

**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 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. A person becomes a member as soon as she pays her dues.

Section A. Classes of Membership

The membership of Delta Gamma Chapter shall be composed of active, reserve, collegiate, and honorary members in accordance with the *Constitution*, Article 111 and *International Standing Rules* section 3.0.

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. 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, medical 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 - 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 the receiving chapter treasurer. No vote is taken on incoming transfers.

Section C. 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 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. 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 *International Standing Rules* shall govern Delta Gamma 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.

Section C. Financial Control

1. All expenses shall be approved by the chapter president prior to payment.

2. Two signatures shall be required on all checks. The signature of 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 and International Standing Rules 6.03.

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 February 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 office position. All chapter officers, both elected and appointed, should be named by March 15 in even number years.
3. 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.
4. If there is only one nominee for an office, election shall be by ballot and a majority of votes cast, elects.
5. 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.
6. 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
 - A. Archives, Ceremonies & Necrology
 - Creates a scrapbook for each biennium, makes sure the chapter history is sent to the state archives committee each biennium.
 - Conducts induction and installation ceremonies for the chapter, chair keeps the chapter ceremonial
 - 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 Committee. Chapter may conduct a chapter Celebration of Life for the departed member and participates in the funeral service if requested.
 - B. Bylaws & Rules,
 - Keeps the chapter rules updated, and submits updated chapter rules to State Bylaws & Rules Committee every 2 years (state biennium) as required.
 - C. Finance

- Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board
- D. Membership & Nominations
- 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.
 - 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.
- E. Technology & Yearbook
- Develop strategies to incorporate technology at the individual and chapter level and maintains the chapter website.
 - Publishes the chapter yearbook annually, mails a copy to state headquarters for the state archives, and sends copies to other state officials as required.
2. Society Mission & Purposes
- A. Achievement Awards
- Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally, and personally.
- B. Global Awareness and Scholarships
- 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.
 - Raise money for state scholarships. Keep members apprised of scholarship deadlines and encourage chapter members to apply for state scholarships.
- C. Legislation
- Informs members of current economic, political and educational issues at local, state and national levels, encourages member participation in the legislative and political process, and encourages support of desirable legislation in the interest of education and of women educators.
- D. Music
- provides music for meetings, ceremonies and fellowship.
- E. Personal and Professional Enrichment and Service Projects.
- *Provide opportunity for personal improvement and growth of members, suggest opportunities for service projects, and sponsor grant in-aid. grant-in aid.*

Section B. Selection of Committee Members

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

Section C. 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. Chapter committees shall refer to *State Rules*, Section 9.0, for additional responsibilities.
3. Delta Gamma Chapter may establish standing committees to carry out duties as well as special committees when needed.
4. Reports of chapter committees shall be prepared on forms supplied by International Headquarters submitted to the person designated on the forms.

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 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. 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 10. 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.

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. Half of the money 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 a death of a family member, a donation of \$25 will be given to the grant in aid fund.
8. All monies are to be kept at Commercial Bank of Texas.

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

ARTICLE XI PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter at least 8 times a year before chapter meetings. It is posted on the chapter website and distributed by email to all members and copies are sent to designated state personnel.

Section B. Chapter Website www.deltagammatx.org

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 shall approve the content of any publication prior to its release. A picture release form should be obtained from or by any member allowing her picture to be printed in digital or paper format.

ARTICLE XII- 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, and the Texas State Organization Bylaws 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.

ARTICLE XIV DISSOLUTION

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

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Delta Gamma Chapter Rules

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Delta Gamma Chapter Rules
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Delta Gamma Chapter Rules
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