

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

ARTICLE II- OBJECT/PURPOSE

The purpose of Delta Gamma Chapter shall be to promote the Mission, Vision and Purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.

ARTICLE III - MEMBERSHIP

The membership of the Delta Gamma Chapter shall be composed of active, collegiate, reserve, 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.

Section A. Active members

1. An active member is a woman who is employed as a professional educator at the time of her election or has been retired from an educational position.
2. 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 - The chapter has authority to act on matters of chapter membership.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee any time there is an appropriate candidate.
3. Selection of New Members
 - a. Selection for new members shall be at the chapter meeting following recommendation.

- b. Selection shall be either by preferential ballot or the four-fifths of the ballots cast rule.
4. Orientation of the new members shall be held prior to induction. The President and the Membership Chairman shall see that nominees receive information through a formal/informal orientation.
5. Members may transfer from one chapter to another by notifying Society Headquarters. No vote is taken on incoming transfers.

Section C. Honorary Membership

Honorary membership shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office.

Section D. 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. Retirement alone is not a qualification for reserved membership.

Section E. Membership Records

A continuous record of chapter membership shall be kept by the treasurer. This includes the names, membership numbers, and dates for all current and former members, new initiates, membership status and status changes, termination with reason for dropping, transfers in or out and reinstatements.

Section F. 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 G. Reinstatement to Membership

Former active members may be returned to active membership. No reinstatement fee is required.

ARTICLE IV- FINANCE

Section A. Governances of Finances

Where applicable, the Constitution, Article IV and Article X, 1 and 9 shall govern Delta Gamma finances.

Section B. Annual Dues

Delta Gamma Chapter dues shall be established at the April meeting and will include State and International dues as established by these organizations.

1. International dues shall be an amount determined in accordance with *International Standing Rules*.
2. State dues shall be an amount determined in accordance with the rules set by the

state by-laws.

3. Chapter dues shall be established no later than the first meeting of the fiscal year by a majority vote of those at the meeting.
4. New members being inducted January through March, will only be required to pay half the dues to International and State, along with Induction and Scholarship fees no later than April 15.

Section C. An additional two dollars per member shall be paid for Texas State Organization Scholarships

Section D.

1. All expenses shall be approved by the chapter president prior to payment.
2. Two signatures shall be required on all checks. The president and treasurer shall be required on all checks.
3. An annual audit report shall be submitted to the Chapter Executive Board by the auditing committee.
4. The budget shall be submitted annually for approval.

ARTICLE V- Organization

Section A. Chapter

1. Delta Gamma Chapter shall govern the conduct of its business in a manner consistent with the *International Constitution and Standing Rules*, the *Texas State Organization Bylaws and Rules*.
2. Updated chapter rules shall be submitted to the state bylaws and rules committee every two years by the bylaw's chairman.
3. The chapter president shall attend the State Executive Board meeting and shall represent the chapter as a voting member. If the president is unable to attend, she shall appoint a representative from membership.

Section B. Area

Delta Gamma chapter shall participate in the activities of Area I.

ARTICLE VI Officers and Related personnel

Section A. Officers

1. The chapter officers shall be the president, first vice-president, second vice-president, recording secretary, corresponding secretary (all elected); and a treasurer (selected by the chapter executive board). The parliamentarian shall be appointed by the president. The chapter officers shall be elected in even number years by a majority vote of chapter members present.
2. The chapter officers, except the treasurer and parliamentarian, shall be elected in accordance with the constitution, Article VI, Section C-3. Move to Article VI, Section A, 2

Section B. Nominations

1. Nominations for chapter officers and the nominating committee shall be made in even numbered years by a nominating committee of three (3) elected by a majority vote of chapter members present at the March meeting. The chairman of the nominating committee shall be the past president.

2. The chapter Nominating Committee shall submit the name of one nominee for each elective office position and the names of all committee nominees for the Nominating Committee. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the April meeting. Nominations may be made from the floor with the consent of the nominee.
3. If there is only one nominee for an office, election shall be by ballot and a majority of votes cast, elects.
4. If there are two or more nominees for an office, election shall be by ballot and a majority of votes cast, elects. The Nominating Committee shall prepare the ballot and conduct the election.
5. Installation of new officers will be held at the May meeting.

Section C. 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 D. Vacancies

1. When a vacancy occurs in the office of the president, the first vice-president shall become president.
2. When a vacancy occurs in other elective or appointed positions, the chapter 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. Ex-officio members of the Executive Board shall be the treasurer, with a vote, and the Parliamentarian without a 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.

ARTICLE VIII- COMMITTEES

Section A. Committees of Delta Gamma Chapter shall be:

1. Society Business: Archives, Ceremonies & Necrology, Bylaws & Rules, Communication & Publicity, Finance, Membership & Nominations, Technology & Yearbook, Achievement Awards and Scholarships.
2. Society Mission & Purposes: Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects and Research.
 - a. Archives - Locate, organize, and preserve memorabilia to ensure the preservation of the history of Delta Gamma, keep file of biographical data, and maintain chapter history.
 - b. Ceremonies & Necrology – Assist in installation of officers, initiation, celebration of Founder’s Day and Chapter Birthday, prepare the memorial service following the death of a member: cooperate with the Program Committee.
 - c. Bylaws & Rules – Keep membership informed about possible constitutional changes and aware of State Bylaws.
 - d. Communication & Publicity – Publicize chapter and Society activities, publish a chapter newsletter incorporating news from International and State publications, send chapter news to State editor/photographer, encourage sending manuscripts to International Bulletin and other journals, send articles of monthly meetings to area newspapers.
Finance – Receive request for funds from other committees, review dues, prepare and submit budget, supervise expenditures, and provide audit. Treasurer serves on this committee.
 - e. Membership & Nominations – Accept recommendations for new members, investigate and screen the recommendations, refer to chapter information on nominees, conduct balloting, ascertain that nominated persons will serve, and present names to chapter.
 - f. Technology & Yearbook – Develop strategies to incorporate technology at the individual and chapter level, prepare and distribute yearbooks.
 - g. Achievement Awards – Recognize members who have achieved both in the chapter and in the profession. Consider a major award each year or biennium.
 - h. Scholarships – Raise money for state scholarships. Keep members apprised of scholarship deadlines and encourage chapter members to apply for state scholarships.
 - i. Global Awareness – Help raise funds for fellowships, explain program to membership, provide information on recipients and on countries represented. Send cards and greetings to recipients.
 - j. Legislation – Study legislation, keep members apprised of educational issues being acted upon at the state level, encourage members to vote and to write and / or call legislators. Activity must be germane to purposes of society.
 - k. Music – Provide music for meetings, ceremonies, and fellowship.
 - l. Personal and Professional Enrichment – Provide opportunity for personal improvement and growth of members, provide opportunities for community service, and encourage study groups on pertinent issues. Sponsor grand in aid.
 - m. Programs and Service Projects – Plan and coordinate chapter programs and service projects; include as many members as possible in programs and activities; assist in plans for Founder’s Day and Chapter Birthday Celebration.
 - n. Research – Research information pertinent to chapter needs and projects. Work on chapter history.

Section B. Committee Responsibilities

1. Delta Gamma Chapter committees shall be responsible for any duty represented by the international committee descriptions, Article VIII, Section B, C and D of the Constitution.

2. Delta Gamma Chapter may establish standing committees to carry out duties as well as special committees when needed.
3. Reports of chapter committees shall be prepared on forms supplied by International Headquarters submitted to the person designated on the forms.
4. All committees shall be appointed by the chapter president except the Nominating Committee and she shall be an ex-officio member of all committees except the Nominating Committee.
5. Ad hoc committees may be created to carry out projects authorized by the chapter.

ARTICLE IX- Chapter Meeting

Section A.

1. Delta Gamma Chapter will have eight regular meetings each year.
2. Meetings will be held on the second Monday of the month
3. Quorum- A quorum shall be 20. A quorum is the number of members who must be present in order that business can be legally transacted. This protects the chapter from business being conducted by a few members present at a meeting.

Section B. Other Finances

1. An initiation fee of \$10.00 shall be required of all members except honorary members.
2. Honorary members- See section Article IV, Section C of the Constitution.
3. Scholarships
 - a. Each active and reserve member shall pay a scholarship fee of \$2.00 annually.
 - b. Grant-in-aid monies will be collected and maintained separately from scholarship fees.

Section C. Finance Control

1. The Delta Gamma Chapter Finance Committee shall submit annually a proposed budget for adoption by 2/3 vote of members present at the meeting.
2. All expenses shall be approved by the Chapter President prior to payment.
3. The president and treasurer's signatures shall be on the signature card at the bank.
4. An annual audit report shall be submitted to the Chapter Executive Board and at the July board meeting.

ARTICLE X- SPECIAL CHAPTER POLICIES

1. Delta Gamma chapter shall provide funds for the President and Vice-President or the President and incoming President to attend the state convention.
2. The amount will be in the budget, or if necessary determined at the April chapter meeting.
3. The First Vice-President is the chairman of the Program and Yearbook Committees.
4. The Second Vice-President is the chairman of the Membership Committee.
5. The President will publish a newsletter each month before the monthly meeting.
6. The Personal and Professional Enrichment Committee keeps guidelines for the Grant-in-aid fund and the selection of recipients.
 - a. The Personal and Professional Enrichment Committee may award financial aid to the following groups:
 - i. Outstanding female high school student entering teacher preparation program.
 - ii. Worthy female college students completing their professional preparation to become educators.
 - iii. Female non-members returning to the teaching profession.
 - b. Five dollars of the \$10 raised at the salad suppers goes to grant-in-aid
7. The Courtesy Committee shall operate by the following guidelines:

- a. In the event a member is in the hospital, send a rose in a bud vase..
 - b. In the event a member is ill at home, send a card.
 - c. In the event of an immediate family member's death, a memorial or floral remembrance not to exceed \$25.00 will be sent to the funeral home.
8. All monies are to be kept at Texas State Bank.

The Chapter newsletter will be sent one week prior to each chapter meeting.

ARTICLE XI- AMENDMENTS

Section A.

1. When an amendment is to be considered, a written amendment shall be presented at the previous meeting and also included with the newsletter mailing.
2. The Delta Gamma Chapter rules may be amended by 2/3 majority vote of the members present at a meeting following an advance written notice.

ARTICLE XIII- Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Delta Gamma chapter in the Constitution, International Standing Rules, the Texas State Organization By-Laws, and the State Official Manual. Note: Chapter rules shall be revised when the chapter votes to change a policy, when the Delta Kappa Gamma Society International and /or Texas State Organization make changes which affect chapter rules.

Delta Gamma Chapter rules
Revised April 25, 2019