

**Psi State Organization**

**Alpha Iota Chapter Bylaws**

**Revised October, 2012**

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**The Delta Kappa Gamma Society International**

**Psi State Organization**

**Alpha Iota Chapter Standing Rules**

# Article I. NAME

The name of this organization shall be Alpha Iota Chapter.

# Article II. OBJECTIVES

The objective of Alpha Iota Chapter shall be to:

1. Promote the seven purposes of The Delta Kappa Gamma International:
2. To unite women educators of the world in a genuine spiritual fellowship
3. To honor women who have given or who evidence a potential for distinctive service in any field of education
4. To advance the professional interest and position of women in education
5. To initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators
6. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women educators from other countries
7. To stimulate the personal and professional growth of members and encourage their participation in appropriate programs of action
8. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.
9. Promote the Mission Statement of The Delta Kappa Gamma Society International: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.
10. Promote the vision statement of the Society: Leading Women Educators Impacting Education Worldwide.

# Article III. MEMBERSHIP

## Section A. Composition of Membership

1. The membership of Alpha Iota Chapter shall be composed of active, reserve and honorary members.
2. Alpha Iota Chapter has the authority to act in matters of membership, and membership records shall be kept at the chapter level by the Treasurer.
3. All membership is in accordance with the *Constitution*, Article III.

## Section B. Matters of Chapter Membership

1. Active members shall be women who are employed in educational work at the time of their election or have been retired from educational positions. Prospective members should be willing to participate and to devote their time and talents to activities of the society.
2. Members are expected to attend meetings unless they have valid reasons, stated to any member of the Executive Board.
3. Reserve members shall be formerly active members who are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. Retirement from educational work is not a criterion for reserve membership. Reserve status shall be granted by majority vote of the chapter. A reserve member, so requesting, may be restored to active membership. No chapter vote is needed.
4. A former member shall be reinstated to membership by the chapter receiving the request. No chapter vote is needed; member pays current dues and fees.
5. Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women. Active members may not be granted honorary membership. An honorary member is privileged to participate in all activities of the society except that of holding office.
6. An orientation for new members will be conducted prior to the initiation meeting to introduce prospective candidates to the history and purposes of the society. The chapter president in conjunction with the membership chair will plan this meeting.

## Section C. Dues

Alpha Iota Chapter membership annual dues are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Chapter** | **State** | **International** | **Scholarship** | **Total** |
| Active Members | $49.00 | $10.00 | $40.00 | $1.00 | **$100.00** |
| Reserve Members | $0 | $4.00 | $20.00 | $0 | **$24.00** |

## Section D. Transfer

An active or reserve member in good standing may be transferred from one unit of the society to another upon application to International Headquarters.

## Section E. Termination of Membership

1. Membership in the society is terminated for one of three reasons:

a. Nonpayment of dues and fees.

 b. Resignation.

 c. Death.

1. A file of all members dropped by the society and of all persons who decline membership should be kept by Alpha Iota Chapter. A reason and termination date should be recorded in each case. A report of the members terminated shall be part of the Alpha Iota Chapter minutes of the meeting. Letters of resignation shall be kept by Alpha Iota Chapter in the chapter file.

## Section F. Election of Members

Alpha Iota Chapter shall have full power to act in matters of chapter membership:

1. Alpha Iota Chapter shall screen prospective members.
2. Chapter members are encouraged to invite prospective members to a meeting so that the chapter may get to know them.
3. Candidates for active membership shall be voted upon at an Alpha Iota Chapter meeting. A candidate will be nominated for membership by a 2/3 approval vote of the attending membership.
4. Candidates for honorary membership in Alpha Iota chapter will require a 4/5 vote of approval of attending membership to invite the nominees to become a member.

# Article IV. FINANCES

## Section A. Annual Dues and Fees

1. International dues shall dues shall be an amount determined in accordance with the International Standing Rules.
2. Psi State dues shall be an amount determined in accordance with Psi State organization bylaws.
3. Alpha Iota Chapter Annual dues and fees (as determined in Article III, section C: Dues) shall be paid between July 1 and October 31 of each year\*. On November 1st, members shall be dropped for non-payment of dues and fees. \*Dues may be paid in two installments, with $50.00 due by October 31 and the remainder due by the December chapter meeting.
4. Each new member is expected to purchase a Society pin through the Chapter Treasurer.

## Section B. Financial Controls

1. All dues and fees shall be collected by the Alpha Iota Chapter Treasurer who will forward state and international dues to the state treasurer.
2. Chapter dues shall be analyzed periodically by the Chapter Executive Board who will, in turn, propose changes.
3. Finance Committee
4. Members shall be the Finance Committee chair and two additional members. The president and treasurer shall act as ex-officio members.
5. The Finance Committee shall prepare the annual budget before the September chapter meeting.
6. The annual budget shall be presented at the October chapter meeting for members’ consideration. Adoption of the budget will follow a majority vote of approval at the December meeting.
7. The treasurer’s books shall be audited at the end of each fiscal year.
8. The chapter budget, in addition to items requested by the society, should include annually
	1. an amount that will be awarded to a deserving woman who will be in her junior or senior year of a college or university. She should be preparing for a career in education. This award shall be called the Eleanor Gurley Recruitment Grant.
	2. an amount that will be awarded to a deserving Alpha Iota Chapter member who is pursuing a Master’s degree or higher. This award shall be called the Lenora Rudeseal Scholarship.
	3. an amount of $75.00 for World Fellowship from the budget, plus donations at the October meeting.
	4. an amount of $25.00 for Psi State Emergency Fund.
	5. an amount of $50.00 for International Project.
	6. Chapter President shall be reimbursed for expenses as stated in the budget.
9. Fundraising
	1. Alpha Iota Chapter members may vote to pay an additional amount to dues and fees for the support of a chapter or state organization project.
	2. Alpha Iota Chapter members will determine the community, charity, or educational projects to support at the planning meeting held each year. Agreement to financially support chapter or state organization projects should be recorded in chapter minutes.
	3. Will be determined by the Executive Board.

# ARTICLE V. ORGANIZATION

Alpha Iota Chapter shall be organized:

1. Alpha Iota Chapter shall have chapter rules and shall conduct its business in a manner consistent with the Constitution, Psi State Bylaws and Psi State Standing Rules.
2. Alpha Iota Chapter may participate in a coordinating council as determined by Constitution, Article V, section G.
3. Alpha Iota Chapter is represented on Psi State Board.
4. Business of Alpha Iota Chapter is conducted in a manner with the Constitution and the Bylaws of Psi State Organization.
5. The Delta Kappa Gamma Society International may also be known as the Society, Delta Kappa Gamma, DKG or by the Greek letters (ΔΚΓ).
6. The official jewelry may be worn on a ribbon or other manner as desired. Members are expected to wear Society jewelry in ways that demonstrate the respect and honor they have for their membership.

# ARTICLE VI. OFFICERS AND RELATED PERSONNEL

## Section A. Officers

1. Chapter personnel must all be members of the Society. It is desired that the parliamentarian be an appointed member. When there is a need for a specially trained parliamentarian, the services of a non-member who has the desired skill may be utilized.
2. The chapter officers, each of whom must be a member of the Society, shall be a president, a vice-president, a recording secretary, and a corresponding secretary, each elected in even-numbered years by a majority vote of the attending chapter. The chapter may elect both a 1st and 2nd vice presidents as desired. The treasurer shall be selected by the Chapter Executive Board each biennium.
3. Chapter related personnel include the parliamentarian, who is selected by the president.
4. The term of office shall be two years or until a successor is named for all offices except that of treasurer, who may serve more than two terms.
5. The duties of the president shall be those outlined in the Constitution.
6. The duties of other officers are also outlined in the Constitution.

##  Section B. Duties of Officers

1. **President**

The President at the chapter level shall:

* 1. submit annual and biennial reports specified by the Society
	2. act as presiding officer at regular and called meetings and direct theactivities of the chapter at her respective level.
	3. act as chairman of the Alpha Iota Chapter Executive Board.
	4. appoint a parliamentarian from the membership.
	5. appoint standing and special committees.
	6. approve payments for expense claims.
	7. approve publications.
	8. fill by appointment all vacancies in office.
	9. represent the chapter at
		1. State Executive Board meetings on the third Saturday in September and February.
		2. District meeting in spring of even-numbered years.
		3. State Convention in spring of odd-numbered years.
	10. take action, with the advice and approval of her executive board, onmatters which cannot be deferred until the next meeting.
	11. serve as an ex-officio member of the Finance Committee.
	12. serve as voting member of the Psi State Board.
	13. act on all other official duties as outlined in the Constitution.
	14. complete chapter History and Yearbook for each biennium.
1. **Vice-President**

The Vice-President at the chapter level shall:

* 1. serve as presiding officer in theabsence of the president and, in the event of the resignation or death of thepresident, shall succeed to the presidency and serve until the next regular election of officers.
	2. to distribute, with the help of other officers, the charity items to the appropriate community or civic organizations following the Alpha Iota Chapter meetings
	3. perform such other duties as the president or the executive board shall assign to her.
	4. serve as chair of the World Fellowship Committee.
1. **Recording Secretary**

The Recording Secretary at the chapter level shall:

* 1. keep minutes of each meeting of the organization and furnish the president and the webmaster with a copy of such minutes. Copies should also be shared at the regular Chapter meetings.
	2. serve as secretary to the executive board at other meetings throughout the biennium.
1. **Corresponding Secretary**

The Corresponding Secretary at the chapter level shall:

* 1. read all correspondence at Alpha Iota Chapter meeting.
	2. send correspondence on behalf of Alpha Iota Chapter to members and the community.
	3. shall carry on such correspondence as may be delegated to her by the president.
1. **Treasurer**

The Treasurer at the chapter level shall:

* 1. receive and pay out all money belonging to the chapter.
	2. keep an accurate account of receipts and expenditures.
	3. keep a file of receipts, bills, and bank statements.
	4. present a report at each regular meeting.
	5. file acquired tax reports.
	6. surrender the financial records to the respective finance committeefor an annual audit/financial review at the close of each fiscal year.
	7. serve as an ex-officio member, “with vote” on the executive board.
	8. serve ex-officio in the process of budget development and supervisionof finances.
	9. follow appropriate procedures to ensure thesafety and proper handling of chapter money as established by the chapterfinance committee.
1. **Parliamentarian**

The Parliamentarian at the chapter level shall:

* 1. act as advisor to the officers and the members of her organization inmatters pertaining to interpretation of the Constitution and to parliamentary usage.
	2. serve as an ex-officio member, “without vote,” on the executive board.

## Section C. Terms of Office

1. Officers shall have a term of two years.
2. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
3. All officers shall take office on July 1 following their election.

##  Section D. Nominations

1. The president shall be an ex-officio member of all committees except the nominations committee.
2. Nominations for officers of Alpha Iota Chapter for the biennium shall be made by the Alpha Iota Chapter Nominations Committee in February of even-numbered years. The chapter members shall vote on the officers.
3. The chapter nominations committee shall
4. nominate officers to be presented for election.
5. members from the current Nominations Committee shall nominate three members of the next nominations committee to be presented to the chapter in February of odd-numbered years.
6. Procedures are consistent with the Constitution.
7. The President’s pin, purchased by Alpha Iota Chapter, will be presented by the chapter to the incoming President at her installation.

## Section E. Vacancies

1. When a vacancy occurs in the office of president, the vice-president shall become president.
2. Succession of elected officers is consistent with the Constitution.
3. When a vacancy occurs in other elective or appointed positions, the president shall name a successor.

# ARTICLE VII. MEETINGS

## Chapter Meetings

1. The fiscal year of the chapter shall be July 1 through June 30 inclusive.
2. The chapter shall meet at least four (4) times per year during the months of October, December, February, and May.
3. Regular meetings are meetings where business is conducted.
4. A quorum shall be a majority of the members who are in attendance at each meeting.
5. The initiation of new members shall be done each year. New member nominations and applications for membership should be turned in to the Membership Chair to be shared with the Chapter.
6. Active members will sign up for duties at each meeting including: inspiration, table decorations, brunch items, and door prizes.
7. Other meetings may be scheduled to carry out the program of the chapter.
8. Excursions may be scheduled to carry out the program of the chapter.

# ARTICLE VIII. Executive Board

## Section A. Members

1. The Chapter Executive Board shall consist of the elected officers and immediate past president.
2. The treasurer and parliamentarian shall be ex-officio members. The parliamentarian is “without vote,” and the treasurer is “with vote.”
3. A quorum is a majority of Executive Board voting members.
4. Alpha Iota Chapter Executive Board meets at least twice annually, but may meet more often. The Alpha Iota Chapter Executive Board may meet through electronic communication.

## Section B. Duties

1. Duties are consistent with the Constitution.
2. The Chapter Executive Board shall:
3. Select the treasurer for the biennium.
4. Act in matters requiring immediate action and decision.
5. Recommend policies and procedures for consideration by the members.
6. Meetings of the chapter Executive Board shall be held at least twice per year. The Board may meet at other times upon the call of the chapter president. A meeting should be called prior to the first meeting of the biennium.

#

# ARTICLE IX. COMMITTEES

## Section A. Standing Committees shall be

1. Society Business

Finance/Auditing

Membership

Nominations

1. Educational Excellence Committee

Educational Excellence

Personal Growth and Services

Professional Affairs

1. Educational Services

Communications

Scholarship and Awards

1. Committees for Service

Hostess Committee

Remembrance/Recognitions

World Fellowship

Others as needed in any area.

## Section B. General Procedures

1. All committees shall be appointed by the president except the Nominations Committee. .
2. Members from the current Nominations Committee shall nominate three members of the next nominations committee to be presented to the chapter in February of odd-numbered years.
3. The president shall be an ex-officio member of all committees except the Nominations Committee.
4. Matters requiring immediate action may be voted upon by email or telephone by the specific committee.
5. Each Committee Chairperson is responsible for:
	1. notifying the members of all committee activities.
	2. encouraging open participation among members.
6. Detailed duties are specified in the Constitution and the appendix following these Chapter Rules.
7. Alpha Iota Chapter will fulfill their constitutional responsibilities by establishing committees as needed. Alpha Iota Chapter has organized its committees in order to accomplish its constitutional responsibilities. Establishment of committees to do the work is one such choice.
8. Rituals

The Membership Committee will decide which ceremony, new initiation ceremonies or the traditional one as written in the rituals’ publication, to use for the Initiation of new members each year.

1. Parliamentary Authority

Robert’s Rules of Order, Revised (current edition) shall govern the proceedings of the chapter in all cases not provided for in the Constitution, the International Standing Rules, the State Bylaws, and the State Standing Rules.

1. Vote on Chapter Rules

The Chapter Rules may be amended by majority vote of the members attending a chapter meeting provided proposals for amending shall have been given prior to that meeting.

## Section C. Special Committees

Ad hoc committees shall be appointed by the president as authorized by the chapter executive board.

# ARTICLE X. Activities

## Section A. Publications

1. Alpha Iota Chapter will publish the Alpha Iota News at least two times a year. The chapter shall submit a copy of each of its newsletters to the Psi State Communications Committee Chair.
2. Alpha Iota Chapter shall compile a Yearbook for each biennium.
3. Current chapter standing rules shall be included in each chapter yearbook.
4. Chapter yearbooks and chapter standing rules shall be distributed to chapter members.
5. The chapter president or her official representative shall carry two copies of the chapter yearbook to the Psi State Executive Board meeting held in the fall of each even-numbered calendar year to present to the state program committee chairman and to the appropriate district director.
6. The President approves all publications.

## Section B. Chapter Standing Rules

1. The Chapter Standing Rules shall be compatible with the *Constitution, International* *Standing Rules, Psi State Bylaws,* and *Psi State Standing Rules.* Copies of the Chapter Standing Rules shall be distributed to chapter members.
2. Alpha Iota chapter shall submit a copy of its Chapter Standing Rules to the Psi State Bylaws and Standing Rules Committee Chairman at the fall meeting of the Psi State Executive Board in odd-numbered calendar years.

## Section C. Awards

1. Special funds and/or awards may be created by the Alpha Iota Chapter Executive Board and approved by the chapter membership.
2. The Society offers up to twenty-nine annual International Scholarships for graduate study. Members applying for International Scholarships may pursue any field of graduate study.
3. International Scholarships may be granted for pursuing a first masters. The applicant is required to :
	1. have completed a bachelor’s degree,
	2. or, be accepted and enrolled in a graduated program of nationally accredited institution of higher education, preferably pursuing a doctoral degree.

#

# Appendix A: Duties of Chapter Committees

# Committees for Society Business

#### Auditing/Finance Committee

1. To prepare the budget and present it for review, modification, and adoption by the Chapter Executive Board and/or chapter membership. Chapter assessment should be reviewed, and voted every year when the budget is considered.
2. To supervise expenditures and investments of funds of the chapter.
3. To provide for an annual audit of chapter funds.
4. To perform other duties determined by the Chapter Executive Board.

#### Membership Committee

1. To send the name and address of the chapter chair to the state chair as requested.
2. To encourage members to seek suitable prospective members.
3. To accept recommendations of members presented on Society Form 11, investigate carefully the qualifications of persons whose names have been submitted, screen carefully for professional qualifications, and refer to a chapter vote only the names of those fully qualified for membership.
4. To present the names and qualifications of the candidates to the chapter in advance of the date set for voting, if possible, in order to eliminate uninformed balloting.
5. To conduct the balloting at the time designated, according to the method of preferential voting or by making certain that each candidate receives 2/3rds of the votes cast from the attending membership. The president signs the official invitation to membership.
6. To keep an accurate record of invitations sent as well as written replies made by persons who decline membership. If legitimate reasons are offered or if circumstances change, the person may be invited again at a later date. If no reply is made to the invitation to join, a call might be made or a follow-up letter might be sent asking for a written reply. If the person does not reply, she should not be invited.
7. To assist with orientation of new members.
8. To provide the chapter president with biographical data for reports of deceased members.
9. To provide information and to plan and conduct tributes or memorial services for deceased members.
	1. A brief memorial service, planned by the membership committee, should be held as soon as possible following the member’s death, at a chapter meeting.
	2. Copies of the memorial are to be sent to the family and the chapter recording secretary.
	3. A brief report of the memorial service is to be included in a news article concerning the chapter meeting.
10. To keep a current file of biographical data of chapter members.
11. To prepare an annual necrology report using Society forms for the state chair, chapter president, and committee file for use by succeeding chairs.
12. To prepare an annual membership report of the committee on Society forms for the state committee chair, state president, and the committee file.

#### Nominations Committee

1. To solicit from the members’ suggestions for officer material
2. To ascertain that the nominated person will serve, if elected
3. To present to the chapter in even-numbered years, the committee’s nomination of one candidate for each elective office and to prepare the ballot. Installation may take place after the election or at a later meeting. Officers assume their positions on July 1st
4. To send names and address of newly elected officers immediately to the state president and the international executive secretary
5. To file a report of the election with the chapter’s recording secretary for future reference

# Educational Excellence Committees

#### Educational Excellence Committee

*(These duties are primarily handled by the chapter officers.)*

1. Promote Schools for Africa project
2. Support Early Career Educators
3. Encourage programs and activities that promote the DKG 7 purposes
4. Encourage programs and activities that promote educational excellence
5. Encourage programs and activities that promote DKG/UN relationship
6. Encourage programs and activities that increase member’s global awareness
7. Encourage programs and activities that impact educational law and policy

#### Personal Growth and Services Committee

1. To plan a program for the chapter (with the Professional Affairs Committee) using the theme and the series methods as adopted by the international convention; to adjust the focus to meet local needs and interests coordinating with all programs for the year
2. To implement the international program and projects using state suggestions related to the work of this committee
3. To recognize the needs of members and to recommend programs and projects to aid in individual growth
4. To develop leadership among the members and to encourage participation in study groups concerned with economic, social, political, and educational issues
5. To provide opportunities for developing better human relationships within the community
6. To encourage members to reach beyond themselves and their communities to help create a genuine spiritual fellowship among women educators of the world
7. To send the name and address of the chapter chair to the state chair
8. To prepare an annual report for the state chair, chapter president, and chapter committee file for use of succeeding chairs

#### Professional Affairs Committee

1. To plan a program for the chapter (with the Personal Growth and Services Committee) using the theme and the series methods as adopted by the international convention; to adjust the focus to meet local needs and interests coordinating with all programs for the year
2. To implement the international program and projects, and the state suggestions related to the work of this committee
3. To encourage members to participate in local legislative councils of lay and professional people
4. To encourage selected recruiting activities on the local level
5. To send the name and address of the chapter chair to the state chair
6. To prepare an annual report for the state chair, chapter president, and chapter committee file for use by succeeding chairs
7. To award the Chapter Grant-In-Aid
	1. The grant shall be known as the Eleanor Gurley Recruitment Grant.
	2. The recipient shall be:
		1. A deserving student
		2. Preparing for a career in education
		3. Enrolled in her junior or senior year of a college or university
	3. Applicants for the Grant-In-Aid shall:
8. Be recommended by a member of Alpha Iota Chapter
9. Make application to be processed by the Professional Affairs Committee
10. Be presented to the membership at a meeting
	1. The Professional Affairs Committee shall consider the following criteria:

Academic standing and potential

Leadership qualities and participation in activities

Letter of application regarding the aspirations for a career in education

Economic need

* 1. The amount of the grant shall be at least $500.00
	2. The grant shall be sent to the student to be used at a college or university of the recipient’s choice

# Committees for Educational Service

#### Communications Committee

1. To send the name and address of the chapter chair to the state chair each September
2. To maintain the Alpha Iota Chapter website
3. To create and distribute a Chapter newsletter at least two times a year
4. To be alert to opportunities to publicize information about the Society, its aims and purposes, its program of work, and the noteworthy achievements of its members whenever these are of interest to the general public
5. In the case of inclement weather and the Clayton County Public Schools are closed on the Friday preceding an Alpha Iota meeting, notify members of the meeting cancellation through e-mail and/or telephone
6. To prepare stories about events and activities and to help arrange for media coverage for special events
7. To help incorporate international and state news of the Society into the chapter programs and to keep a file of state and international publications for reference
8. To submit articles and other items about Alpha Iota Chapter members to the Psi State Communications Committee
9. To submit items to fulfill the Psi State Communications Committee Checklist
10. To send news of chapter programs, projects and activities to the state editor for consideration for publication in the Psi State newsletter
11. To prepare an annual report on Society forms for the state chair, chapter president, and committee files for use by succeeding chairs

#### Scholarship and Awards Committee

1. To send the state scholarship chair the name and address of the chapter chair each September
2. To cooperate with the state committee and assist with raising funds for state graduate scholarships for members and/or financial aid to members doing graduate work
3. To recommend criteria for awarding scholarships for graduate study
4. To publicize the Alpha Iota chapter scholarship—*The Lenora Rudeseal Scholarship*
5. To determine, in conjunction with the Executive Board, the amount to be awarded each year
6. To receive applications from members for the Alpha Iota Chapter Scholarship*--The Lenora Rudeseal Scholarship*, evaluate each by the criteria for selecting recipients
7. To present the names of recipients to the membership by the February meeting
	1. Any Alpha Iota Chapter member working toward a Master’s or higher degree is eligible.
	2. Criteria for presentation will be based on
		1. Active participation and contribution to Alpha Iota Chapter for at least two bienniums
		2. leadership
		3. superior professional performance
		4. service to the community
8. To follow-up on all recipients and to report to the chapter as requested
9. To identify members to be recommended for the State Achievement Award, present member or members to the membership for vote
10. To prepare biographical and personal data, complete the application, and present it to the state chair
11. To prepare an annual report in triplicate on Society forms for the state chair, chapter president, and chapter committee file for use by succeeding chairs
12. To organize and conduct all chapter activities related to the Committee’s Service Project—***Silent Auction*** for the December meeting

# Committees for Service

#### Hostess Committee

1. To contact each member before each meeting, and to determine the number of reservations for dinner
2. To notify the president the final dinner counts on Wednesday preceding the Saturday meeting
3. To assist members who need help getting to meetings
4. To serve as a communication line when important information should be channeled to members between meetings
5. To notify members of meetings, unusual events occurring within the membership, and other needed communication using e-mail, mail and/or the telephone
6. To help organize each of the meetings through the following suggestions:
	1. Decorate tables – you may want to email the chapter president to ask if there is a theme for the meeting and invite member participation
	2. Door prizes—invite members to bring door prizes for each meeting and provide tickets/paper for the drawings
	3. Brunch items---invite members to provide brunch items for the meeting, including paper products/utensils.
	4. The Hostess Committee should make plans to arrive at least thirty minutes before the meeting begins to arrange and decorate the tables and set up the brunch items.
	5. Contact a caterer in a timely manner to arrange meals as appropriate. If there are menu choices, please e-mail the membership if a decision needs to be made. Make sure the billing information is forwarded to the Chapter Treasurer.
	6. Enlist member participation in clean-up at the end of each meeting.

#### Remembrance/Recognitions Committee

1. In the event of the death of a member, her husband, a child, father, mother, or any other relative of the same residence as the member, a contribution will be made to that person’s favorite charity in the amount of $25.00. Death of any other member of the family is to be recognized with a sympathy card or note.
2. The committee is responsible for sending birthday cards to all active and members annually. The Treasurer will reimburse the committee member for cards and postage.
3. In the event of serious illness (hospitalization or home confinement for a lengthy period), a gift or gift card not to exceed $10.00 is to be taken/sent to the designated person. The Treasurer will reimburse the committee member who turns in appropriate receipts.
4. An amount of $25.00 will be sent to the Golden Gift Fund in honor of members who have married during the year.

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#### World Fellowship Committee

1. To assist in promoting the work of the international World Fellowship Committee.
2. To encourage contributions to the World Fellowship Fund