



PI CHAPTER RULES

(Updated 3.1.2021; next review 2024)

ARTICLE I: NAME

The name of this chapter shall be Pi Chapter, The Tennessee State Organization of The Delta Kappa Gamma Society International.

ARTICLE II: PURPOSES

The Pi Chapter Rules provide guidance for effective and expeditious work of the Chapter in accordance with accepted traditions and practices of Pi Chapter. They clarify and expand, but do not replace, duties set forth in the International CONSTITUTION and STANDING RULES, the official documents of The Delta Kappa Gamma Society International, and Tennessee State Bylaws, the official policies of the Tennessee Organization.

ARTICLE III: MEMBERSHIP

Membership is in accordance with the International Constitution and Standing Rules, Article III, and The Tennessee State Organization Bylaws. The chapter has full authority for the administration of membership.

A. Membership

1. Member in The Delta Kappa Gamma Society International shall be by invitation with majority vote of members in attendance. A member inducted into the Society become members of the international Society in addition to a state organization and/or a chapter.
2. An individual becomes a member of the Society when she pays her dues.
3. The membership year is July 1- June 30.
4. Names of members terminated, including reason and date of termination must be included in chapter minutes.

B. Classification

1. An active member shall be a woman who is or has been employed as professional educators at the time of her election. An active member shall participate in the activities of the Society
2. Reserve membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of members in attendance. A reserve member, by written request to the president, may be restored to active membership.
3. Honorary members shall be women not eligible for active membership who have rendered notable service to education. They shall be privileged to participate in all activities except that of holding office.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Undergraduate student collegiate members shall
 - (1) be enrolled in an institution offering an education degree and

have the intent to continue academically and professionally in the field of education; and

(2) be enrolled within the last two years of their undergraduate education degree.

b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

5. Dues/fees for active, reserve and honorary members are set forth in Article IV, Finance.

C. Election

A candidate for active membership shall be selected by majority vote of those present at meeting after her recommendation has been presented to the chapter.

D. Termination

1. Membership is only terminated for one of three reasons: non-payment of dues and fees by stated deadline, resignation, or death.
2. The chapter does not vote on termination of membership.
3. All terminations are reported to the chapter for inclusion in the minutes.

E. Reinstatement

1. A former member of the chapter may be reinstated to membership upon written request to the president.
2. There is no reinstatement fee. No vote needed due to previous membership.
3. All reinstatements are reported to the chapter for inclusion in the minutes.

F. Transfer

1. An active or reserve member in good standing may be transferred from one chapter to another upon application to the International Headquarters.
2. All transfers are accepted and reported to the chapter for inclusion in the minutes.

G. Orientation/Reorientation

1. The Membership Committee is responsible for orientation of prospective members.
2. The Membership committee and/or the President should plan for periodic reorientation of chapter members.

ARTICLE IV: FINANCE

Financial matters are in accordance with the International Constitution and Standing Rules, and The Tennessee State Organization Bylaws.

A. Annual dues and assessed fees

1. Annual dues shall be required of active and reserve members and include dues for International, State, and Chapter.
2. The membership year is July 1-June 30. On October 1, members who have not paid dues and fees shall be dropped from the roll.
3. Annual dues and fees shall be paid no later than June 30 of each year and international portion of dues and fees shall be sent between July 1 and September 30.
4. An induction fee of \$10 shall be required of all members except honorary and reinstated members.
5. Scholarship fee of \$1, **included in dues**, shall be paid annually by each active and reserve member.
6. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues and scholarship fee for current year. For membership or reinstatement commencing on or after January 1, the member shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
7. Immediately thereafter, the state and international portions of the dues/fees shall be sent to the Tennessee State Organization treasurer
8. Dues for reserved membership are required by State and International and should be paid by June 30 of each year. These dues may be paid either by member seeking reserve status or by other means as determined by the chapter.
9. Honorary members shall pay (or the chapter may vote to pay) dues/fees according to the current guidelines in the International Constitution and Standing Rules and the Tennessee State Organization Bylaws.

B. Funds

1. The scholarship fee paid by a member shall be divided as follows:
 - a. One hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.
 - b. Eighty percent (80%) retained by the chapter having a chapter scholarship fund.
2. Means of raising money for the Grants-in-aid, Hazel McCreary Classroom Grant, special funds, and other projects will be brought to the membership for a vote.

C. Financial Controls

1. Chapter dues are determined annually by the recommendation from the Finance Committee and presented to the chapter for vote.
2. A chapter budget will be prepared by the Finance Committee and presented to the chapter for a vote.
3. Chapter may vote to make any needed changes to the budget.
4. All expenditures are approved by the president.

5. Checks shall be signed by the chapter treasurer or president.

ARTICLE V: OFFICERS AND RELATED PERSONNEL

Election of officers, duties of officers and filling of vacancies is to be in accordance with the International Constitution and Standing Rules, Article VI, Section C.

Officers may also meet through electronic communication as long as all members may simultaneously hear one another and participate during the meeting.

A. Chapter officers and their duties

1. The president shall:

- a. Perform duties as prescribed by the Pi Chapter Executive Board;
- b. Attend the state conventions during her term of office unless health prevents her attendance and should make an effort to attend the Southeast Regional Conference and International Convention, if at all possible.
- c. Confer with members of the Executive Board to make plans for each year of her biennium;
- d. Request a specific guest speaker for the Chapter's Founder's Day banquet and delegate the responsibility for purchasing a gift in her honor;
- e. Appoint all standing and ad hoc committees, except Nominations and Finance Committees, providing when possible for continuity;
- f. Authorize meetings of chapter committees when deemed necessary for the transaction of committee responsibilities;
- g. Present the chapter president's pin to the incoming chapter president at the Founders' Banquet following her installation at that function;
- h. Approve all expenditures;
- i. Assume responsibility for other decisions and arrangements that need executive action;
- j. Fill by appointment all vacancies in office;
- k. Complete and file a yearly report and email a copy of the report to the president.

2. The first vice-president shall:

- a. Perform duties as prescribed by the Pi Chapter Executive Board;
- b. Serve as chairman of the Educational Excellence Committee whose responsibility is to plan and implement chapter programs;
- c. Complete and file a yearly report and email a copy of the report to the president.

3. The second vice-president shall:

- a. Perform duties as prescribed by the Pi Chapter Executive Board;
- b. Be responsible for the gathering of information for and the distributing/printing of the chapter yearbook and submitting the required copies to the appropriate state officers;

- c. Complete and file a yearly report and email a copy of the report to the president.

4. **The recording secretary shall:**

- a. Perform duties as prescribed by the Pi Chapter Executive Board;
- b. Maintain a current copy at each meeting of the International Constitution and Standing Rules;
- c. Record business of Executive Board meetings and chapter business meetings;
- d. **Minutes must include name, reason and date of any member terminated by the chapter;**
- e. Present minutes either by email, by printed copy or by reading out loud when asked by the president to do so;
- f. After minutes are presented and approved by the chapter, the recording secretary and the president shall sign them and they should be preserved for the chapter for future reference in an appropriate archival notebook;
- g. Complete and file a yearly report and email a copy of the report to the president.

5. **The corresponding secretary shall:**

- a. Perform duties as prescribed by the Pi Chapter Executive Board;
- b. Read out loud all correspondence written to the chapter at the request of the president;
- c. Send thank you notes to all guest speakers;
- d. Send written invitations for our Founder's Day banquet to all Area II chapters;
- e. Complete and file a yearly report and email a copy of the report to the president;
- f. Send sympathy cards to members and other cards as directed by the president.

B. Related Personnel and their duties

6. **The treasurer shall:**

- a. Be appointed by the Executive Board;
- b. Be responsible for duties as prescribed in the International Constitution and International Standing Rules;
- c. Perform duties as prescribed by the Pi Chapter Executive Board;
- d. Give an accounting of Pi Chapter funds at each Pi Chapter meeting;
- e. Make reimbursements when approved by the president;
- f. Collect annual chapter, state, and international dues and special projects fees;
- g. Report to the state treasurer and the chapter the termination/reinstatement/transfer of membership of any member who has not paid her dues by November 1;
- h. Maintain a record of receipts, bills and bank statements;
- i. **Maintain accurate and current membership roster.**

- j. Credit any undesignated contribution by a member to the Discretionary Fund;
- k. Credit any funds collected in the Happy Jar to the Grants-in-aid Fund until the goal of a \$1000 has been reached. Then the Happy Jar funds should be credited to The Tennessee State Organization Convention Fund for First Time Attendees.
- l. Complete and file a yearly report and email a copy of the report to the president;
- m. Submit to The Tennessee State Organization and IRS required Form 990 by July 15;
- n. Send flowers to the funeral of a member.

7. The parliamentarian shall:

- a. Be appointed by the president;
- b. Serve as parliamentary advisor to the president;
- c. Serve as ex-officio member of the Rules Committee and Executive Board.

8. The immediate past president shall:

- a. Advise and mentor the incoming president;
- b. Present a chapter president's bar to the incoming president;
- c. Serve as an ex-officio member of the Pi Chapter Executive Board.

9. The chapter newsletter editor shall:

- a. Perform duties and responsibilities as directed by the president and the Executive Board;
- b. Prepare a chapter newsletter at least five times annually;
- c. Submit two or more articles to the Xi State News;
- d. Follow guidelines set forth by the Tennessee State Organization Communications Committee;
- e. Complete and file a yearly report and email a copy of the report to the president.

10. The chapter webmaster shall:

- a. Maintain the Pi Chapter website assuring that it is up-to-date;
- b. Perform duties as directed by the President and the Executive Board;
- c. Ensure that the chapter website is recertified at the appropriate time;
- d. Complete and file a yearly report and email a copy of the report to the president.

C. Term of Office

The term of each office shall be two years. No officer, except the treasurer, may serve in the same office more than two consecutive terms.

D. Vacancies

The president will fill by appointment all vacancies in office.

E. Nominations and Election

1. No later than the March meeting of the 2nd year of a biennium, the Nominations Committee shall place in nomination the names of members to serve as officers and committee members as follows:

- a. Slate officers shall consist of president, 1st vice-president, 2nd vice-president, recording secretary, corresponding secretary
 - b. Nominations Committee shall consist of five (5) elected members, one of whom shall be elected chair.
 - c. Finance Committee shall consist of at least three elected members, one of whom shall be elected chair. The president and treasurer are ex-officio members.
2. A treasurer who is not an officer is appointed by the Executive Board for each biennium (Constitution. VI. C3c)
 3. The parliamentarian, who is not an officer, shall be appointed by the president.
 4. Additional nominations may be made from the floor.
 5. Officers shall take office on July 1 following their election.

ARTICLE VI: EXECUTIVE BOARD

The Executive Board is in accordance with the International Constitution and Standing Rules and The Tennessee State Organization Bylaws.

The Executive Board may also meet through electronic communication as long as all members may simultaneously hear one another and participate during the meeting.

The Executive Board consists of:

- A. Voting Members: The officers and the treasurer, if not paid for services as a treasurer;
- B. Non-voting Members: immediate past president, parliamentarian, and treasurer, if paid for services as treasurer
- C. The Executive Board functions according to the International Constitution, Article VII;
 1. Establish rules for budget development and approval, and for supervision of chapter finances.
 2. Appoint treasurer for biennium.
 3. Act in matter requiring immediate action and decision.
 4. Recommend policies and procedures for consideration by members.
- D. Other duties may be included as desired.

ARTICLE VII: COMMITTEES

All committees will function in accordance with the International Constitution and Standing Rules, VII A, B, C, D and The Tennessee State Organization Bylaws.

All committees may also meet through electronic communication as long as all members may simultaneously hear one another and participate during the meeting.

A. Committees shall:

1. Pi Chapter committees shall transfer files to succeeding chairmen as soon as possible after July1;
- 2. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.**
3. Observe the following regulations:
 - a. Official business may be transacted only at chapter meetings.

- b. All committee expense statements must be approved by committee chairman and submitted to treasurer within thirty days after expenses are incurred.
- c. Reimbursement may be made only after approval by the chapter president.
- d. All expenses incurred should be documented and reported.
- e. Reimbursement may not exceed budgeted amount.
- f. No member shall serve more than two consecutive terms on the same committee.

B. Society Business Standing Committees:

1. Archives Committee shall:

- a. Maintain the archival documents of the chapter including the recording secretary's and the treasurer's completed books and reports in an appropriate archival notebook or storage container;
- b. Preserve all chapter correspondence, pictures, and any other items pertinent to the history of pi chapter;
- c. Complete and file a yearly report and email a copy to the president.

2. Communications/Publicity Committee shall include the following:

a. The chapter newsletter editor shall:

- i. Perform duties and responsibilities as directed by the president and the Executive Board;
- ii. Prepare a chapter newsletter at least five times annually;
- iii. Submit two or more articles to the Xi State News;
- iv. Follow guidelines set forth by The Tennessee State Organization Communications Committee;
- v. Complete and file a yearly report and email a copy of the report to the president.

b. The chapter webmaster shall:

- i. Perform duties as directed by the president and the Executive Board;
- ii. Ensure that the chapter website is recertified at the appropriate time;
- iii. Complete and file a yearly report and email a copy of the report to the president.

c. The yearbook editor (2nd VP) shall:

- i. Assemble the annual chapter yearbook;
- ii. Ensure that each Pi Chapter member receives a copy of the yearbook;
- iii. Ensure that copies are sent to The Tennessee State Organization President, the Area II Director, and that two copies are sent to the First Vice-President;
- iv. Complete and file a yearly report and email a copy of the report to the president.

d. Other members as appointed by the president

3. Finance Committee shall:

- a. Review and recommend any change in chapter dues for a chapter vote by September meeting;
- b. Prepare and present for chapter approval an annual budget by October meeting;
- c. Review Article IV: Finance; B. Financial Controls
- d. Complete and file a yearly report and email a copy to the president.

4. **Membership committee** shall:

- a. Maintain a membership file and keep a record of attendance;
- b. Distribute new member recommendation forms at the September meeting;
- c. Present to the chapter the recommendations for membership;
- d. Prepare a written or electronic ballot for chapter use for vote on recommended names;
- e. Election of members is determined by the majority vote of members present;
- f. Plan an orientation for prospective members;
- g. **Set date for induction after conferring with president and/or Executive Board**
- h. Prepare the induction table and present the initiates to the chapter for the induction ceremony;
- i. Plan for periodic reorientation of chapter members
- j. Plan and present a tribute to the founders at the chapter's annual banquet in may;
- k. Honor members with 30, 40, or 50 years of service at an induction ceremony;
- l. Complete and file a yearly report and email a copy to the president.

5. **Nominations Committee** shall:

- a. Develop a slate of officers for election in even numbered years;
- b. Secure the consent of the nominee before placing a name in nomination;
- c. Present a slate no later than the March meeting of the 2nd year of a biennium that consists of:
 - i. Slate of officers - president, 1st vice president, 2nd vice president, recording secretary, corresponding secretary;
 - ii. Finance Committee - three nominees (plus inclusion of treasurer and President as ex officio, making 5 members);
 - iii. Nomination Committee – five nominees
- d. Nominate, when feasible, a member of the present nominating and finance committees to serve as chairman of the new committee;
- e. Be responsible for planning the ceremony and installing the officers at the Founder's Day banquet in even numbered years;
- f. Complete and file a yearly report and email a copy to the president.

6. **Rules Committee** shall:

- a. Submit, for member approval, amendments which update the Pi Chapter Rules needed to keep the documents current with chapter practices and in line with the latest edition of The Tennessee State Organization Rules and bylaws and the International Constitution and Standing Rules;
- b. Review monthly minutes for motions that would affect chapter rules;
- c. Review, update and submit Pi Chapter Rules to The Tennessee State Organization for review every 3 years.
- d. Complete and file a yearly report and email a copy to the president.

C. Society Mission and Purposes Standing Committees:

- 1. **Educational Excellence Committee** shall consist of the first vice-president who serves as chairman of the committee and the chairmen of the following sub-committees whose duties are described in the Pi Chapter Rules.

- a. **Program of Work** (sub-committee) shall:
 - i. Include a music representative(s) who shall select and direct songs for chapter meetings;
 - ii. Help members in learning/memorizing the Delta Kappa Gamma song.
- b. **Personal Growth and Services** (sub-committee) shall:
 - i. Promote personal satisfaction and growth by encouraging member participation in leadership opportunities, enrichment activities, and community service projects;
 - ii. Complete and file a yearly report and email a copy to the president.
- c. **Professional Affairs** (sub-committee) shall:
 - i. Select a service project that relates to issues in the profession;
 - ii. Survey members relating to their needs and interests to assist with programs for the chapter;
 - iii. Complete and file a yearly report and email a copy to the president.
- d. **Research** (sub-committee):
 - i. Plan a project or projects of research which can be used to
 - (a) Enhance membership,
 - (b) Improve quality of chapter programs,
 - (c) Provide collected data to the chapter on topics related to membership needs, program planning and/or projects;
 - ii. Endeavor to obtain participation by all members;
 - iii. Provide reports as requested by The Tennessee State Organization leadership in a timely manner;
 - iv. Complete and file a yearly report and email a copy to the president.

- e. **Support for Early Career Educators** (sub-committee) shall:
 - i. Gather information on number of new teachers in Anderson County and Clinton City Schools
 - ii. Determine the way(s) to welcome/support these new teachers
 - iii. Involve members in providing any needed items
 - iv. Deliver items to new teachers
 - v. Determine if follow up with new teachers in their 2nd and 3rd years is needed
 - vi. Complete and file a yearly report and email a copy to the president
 - f. **Schools for Africa** (sub-committee) shall:
 - i. Inform chapter of program goals
 - ii. Collect donations from members
 - iii. Ask treasurer to send check to The Tennessee State Organization and report amount collected to chapter for inclusion in minutes
 - iv. Complete and file a yearly report and email a copy to the president.
2. **Legislation** shall:
- a. Plan and coordinate Pi Chapter member's trip to Nashville for the Legislative Symposium held in February;
 - b. Inform members of the legislative agenda and means by which they can become more effective proponents for positive education legislation;
 - c. Complete and file a yearly report and email a copy to the president.
3. **Pi Chapter Special Projects Committee** shall include the following:
- a. **Children's International Education Center** (sub-committee) shall:
 - i. Serve as liaison to The Tennessee State Organization CIEC;
 - ii. Encourage members, especially those traveling abroad, to contribute books depicting different cultures and different places to one of the CIECs;
 - iii. Complete and file a yearly report and email a copy to the president.
 - b. **High School Essay** (sub-committee) shall:
 - i. Distribute the guidelines and format for the annual high school essay contest at each of the high schools in Anderson County;
 - ii. Encourage students at the high schools to participate in the essay contest;
 - iii. Collect submissions and send them to the chairman of The Tennessee State Organization High School Essay Committee prior to the deadline assigned by that committee;

- iv. Publish the contributors' names in the Pi Chapter newsletter;
 - v. Inform The Tennessee State Organization Awards Committee of chapter participation in the contest;
 - vi. Complete and file a yearly report and email a copy to the president.
- c. **Literacy** (sub-committee) shall:
- i. Promote Xi Chapter participation in literacy projects of the chapter and The Tennessee State Organization (Early Literacy Foundation);
 - ii. Encourage the enjoyment of reading as a recreational outlet;
 - iii. Complete and file a yearly report and email a copy to the president.
4. **Scholarships/Grants/Grants-in-aid Committee** shall:
- a. **Scholarships**
- i. Inform members of the availability of state and international scholarships;
 - ii. Inform members of the method of application for these scholarships;
- b. **Hazel McCreary Classroom Grant**
- i. Inform members of the Hazel McCreary Classroom Grant and the process of application for the grant;
 - ii. Review all applications;
 - iii. Award grants up to \$300 without chapter vote. Grants requesting more than \$300 require approval through vote of chapter.
 - iv. Give name(s) of recipient(s) to 2nd vice president for inclusion in next yearbook on page listing all recipients.
- c. **Grants-in-aid**
- i. Inform the guidance offices of each of the high schools in Anderson County when a grant-in-aid will be given by the chapter;
 - ii. Collect applications and select a recipient for each grant to be given to a young woman graduating from each of the high schools in Anderson County who is entering the field of education;
 - iii. Invite the recipients to the May Founders' Day Banquet and introduce them to the chapter;
 - iv. Create/maintain a list of recipients, following them (if possible) through college/post college graduation and inviting recipients to join Pi Chapter or another DKG chapter.
- d. Notify the chapter when members receive scholarships or grants for inclusion in the minutes;
- e. Complete and file a yearly report and email a copy to the president.
5. **Special Events Committee** shall:

- a. Organize and coordinate special activities of the chapter such as silent auction, fund raising meals, Christmas Project, Founder's Day Banquet;
 - b. Encourage members to participate in special activities of the chapter through announcements at meeting and articles in the newsletter (Communication/Publicity Committee);
 - c. Complete and file a yearly report and email a copy to the president.
- D. **Ad hoc Committees** shall be appointed by the president for chapter services as needed.

ARTICLE VIII: DISSOLUTION

Dissolution is in accordance with Tennessee State Organization Bylaws, Article III, C.

- A. Before a chapter may be dissolved, the approval of the state organization Executive Board must be obtained.
- B. The charter must be returned to the state organization to be forwarded to International Headquarters.
- C. Any remaining funds in the chapter's account shall be sent to the state organization treasurer
- D. Induction paraphernalia, chapter records, and Society publications are to be sent to the state organization for retention in the archives and to be made available for use.
- E. Those members desiring to maintain membership may transfer to other chapters or become state members if there is no other chapter near them. International procedures must be followed.
- F. The Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

ARTICLE IX: PARLIAMENTARY AUTHORITY

- A. The latest edition of *Robert's Rules of Order* shall govern the proceedings of all regular and called meetings. Amendments to chapter rules must be submitted in writing at a regular meeting and referred to the Rules Committee, which shall make a recommendation to the next regular meeting. Any changes to the rules require a two-thirds vote of the members present.
- B. Pi Chapter rules shall be reviewed and updated every five years.

ARTICLE X: AMENDMENTS TO CHAPTER RULES

Chapter Rules may be amended at any regular or called chapter meeting.

ARTICLE XI: CHAPTER CUSTOMS, TRADITIONS, CURRENT POLICIES AND PROCEDURES

- A. Pi Chapter meets on the first Tuesday of each month except June, July, and August. During these three months the membership is encouraged to participate in professional growth opportunities at the local, state, and national levels.

- B. The May meeting is a Founder's Day celebration to which all Area II chapters are invited.
- C. Voting methods
 - 1. The members present at a regular chapter meeting shall constitute a quorum for the transaction of chapter business.
 - 2. Any chapter vote shall be determined by the majority of members present at regular meeting.
 - 3. Chapter meetings may be face-to-face, through electronic communications, or a combination of the two as long as members may hear and actively participate in the meeting.
 - 4. Matters needing immediate action may be voted upon by mail or electronically. A majority vote of chapter members is required.
 - 5. Ratification of mail voting must be made at next face-to-face meeting.
 - 6. No proxy voting.
- D. In the event that school is cancelled on the date of a scheduled Pi Chapter meeting, the meeting will be cancelled or postponed to a later date, which often affects the January meeting.
- E. Flowers and Cards
 - 1. Send sympathy cards to members on death of immediate family members and other cards as directed by the president;
 - 2. Send twelve red roses to the funeral home when a member dies.
- F. Attendance

Active members are expected to attend all scheduled meetings of the chapter
- G. Key Pin
 - 1. Upon the resignation or death of a member, the key pin may be kept by that person or her family, but it must no longer be worn or it may be given to any DKG chapter;
 - 2. At the discretion of the chapter Executive Board, reclaimed key pins may be sold or given to initiates or to members who have lost their key pins.
- H. Members not wearing their key pin at chapter meetings shall make a donation of fifty cents to the Recruitment (Grant-in Aid) Fund.
- I. Hostess and Inspirational Thought
 - 1. Each member will be given an opportunity to volunteer to be a hostess and/or present an inspirational thought at the regular meetings. Members not volunteering to serve as a refreshment hostess or inspirational thought at a chapter meeting will be assigned one of these responsibilities as needed.
 - 2. The volunteers will be listed in the Pi Chapter yearbook.
 - 3. The member listed first on the hostess list for the month is the coordinator of the hostesses for that month.

