



All Chapter business is conducted according to Robert's Rules of Order

Alpha Upsilon is a chapter of DKG International, and was chartered to promote the mission and purpose of the Society. The president of Alpha Upsilon is the chapter representative on the Pennsylvania State Organization Executive Board.

Finances... Provide the fundamental structure for the operation of Alpha Upsilon Chapter

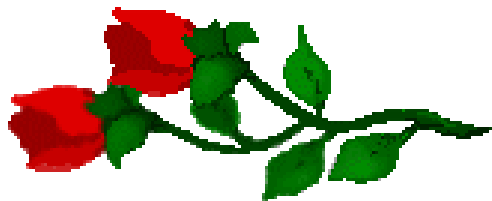
- The dues of the chapter will be determined by the recommendation of the finance committee and approved by a majority of the quorum.
- **Annual dues must be paid by May 1st June 1st to maintain membership. If not paid, names will be dropped on July 31st.**
 - A member who reaches the age of 70 prior to May 1st is eligible for a \$20 dues reduction that year and each year thereafter.
 - Newly elected members who join after the first annual (May) meeting will be charged chapter dues as follows:
 - Second Meeting: 75%
 - Third Meeting: 50%
 - Fourth Meeting: 25%
- The budget is developed by the Finance Committee. **The president will attend the Finance Meeting.** The budget is adopted annually by the majority of the quorum. In addition to fees, grants and committee & program costs, the following items must be included in the budget:
 - An allocation toward expenses for state conventions to be divided equally between the President and First Vice President or their alternates.
 - An allocation toward expenses for international/regional conference to be determined by the Finance Committee.

- An allocation towards expenses for state convention for any first-time attendee or presenters.
- The cost of the president's bar pin
- Memorials will be given for deceased members and members' immediate families to include mother, father, children, and spouse. Additional memorials may be given upon consideration of individual circumstances.
- A Grant-in-Aid will be awarded in the spring to a high school senior girl pursuing a degree in the field of education. Each district represented in Alpha Upsilon will have applications sent to the guidance department for distribution to worthy applicants. A committee will evaluate the applications and choose one worthy recipient. The recipient will be eligible to receive a collegiate membership paid by Alpha Upsilon for each year she remains an education major and keeps in contact with the Alpha Upsilon Chapter during her undergraduate career.

Governance... Robert's Rules of Order are the designated parliamentary authority where they are not inconsistent with the Constitution or other adopted Society rules.

- Officers are charged with specific responsibilities relevant to the smooth functioning of the Alpha Upsilon Chapter. The following Chapter Officers are elected by ballot and serve for two years, or until a successor is named. **Only those maintaining active membership may hold office.**
 - President
 - 1st Vice President (Program Chairperson)
 - 2nd Vice President (Yearbook & Membership Chairperson)
 - Recording Secretary
 - Corresponding Secretary
- The following are appointed by the president.
 - Parliamentarian (who serves without a vote) **Collegiate, honorary, and active members may serve as Parliamentarian.**
 - Treasurer

- The elected and appointed officers comprise the Executive Board. A quorum is the majority of the voting members.
- The Executive Board also includes the immediate past president, The Fundraising Committee Chairperson, the Social Chairperson, and others invited by the executive board.
- The Executive Board will meet prior to each of the four regular meetings. If a matter requiring immediate action arises, the president will call an emergency meeting.
- The Executive Board promotes the administrative leadership of Alpha Upsilon Chapter.
- The President's pin shall be presented to the President at the time of her installation. The treasurer responsible for its purchase.
- An elected nominating committee will select a slate of officers.
 - The immediate past president is the nominating committee chairwoman for the biennium.
 - The nominating committee will consist **of** four additional members elected by ballot by general membership. **The chapter President does NOT serve on the Nominating Committee.**
 - Members of the nominating committee will be elected in even-numbered years. An interim election will be held to fill any vacancies.
- The nominations for officers are to be presented and the election is to be held at the third meeting in the even-numbered years.



Meetings... Attendance at meetings is an extremely important factor in the success of all activities sponsored by the Alpha Upsilon Chapter.

- Each member is expected to attend all business meetings. A quorum will consist of the members present.
- There will be at least four meetings per year with the first meeting scheduled after Labor Day but before September 30, and the fourth meeting scheduled before May 31.
- Meetings may be conducted through electronic means as long as all members can simultaneously hear one another and participate during the meeting.
- If a reservation is made for a meal, the cost must be paid unless the reservation is cancelled with sufficient notice so that the chapter is not charged for the meal.
- It is recommended that the executive committee schedule a joint meeting with another chapter each biennium.

Membership... There are four classifications of membership: active, reserve, honorary, and collegiate.

- Nominating and voting on new members: Any member who has been active for three years may nominate a candidate.
 - Recommendations are submitted to the membership committee.
 - The committee reviews each recommendation to evaluate the professional qualification and quality of candidates.
 - Candidates' biographies are presented to the members.
 - Candidates for both active and honorary membership shall be voted on by ballot at a regular meeting. At least 4/5 of the members present must vote in affirmative for new members.

- New members sign the official chapter register as the record of membership.
- Active members may request reserve status if they are unable to attend meetings and participate in the activities of the chapter. The executive board will vote to designate a member as reserve.
- The recording secretary shall record in the chapter minutes the name of any member whose membership has been terminated. Membership shall be terminated only for the following reasons:
 - Nonpayment of dues and fees
 - Resignation
- **Qualifications:** To ensure the professional qualifications and quality of each person recommended for membership, the following will be considered:
 - The candidate must have had professional preparation.
 - The candidate must be employed or have been employed in educational work.
 - The candidate must have professional proficiency, with characteristics such as:
 - Knowledge and skill in her area of educational work
 - Participation in professional groups
 - Interest in professional growth and research
 - Willingness to assume leadership responsibilities
 - The candidate must be a contributing member of her community.
- **Notes:**
 - Individuals invited to membership who have declined may be recommended again.
 - Recommendations of proposed members who decline or are rejected should be destroyed.

Committees... Committees, grouped in Academies, implement the special goals and projects of the Alpha Upsilon Chapter. The chapter president serves as ex officio member on all committees except the nomination committee.

- The committee structure will be patterned after the state and international organization.
- The standing committees will be Finance, Membership, Nomination, Program, Communications, Scholarship, Historical Records, Visual & Performing Arts, and World Fellowship.
- The special committees will include Social, Induction, Yearbook, Grant-in-Aid, Bridge Flight, Projects, US Forum, Book Club, Fundraising, and any other committee established by the Executive Board.
- At the summer executive board meeting, all committee chairwomen should pass their materials on to the new chairwomen.

Communications... The communication committee will include a webmaster to maintain a chapter website and newsletter editor.

- The newsletter, Alpha Upsilon Today, will be published at least twice annually. The newsletter will be approved by the president prior to publication.
- A chapter website will be maintained in accordance with the standards established by DKG International. The webmaster will apply for recertification as designated by DKG International.

Dissolution... The chapter will seek the approval of The Pennsylvania State Organization prior to voting to dissolve the chapter.

- The transfer of members will be according to DKG International procedures.
- Any monies in Chapter accounts will be sent to The Pennsylvania State Organization treasurer.

- The chapter charter, records and all items owned and used by the chapter will be delivered to The Pennsylvania State Organization.

- ***Amended and Revised: November 2014 by Varano, Coyne, Sutton***
- ***Revised: August 2016 by Coyne***
 - ***This document was revised to reflect the new name of “The Pennsylvania State Organization”, the new website rules, and the fact that the third meeting is not always in February***
- ***Amended and Revised: October 2017***
 - ***Retired Teachers Committee was eliminated. Fundraising Committee was established.***
- ***Amended and Revised: March 2018***
 - ***Welfare Committee was eliminated and duties assigned to Corresponding Secretary***
- ***Amended and Revised: February 2021 by Summers, Sutton, McKay***
 - ***This document revised to reflect the new membership classifications, dues deadlines, allocations of expenses, grant-in-aid recipient awards, and creation of academies.***