the flowers should be delivered to the home of the member, or to the home of a family member (spouse, parent, child, grandchild),
6. In the summer of odd-numbered years, the Area Coordinator shall be responsible for establishing a date and location for a meeting of members in her respective county to consider perspective members.
7. The Area Coordinator shall obtain the necessary Perspective New Member Information/Biographical forms from the Second Vice President/ Membership Chairman.
8. A member personally acquainted with the perspective new member is preferred as the sponsor for the individual. The sponsor will secure, if necessary, and complete the Information/Biographical form, and return it to the Second Vice President/Membership Chairman by the appointed date.
9. The Area Coordinator shall forward a list of names submitted and agreed upon by the members present, to the Second Vice President/Membership Chairman by the appointed date.
10. The Area Coordinator shall:
  - a. Secure an appropriate meeting place for each meeting planned in their respective county/area and shall forward said information to the President and Corresponding Secretary.
  - b. Contact and engage a caterer, if the meeting place is not in a restaurant, and work with said caterer or to establish a menu. If the meeting place is at a restaurant, work with the restaurant manager to select a menu.
  - c. Establish the luncheon fee for members (which includes an equal share of

gratuity for the caterer/restaurant manager) and forward said information to the president, corresponding secretary and the treasurer.

#### **APPENDIX A**

#### **AREA COORDINATORS RESPONSIBILITIES**

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6. In the summer of odd-numbered years the Area Coordinator shall be responsible for establishing a date and location for a meeting of members in her respective county to consider perspective new members.
7. The Area Coordinator shall obtain the necessary Perspective New Member Information/ Biographical forms from the Second Vice President/Membership Chairman. A member personally acquainted with the perspective new member is preferred as the sponsor for the individual. The sponsor will secure, if necessary, and complete, the Information/Biographical form, and return it to the Second Vice President/Membership Chairman by the appointed date. The Area Coordinator shall forward a list of names submitted and agreed upon by the members present to the Second Vice President/Membership Chairman by the appointed date.
8. The Area Coordinators shall:
  - a. Secure an appropriate meeting place for each meeting planned in their respective county/area and shall forward said information to the president and corresponding secretary.

- b. Contact and engage a caterer, if the meeting place is not a restaurant, and work with said caterer to establish a menu and provide the meal or, if the meeting place is at a restaurant, select the menu and work with the restaurant manager. Then forward said information to the president and corresponding secretary.
- c. Establish the luncheon fee for members **(which also includes an equal share of the gratuity for the caterer)** and shall forward said information to the president, corresponding secretary, and the treasurer.

## **APPENDIX B SPONSOR RESPONSIBILITIES**

1. In the spring/summer of odd-numbered years, the members of each county shall meet and make nominations/recommendations for perspective new members. Members making a recommendation for an individual to be considered for membership should have first-hand knowledge of the high standards the educator demonstrates that equate her as a Key Woman Educator.
2. A member personally acquainted with the perspective new member is preferred as the sponsor for the individual. The sponsor will secure, if necessary, and complete the Information/Biographical form, and return it to the Second Vice President/Membership Chairman by the appointed date. Remember the perspective new member is invited to membership. Therefore, pertinent information as requested on the Information/Biographical form cannot be secured from the recommended educator.
3. Should a member not step forward to serve as a sponsor at this meeting, a sponsor will be assigned at the first fall meeting (September).
4. During the first week of November of odd-numbered years, the president shall issue by U.S. Postal Service, or personal contact, a hand-written invitation to accept the invitation of membership and to attend the Chapter's annual Christmas Tea. A reply is requested by December 1.
5. Each invitation shall include the name and telephone number of the sponsor. The sponsor shall contact the perspective member seven (7) days after the invitations have been mailed or hand-delivered, to establish a time when both the perspective member and the sponsor may meet.
6. The purpose of the meeting is to explain the Society's seven (7) purposes. Other points of discussion should include the following:
  - Four (4) meetings a year (attendance is key)

- Christmas Tea (Perspective new member, if accepts the invitation to become a member, is strongly encouraged to attend the Tea. This is a great opportunity to meet members. The sponsor should plan to take the perspective new member.)
  - The amount of dues and when payable
  - Make-up of membership (Key Women Educators from Berkeley, Jefferson , and Morgan counties)
  - Being an ACTIVE member (new members quickly become involved and engaged in the meetings by taking responsibility for devotions and the blessing for lunch).
  - Activities of the chapter (share Eta Echoes, agendas from past meetings, yearbook/directory)
  - Appropriate attire for meetings (professional)
  - Three (3) levels of the Society (International, State, Chapter)
  - Scholarships available
  - Wearing the keypin at meetings
  - Importance of payment of dues. Membership in the Society is **automatically terminated** for non-payment of annual dues. **Eta Chapter Annual Dues Payment is required by June 1, of each year. (State dues and fees shall be forwarded by the chapter treasurer to the West Virginia State Organization treasurer by June 30. )**
7. The chapter president will organize and conduct an orientation meeting with the perspective new members and all sponsors prior to the April induction ceremony.
  - 8. The sponsor should arrange and offer to take the perspective new member to the April (induction) meeting and the September and October meetings following induction.**
  9. The sponsor should encourage the new member to attend and be a part of the meetings and activities of the chapter. "Set a good example!"
  10. Share, show, and exhibit your enthusiasm for Eta chapter at all times! Effective sponsors are those who make a sincere effort to actively attend and participate in the chapter and are honored to be part of our prestigious organization.

**Adoption/Revision History**

Adopted: Fall 2019

Revised: