

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

ARTICLE II - OBJECT/PURPOSE

The object of Theta Epsilon 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.

ARTICLE III - MEMBERSHIP

Section A. Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the international Society, a state organization, and a chapter.

Section B. Classification

The membership of Theta Epsilon 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.

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 shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and /or no technological connection/skill.
3. Honorary members
A chapter honorary member shall be a woman not eligible for active member who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Bachelor student collegiate members shall (1) be enrolled in an institution offering coursework leading to a career in education; 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 bachelor's education degree.
 - b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/Doctoral standing in an institution offering coursework in the field of education; 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 career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

Section C. New Members

1. Chapter Authority -A candidate for active membership shall recommended by current members.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee by the January chapter meeting.
3. Orientation of new members shall be during March/April or prior to the induction ceremony).
4. Selection of New Members
 - a. Selection of new members may be at the March/April chapter meeting.
 - b. Selection may be by confirmed by main motion offered and passed.
5. Members may transfer from one chapter to another by the receiving chapter treasurer. No vote is taken on incoming transfers.

Section D. 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, including a collaboration 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 E. Membership Records

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

Section F. 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 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.
3. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full international dues for the ensuring year. Reinstated members shall pay full annual dues whenever reinstated.

Chapter and state organization dues may be pro-rated as the chapter/state organization determines.

4. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.

Section C. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a majority vote of those present.
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, a third person may also be authorized to sign in case of emergency.
4. An annual financial review report shall be submitted by the finance committee to the executive board each fall.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Theta Epsilon 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 12.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, a first vice-president, a second vice-president, treasurer, a secretary, and parliamentarian. 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, if not elected.

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution*, Article VI.
2. The chapter president shall attend the State Executive Board meetings and shall represent the chapter as a voting member. If the president is unable to attend, she shall appoint a representative from the membership.

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 15th in even-numbered years.

3. Nominations for chapter officers shall be made by a nominations committee of at least three members.
4. The nominations committee shall submit the name of at least one nominee for each elective office position.
5. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the March 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 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 may be by ballot vote and a majority of the 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.

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, with vote, and the parliamentarian, 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. All board members being notified, matters requiring immediate board 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 board members shall be required for action.

Section D. Quorum

A quorum shall be a majority of the voting members of the board present.

ARTICLE VIII - COMMITTEES

Section A. Standing Committees of Theta Epsilon Chapter shall be:

1. Society Business:

- a. Ceremonies/Necrology - Conducts induction and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia. With the chapter president, chair reports the death of a member by submitting Report of the Death of a Member (Form 6) as soon as possible to International, TSO and necrology chair for Texas.
- b. Constitution/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. Communications and Publicity, Technology - Publicizes chapter events, publishes chapter newsletter, maintains a current chapter website, and publishes yearbook annually.
- e. Membership/Archives - 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, and submits records/documents to state archives.
- f. Nominations - Presents a slate of officers to the membership by March 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 state and international as soon as possible after the election.

3. Society Mission and Purposes:

- a. Achievement Awards - Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally, and personally.
- b. Scholarships/Grants/ASTEF/World Fellowship - Encourages members to apply for international and state scholarships and grants for personal, professional and classroom needs. Solicits applicants and chooses the recipient of the chapter grant-in-aid and chapter scholarship. Leads chapter participation in International projects, informs members of World Fellowship grant recipients studying in Texas, encourages donations to World Fellowship and other international and state global outreach activities.
- c. 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.
- d. Programs and Service Projects - Plans meaningful programs and projects that involve members, enrich their personal and professional lives, and serve the chapter and the community; includes music at chapter meetings, applies for ASTEF project(s), and encourages submission to DKG Online Gallery.

- e. Hospitality/Refreshment - Provides food, drink and other items for activities and meetings.

Section B. Selection of Committee Members

1. All committees shall be appointed by the chapter president.
2. The president serves as member ex officio with vote on all committees.

Section C. 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 D. 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. Theta Epsilon Chapter will have six regularly scheduled meetings each year.
2. Meetings dates and times will be established by the executive board and published in the yearbook.
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 shall be one third of the chapter's active members.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the Theta Epsilon News, at least six 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 that is in compliance with the Society.

Section C. Special Publications

Any special publications must be approved by the chapter president before printing.

Section D. Approval of Content

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

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Theta Epsilon 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 Theta Epsilon Chapter Rules may be amended by a majority vote of members present and voting at a meeting following a thirty-day previous notice of the proposed amendment(s).

ARTICLE XIV - DISSOLUTION

In the event that it becomes necessary for Theta Epsilon Chapter to dissolve, there must be strict adherence to the provisions of the *Constitution*, Article XIX, 3, and the *State Rules*, Section 16.2.