

Chapter Rules of Delta Chapter of Texas State Organization of The Delta Kappa Gamma Society International

ARTICLE I - NAME OF THE CHAPTER

The name of this chapter as assigned by the State Executive Committee shall be Delta Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II - OBJECT and PURPOSE

The purpose of Delta Chapter shall be to promote the vision, mission, and seven purposes of the Delta Kappa Gamma Society International as found in the *Constitution*, Article II.

The Purposes of The Delta Kappa Gamma Society International shall be

1. to unite women educators 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 interests 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 society.

ARTICLE III - MEMBERSHIP

Section A. Class of Membership

The membership of Delta Chapter shall be composed of active, reserve, collegiate and honorary members in accordance with the *Constitution*, Article III and *International Standing Rules* section 3.0. An individual becomes a member when she pays her dues.

1. An active member is a woman who is or has been employed as a professional educator at the time of her selection. An active member shall participate in the activities of the chapter.
2. Reserve membership is granted by majority vote of the chapter, and only to a member who is unable to participate in chapter activities because of physical disabilities and/or geographic location.
3. An honorary member is a woman not eligible for active membership who has rendered notable service to education or to women, and who is selected to honorary membership in recognition of such service.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:

- a. Undergraduate student members shall be enrolled in an institution offering an education degree, have the intent to continue academically and professionally in the field of education, and be enrolled within the last two years of their undergraduate education degree.
- b. Graduate student 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.
- c. A collegiate member may participate in the activities of the Society except holding office, although she may serve as parliamentarian since the position is not an elected office.
- d. 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.

Section B. New Members

1. Chapter Authority - A candidate for active membership shall be selected by the method established by the chapter's rules.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee by the February chapter meeting.
3. The Membership Committee shall plan the induction ceremony. They shall also see that the nominees receive information through a formal or informal orientation at least one week prior to the induction ceremony.
4. Selection of New Members
 - a. Selection of new members may be at the April chapter meeting.
 - b. Selection shall be by chapter vote, using the preferential method of voting.
5. The chapter will pay the induction fee for each new member.
6. Members may transfer from one chapter to another by notifying the receiving chapter treasurer. No vote is taken on incoming transfers.

Section C. Termination of Membership

1. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.
2. No member may be terminated for non-payment of dues and fees without multiple contacts from chapter members, concluding with a collaborative decision of the president, treasurer, and membership chair.
3. The chapter shall record in the minutes the names of members terminated including the reason and date of termination.

Section D. Membership Records

A continuous record of chapter membership shall be kept by the treasurer. This includes names, membership numbers, dates of induction for all current and former members, transfer information, date(s) and reason for resignation, and date(s) of reinstatement.

Section E. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request.

ARTICLE IV - FINANCES

Section A. Governance of Finances

Where applicable, the *Constitution*, Article IV and *International Standing Rules*, Section 4.0 shall govern chapter finances.

Section B. Annual Dues

1. The amount of chapter dues and any assessments is recommended by the chapter finance committee and shall include international and state dues and fees as established by the Society and State organization.
2. The membership year is July 1-June 30. A member shall pay annual dues and fees as set by the chapter finance committee; the chapter treasurer shall submit international and state dues no later than June 30.

Section C. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a two-thirds (2/3) majority vote of members present at the regular meeting.
2. All expenses shall be approved by the president prior to payment.
3. The president and treasurer shall be authorized to sign checks on the chapter's account; however, the president may also approve the past president as a signee
4. An annual financial review report shall be submitted by the Finance Committee to the executive board at the May board meeting and to the membership at the May chapter meeting.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Delta Chapter shall maintain a chapter scholarship fund.

ARTICLE V - ORGANIZATION

Section A. Chapter Rules

1. Delta Chapter Rules shall be consistent with the *Constitution*, *International Standing Rules*, *State Bylaws*, and *State Rules*.
2. Updated chapter rules shall be submitted to the state bylaws and rules committee biannually as required by state governing documents.

Section B. Area

The chapter shall participate in the activities of Area 10.

Section C. Coordinating Council

1. The chapter shall participate in the activities of the Coordinating Council of the Greater Fort Worth Area.
2. The chapter shall send the chapter president and one additional chapter member as representatives to the coordinating council.
3. The chapter shall pay the designated coordinating council dues.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, a first vice president, a second vice president, a recording secretary, and a corresponding secretary, all elected by the chapter in accordance with the *Constitution*, Article VI and *International Standing Rules* 6.03.

Section B. Related Personnel

The incoming president may select a parliamentarian and the executive board shall select the treasurer.

Section C. Officer Duties and Relating Personnel

Chapter officers shall perform the duties enumerated in the *Constitution*, Article VI.

1. PRESIDENT'S DUTIES

- a. Plan agenda and preside at all meetings.
- b. Organize committees and serve as an ex officio of all committees except nominations and finance
- c. Present yearly chapter calendar to officers and committee chairs.
- d. Agenda samples: LDCP training manual, Go-To Guide.
- e. Keep in touch with other officers and committee chairs about duties and responsibilities.
- f. Coordinate with 2nd VP to send membership recognition letters to the supervisor of new inductees.
- g. Newsletter: Write a monthly article and advise/consult with editor of what should go in newsletter.
- h. Have 2 executive board meetings a year (spring and summer).
- i. Attend Coordinating Council meetings (if applicable), Area president's meetings with the area coordinator (2-3 times per year). If the president is unable to attend, she shall appoint a representative from the membership.
- j. Participate in the planning and implementation of Area Workshop (even years).
- k. Plan to attend TSO conventions in June of each summer (prior to taking office July 1-Leadership Development for Chapter President's training) Year 1-voting member of state executive board and presentation of chapter presidents; Year 2-voting member of state executive board).
- l. Complete and assure submission of all reports requested by TSO
- m. Coordinate with 2nd vice president and treasurer to assure submission of annual necrology report form 2 to TSO
- n. Cultivate members to serve as officers for next biennium.

2. FIRST VICE-PRESIDENT'S DUTIES

- a. Preside over chapter meetings in the absence of the president.
- b. Serve as chair of the program committee
- c. Plan and facilitate at least 4 programs per year
- d. Cultivate members to serve as officers for next biennium

3. SECOND VICE-PRESIDENT'S DUTIES

- a. Serve as chair of the membership committee.
- b. Assure name tags are available for each meeting.
- c. Work with membership committee to contact members absent from meetings
- d. Collect the nomination forms for new members and prepare ballots.

- e. Prepare and participate in orientation and induction of new members – send invitations.
4. RECORDING SECRETARY'S DUTIES
 - a. Take notes and compose minutes for the executive board and chapter meetings
 - b. Mail draft of minutes to the president within ten (10) days. Draft may be in postal or electronic form.
 - c. Mail reviewed minutes to president and newsletter editor, so membership receives them prior to the next meeting. The official copies of the minutes shall be signed by recording secretary and president and kept until the end of the biennium, when they will be given to the president to include in the chapter files.
 - d. Serve as timekeeper.
 - e. Keep monthly attendance records
 5. CORRESPONDING SECRETARY'S DUTIES
 - a. Handle the chapter's correspondence and chapter Rules and Bylaws
 - b. Shall send correspondence as delegated by the president.
 6. TREASURER'S DUTIES
 - a. Keep financial records and chapter books.
 - b. Work with finance committee to prepare a yearly budget.
 - c. Submit financials for annual review committee
 - d. Complete the 990N E-postcard for IRS by Nov. 15 (may begin July 1).
 - e. Chapter Treasurer's Report Form 15 due to TSO by July 15.
 - f. Keep a record of expense forms and receipts.
 - g. Make all contributions to state funds no later than April 1 each year or as required.
 - h. Submit Death of Member Report Form 6 to International in a timely manner as needed
 - i. Prepare and Submit Annual Necrology Report Form 2 to TSO (may collaborate with 2nd VP – membership)
 7. PARLIAMENTARIAN'S DUTIES
 - a. Attend chapter meetings and resolve any parliamentary procedures using Roberts Rules of Order and these chapter rules
 - b. Refer to the *Constitution, International Standing Rules, State Bylaws, and State Rules* as needed.
 - c. Review the Chapter Rules with membership, recommend changes and clarify language as needed. Refer to the Delta Kappa Gamma Constitution, International Standing Rules as needed

Section D. Nominations and Elections

1. Elections for chapter officers are held in even-numbered years.
2. All chapter officers, both elected and appointed, should be named by March 1st in even-numbered years.
3. The new nominations committee and the new finance committee shall be elected by the membership. The chair of these committees is appointed by the president.
4. The nominations committee shall submit the name of at least one nominee for each elective office position and at least 2 names for the new nominations committee and at least 2 names for the new finance committee.
5. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the February meeting. Nominations may be made from the floor with the consent of the nominee.

6. If there is only one nominee for an office, election vote may be by voice. If there is only one nominee for an office, election may be by voice vote and a majority of the votes cast, elects.
7. If there are two or more nominees for an office, election shall be by ballot; and majority of votes cast, elects. The nominations committee shall prepare the ballot and conduct the election.

Section E. Term of Office

1. The term of office for chapter officers shall be two years or until a successor is named. No officer except the treasurer may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following their election.
2. The treasurer shall be selected by the executive board each biennium.
3. The president shall appoint a parliamentarian (although not an officer) as an advisor to the officers and members.

Section F. Vacancies

1. If a vacancy occurs in the office of president, the first vice president shall become president.
2. If a vacancy occurs in other elective or appointed positions, the president shall name a successor.

ARTICLE VII - EXECUTIVE BOARD

Section A. Members

1. The members of the executive board shall be the elected officers of the chapter and the immediate past president.
2. Members ex officio of the executive board shall be the treasurer and the immediate past president with vote.
3. The parliamentarian is assigned by the president, serves on the board without vote

Section B. Duties

The duties of the executive board shall be those specified in the *Constitution* Article VII, Section C.

Section C. Meetings

1. The executive board shall meet at least twice annually.
2. Matters requiring immediate board action may be voted by postal or electronic mail, or in an electronic meeting wherein all members may simultaneously hear one another and/or participate during the meeting. A majority vote of board members shall be required for action.

Section D. Quorum

A quorum shall be majority voting members of the board.

ARTICLE VIII - COMMITTEES

Section A. Standing Committees (as needed)

1. Society Business

- a. Archives - Creates a scrapbook for biennium, makes sure the chapter history is sent to the state archives committee each biennium.
- b. Chapter Rules and Bylaws - Informs members of any changes in international or state documents, keeps the chapter rules updated, and submits updated chapter rules to State Bylaws & Rules Committee every 2 years (state biennium) as required.
- c. Ceremonies - Conducts induction ceremonies for the chapter; chair keeps the chapter ceremonial paraphernalia.
- d. Communications and Publicity, Technology - Publicizes chapter events, publishes chapter newsletter, (minimum 4 newsletters per year), maintains a current chapter website.
- e. Finance - -- This committee is elected by the membership. Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.
- f. Membership – 2nd Vice President chairs this committee. Recommends and leads efforts to recruit new members, receives Recommendation for Membership forms, prepares information on prospective members, conducts selection of new members according to chapter rules, conducts the orientation for new members, collaborates with ceremonies chair for the induction ceremony, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues.
- g. Necrology – The chapter president, the treasurer-chair, report death of a member(s) by submitting Report of the Death of a Member (Form 6) as soon as possible to International, TSO and necrology chair for Texas. Committee conducts a chapter Celebration of Life for the departed member and participates in the funeral service if requested.
- h. Nominations – This committee is elected by the membership. Chair is named by incoming president Presents a slate of officers and the new Nominations and Finance Committees to the membership by February 1st of even-numbered years, obtains permission from each nominee, conducts the election. Chair ensures that the list of new officers with contact information is submitted to the president for submission to state and international as soon as possible after the election.
- i. Program – 1st Vice President chairs this committee. Her charge is to plan special programs for membership at regular meetings encompassing the Society Mission and Purposes. The yearbook chair is also a member.
- j. Yearbook - Publishes the chapter yearbook annually, mails a copy to state headquarters for the state archives, and sends copies to other state officials as required.

Section B. Other Committees-

2. Society Mission and Purpose

- a. Achievement Awards - Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally, and personally
- b. Scholarship - Encourages members to apply for international and state scholarship and grants for personal, professional and classroom needs.
- c. Educational Excellence - Committee coordinates the work of its component committees to fulfill the Society's Mission and Purposes which could include Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, Research, and Women in the Arts.

- d. Global Awareness - Informs members of World Fellowship grant recipients studying in Texas, encourages donations to World Fellowship and other international and state global outreach activities
- e. Legislation & Research - Informs members of current economic, political, and educational issues at local, state, and national levels, encourages member participation in the legislative and political process, encourages support of desirable legislation in the interest of education and of women educators, conducts research as needed by the chapter.
- f. Strategic Plan of Action - Surveys chapter for areas of focus and plans specific goals that address these needs. Reviews actions on an annual basis and reports to the chapter regarding progress or concerns.

Section C. Selection of Committee Members

1. All committees shall be appointed by the chapter president except nominations and finance committees.
2. The nominations committee and finance committee are elected by the membership.
3. The president serves as member ex officio with vote on all committees except nominations.

Section D. Committee Responsibilities

1. Chapter committees shall be responsible for any work represented by the international committee descriptions in *Constitution*, Article VIII, Sections B and C.
2. Chapter committees shall refer to *State Rules*, Section 9.0, for additional responsibilities.
3. Required reports of the work of chapter committees shall be submitted in the format specified by Society Headquarters by the stated deadline.

Section E. Voting

All members being notified, matters requiring immediate committee action may be voted upon by postal or electronic mail, or in an electronic meeting wherein all members may simultaneously hear one another and participate during the meeting. A majority vote of committee members shall be required for action.

ARTICLE IX - CHAPTER MEETINGS

Section A. Meetings

1. Delta Chapter will have a minimum of four meetings each year.
2. Meetings dates, times, location, and program focus will be established by the executive board and published in the yearbook and newsletter. Additional meetings/excursions may be scheduled as needed.
3. All members being notified, chapters may meet face to face, through electronic communication, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
4. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding member's vote. A majority of chapter members shall be required for action.
5. Ratification of all voting by mail (postal or electronic) must be made at the next face to face meeting.

Section B. Quorum

A quorum for chapter business shall be one third (1/3) of the chapter's active membership.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish, Delta Buzz, the chapter's newsletter at least four times a year before chapter meetings. It is distributed by email to all members and copies are sent to designated state personnel.

Section B. Chapter Website

The chapter shall maintain a website in accordance with the Society.

Section C. Special Publications

Any special publications (chapter brochures, flyers, etc.) must be approved by the chapter president and the executive board after verification of available funds by the finance committee before printing.

Section D. Approval of Content

The chapter president shall approve the content of any publication prior to its release.

ARTICLE XI - SPECIAL CHAPTER POLICIES

1. The first vice president is the chair of the program committee.
2. The second vice president is the chair of the membership committee
3. The immediate past president will be ex-officio with vote; unless she chooses to serve as parliamentarian then her position will be without vote.
4. The chapter shall present a president's pin to every person who serves as chapter president for a calendar year.
5. The past president will serve as editor of newsletter.
6. Past presidents and charter members will be honored at the chapter birthday celebration in October.
7. The Founder's Day celebration shall include the following awards: 25-year members, perfect attendance awards, recognition of members serving at the international, state or coordinating council level, chapter achievement award, those retiring this year, grant-in-aid recipient, and any scholarship recipient.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Delta Chapter in all cases not provided for in the *Constitution, International Standing Rules, State Bylaws, State Rules*, and these chapter rules.

ARTICLE XIII - AMENDMENTS

Section A. Provisions for Amendments

The Delta Chapter Rules may be amended by 1/3 of the active members and voting at a meeting following a thirty-day previous notice of the proposed amendment(s).

Section B. Method of Amending

When an amendment(s) is to be considered, a written amendment shall be presented at the previous meeting and included in the newsletter or sent to all by email prior to the meeting at which voting will take place.

ARTICLE XIV - DISSOLUTION

If it becomes necessary for Delta Chapter to dissolve, there must be strict adherence to the provisions of the *Constitution*, Article XIX, 3, and the *State Rules*, Section 1.

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