

ALPHA ALPHA STANDING RULES

ALPHA ALPHA CHAPTER
PI STATE NEW YORK
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
ORIGINALLY APPROVED 05-01-06
MOST RECENTLY AMENDED AND APPROVED: 1-27-18
STANDING RULES

1.0 NAME

1.01 The name of this organization shall be Alpha Alpha Chapter of Pi State, The Delta Kappa Gamma Society International, hereafter known as Alpha Alpha.

1.1 Area Council

1.11 Alpha Alpha is a member of the West Central Area Council, comprised of Mu, Alpha Alpha, Beta Gamma, Beta Eta, and Beta Tau Chapters.

1.12 The President and an elected member at large shall represent Alpha Alpha at the West Central Area Council meetings.

2.0 MEMBERSHIP

2.01 Membership in Alpha Alpha shall be by invitation.

2.02 Members shall submit names of prospective members on the "Recommendation for Membership" form in accordance with International and Pi State criteria. Nominations must be approved by a majority vote of chapter members at a regular business meeting.

2.03 Persons whose names are being submitted shall be drawn from the greater Rochester area.

2.04 Membership in Alpha Alpha shall include active, reserve, or honorary. (See International Handbook and Pi State bylaws/standing rules).

2.1 Initiation

2.11 Initiation of new members will be held at a chapter meeting.

2.12 Invitations are mailed and candidates are invited to the Initiation Ceremony.

2.13 An orientation program shall be held yearly prior to the initiation ceremony.

2.14 The initiation fee for active membership shall be determined by the International Society.

2.15 The Chapter shall pay a lifetime fee at initiation for honorary members (for International publications).

2.16 Membership certificates, key card and other Delta Kappa Gamma information, along with a single red rose, will be presented to each initiate.

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- 2.17 Announcement cards for new members shall be sent to the Superintendent of Schools of their districts or other designated personnel by membership chair, if applicable.
- 2.2 Termination of Membership
 - 2.21 Membership may be terminated for any of the following reasons:
 - 2.21a Nonpayment of dues and fees
 - 2.21b Resignation
 - 2.21c DeathChapter shall retain records of reason for termination.
- 2.3 Death of a Member
 - 2.31 The Chapter President and Treasurer shall complete appropriate forms upon the death of a member.
 - 2.32 Upon the death of a member, a contribution of \$50.00 shall be transferred to the Mary K. Vollmer Memorial Fund.
 - 2.33 A tribute to the deceased member will be presented at a regularly scheduled meeting.
- 2.4 Transfer/Reinstatement of Membership (See International Handbook).

3.0 FINANCES

- 3.1 Annual Assessment
 - 3.11 Assessment, established by budget needs, shall be paid to the Chapter Treasurer by October 15 of each year.
 - 3.12 Annual assessment includes the following:
 - 3.12a International dues
 - 3.12b State dues (including *Pi Lights* & Scholarship Fund)
 - 3.12c Chapter assessment includes expenses for meetings and honorariums, and initiation: supplies, Memorial Fund, printing and typing, postage; expenses of the President and President-elect, or delegate at Pi State and West Central Area Council meetings, and other items designated by the Executive Board.
 - 3.13 Chapter dues increases shall be approved by membership at a regular business meeting.
 - 3.14 Alpha Alpha will pay *Pi Lights* fee for honorary members.
 - 3.15 The fiscal year will be July 1 through June 30.
- 3.2 Finance Committee
 - The committee consists of the Finance Chair, Chapter President, and Treasurer.
 - 3.22 The committee shall serve as advisors for the planning of all fund-raising activities for the Chapter
- 3.3 Mary K. Vollmer Memorial Fund
 - 3.31 The Chapter shall maintain the Mary K. Vollmer Memorial Fund.

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- 3.32 A contribution of \$50 shall be transferred to the Fund on the death of a member or \$25 on the death of a chapter member's immediate family (spouse, children or parents).
 - 3.33 Other contributions may be made by members and friends. Appropriate messages will be sent to family and contributors by the treasurer.
 - 3.34 The Treasurer and President shall carry out the responsibilities of this Fund. Upon their recommendation, the money may be used for special projects upon the vote of the Chapter Membership at a regular business meeting.
- 3.4 Vouchers
- 3.41 Vouchers submitted to the Treasurer may be paid within the budgetary limits; otherwise, vouchers must be submitted to the Executive Board for approval.
- 3.5 Disbursement of Funds
- 3.51 Checks must have the signature of at least one authorized person as required by the banks.
 - 3.52 The Treasurer's books shall be reviewed annually by the Finance Chair and the President or a person designated by the President each year at a time determined by the Executive Board as soon after the close of the fiscal year as possible.
- 4.0 MEETINGS
- 4.11 Alpha Alpha shall have a minimum of four chapter meetings per year.
 - 4.12 A quorum shall consist of members present if a written notice of the meeting is sent to the general membership in adequate time for a response.
 - 4.13 Alpha Alpha will participate in Area, State, Regional and International meetings.
- 5.0 SCHOLARSHIP/AWARDS
- 5.1 Pi State Scholarship
- 5.11 The Pi State Scholarship Application may be acquired by qualified members by writing to the State Scholarship Chair.
 - 5.12 Pi State Scholarship recipients, in time of financial need, may receive financial assistance for travel and hotel expenses at direction of the Alpha Alpha Executive Board in order to attend the Pi State Convention to receive the award.
- 5.2 International Scholarship
- The International Scholarship Applications may be obtained from the International Scholarship Chair.
- 5.3 Chapter Awards via The Alpha Alpha Award Fund (See *Appendix E-1.*)
- 5.31 The Katharine M. Reichel Award (See *Appendix B-1.*)
 - 5.32 The Dr. Dorothy E. Foster Award (See *Appendix B-2.*)
 - 5.33 The Dr. Frances Moroney Whited Award (See *Appendix B-3.*)
 - 5.34 The Mary I. Luskey Award (See *Appendix B-4.*)
 - 5.35 The Clara D. Bishop Award (See *Appendix E-2.*)
 - 5.36 The Dr. Lorraine A. Sherwood Award (See *Appendix E-3.*)
 - 5.37 The Betty D. Vary Award (See *Appendix E-4.*)
- 5.4 The Betty Weidel Independent Study Grant (See *Appendix C.*)

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5.5 The Helen E. Quinn Service to Education Award (See *Appendix D.*)

6.0 OFFICERS OF ALPHA ALPHA

6.1 The officers of Alpha Alpha shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Parliamentarian.

6.2 Terms of Office

6.21 Chapter Officers, except Treasurer and Parliamentarian, shall be elected in even numbered years by a majority of members at a regular business meeting.

6.22 The Treasurer and Parliamentarian shall be appointed by the Executive Board each biennium. An Assistant Treasurer may also be appointed.

6.23 The term of each elected officer shall be two years. No officer except the Treasurer may serve in the same office longer than two terms in succession.

6.24 All officers shall be installed at a Spring Chapter meeting.

6.25 Officers assume their duties on July 1.

6.3 Vacancies in Offices

6.31 When a vacancy occurs in the office of President, the first Vice-President shall succeed to that office.

6.32 When a vacancy occurs in the other elective offices or the appointed positions, the President, in consultation with the Executive Board, shall name the successor.

6.4 President

The duties of the President shall be to:

6.41 Preside at regular and special meetings and direct Chapter activities.

6.42 Chair meetings of the Executive Board. Take action, with the advice of the Executive Board on matters that cannot be deferred to the next meeting.

6.43 Appoint all standing and special committees.

6.44 Financial Duties:

6.441 Approve payment of all claims.

6.442 Conduct annual review with finance chair.

6.45 Represent Alpha Alpha with other chapters and societies, and at public meetings and conferences.

6.46 Serve as ex-officio member on all committees except the nominations committee.

6.47 Initiate messages on the telephone tree and/or through e-mail in cooperation with the Membership and Remembrance Committees.

6.48 Collect officer and committee reports and update chapter permanent files on an annual basis, as well as pass appropriate information on to future chairmen and officers.

6.49 Prepare information for the Pi State Directory.

6.5 First Vice-President

The duties of the First Vice-President shall be to:

6.51 Serve as chair of the program activities.

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- 6.52 Serve as presiding officer in the absence of the President; and, in the event of the resignation or death of President, shall serve until the next regular election of officers.
- 6. 53 Serve as liaison from Executive Board to those committees designated by the President.

- 6.6 Second Vice-President
The duties of the Second Vice-President shall be to:
 - 6.61 Preside in the absence of the President-elect and President.
 - 6.62 Succeed to the office of President in the event of resignation or death of President and First Vice President.
 - 6.63 Be responsible for overseeing the preparation, publication, and distribution of the *Newsweek*, cooperatively with the President and Communications Committee.
 - 6.64 Serve as liaison from the Executive Board to the Communications Committee

- 6.7 Secretary
The duties of the Secretary shall be to:
 - 6.71 Record the Minutes of the Chapter and Executive Board meetings.
 - 6.72 Furnish the President and Second Vice-President (for newsletter) with a copy of the Minutes at each meeting.
 - 6.73 Record attendance at each meeting.
 - 6.74 Prepare and send official correspondence as directed by the Chapter President.
 - 6.75 Serve as a liaison from Executive Board to those committees designated by the President.

- 6.8 Treasurer
The duties of the Treasurer shall be to:
 - 6.81 Obtain the necessary forms and materials from International Headquarters.
 - 6.82 Forward information to the State Treasurer and to International Headquarters.
 - 6.821 Collect dues and fees and issue membership cards.
 - 6.822 Report to the State all members who have paid dues and fees.
 - 6.823 Report to International all changes of member classification: i.e., address or name, transfers, reinstatements, active/reserve, death.
 - 6.83 Deposit all Chapter money in the name of Alpha Alpha.
 - 6.84 Pay appers.
 - 6.85 Make a financial report to the Chapter at each business meeting.
 - 6.86 Submit books to President and Financial Chair for an annual review at a time determined by the Executive Board.
 - 6.87 Serve as liaison from the Executive Board to those committees designated by the President.
 - 6.88 Oversee management of all chapter funds, including separate awards and scholarship funds.
 - 6.881. The Treasurer will account for all award funds and manage the Clara D. Bishop, the Dr. Lorraine A. Sherwood Awards and the Betty D. Vary Award.

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- 6.882. The Brockport Foundation will manage the Katharine M. Reichel, Dr. Dorothy E. Foster, Dr. Frances Moroney Whited, and Mary I. Luskey Awards.
- 6.883. The Ruth M. Morgan Apple-for-the-Teacher Award, the Betty E. Weidel Independent Study Grant, and the Helen E. Quinn Service to Education Award are maintained out of Chapter funds.
- 6.884 Complete and submit any required tax forms.
- 6.885 Acknowledge all contributions to the awards and scholarship funds.

6.9 Parliamentarian

The duties of the Parliamentarian shall be to:

- 6.91 Advise the officers and members of the Chapter in matters pertaining to the interpretation of the International Constitution State bylaws and to parliamentary usage.
- 6.92 See that conduct of business for both the Executive Board and general meetings are governed by The Parliamentary Authority (see Alpha Alpha Standing Rules sec. 13.0).
- 6.93 Serve as ex-officio member of the Standing Rules Committee.
- 6.94 Serve as a liaison from the Executive Board to the committees designated by the President.

7.0 ALPHA ALPHA EXECUTIVE BOARD

7.1 Members of the Executive Board include:

President, First Vice-President, Second Vice-President, Secretary, and Immediate Past President. The Treasurer, Parliamentarian, the Scholarships and Academic Awards and Finance Chair are ex-officio members without a vote.

7.2 Duties of the Executive Board shall be to:

- 7.21 Act in matters requiring immediate action and decisions.
- 7.22 Recommend policies and procedures for consideration by members.

7.3 Meetings of the Executive Board:

- 7.31 The Executive Board shall meet at least two times a year. It may meet at other times upon the call of the President.
- 7.32 A majority of the voting members of the Executive Board must be present to conduct official business.

7.4 Permanent files of the Chapters shall be as noted in Appendix A.

- 7.41 Updated by Officers and Committee Chairmen on a yearly basis.
- 7.42 Kept for the length of time designated in Appendix A.

8.0 ALPHA ALPHA STANDING COMMITTEES

8.1 Society Business

- 8.11 Finance
- 8.12 Membership

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- 8.13 Standing Rules
- 8.14 Special Funds
- 8.15 Nominations
- 8.16 Archives (Historical Records and Scrapbook)
- 8.17 Communications and Publicity

- 8.2 Society Mission
 - 8.21 Educational Excellence
 - 8.22 Scholarships and Academic Awards
 - 8.23 Alpha Alpha Member Recognition Awards
 - 8.24 World Fellowship
 - 8.25 Music and Arts
 - 8.26 Legislation

- 8.3 Committee Procedures
 - 8.31 Committee Chairs shall serve for a biennium and are selected by the president; co-chairs may be selected also.
 - 8.32 Committees may be appointed as needed by the president
 - 8.33 Specific procedures:
 - 8.331 All committees shall be appointed by the president with the chair designated.
 - 8.332 The president is an ex-officio member of all committees except Nominations.
 - 8.333 Matters requiring immediate committee action may be voted upon by electronic means or telephone, making every effort to contact all committee members.
 - 8.334 Each committee is responsible to reserve the location for any meeting that they are planning, finalize activities and speakers and coordinate plans with the first vice-president so that announcement of the details may be passed on to all Alpha Alpha members. They shall also determine and charge enough to cover the cost of the meeting and keep records of receipts and expenses for the Treasurer.
 - 8.335 Maintain a file of committee work, recommendations, and evaluations.
 - 8.336 Maintain contacts with state committees and prepare biennial reports as required by Pi State.

9.0 SOCIETY BUSINESS

- 9.1 Finance
 - The Finance Committee shall:
 - 9.11 Consist of the President, Treasurer, and Finance Chair.
 - 9.12 Prepare and submit the annual budget for adoption by the general membership by June 1.
 - 9.13 Conduct, without the Treasurer's assistance, an annual review at a time determined by the Executive Board, President and Finance Chair.
 - 9.14 Serve as advisors for Chapter fund-raising activities.

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9.2 Membership

The Membership Committee shall consider the following areas:

- 9.21 Evaluate recommendations of persons proposed for membership and submit names of the qualified candidates for a vote.
- 9.22 Maintain records of membership status along with the Treasurer.
- 9.23 Establish plans for the recruitment of prospective members.
- 9.24 Prepare invitations and initiation packets for Orientation and Initiation Ceremony.
- 9.25 Assist the Chapter President and Treasurer with reports and ceremonies related to necrology.
- 9.26 Communicate with members who do not attend meetings and encourage their participation.
- 9.27 Encourage members to share their talents by presenting programs to the membership at-large and also through interest groups.
- 9.28 Maintain a professional file on each member that may include résumés, photographs and other information.
- 9.29 Send announcement cards announcing new members to the Superintendent of Schools of their districts or other designated personnel.

9.3 Standing Rules

The Standing Rules Committee shall:

- 9.31 Conduct a biennial review of the Alpha Alpha Standing Rules.
- 9.32 Propose amendments so that Alpha Alpha Standing Rules are in agreement with those of Pi State.
- 9.33 Ensure that the adoption of proposed changes shall follow the procedure for amendments (see Alpha Alpha Standing Rules sec. 14.0).

9.4 Special Funds

The Good Will committee shall:

- 9.41 Send notes, cards and flowers to recognize noteworthy accomplishments and monetary contributions.
- 9.42 Remember members in time of need such as illness or death of a loved one by sending cards, notes, phone calls and/or personal visits.
- 9.43 Establish a network for members in need of transportation and also to encourage meeting attendance and participation.

Mary K. Vollmer Memorial Fund shall:

- 9.44 Be co-chaired by the President and Treasurer.
- 9.45 Work with the Good Will Committee in communication with members and members' families at the time of bereavement. A single white rose shall be secured and taken to the family in memory of a deceased Alpha Alpha member.
- 9.46 Accept contributions.

9.5 Nominations

The Nominations Committee shall:

- 9.51 Be appointed by the President and consist of at least three active members.
- 9.52 Interview prospective officers and confirm their willingness to serve and carry out

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the responsibilities of the office.

- 9.53 In even numbered years, submit a slate of officers to be approved by the membership at the March meeting.

9.6 Archives

The Archives Committee shall:

- 9.61 Develop a biennial history of our Chapter for members and for Pi State records.
9.62 Be responsible for taking pictures at all gatherings.
9.63 Maintain an up-to-date collection of pictures and mementos of the Chapter and Chapter members in electronic or other format.

9.7 Communications and Publicity

The Communications and Publicity Committee shall:

- 9.71 Inform chapter members of significant chapter events in a timely manner.
9.72 Be responsible for the publication of at least four *Newswhheels* annually.
9.72 Send news items of the Chapter and members to the State and International publications to encourage effective flow of information throughout all levels of the Society.
9.73 Send information to local newspapers and media about Chapter events and achievements of individual members.
9.74 Be responsible for the updating and managing of the Alpha Alpha website.
9.75 Be responsible for the maintaining of an up-to-date chapter directory.

10.0 Society Mission

10.1 Educational Excellence

The Educational Excellence Committee shall:

- 10.11 Promote programs and projects for excellence in education.
10.12 Support programs of action promoting the personal well-being, intellectual growth, and global awareness of chapter members.
10.13 Prepare reports for the State Chair as requested.

10.2 Scholarship and Academic Awards

The Scholarship and Academic Awards Committee shall:

- 10.21 Promote, support, and manage chapter, state, and international academic and travel scholarships.
10.22 Oversee the promotion, selection, recognition, and mentoring the recipients of:
 - The Katharine M. Reichel Award
 - The Dr. Dorothy E. Foster Award
 - The Dr. Frances Moroney Whited Award
 - The Mary I. Luskey Award
 - The Clara D. Bishop Award
 - The Dr. Lorraine A. Sherwood Award
 - The Betty D. Vary Award
 - Other future awards
- 10.23 Coordinate the planning and implementation of the June Awards Breakfast which includes the selection of the speaker for the Mary Bastian Lecture.

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- 10.24 Coordinate the fund-raising efforts for the scholarships and awards in partnership with the Finance Chair.
- 10.25 The Chair of this Standing Committee is appointed by the Chapter President.

10.3 Alpha Alpha Member Recognition Award

The Alpha Alpha Member Recognition Award Committee shall:

- 10.31 Be comprised of prior recipients of the award.
- 10.32 Solicit from chapter members annually nominations of members who have demonstrated outstanding service to Alpha Alpha.
- 10.33 Review nominations and determine the recipient.
- 10.34 Recognize all members on membership anniversaries (five year, ten, fifteen, etc.).
- 10.35 Present these awards at the Founders' Day Chapter meeting.

10.4 World Fellowship

The World Fellowship Committee shall:

- 10.41 Encourage and collect contributions to the World Fellowship Scholarship Fund.
- 10.42 Be responsible for approval of Chapter fund-raising for the World Fellowship Scholarship Fund.
- 10.43 Be responsible for reports requested by Pi State.

10.5 Music and Arts

The Music/Arts Committee shall:

- 10.51 Provide music and visual arts as an integral part of Chapter programs.
- 10.52 Plan a program or special projects that develop esthetic awareness.

10.6 Legislation

The Legislation Committee shall:

- 10.61 Inform members concerning professional issues and legislation that affect education and women educators.
- 10.62 Encourage members to communicate with legislators.
- 10.63 Plan a program or project as a committee or in cooperation with another committee Chair or chapter.

11.0 DISSOLUTION

- 11.1 The Chapter Executive Board shall consult with the Pi State Executive Board to determine the specific procedures for Chapter dissolution in accordance with the incorporation laws of New York State and the International Standing Rules.
- 11.2 Upon considering dissolution, the Chapter shall notify the Pi State Executive Board and request approval. A majority vote of the Pi State Executive Board shall be required for Chapter dissolution. (This is required by Pi State.)

12.0 PARLIAMENTARY AUTHORITY

Robert's Rules of Order – Newly Revised (current edition) shall govern the proceedings of Alpha Alpha in all cases not provided for in The Delta Kappa Gamma Society International Constitution, Pi State By-Laws and Alpha Alpha Standing Rules.

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13.0 AMENDMENTS

13.1 Amendments to these Standing Rules may be initiated by any Alpha Alpha member. They must be considered and passed by the Executive Board in writing before being presented to the general membership.

13.2 Amendments approved by the Executive Board shall be presented at the next business meeting of Alpha Alpha. The proposed amendment shall be included in the Minutes of the business meeting and mailed to all members.

13.3 The vote on an amendment shall occur at the meeting immediately following that at which it was introduced. Members who are unable to attend may submit their vote, in writing, to the Chapter President, prior to that meeting.

13.4 Amendments shall be approved by a majority of members eligible to vote.

RESOLVED, that all matters previously considered as Standing Rules, or their equivalent, are hereby rescinded; and be it further

RESOLVED, that the new Standing Rules are hereby adopted as of this date, and revised as of

Date_____

President

First Vice-President

Secretary

Second Vice-President

Treasurer

REFERENCES –
Pi State Standing Rules
Handbook – The Delta Kappa Gamma Society International

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APPENDIX A

Copies of the following should be maintained in Chapter permanent files, which are kept by the current president:

FOREVER

Record of Initiation Signatures (RED BOOK)

Chapter Histories (gathered by Historian)

Alpha Alpha Section of Pi State Yearbooks (President)

Chapter Minutes (from Secretary)

Membership Records (Membership/Remembrance Committee)

Financial Records (Treasurer)

SIX YEARS

Copies of Area Council Minutes (Past-President)

Pi Lights (First Vice-President)

Delta Kappa Gamma News (First Vice-President)

Newswheel (Second Vice-President)

Copies of President's Biennial Report (President)

Correspondence (President and other Officers)

Collection of all materials will be coordinated on a yearly basis or as appropriate at the end of the biennium by the President and the Officers named in parenthesis.

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APPENDIX B-1

Title: **THE KATHARINE M. REICHEL AWARD (Renewable)**

Purpose:

This award recognizes an outstanding high school woman senior in Monroe County or in a school district where an Alpha Alpha chapter member is employed or resides, and who has chosen education **or an education-related field** as her career and The College at Brockport as her school for study.

The recipient (the Katharine M. Reichel Scholar) may apply for renewal of the Chapter's support for her second, third, and fourth year of study if she maintains eligibility.

Eligibility: The candidate must be:

1. A high school senior woman in a Monroe County High School or in a school district where an Alpha Alpha member resides, is employed, or from which she has retired. The geographic area necessary for eligibility may be expanded, in any given year, if deemed appropriate by the Chair of the Alpha Alpha Awards and Scholarship Committee with the approval of the Chapter president.
2. Accepted for study at The College at Brockport to prepare for a career in education,
3. Recommended by her school counselor and at least one other high school educator.

Criteria:

The candidate must have demonstrated:

1. Leadership qualities,
2. Outstanding academic ability,
3. Potential for success in the education profession.

Number and Schedule of Award:

1. One award of at least \$1,000.00 will be given. Half of the award will be credited to the student's fall tuition bill and half to the spring bill.
2. There is no cash award.

Candidate Selection Process:

1. Award will be announced each year according to established College procedures. Each chapter member will contact schools to announce and follow up.
2. Candidate will complete **The Katharine M. Reichel Application Form** and return it to the Scholarship Office by the announced deadline along with two letters of recommendation, one from the school counselor and another from a high school educator, a typed essay of approximately 300 words including goals and biographical information. An official copy of her current transcript is required.
3. The college will forward the Applications to the Chapter Awards Selection Committee.

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4. The Chapter Awards Selection Committee shall consist of;
 - a. The Chair of the sub-committee for the College at Brockport awards shall act as Chair of this committee and convene the Selection Committee.
 - b. The President of Alpha Alpha Chapter, who shall act as Chair in the absence of the Chair of this sub-committee.
 - c. The chair of the Standing Committee on Scholarships and Academic Awards.
 - d. Two chapter members-at-large, appointed by the Chapter President.
5. The Selection Committee will review all applications and select a recipient and an alternate. The name of the alternate is NOT to be announced. If no candidate is selected, the award will remain as part of the principal.
6. The Chapter President or her designee will notify the recipient of her selection. If the student accepts, she and her parents or guardians will be invited to an orientation meeting at Alumni House and she, her parents or guardians, and an educator of her choice will then be invited to the Annual Chapter Awards Breakfast the first Saturday in June at The College at Brockport to receive her award. Our tradition is to engage an educator/administrator from the College at Brockport to deliver the *Mary Bastian Lecture*, in memory of Mary Bastian, Past President and a member of the original Reichel Scholarship Committee in 1985.

APPENDIX B-2

Title: **THE DR. DOROTHY E. FOSTER AWARD (Renewable)**

Founder: Alpha Chapter, The Delta Kappa Gamma Society International and the Estate of Dorothy E. Foster

Date Founded: 2000

Background:

This award was established to honor the memory of Dr. Dorothy E. Foster, Associate Professor of Education Emeritus and a member of Alpha Alpha Chapter. The award was initially funded with a gift of \$21,691.15 from Alpha Alpha Chapter (a legatee in the Will of Dr. Foster). An excellent teacher, Dorothy Foster is remembered for her inquisitive mind, her dry wit and her love of learning.

Purpose:

This award provides recognition and support for the Katharine M. Reichel Scholar for her second year of study at The College at Brockport as she prepares for a career in education or an education-related field

Eligibility:

Approved by Membership: 1/27/2018

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The candidate must have received the Katharine M. Reichel Award.

Criteria:

The candidate must:

1. Be continuing to prepare for a career in education or an education- related field.
Continue to demonstrate leadership qualities, outstanding academic ability, and potential for success

Number and Schedule of Award:

1. One award of \$1000 will be given. Half of the award will be credited to the student's fall tuition bill and half to the spring bill.
2. There is no cash award.

Candidate Selection Process:

1. This award will be announced each year according to established College procedures.
2. The candidate will complete **The Dorothy E. Foster Award Application Form**, available from the Scholarship Office, and will return the Application Form to that office by the announced deadline.
3. The Scholarship Office will confirm information and forward the Application Form to the Chair of the **Chapter Awards Selection Committee**, or her designee.
4. The committee will review and report their decision to the Chapter president.
5. The Chapter president or her designee will inform the candidate of the committee's decision, and, if approved, will invite the recipient to attend the Annual June Awards Breakfast to be recognized.
6. The Chapter president, or her designee, will inform the Scholarship Office of the decision.

PLEASE NOTE:

1. The recipient's name will be added to the Dorothy E. Foster perpetual plaque, which is part of the display in the Department of Education and Human Development.
2. The recipient will receive a certificate at the Annual June Awards Breakfast.
3. If no candidate is selected, the award will remain as part of the principal.
4. The chair of the Committee on Scholarships and Awards and/or her designees will review all business pertaining to this award on an annual basis and will make recommendations for revision to the Chapter president, if appropriate.
5. The committee will accept donations with the intention of increasing the endowment for the benefit of the recipients.
6. The principal is never invaded.

APPENDIX B-3

Title: **THE DR. FRANCES MORONEY WHITED AWARD (Renewable)**

Founder: Alpha Alpha Chapter and Friends

Date Founded: 2005

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Background:

This award was established on the occasion of Alpha Alpha Chapter's Golden Anniversary by Alpha Alpha Chapter to honor Dr. Frances Moroney Whited, charter member and past-president (1962-1964). A Professor Emeritus of Education at The College at Brockport, and a founder of the Reading Teacher Master's Program, which is now the Literacy Program, in the Department of Education and Human Development, she was known for her commitment, leadership and dedication to quality education. She was a mentor to students, teachers, and administrators and a role model exemplifying high standards of service. In 2005, Dr. Moroney Whited was named "A Woman of Distinction" by Pi State and was recognized by the New York State Board of Regents for her many outstanding contributions to education and to her community.

Purpose:

This award provides recognition and support for the Reichel Scholar for her third year of study at The College at Brockport as she prepares for a career in education or an education-related field

Eligibility:

The candidate must have received the Katharine M. Reichel Award and the Dorothy E. Foster Award.

Criteria:

The candidate must:

1. Be continuing to prepare for a career in education or an education-related field.
2. Continue to demonstrate leadership qualities, outstanding academic ability, and potential for success in the education profession or an education-related field.

Number and Schedule of Award:

1. One award of \$1000 will be given. Half of the award will be credited to the student's fall tuition bill and half to the spring bill.
2. There is no cash award.

Candidate Selection Process:

1. This award will be announced each year according to established College procedures.
2. The candidate will complete **The Frances Moroney Whited Application Form** available from the Scholarship Office and will return the Application Form to that office by the announced deadline.
3. The Scholarship office will confirm information and will forward the application to the Chair of the Chapter Awards Selection Committee, or her designee.
4. The committee will review the application and will inform the candidate of the committee's decision and, if approved, the chapter president or her designee will invite the recipient to attend the Annual June Awards Breakfast to be recognized.
5. The Chapter president, or her designee, will inform the Scholarship Office of the decision.

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PLEASE NOTE:

1. The recipient's name will be added to the Dr. Frances Moroney Whited Award perpetual plaque, which is part of the display in the Department of Education and Human Development.
2. The recipient will receive a certificate at the Annual June Awards Breakfast.
3. If no candidate is selected, the award will remain as part of the principal.
4. The chair of the Committee on Scholarships and Awards and/or her designees will review all business pertaining to this award on an annual basis and will make recommendations for revision to the president, if appropriate.
5. The committee will accept donations with the intention of increasing the endowment for the benefit of the recipient.
6. The principal is never invaded.

APPENDIX B-4

Title: **THE MARY I. LUSKEY AWARD**

Founder: Family, Colleagues, and Friends of Mary I. Luskey

Date Founded: 2006

Background:

Her family, colleagues, and friends establish this award in memory of Mary I. Luskey, Assistant Professor of Education Emeritus, The College at Brockport, and past-officer of Alpha Alpha Chapter. It honors the memory of this gifted educator - an outstanding First Grade Teacher, Campus School Supervisor, and Reading Educator for undergraduate and graduate students at Brockport (1950-1983). Mary Luskey is remembered for her dedication to teaching, her gentle ways, her brilliant mind, and her many talents which were used to serve others.

Purpose:

This award provides recognition and support for the Reichel Scholar for her fourth year of study at The College at Brockport.

Eligibility:

The candidate must have received the Katharine M. Reichel Award, the Dorothy E. Foster Award, and the Frances Moroney Whited Award.

Criteria:

The candidate must:

1. Be continuing to prepare for a career in education or an education-related field
2. Continue to demonstrate leadership qualities, outstanding academic ability, and potential for success.

Number and Schedule of Award:

1. One award of \$1000 will be given. Half of the award will be credited to the student's fall tuition bill and half to the spring bill.
2. There is no cash award.

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Candidate Selection Process:

1. This award will be announced each year according to established College procedures.
2. The candidate will complete **The Mary I. Luskey Award Application Form**, available from the Scholarship Office and will return the Application Form by the announced deadline.
3. The Scholarship Office will confirm information and forward the Application to the Chair of the Chapter Awards Selection Committee or her designee.
4. The committee will review and report their decision to the Chapter President.
5. The Chapter president or her designee will inform the candidate of the committee's decision and, if approved, the president or her designee will invite the recipient to attend the Annual June Awards Breakfast to be recognized.
6. The Chapter president, or her designee, will inform the Scholarship Office of the decision.

PLEASE NOTE:

1. The recipient's name will be added to the Mary I. Luskey perpetual plaque, which is part of the display in the Department of Education and Human Development.
2. The recipient will receive a certificate at the Annual June Awards Breakfast.
3. If no candidate is selected, the award will remain as part of the principal.
4. The chair of the Committee on Scholarships and Awards and/or her designees will review all business pertaining to this award on an annual basis and will make recommendations for revision to the chapter president, if appropriate.
5. The committee will accept donations with the intention of increasing the endowment for the benefit of the recipients.
6. The principal is never invaded.
7. This award was unanimously accepted as part of the Alpha Alpha Chapter's Awards program at the Chapter meeting on Wednesday, March 28, 2006.

APPENDIX C

Title: **THE BETTY E. WEIDEL INDEPENDENT STUDY GRANT**

Founder: Alpha Alpha Chapter (Dr. Lorraine Sherwood)

Date Founded: June 1986

Background: Retiring President, Dr. Lorraine Sherwood, offered the Chapter a personal check as seed money to start an independent study grant for members. After two or three years then Treasurer, Betty Weidel, found that the Chapter could keep scholarship funds that had been

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formerly sent to Pi State. The Chapter voted to add these monies to the Independent Study Grant. The untimely death of Betty Weidel directed us to recommend naming this the Betty E. Weidel Independent Study Grant in her memory. It was unanimously approved.

Purpose: The Betty E. Weidel Independent Study Grant is available to any active member of Alpha Alpha to further professional growth and life-long education such as trips, conferences, or study courses.

Sixty cents of the annual scholarship assessment shall be used for this grant.

Contributions will be accepted.

The Chapter shall take responsibility for maintaining this fund.

Alpha Alpha Chapter members may apply in writing to the Executive Board for this grant. The grant shall be administered by the Executive Board.

The number and amount of grants will be limited to the funds available.

APPENDIX D

Title: THE HELEN E. QUINN SERVICE TO EDUCATION AWARD

Founder: Alpha Alpha Chapter (Scholarship Committee)

Date Founded: January 30, 1993

Background: This award developed as a result of the interest of the Chapter in recognizing women, or a group involving women, who have given exceptional service to education, but who are not members of The Delta Kappa Gamma Society International. Then President, Linda Kotwas, charged the Scholarship Committee to prepare a project for Chapter approval. This project was developed with the Chapter and approved. The untimely death of our charter member, past President and Scholarship Committee Member, Helen E. Quinn, directed us to recommend naming the project in her memory. It was unanimously approved.

Purpose: To recognize a woman, or a group involving women, who has/have demonstrated outstanding service to education.

Eligibility: The recipient must be serving/have served in Monroe County or in a location where an Alpha Alpha member is employed or resides, and must be nominated by an Alpha Alpha member. (Members of the The Delta Kappa Gamma Society International are not eligible for this award.)

Number and Schedule of Award: Not more than one award may be presented each year. Recipient (s) will receive a token from the Chapter selected to be appropriate by the current committee. (This will allow each committee to individualize recognition to the recipients (s).)

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Quinn Award Committee: Appointed by the Chapter President.

1. Plans and “produces” the Award event.
2. Selects an appropriate award for the recipient (s).
3. Does the PR and prepares a written/souvenir program for the event.
4. Reviews this event, annually, and recommends revisions to the President.

Selection Committee:

1. Quinn Committee Chair will chair the Selection Committee.
2. Chapter President
3. Chapter past-President
4. Two chapter members, at large, appointed by the Chapter President.

Candidate Selection Process:

1. Announcement and call for nominations should be made in the first Newsweek in the fall.
2. Nominations are due to the Chair of the Selection Committee no later than January 15.
3. The Selection Committee reviews nominations and makes their selection. The President invites the candidate to receive the award. (Recipient (s) must be available to receive the award at the designated spring meeting.)

The Rochester City School District Awards

APPENDIX E-1

Title:

Founder: Alpha Alpha Chapter

Date: September 2001

Background: According to 1993 Chapter minutes, a motion was made to develop a long-range plan to recognize our chapter’s charter members. In 2000 a committee was established to consider how we might best carry out the charge. It was decided that future awards and recognition could be best endowed by establishing an Alpha Alpha Awards Fund.

Purpose: To establish a fund that supports future awards given in memory of Chapter Charter Members or Members who have provided distinctive service to Alpha Alpha Chapter. A committee will be established to create endowments to support awards.

Funds are deposited with Finger Lakes Area Community Endowment (FLACE)

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- A separate bank account for the purpose of collecting funds for The Alpha Alpha Award Fund Committee will be maintained. The Alpha Alpha Award Fund Committee will engage in fundraising and will accept donations with the intent of increasing our endowment.

Project #1: The first project will be The Clara D. Bishop Award.

- The Awards committee shall review this award each year and recommend revisions, if appropriate, to the Executive Board, who in turn will present them to the membership for their approval.
- Each year, along with the monetary award (tuition credit), the recipients of awards will be given a certificate or plaque.

APPENDIX E-2

Title: **THE CLARA D. BISHOP AWARD**

Founders: Alpha Alpha Chapter, Pi State
The Delta Kappa Gamma Society International

Date Founded: September 2001

Background: This award was established to honor the memory of Clara Dobbelaere Bishop, a charter member of Alpha Alpha Chapter. A master teacher, Mrs. Bishop taught in the Rochester city school District for many years.

Purpose: This award recognizes an outstanding high school woman senior in the Rochester City School District who has chosen education as her career and who has been accepted by an accredited college/university.

Eligibility: The candidate must be:

1. A high school senior woman in the Rochester City School District.
2. Accepted for study in an accredited university to prepare for a career in education.
3. Recognized by her school counselor and at least one other high school educator.

Criteria: The candidate must have demonstrated:

1. Leadership qualities
2. Outstanding academic ability
3. Potential for success in the education profession or an education- related field.

Number and Schedule of Award: One award of at least \$500.00 will be given. Half of the award will be credited to the student's fall tuition bill and half the spring tuition bill. It is our goal to increase this award.

Candidate Selection Process:

1. Alpha Alpha and the Rochester City School District will announce the Award each year.

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2. The candidate completes an application form available in the counseling offices of the Rochester City School District High schools. The applicant will also prepare a typed essay of approximately 300 words which states why the candidate should receive the award. Additionally, two letters of recommendation are required, one from the school counselor and another from a high school educator.
3. The applications shall be forwarded to the Selection Committee: which will include: the Scholarship and Awards Committee Chair, RCSD Awards sub-committee chair and three members of the

The Chair of the sub-committee for the City of Rochester awards shall act as Chair of this committee and convene the Selection Committee.
4. The Selection Committee shall meet and select a recipient and an alternate. The name of the alternate is NOT to be announced. If no candidate is selected, the award will be added to the principal of the Alpha Alpha Award Fund.
5. The Chapter President or her designee will notify the recipient of her selection. If the student accepts, she, her

parents or guardians, an educator of her choice will be invited to receive the award at a special event as
scheduled at the annual planning meeting.
6. The Chapter President or her designee will also inform all other candidates and their counselors of the recipient.

APPENDIX E-3

Title: **THE DR. LORRAINE A. SHERWOOD AWARD**

Founders: Alpha Alpha Chapter, Pi State
The Delta Kappa Gamma Society International

Date Founded: January 2004

Background: This award was established to honor the memory of Dr. Lorraine A. Sherwood, a long-time chapter member who was a leader both in our chapter and in Pi State.

Purpose: This award provides funds for the second year of study for the Clara Bishop Award recipient.

Eligibility: The candidate must have maintained a 2.5 or above average and be continuing in education or education-related studies.

Criteria: The candidate must apply for the award by submitting a letter of request, a transcript from her first year of study, and a letter of recommendation from an advisor or instructor who can speak to the quality of her work.

Number and Schedule of Award: One award of at least \$500.00 will be given. Half of the award will be credited to the student's fall tuition bill and half the spring tuition bill. It is our goal to increase this award.

Approved by Membership: 1/27/2018

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If the candidate should not be eligible for the award, the award would remain in the account.

APPENDIX E-4

Title: **THE BETTY D. VARY AWARD**

Founders: Alpha Alpha Chapter
The Delta Kappa Gamma Society International

Date Founded: May 5, 2011

Background: This award was established to honor Betty D. Vary, a charter member.

Purpose: This award provides funds for the third year of study for the Clara Bishop Award recipient.

Eligibility: The candidate must have maintained a 2.5 or above average and be continuing in education or education-related studies.

Criteria: The candidate must apply for the award by submitting a letter of request, a transcript from her first year and first semester of her second year of study, and a letter of recommendation from an advisor or instructor who can speak to the quality of her work.

Number and Schedule of Award: One award of at least \$500.00 will be given beginning in June 2012. Half of the award will be given to the student for the fall semester and half for the spring semester of the upcoming school year. It is our goal in time to increase this award.

If the candidate should not be eligible for the award, the \$500 would remain in the Alpha Alpha Fund. If no candidate is selected the award will remain as part of the principal.

APPENDIX F

Title: **THE RUTH M. MORGAN APPLE-for-the-TEACHER AWARD**

Founder: Alpha Alpha Chapter, Pi State
The Delta Kappa Gamma Society International

Date Founded: 2007

Award: A crystal apple on a pedestal inscribed – The Ruth M. Morgan Apple-for-the-Teacher Award,
the recipient's name, and the year awarded.

Background: In 1985 Alpha Alpha Chapter presented its first award, the Katharine M. Reichel Award to a young woman enrolling at The College at Brockport to prepare for a teaching career.

Approved by Membership: 1/27/2018

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The chapter is currently able to give awards for each of the four years of study as long as the student remains in good standing and committed to teaching.

In 2001 an award was initiated in honor of Clara D. Bishop for a young woman graduating from the Rochester City School District and enrolled at a college/university of her choice to prepare for a teaching career. A second year award has been added with a goal of providing support for each of her four years of study as long as the student remains in good standing and committed to teaching.

Purpose: The Ruth M. Morgan Apple-for-the-Teacher Award is named for Chapter member, Ruth M. Morgan in recognition of her dedication to education and The Delta Kappa Gamma Society International. This memorial, in memory of Ruth, is a tribute to our Alpha Alpha Chapter Scholars in recognition of the successful completion of their teacher certification programs.

Eligibility: The recipient must be an Alpha Alpha Scholar (Katharine M. Reichel Scholar or Clara D. Bishop Scholar) who has completed her teacher certification program.

Number and Schedule of Award:

1. The number of awards given will depend on the number of Alpha Alpha scholars completing their teacher certification programs that year.
2. Some scholars may complete their programs after four years of study and some may have a five-year undergraduate program. Some scholars will complete their teacher certification program on completion of the master's program.
3. The award will be presented at the annual Alpha Alpha Awards Breakfast.

Candidate Selection Process:

1. The chairs of the Brockport scholarship strand and the Rochester scholarship strand, or the chair of chapter Scholarships and Awards Committee, will contact the eligible scholars to inform them of their eligibility for this award.
2. The chairs will give the Ruth Morgan Apple-for-the-Teacher Award Information Form to each eligible candidate.
3. The selection committees for each strand will finalize actions and will follow procedures for notification.

PLEASE NOTE:

1. The names of the recipients will be added to The Ruth M. Morgan Apple-for-the-Teacher perpetual plaque.
2. Additional gifts may be given to the recipients.
3. The expense of the Award (the apple) will be paid for from designated chapter funds.
4. This award was given for the first time in 2006 in honor of Mary I. Luskey. The following year, Mary's family endowed an award in her name – The Mary I. Luskey Award, assisting the Reichel Scholar for her 4th year of study.
5. In 2007 the Chapter voted to name the Apple-for-the-Teacher Award in honor of Ruth M. Morgan – The Ruth M. Morgan Apple-for-the-Teacher Award.
6. This award was unanimously accepted as part of Alpha Alpha Chapter's Awards 2007 program.

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APPENDIX G

Contributions in support of Alpha Alpha Awards:

1. Contributions to the principal of the Reichel, Foster, Whited, and Luskey awards are made to the Brockport Foundation.
2. Contributions to the principal of the Bishop, Sherwood, and Vary awards are made to the Finger Lakes Area Community Endowment (FLACE). Unrestricted contributions to support any award are made to FLACE.
3. Contributions for the purchase of goods are deposited in FLACE as unrestricted.
4. Contributions made by an individual to the principal of any award and/or as an unrestricted gift are tax deductible. Payments to Alpha Alpha for goods are not tax deductible.