**The Delta Kappa Gamma Society International**

**Chi State Area XIII**

**Standing Rules**

**Guidelines**

**Area XIII shall operate under the International Constitution, International Standing Rules, the Bylaws of Chi State, and the Guideline of Area XIII. The Area Guidelines developed and approved by the Area Leadership Team may be revised by them as needed. The Membership, Organization, Finances, Meetings and Activities of Area XIII shall exist in accordance with the Constitution, International Standing Rules, and the Chi State Bylaws.**

**Founding**

**The name of the organization is Area XIII of the Chi State Organization, The Delta Kappa Gamma Society International. Chi State was founded November 26, 1936 and was realigned into 13 areas in 1958-59, increased from 13 to 17 in 1971. Presently there are 15 chapters in Area XIII serving the geographic area of East Los Angeles County with a high concentration in the San Gabriel Valley.**

**The Chapters of Area XIII are: Epsilon 1937, Omicron 1937, Phi 1938, Alpha Delta 1939, Alpha Upsilon 1945, Beta Mu 1950, Delta Nu 1957, Delta Phi 1958, Zeta Sigma 1964, Zeta Tau 1964, Eta Kappa 1968, Theta Alpha 1973, Theta Kappa 1974, Iota Omicron 1985, Iota Pi 1986.**

**Article I Purposes**

**I.1 Area XIII is dedicated to providing support to local Chapters, to disseminate information from Chi State and The Delta Kappa Gamma Society International to local Chapters: to create communication and cohesiveness among Chapters, to encourage communications and support between Chapters, to support and guide Presidents in their education and growth, and to provide opportunities for leadership.**

**Article II Membership**

**II.1 The members of the Area XIII Leadership Team are the Presidents of the Area XIII Chapters, the Area XIII Director, the Area XIII Membership Chair, the Area XIII Legislative Chair, the Area XIII Program Chair, the Area XIII Communications Chair, the Area XIII Secretary, and the Area XIII Treasurer.**

**II.2 The Area XIII Executive Board consists of the Area XIII Director, the Area XIII Membership Chair, the Area XIII Legislative Chair, the Area XIII Program Chair, the Area XIII Communications Chair, the Area XIII Secretary, and the Area XIII Treasurer. The Area XIII Director appoints the aforementioned officers.**

**Article III Meetings**

**III.1 There shall be a minimum of five meetings per year arranged by the Area Director and the Presidents. Additional meetings deemed necessary may be called by the Area Director.**

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**III.2 The Area Director and the Executive Board meet at the discretion of the Area Director.**

**III.3 Annually there shall be an Area XIII Conference on the first Saturday of February.**

**III.4 In the fall of even years there shall be a Leadership Workshop for Presidents and Chapter Officers.**

**Article IV Officers**

**IV.1 Director: The Area Director is appointed by the current Chi State President with duties as outlined in the state handbook and at leadership training sessions. The Director shall conduct Area XIII meetings, prepare the meeting agendas, prepare or coordinate the Area XIII newsletter, prepare with the Area XIII Treasurer the yearly budget and appoint the Area XIII officers. She will conduct the search for the Area’s Outstanding Member to be recognized at the Area Conference.**

**IV.2 Treasurer/Finance: The Treasurer shall receive all Area XIII monies from assessments and activities, pay all Area bills, keep an accurate record of receipts and disbursements and report financial activities at Area XIII Presidents’ meetings and file required Chi State and IRS reports.**

**IV.3 Membership: The Membership Chair shall act as liaison between the Chi State Membership Committee and the Chapters and communicate with and assist Chapter membership chairs as needed.**

**IV.4 Legislative: The Legislative Chair shall act as liaison between the Chi State Professional Affairs Committee and the Chapters, shall disseminate legislative information, and assist Chapter legislative chairs as needed.**

**IV.5 Program: The Program Chair shall act as liaison between the Chi State Program of Work Committee and the Chapters, shall disseminate information about all program activities, and assist Chapter program chairs as needed. She will attend to all the responsibilities of THAT operations.**

**IV.6 Communications: The Communications Chair is the Editor of the Area XIII Newsletter, which is published four times a year, or more upon the agreement of the Editor and the Director. The Editor is responsible for the electronic delivery of the newsletter and for sending other announcements and communications to the Board as deemed necessary by the Director.**

**IV.7 Correspondence and Minutes: The Secretary keeps the minutes for all the Area XIII Leadership Team and Executive Board meetings. She responds to communications directed to the Area and corresponds with members as requested by the Director.**

**Article V Committees**

**V.1 The Area XIII Director or the Presidents together with the Area Director will appoint the Area XIII Conference Chair. She will be selected from the following: a current or past Chapter President or an Area Officer.**

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**V.2 Each Area XIII President will be asked by the Area Conference Chair to volunteer for a specific Conference Committee job. Guidelines stated in the Conference Handbook will be followed to organize the preparations for the Conference.**

**V.3 Each year volunteers from among the current or past Presidents form the Outstanding Student Teacher Selection Committee and other committees as needed.**

**Article VI Finance**

**VI.1 Assessment: The annual Area XIII Assessments shall be $2.50 per active and reserve member, and shall be paid to the Area XIII Treasurer by October 31 of each year.**

**VI.2 Budget: The budget shall be prepared by the Area XIII Treasurer and Director to be approved by the Area XIII Presidents at a fall Area meeting. Any adjustments to the budget shall take place at that meeting. The budget shall contain a record for beginning and current balances, member assessments, interest income, and expected disbursements. Non-budgeted items must be voted upon and passed by a majority vote of the Board.**

**VI.3 Financial Review: Area XIII financial books shall be closed by June 30 of each year and submitted for annual audit/financial review.**

**Article VII Disbursements**

**Disbursements include the Outstanding Student Teacher Award, Area XIII Director’s expenses, Area activities, operating expenses, and a miscellaneous or contingency category.**

**VII.1 Reserve Fund: A reserve fund shall be maintained in addition to the budgeted funds.**

**VII.2 Reimbursement: Reimbursements will be submitted to the Area XIII Treasurer on forms available from the treasurer, with receipts attached. Members may be reimbursed for expenditures for any budgeted Area XIII activities, within a timely manner.**

**VII.3 All checks are to be signed by two Area Board members, one of whom must be the Treasurer.**

**VII.4 Director’s Expense: The Area Director’s expenses include: registration fees and meals provided at required Chi State meetings, Southwest Regional Conferences and DKG International Conventions; hotel and travel, including mileage, at the rate allowed by Chi State; copying costs, postage, telephone, Chapter visitation expenses, stationery, film and miscellaneous costs.**

**VII.5 Gifts: Gifts presented on behalf of Area XIII are to be voted upon by the Area XIII Board and paid for out of the miscellaneous fund.**

**Article VIII Awards**

**VIII.1 Outstanding Student Teacher Award: Area XIII may yearly award an Outstanding Student Teacher Award in an amount of $500.00 or more at the discretion of the Board, provided qualified nominees are submitted and the committee selects the winner(s).**

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**VIII.2 Stipends shall be made available for Area XIII members to attend a Chi State Leadership Development Retreat or Legislative Study Session. This money will pay for half of the registration and hotel expenses (exclusive of transportation). Requests may be submitted in accordance with Chi State registration deadlines. Recipients shall be selected based upon the length of active Delta Kappa Gamma membership, service to Chapter and Area, and willingness to share their experiences with Area XIII members. The stipend recipients shall present bills, receipts, and proof of attendance to the Area XIII Treasurer.**

**Article IX Changing Area XIII Standing Rules**

**No standing rules can be adopted which conflict with the Constitution and Bylaws of The Delta Kappa Gamma Society International and/or Chi State. Standing rules can be adopted by a majority vote at any Area XIII Leadership Team meeting. An existing rule may be amended by two-thirds vote of the members in attendance at any given Leadership Team meeting.**

**Article X Parliamentary Authority**

**Roberts Rules of Order, Newly Revised is designated for the governance of the Area in all instances in which the authority is inconsistent with the Delta Kappa Gamma Society Constitution or other adopted Society rules.**

**Revised May 31, 2012**

**By the Area XIII Director and Area XIII Officers**

**Area Director Susan Hamilton**

**Treasurer Barbara Shirota**

**Legislative Chair Susan Grant**

**Program Liaison Dale Quasny**

**Past President Edra Young**

**Past President Gail Haynes**

**Presented to Area Presidents June 9, 2012**

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