

**LAMBDA CHAPTER STANDING RULES**  
**Revised and Approved May 5, 2011**

**ARTICLE I – NAME**

The name of the chapter is mandated by the Constitution and by chronological order of organization within the state organization.

Section A. The name of this chapter shall be Lambda Chapter, Alpha Mu State Organization, The Delta Kappa Gamma Society International.

**ARTICLE II – MISSION STATEMENT AND PURPOSES**

**Mission Statement**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

The members of the Alpha Mu State of The Delta Kappa Gamma Society International promote quality education and the professional development of Montana women educators.

**Vision Statement**

Leading Women Educators Impacting Education Worldwide

**Purposes**

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 of 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; and
7. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

**ARTICLE III – MEMBERSHIP**

**Section A. Recommendation for Membership**

1. The number of persons invited yearly to join Lambda Chapter shall be decided upon by the membership.
2. Three members will be asked to sign the nomination form.
3. Nomination forms will be presented to the chapter in November and February, voting in March and initiation of new members will be in April.

4. The Membership Committee will present recommendations for membership. The Membership Committee chairman will send the forms to the President in November.
5. The invitations will be mailed by the President following the March meeting.
6. A circular of information explaining the purposes of Delta Kappa Gamma will be mailed with the invitation. There will be an orientation for prospective members prior to initiation. The Membership Committee will be responsible for contacting each prospective member before her initiation to assure her of transportation to this first meeting.
7. A former member shall be reinstated to membership by the chapter receiving the request.
8. The Membership Committee in cooperation with the Ceremonies, Memorial/Rituals Committee will be responsible for the initiation ceremony.
9. The Second Vice President will act as chairman of the Membership Committee.

### **Section B. Records of all Membership**

1. The Recording Secretary will be responsible for recording in the minutes the initiates, transfers, terminations, resignations and deceased members.  
Records are a permanent part of Lambda's history and should be kept in a notebook to be passed on to the next recording secretary. A second set of records shall be kept electronically by the President and kept current at the end of her term and passed on to the incoming president.
2. An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position.

### **Section C. Attendance**

1. The Recording Secretary will be responsible for recording attendance.
2. An active member is encouraged to attend regularly scheduled meetings. If unable to attend meetings, a member shall notify the President or the Calling Committee. Members are excused due to illness or other obligations. Seven meetings are held each year and members are strongly urged to attend as many as possible.

### **Section D. Termination and Death of Member**

1. Membership shall be terminated for either of the following: non-payment of dues and fees; resignation.
2. On November 1, if dues and fees remain unpaid, the member is dropped from the chapter roll. The chapter minutes should carry a statement of termination of membership and should be reported by the Chapter Treasurer to the State Treasurer using Form 18-A.
3. The member should be notified of the termination by the chapter in writing. The chapter does not vote on the termination.
4. A resignation from membership shall be presented in writing to the President and brought to the chapter for vote. The resignation should carry with it an explanation for withdrawal. The chapter should contact the member before voting on the resignation to explore alternatives to resignation.
5. If no resolution is made, the resignation will be recorded and the State Treasurer informed on Form 18-A.

6. All termination of membership will become a part of the chapter minutes and recorded in the permanent record of the Recording Secretary and in the President's electronic file. These are permanent chapter records and should be updated before being turned over to the incoming President and Recording Secretary.
7. The death of a member is the only termination which requires recording on a state form (Form 6) and must be completed by the Chapter President immediately after death. This form is also sent to the State Treasurer.
8. Member resigning shall be asked to return the red vinyl Society Yearbook that was given to her at initiation for her use as a member.
9. A member who resigns or is dropped from membership may return or sell the key pin to the chapter. She is expected to refrain from wearing it if no longer a member. The past member (or family in case of death) should be informed of this option. Reclaimed key pins may be given or sold to initiates or to members who have lost theirs.

#### **ARTICLE IV – FINANCES**

**Section A.** The annual Lambda Chapter dues shall be set after the budget has been approved. Annual dues include chapter dues, state dues, international dues and scholarship fees. The state scholarship fee is \$1.00 per member.

**Section B.** The budget shall be presented at a spring meeting and the membership shall vote annually by the May meeting on dues. Chapter dues should cover the annual budget and other items such as recruitment, scholarship, World Fellowship, Expanding Horizons and the Golden Gift Fund II Plan. Assessments should be reviewed each year. Agreement to financially support chapter or state organization projects should be recorded in chapter minutes.

**Section C.** When initiation occurs on or after July 1 and before April 1, the initiate pays dues, scholarship and initiation fee at the time of initiation. When initiation occurs on or after April 1 and before July 1, INITIATION FEE ONLY is paid by the initiate. The member then pays her dues and scholarship fee for the ensuing year at the time all members pay their dues and fees.

**Section D.** Committees may host a fundraising activity for various projects at chapter meetings and all funds received shall be turned over to the Chapter Treasurer for deposit. The Treasurer shall disburse these funds following favorable vote of the membership present at the meeting at which the proposal for funding is made. Participation is voluntary in these fundraising activities.

**Section E.** All dues, gifts and fees for chapter, state and international shall be collected by the Chapter Treasurer who will forward the state and international monies to Alpha Mu State Treasurer by November 1.

**Section F.** Annual dues shall be paid by October 31 of each year.

**Section G.** The budget shall be developed by the Finance & Audit Committee and approved by the Executive Board.

**Section H.** By July 1 of each biennium the Treasurer shall secure appropriate signature cards from the chapter banking institution, obtain signatures of the President and Treasurer, and file the assigned cards with the institution.

**Section I.** The Treasurer of the chapter shall have the check signing authority. The Chapter President approves payment of all expense claims.

**Section J.** The Treasurer's Report is to be read at each meeting by the Treasurer, a copy given to the Recording Secretary and an announcement made by the President that the report has been filed. All incoming and outgoing expenses should be reported at each meeting.

**Section K.** The Finance & Audit Committee shall audit the Chapter Treasurer's books annually after July 1 and before September 1 and report to the membership at the first business meeting after completion of the audit.

**Section L.** The membership shall be responsible for paying international dues and fees for members not mentally able to handle their own affairs, if the family is in agreement. State and chapter shall waive dues and fees for these members.

**Section M.** Expenses for State Conventions, Executive Meetings and Workshops

1. Expenses shall be paid for the President or the president's representative. Chapter presidents shall be paid one-half of the hotel and travel expenses by the state and the remaining half must be paid by the chapter for state Executive Board meetings and state workshops, including fifty dollars (\$50) towards registration.

## ARTICLE V – ORGANIZATION

**Section A.** The Chapter shall govern the conduct of its business in a manner consistent with the INTERNATIONAL CONSTITUTION and ALPHA MU STATE BYLAWS & STANDING RULES.

**Section B.** Chapter officers, except the treasurer, shall be elected in even-numbered years by majority vote.

1. The term of each elected officer shall be two (2) years. No officer except the treasurer may serve in the same office longer than two terms in succession. All officers shall take office on July 1, following election.
2. The Executive Board shall vote each biennium on the treasurer after she is appointed by the president.
3. The parliamentarian is appointed by the president.
4. The chapter president shall represent the chapter as a voting member of the State Executive Board.

## ARTICLE VI – OFFICERS AND DUTIES

**Section A.** The chapter elected officers shall be president, a first vice president, a second vice president, a recording secretary and a corresponding secretary. A treasurer shall be appointed by the president and voted upon by the Executive Board. The chapter president shall appoint a parliamentarian.

**Section B.** Duties of Officers – all chapter officers shall perform the duties enumerated in the *International Constitution*, Article VI, Section C. They are also listed in the *Alpha Mu State Bylaws*.

**1. The president shall:**

- a. act as presiding officer at regular and called meetings and direct the activities of the chapter;
- b. act as chairman of the Executive Board;
- c. appoint a parliamentarian; appoint a treasurer;
- d. approve payments made by the Treasurer and all expense claims;
- e. approve publications;

- f. fill by appointment all vacancies in office;
- g. represent the Chapter at meetings, conferences and other events;
- h. take action, with the advice and approval of the Executive Board on matters that cannot be deferred until the next regular meeting;
- i. be responsible for mailing invitations and Lambda's brochure of information about the Society;
- j. serve ex officio in the process of budget development and the supervision of finances;
- k. execute, with the Treasurer, legal documents pertaining to the chapter;
- l. serve as a member of the State Executive Board and report back to the chapter on conventions, workshops and Executive Board meetings;
- m. appoint a chairman and three (3) other members to the Finance Committee, appoint the Membership, Nominations, Rules, Personal Growth and Services, Professional Affairs, Research, Music, Ceremonies, Memorials/ Rituals, Communications/Publications, Scholarship & Recruitment, World Fellowship & Golden Legacy, History/Scrapbook and other committees; and
- n. read and follow Guidelines for Chapter Presidents or the most current guide of the Delta Kappa Gamma Society International.

**2. First Vice President shall:**

- a. serve as presiding officer in the absence of the President. In the event of the resignation or death of the President, shall serve as presiding officer until the next regular election of officers;
- b. serve as chairman of the Program Committee and be responsible for biennial report of the Program Committee and mail it to the State Chairman; and
- c. be responsible for the year book.

**3. Second Vice President shall:**

- a. serve as the presiding officer in the absence of the President and First Vice President;
- b. be Membership Chairman;
- c. monitor membership within Lambda;
- d. be responsible for nomination, election and initiation of Lambda members. The Ritual Committee may assist in the initiation ceremony;
- e. be in charge of chapter instruction, purposes, rules and general knowledge of the chapter organization, orientation of new members and reorientation of members;
- f. keep membership and necrology records and work with the chairman of the Memorial Fund Committee when a death occurs in the chapter;
- g. fill out and mail biennial report of the Membership Committee by February 1 to the State Chairman; and
- h. assist the President by providing updated membership and necrology information for her electronic file annually.

**4. Recording Secretary shall:**

- a. keep minutes of each meeting of the organization and furnish the President with a copy of such minutes;
- b. serve as secretary to the Executive Board;
- c. carry on such correspondence as the President may delegate to her;
- d. be on the Communications Committee and be responsible for the publication of the chapter meetings in the three area papers. This is a shared responsibility with the Corresponding Secretary;
- e. keep minutes in a permanent record book. It should be noted that minutes are never destroyed; they are official documents and should be bound periodically; and

e. pass all records to the incoming Recording Secretary.

**5. Corresponding Secretary shall:**

- a. carry on the official correspondence of the chapter and any other correspondence as may be delegated to her by the President; and
- b. be on the Communications Committee and be responsible for the publication of the chapter meetings in the three area papers. This is a shared responsibility with the Recording Secretary.

**6. Treasurer shall:**

- a. collect all dues, fees and gifts for chapter, state and international. All state and international monies will be forwarded to the State Treasurer;
- b. send all changes of address for members to the State Treasurer;
- c. use Guidelines for Chapter Treasurers prepared by The Delta Kappa Gamma Society International for listings of other duties and/or information;
- d. be responsible for obtaining a current handbook and constitution for every officer, plus six (6) additional handbooks for committee chairmen;
- e. be responsible for seeing that the committee chairmen return the handbooks when they are finished with them;
- f. receive and pay out all money belonging to the organization and keep an accurate account of receipts and expenditures;
- g. keep a record of receipts, bills, cancelled checks and bank statements;
- h. present a report at each meeting. Report all income and expenditures since the last report;
- i. give Recording Secretary the written report to be filed in chapter minutes;
- j. file any tax reports that are required. Furnish information for a fidelity bond when the total amount of annual receipts exceeds \$2500, the cost of such bond to be paid by the chapter;
- k. submit for annual audit the accounts of the chapter;
- l. serve ex officio in the process of budget development and the supervision of finances;
- m. keep an up-to-date file of Lambda members and a record of all members whose memberships have been terminated through non-payment resignations or death;
- n. order the president's keypin before the beginning of her first year in office. It may be presented to her at her installation;
- o. check with all members personally by September 15 in matters relating to their dues. In consultation with the Chapter President she should encourage members to continue their Society membership and participation. Efforts should be made to schedule meetings so the majority can attend regularly;
- p. drop a member from the chapter roll if she has not paid dues and scholarship fee by October 31. Jointly the Chapter President and Treasurer should make sure that a report of a member having been dropped for non-payment is part of the minutes of the Executive Board and/or Chapter minutes. No action is necessary by the chapter in order to drop a member for non-payment of dues and fees; and
- q. immediately after October 31, fill out and mail Form 18-A of the members who have been dropped for non-payment of dues and scholarship fees.

Chapter treasurers are covered by a blanket fidelity bond, the cost of said bond is paid by Alpha Mu State.

**7. Parliamentarian shall:**

- a. act as advisor to the officers and the members of the chapter in matters pertaining to interpretation of the *International Constitution* and to parliamentary usage;
- b. serve as an ex officio member, without vote, on the chapter Executive Board; and
- c. use *Robert's Rules of Order Newly Revised* (current edition).

## **ARTICLE VII – EXECUTIVE BOARD**

### **Section A. Duties**

1. The Executive Board may make only those decisions delegated to it by *the International Constitution, the Alpha Mu State Bylaws and Standing Rules*, or by the chapter vote.
2. Other duties may be delegated to the Executive Board by vote of the membership.
3. Recommend policies and procedures for consideration by members.
4. Establish rules for budget development and approval for the supervision of chapter finances.

### **Section B. Voting Members**

1. The voting members of the Executive Board shall be: president, first vice president, second vice president, recording secretary, corresponding secretary and immediate past president.
2. The treasurer and parliamentarian shall serve as ex officio members of the Executive Board without vote.

### **Section C. Meetings of the Executive Board**

1. A meeting of the Executive Board shall be held at least once a year prior to the first meeting of the chapter to plan the year's program.
2. The Board may meet at other times upon the call of the President. In June of even-numbered years, new officers receive books from out-going officers. Plans concerning the coming year should be discussed and rules reviewed.
3. A quorum shall be a majority of the voting members of the Executive Board.
4. The Executive Board may meet through electronic communication as long as all the members may simultaneously hear one another and participate (respond) during the meeting.
5. Matters requiring immediate action may be voted upon by mail or electronic media. The results shall be reported at the next Executive Board meeting.

## **ARTICLE VIII – COMMITTEES**

### **Section A. Society Business**

1. **Finance & Audit Committee shall:**
  - a. be appointed by the President;
  - b. be composed of a chairman and three members;
  - c. be responsible for supervision of the financial affairs of the chapter, including recommendations for the expenditure and investment of funds, preparation of a budget for adoption by the Executive Board and an annual audit;
  - d. submit the budget to the Executive Board for review and voting upon; and
  - e. mail completed biennial report to the State Chairman and place a copy in the chapter file by February 1 (even-numbered years).
2. **Membership Committee shall:**
  - a. be appointed by the President;
  - b. be chaired by the Second Vice President;

- c. be responsible for necrology records. Annual report forms must be filled out and returned to the State Necrology Committee chairman by February 1;
- d. be in charge of the memorial service for a deceased member. The Ceremonies, Memorial & Rituals Committee chairman has charge of all paraphernalia;
- e. be responsible for membership reports, membership records and orientation and reorientation of members;
- f. monitor membership within Lambda including:
  - 1) the nominating, selecting and initiating of new members
  - 2) attempting to broaden the membership base
  - 3) promoting retention of members
  - 4) emphasizing commitment and responsibility
  - 5) encouraging active membership;
- g. send biography and picture of a deceased member to the State Memorial Committee chairman for the *Alpha Mu Remembers* book; and
- h. fill out biennial report, mail to the State Chairman, and place a copy in chapter files by February 1.

1. **Nominations Committee shall:**

- a. be appointed by the President;
- b. be chaired by the immediate past president and two (2) members shall be appointed;
- c. present one name for each office;
- d. accept nominations from the floor prior to the election meeting;
- e. present nominations to the membership in April of even-numbered years; and
- f. prepare the secret ballot and conduct the election if there is more than one nominee for any office.

2. **Rules Committee shall:**

- a. be appointed by the President;
- b. study chapter rules to be certain that they are in agreement with the *International Constitution and the Alpha Mu State Bylaws and Standing Rules*.
- c. receive all proposals for amending or rescinding chapter rules;
- d. be responsible for printing and distributing the Chapter Standing Rules so that each member has a copy;
- e. present all proposals to the Executive Board for approval; and
- f. monitor meetings for motions that delete, add to or change the existing Standing Rules.

**Section B. Program of Work (Educational Excellence)**

1. **Program Committee shall:**

- a. consist of the first vice president as chairman, the chairmen of the Personal Growth & Services Committee, the Professional Affairs and Legislation Committee, the Music Committee and the chapter officers;
- b. plan the chapter program annually;
- c. assist in the implementation of state activities and preparing the chapter yearbook;
- d. complete biennial reports and mail them to the State Chairman by February 1 in even-numbered years; and
- e. return all materials to the newly elected president after her installation and before July 1 when she takes office.

2. **Personal Growth & Services Committee shall:**

- a. be appointed by the President;
- b. have a chairman appointed by the President;

- c. develop and implement a program designed to enrich the personal lives of members;
  - d. receive materials from the State Chairman to help the committee implement the theme and focus of the international committee;
  - e. make recommendations to the state;
  - f. complete biennial reports and mail them to the State Chairman by February 1; and
  - g. return all materials to the newly elected president after her installation and before July 1 when she takes office.
3. **OPI Organizer shall:**
- a. be a member authorized by the Montana Office of Public Instruction to approve chapter activities that meet OPI Standards for renewal units. She completes and signs the official document. Each member is responsible for submitting the completed and signed document to OPI to receive renewal units.
4. **Professional Affairs and Legislation Committee shall:**
- a. be appointed by the President and a chairman shall be chosen;
  - b. provide the opportunity for members to be aware of and to implement the theme and focus of the international committee by developing action programs which foster a climate of mutual respect and cooperation within the profession;
  - c. study and recommend action on legislation to improve education and the status of women educators;
  - d. keep the membership aware of educational legislation;
  - e. lead bipartisan studies of issues;
  - f. complete biennial report and mail to the State Chairman by February 1; and
  - g. return all materials to the newly elected president after her installation and before July 1 when she takes office.
5. **Research Committee shall:**
- a. be appointed by the President and a chairman shall be chosen;
  - b. conduct the research program of the Society and aid the state and international committee when requested to research pertinent information on education and women;
  - c. complete biennial reports and mail to the State Chairman by February 1; and
  - d. return all materials to the newly elected president after her installation and before July 1 when she takes office.
6. **Music Committee shall:**
- a. be appointed by the President and a chairman shall be chosen;
  - b. be responsible for all musical needs of the chapter; and
  - c. be responsible for any music books purchased by the chapter.

### **Section C. Educational Services**

1. **Communications & Publications Committee shall:**
- a. be appointed by the President;
  - b. include the Recording Secretary and Corresponding Secretary, the editor of the chapter newsletter and the chapter webmaster, if applicable;
  - c. be responsible for sending articles to *Alphamusing News* by the given deadlines. *Alphamusing News* is published four times yearly: October, January, March and May. *News* includes lists of new members, retirements, deaths, member achievements and unique chapter projects;

- d. be responsible for sending notification of meetings and articles of projects reflecting community service to the *Daily Interlake*. The *Whitefish Pilot* and the *Hungry Horse News* shall be given articles of activities on a monthly basis;
- e. collect and give printed articles about Lambda and achievements of the chapter or individuals to the History/Scrapbook Chairman;
- f. complete biennial report for the State Chairman and mail by February 1;
- g. return all materials to the newly elected president after her installation and before July 1 when she takes office; and
- h. before posting on the web site, collect and keep on file written consent to use the following:
  - addresses (mailing or electronic) and telephone/FAX numbers of individual members
  - news and/or pictures of an individual or group
  - copyrighted materials, i.e., artwork, music or text.

**2. Scholarship & Recruitment Committee shall:**

- a. be appointed by the President;
- b. be responsible for the chapter scholarship. This scholarship to a chapter member may be given each year, if funds are available.
- c. be responsible for the recruitment award. With the vote of the membership, select recruitment award winners. Women who are juniors currently enrolled in a college of education and who make application are eligible. The number and amount of the awards during the biennium shall be determined by the Executive Board.
- d. be responsible for the Emily Leighty scholarships, see Article XV. The number and amount shall be determined by the Executive Board ;
- e. inform membership of state and international scholarships;
- f. be responsible for completing biennial report for the State Chairman and mail by February 1; and
- g. return all materials to the newly elected president after her installation and before July 1 when she takes office.

**3. World Fellowship & Golden Legacy Committee shall:**

- a. encourage financial support to the International World Fellowship Program;
- b. inform the chapter of the state project and the Golden Legacy;
- c. decide upon the amount to be sent annually;
- d. complete biennial report for the State Chairman and mail by February 1; and
- e. return all materials to the newly elected president after her installation and before July 1 when she takes office.

**4. Ceremonies, Memorial & Rituals Committee shall:**

- a. be appointed by the President;
- b. be responsible for the paraphernalia of the chapter;
- c. assist the Membership Chairman (Second Vice President) with the initiation ceremony by providing paraphernalia as needed and collect materials used in ceremonies;
- d. help the Nomination Committee plan and provide materials for installation of officers during even-numbered years; and
- e. be responsible for the ritual services, namely the Birthday, Founder's Day and memorial services for deceased members.

**5. History/Scrapbook Committee shall:**

- a. be appointed by the President;

- b. be responsible for pictures being taken at meetings, rituals, etc. and putting them in a scrapbook;
- c. be responsible for collecting items that depict chapter activities, members and information and maintaining them in the Chapter Scrapbook;
- d. be responsible for completing and sending the two required pages to the State Chairman for the State Scrapbook in odd-numbered years;
- e. be responsible for the safe keeping of all chapter history materials;
- f. share information with other chapter committees, especially membership, personal growth & services and communications; and
- g. pass on all materials to her successor.

#### **Section D. Special Committees**

##### **1. The Calling Committee shall:**

- a. be appointed by the President;
- b. The first person listed in the program page each month as hostess is the chairman for that meeting. She and her hostess committee members will arrange the time, place, and cost (if any) of the meeting. The hostess/chairman must inform the President, the editor of the newsletter and the webmaster;
- c. Members of the Calling Committee shall report the number of members who will be attending the meeting to the hostess/chairman of each meeting;
- d. The newsletter editor will publish information about the monthly meeting in the newsletter which will be received by chapter members at least 5 days prior to the meeting;
- e. The webmaster will post information about the monthly meetings on the chapter website annually and update any changes/additions as needed; and
- f. It shall be the responsibility of each member to RSVP by the Wednesday prior to each monthly meeting if the hostess needs an exact count. Each member who affirms her attendance is responsible for paying the cost of her meal, if there is one, even if she is unable to attend. This applies to instances when restaurants or a hostess/chairman requires an exact meal count.

### **ARTICLE IX – CHAPTER ACTIVITIES**

#### **Section A. Community or Educational Services**

##### **1. Writing Contest**

- a. The chapter shall vote to conduct an annual writing project in the northern Flathead Valley to foster excellence in creative writing. This is a theme based contest for children in grades 5-8. Home school children will be included without a special vote of the membership. Members will serve as judges. Awards will be given.

##### **2. Young Author’s Committee**

- a. The chapter shall vote to participate in the Young Author’s Program sponsored by the Northwest Reading Council. The program may not be offered annually.

##### **3. Greg Mortenson Central Asia Institute Schools**

- a. The chapter will donate annually, with a monetary amount to be determined each year according to chapter budget constraints, to the Greg Mortenson Central Asia Institute Schools in Asia, especially Pakistan and Afghanistan.

##### **4. Dr. Jerry Golphene’s Katmandu School**

- a. The chapter will donate annually, with a monetary amount to be determined each year according to chapter budget constraints, to the Dr. Jerry Golphene's Katmandu School in Katmandu.

**5. Sunshine Committee**

- a. The committee shall address personal events in members' lives, i.e. birthdays, babies, grandchildren, death, medical and other major events. Cards or other acknowledgments will be sent to members.
- b. If necessary, committee members may assist with the coordination of meals or transportation for shopping or medical appointments for ill members.

**6. Helpful Hints Project**

- a. A booklet sponsored by Lambda Chapter with teaching tips from experienced teachers will be presented to beginning teachers each fall.
- b. A new book will be published in years when the committee collects enough new tips to warrant another printing.

**7. Lacey's Project**

- a. Annually members will vote to participate in the collection of school supplies for Lacey Nerdig's students in Saipan.

**Section B. Publications, Newsletters or Website**

1. All publications, newsletters or website from Lambda Chapter shall be approved by vote of the Executive Board.

**ARTICLE X – ELECTION PROCEDURE**

**Section A. The Nominations Committee shall:**

1. announce their recommendation for officers every even-numbered year in April;
2. present one name for each office;
3. call for nominations from the floor in March; and
4. prepare a written ballot if there is more than one nominee for any office.

**Section B. Election**

1. Election shall be by written ballot if there is more than one nomination for any office.
2. Election shall be by a majority vote of the members present.
3. Election shall be by voice vote if there is only one nominee for any office.

**ARTICLE XI – MEETINGS**

**Section A.** Lambda Chapter shall have a minimum of seven (7) meetings per year. The Holiday Gathering in December is an optional meeting. A minimum of four (4) meetings are for conducting chapter business.

**Section B.** A quorum shall consist of two-thirds of the members present.

**Section C.** The meeting dates shall be determined by the Executive Board annually.

**ARTICLE XII – PARLIMENTARY AUTHORITY**

**Section A.** *Robert's Rules of Order Newly Revised* (current edition) is mandated by *Alpha Mu State Bylaws and Standing Rules*.

## ARTICLE XIII – AMENDMENTS

**Section A.** All proposed changes shall be submitted to the Rules Committee.

**Section B.** The Rules Committee shall present these proposals to the Executive Board for initial approval.

**Section C.** Rules shall be amended or rescinded by a majority vote of the members of the Executive Board present at the meeting.

## ARTICLE XIV - DISSOLUTION

In the event of dissolution of Lambda, the procedures outlined by International and Alpha Mu State shall be followed:

1. The approval of the State Executive Board shall be obtained.
2. Dissolution Procedures shall be in accordance with the current *International Constitution and Standing Rules, Article XIX, Section 3*.
3. Members wishing to transfer to other chapters will complete International transfer request forms and submit them to the Membership chair. The forms will be submitted to International for approval.

The net assets shall be distributed as follows:

1. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore, in accordance with the Statutes of Incorporation for the state of Montana as they are applicable to Lambda.
2. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of scholarship funds to include:
  - a. Emily Leighty scholarship funds shall be distributed to Alpha Mu State of Montana to establish an Emily Leighty Scholarship; and
  - b. available funds remaining in the budget after all obligations have been satisfied shall revert to Alpha Mu State and be deposited in the available fund.

## ARTICLE XV - SCHOLARSHIPS

Chapter scholarships (recruitment grants) are the responsibility of the Scholarship and Recruitment Committee. See current chapter Bylaws, Article VIII, Section C, 2.

Scholarships shall also be given in honor of Emily Leighty. The principal is deposited in an account with Edward Jones. Interest from the principal, less administration, may be distributed

each year. Annually the chapter will determine the amount and number of scholarships to award.

The monies of this fund will be distributed according to two categories:

1. A. Applicants must be senior girls graduating from Flathead Valley high schools.
  - B. Application documents must include:
    1. transcripts of grades and credits
    2. proof of acceptance in an accredited institution
    3. statement of intent to pursue degree in education
    4. list of extra-curricular interests and activities
    5. three letters of recommendation
  - C. Application deadline will be March 31 or a date decided by the chapter each year.
2. Funds will be made available to members of Lambda Chapter who attend the workshop and meetings at the biennial State Convention in the form of \$50.00 towards registration, and hotel expenses; hotel expenses will be based on two double or queen beds occupancy for a maximum of two nights. Fuel for one vehicle, in which the Lambda President or her representative rides, will be paid half the total according to the State reimbursement to chapters.