

Texas State Rules
The Delta Kappa Gamma Society International

- 1 **1. Name**
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- 3 **1.1 Name**
4 1.10 Texas State Organization may also be known as TSO, state, state organization.
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- 6 **3. Membership**
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- 8 **3.1 Classes of Membership**
9 3.11 State honorary members shall be recommended by the state membership committee and elected by a
10 majority vote of the State Executive Board.
11 3.12 Honorary membership may be held concurrently at the chapter and state levels.
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- 13 **3.2 Chapter Authority**
14 3.21 Chapters may consult the current edition of the *Go-To Guide for Chapter Members* and the guidelines
15 published by the Society to clarify issues related to chapter authority.
16 3.22 Chapter rules shall include the manner determined by the chapter for selection of new members.
17 3.23 Each chapter is encouraged to implement a plan of action for improvement, growth and leadership.
18 3.24 Chapter members, led by the president, treasurer, and membership chair, shall collaborate to ensure that
19 multiple contacts are made with a member before her membership is dropped.
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- 21 **3.3 Membership Records**
22 3.31 Chapters treasurers shall maintain a membership record for each member to include date of initiation,
23 transfer information, date(s) and reason(s) for resignation, and date(s) of reinstatement.
24 3.32 The chapter shall record in the chapter minutes the names of members terminated, including the reason and
25 date of termination.
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- 27 **4. Finance**
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- 29 **4.2 Annual Dues**
30 4.21 The state active dues shall be Twenty and No/100 Dollars (\$20.00) and reserve dues shall be Seven and
31 No/100 (\$7.00)
32 4.22 Proposed changes in state dues shall be published in the *Lone Star News* at least thirty (30) days prior to the
33 state convention.
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- 35 **4.3 Other Income**
36 4.31 Non-dues revenue shall be deposited into Texas State Organization Available Fund unless otherwise
37 specified by the Executive Committee.
38 4.32 A representative of Texas State Organization who makes contacts and requests contributions of funds for
39 the support of Texas State Organization activities must have authorization from the Executive Committee.
40 4.33 The Executive Committee shall act as the agent of Texas State Organization to review each restriction or
41 condition which may be put on any gift or bequest and to accept or reject the gift. If the committee
42 determines that the restriction or condition does not conform to the Mission and Purposes of the Society,
43 the committee will so inform the donor or representative.
44 4.34 Any monies in excess of expenses from state meetings shall be returned to the Available Fund.
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- 46 **4.4 Mandated Funds**
47 4.41 Available Fund
48 a. A reserve account shall be maintained in the Available Fund equal to at least four (4) months operating
49 expenses. The Finance Committee shall determine the required amount.

- 50 b. Expenses incurred in the administration of funds shall be budgeted in the Available Fund unless
51 otherwise specified.
- 52 c. Investment of funds shall follow the investment policy for Texas State Organization funds as approved
53 by the Executive Committee.
- 54 4.42 Permanent Fund
- 55 a. The required level of the Permanent Fund shall not be less than that specified in the *Constitution*,
56 Article IV, F. 3.
- 57 b. The amount of money necessary to maintain the Permanent Fund at its required level shall be
58 transferred from the Available Fund to the Permanent Fund each year.
- 59 4.43 Scholarship Fund
- 60 a. The sources of funds include fees, bequests, contributions, and income from investments of the
61 Scholarship Fund.
- 62 b. The Scholarship Fund shall be permanently endowed at an amount no less than Twenty-Five Thousand
63 and No/100 Dollars (\$25,000.00) per named scholarship, except for the Maetha Griffin Weatherby
64 Educational Travel Scholarship, which is permanently endowed at no less than Fifty Thousand and
65 No/100 Dollars (\$50,000.00).
- 66 c. The Scholarship Fund shall pay all administrative expenses of the committee and the fund.
- 67 d. Amounts to be awarded are as follows:
- 68 • Doctoral scholarships shall be Seven Thousand Five Hundred and No/100 Dollars (\$7,500.00).
69 • Graduate and undergraduate scholarships shall be Two Thousand and No/100 Dollars (\$2,000.00)
70 for nine (9) hours, One Thousand Five Hundred and No/100 Dollars (\$1,500.00) for six (6) hours
71 and One Thousand and No/100 Dollars (\$1000.00) for three (3) hours.
- 72 • Mini-grant amounts shall be up to Seven Hundred Fifty and No/100 Dollars (\$750.00).
- 73 e. The Maetha Griffin Weatherby Educational Travel Scholarship amount shall be up to One Thousand
74 Five Hundred and No/100 Dollars (\$1,500.00).
- 75 f. The Life-Long Learner Scholarship, designed to provide life-long learning opportunities for TSO
76 members, shall be One Thousand and No/100 dollars (\$1,000.00).
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- 78 **4.5 Special Funds**
- 79 4.52 Eula Lee Carter Memorial Fund
- 80 a. The Eula Lee Carter Memorial Fund shall be permanently endowed at an amount no less than Thirty-
81 Five Thousand and No/100 Dollars (\$35,000.00).
- 82 b. The Eula Lee Carter Memorial Fund shall pay all administrative expenses of the committee and the
83 fund.
- 84 c. Grants shall not exceed U.S. Seven Hundred Fifty and No/100 Dollars (\$750.00).
- 85 d. Grants shall be awarded for professional, educational, or leadership purposes.
- 86 4.53 Leadership Seminar Fund
- 87 a. The Leadership Seminar Fund shall be permanently endowed at an amount no less than Seventy-Five
88 Thousand and No/100 Dollars (\$75,000.00).
- 89 b. The Leadership Seminar Fund shall pay all administrative expenses of the committee and the fund.
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- 91 **4.6 Financial Controls**
- 92 4.61 Budget
- 93 a. The budget may be amended in even-numbered years with the approval of the State Executive Board.
- 94 b. The budget shall include allocations for maintaining and staffing a headquarters facility and carrying
95 out the business operations of Texas State Organization.
- 96 c. The budget shall provide funding for administrative expenses to support publications and the work of
97 state officers, committees, and area coordinators.
- 98 d. The budget shall provide funding for committee meetings as determined by the state president in
99 consultation with the finance committee, the state executive secretary and state treasurer.
- 100 4.64 Reimbursements
- 101 a. Travel and Lodging
- 102 1. Auto mileage for official purposes shall be reimbursed at a rate recommended by the Finance
103 Committee and approved by the Executive Board.
- 104 2. Transportation shall be reimbursed at the lesser amount of economy air flight or auto mileage.
- 105 3. Lodging shall be reimbursed at no more than one-half (1/2) the rate of a double-occupancy room.

- 106 b. General Expenses
- 107 1. The state president shall be reimbursed for expenses, not to exceed Five Thousand and No/100
- 108 Dollars (\$5,000.00) per year.
- 109 2. The state executive secretary and state treasurer shall be reimbursed for expenses, not to exceed a
- 110 combined total of Two Thousand and No/100 Dollars (\$2,000.00) per year.
- 111 3. The first vice-president, second vice-president, recording secretary, corresponding secretary,
- 112 parliamentarian, and immediate past state president shall each be reimbursed up to Two Hundred
- 113 Fifty and No/100 Dollars (\$250.00) per year for expenses of visiting chapters and conducting
- 114 official business with prior approval of the state president.
- 115 4. The newly-elected state president shall be reimbursed for up to Five Hundred and No/100 Dollars
- 116 (\$500.00) for expenses of organizing for the next biennium.
- 117 5. Area coordinators shall be reimbursed for travel to visit chapters in their respective areas as
- 118 approved by the state president.
- 119 c. Meetings
- 120 1. Texas State Organization shall pay expenses (travel, lodging, registration, required events if
- 121 applicable) of the state president and state executive secretary, to the international convention and
- 122 the appropriate international conference. The state treasurer shall be paid the same expenses
- 123 (except those paid by international) to attend the international conference for the first year of
- 124 employment and additional years (if applicable) for treasurer's training. The immediate past state
- 125 president shall be paid one half (1/2) of the same expenses to attend the international convention
- 126 and international conference.
- 127 2. The first vice-president, second vice-president, recording secretary, corresponding secretary,
- 128 parliamentarian, and membership chair shall each be reimbursed up to Four Hundred and No/100
- 129 Dollars (\$400.00) for expenses to attend the international convention and the appropriate
- 130 international conference.
- 131 3. Texas State Organization shall pay expenses (travel, lodging, registration) of the state president,
- 132 state executive secretary, and state treasurer to the Texas State Convention.
- 133 4. Reimbursable expenses for state officers, state parliamentarian, past state presidents, state
- 134 committee chairs, area coordinators, administrative clerk, and executive assistant to attend the
- 135 Texas State Convention shall be registration fee, transportation to and from the place of meeting,
- 136 and lodging for the nights included in the meeting calendar.
- 137 5. The incoming chapter president or official representative who attends Leadership Development for
- 138 Chapter Presidents training at the Texas State Convention in even years shall receive a stipend.
- 139 6. The chapter president or official representative who attends leadership development for chapter
- 140 presidents training at the Texas State Convention in odd years shall receive a stipend.
- 141 7. Members of the president's advisory council (past state presidents) shall be reimbursed for
- 142 transportation and lodging to meet once per biennium other than at state convention.
- 143 8. Members of the State Executive Committee shall be reimbursed for transportation and lodging to
- 144 meet once per year other than at state convention.
- 145 9. Committees with funded meetings may include Leadership Development for Chapter Presidents,
- 146 Leadership Orientation for State Personnel, Finance, Achievement Awards, Membership,
- 147 Nominations, Educational Excellence, Personnel, and Headquarters. (Note: Committees with
- 148 alternate funding sources for meetings are Scholarship, Leadership Seminar, and Eula Lee Carter
- 149 Memorial Fund.)
- 150 10. Reimbursement for a funded committee meeting shall include transportation and lodging.
- 151 11. Special circumstances may warrant reimbursement for committee chair(s) and/or committee(s)
- 152 upon approval of the state president.
- 153 d. Expense Claims
- 154 1. Receipts for transportation, lodging, and other expenses shall be attached to an expense form and
- 155 submitted to the state president within fourteen (14) days of the end of the meeting unless
- 156 otherwise instructed.
- 157 2. If a member qualifies for reimbursement under more than one (1) rule, only the greater amount
- 158 shall be paid.

160 **5.0 Organization**

161 **5.1 State Organization**

162 Texas State Organization supports chapters by monitoring chapter progress, providing leadership training
163 for chapter leaders, sharing/demonstrating strategies for strengthening chapters and implementing an
164 intervention when chapters show signs of stagnation.

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166 **5.5 Coordinating Councils**

167 5.51 Changes in leadership of a coordinating council shall be sent to the state president.

168 5.52 The state president shall be notified prior to any official action when a coordinating council is organized or
169 dissolved.

170 5.53 Coordinating councils are self-supporting.

171 5.54 Coordinating councils having a bank account shall submit a 990N annually to the IRS.

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173 **6.0 Officers and Related Personnel**

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175 **6.1 State Officers**

176 a. The state first vice-president shall chair the Educational Excellence Committee.

177 b. The state second vice-president shall focus on chapter success. She shall serve as member ex officio of
178 the Membership Committee and shall support other related committees as designated by the state
179 president.

180 **6.3 Nominations and Elections**

181 6.31 A report of nominees shall be published in the *Lone Star News* no later than thirty (30) days prior
182 to the opening day of state convention.

183 6.32 After the report of the Nominations Committee has been presented, additional nominations may
184 be made from the floor.

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186 **7.0 Meetings**

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188 **7.2 Other Meetings**

189 7.21 Each area workshop is expected to be self-supporting.

190 7.22 Any authorized conference is expected to be self-supporting.

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192 **8.0 Executive Boards and Committee**

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194 **8.1 State Executive Board**

195 8.10 A chapter president who is unable to attend the State Executive Board meeting may appoint an official
196 representative from her chapter who shall have full privileges of participation in the Executive Board
197 meeting.

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199 **8.3 State Executive Committee**

200 **8.36** The Executive Committee shall approve the amount of the registration fee for the annual convention.

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202 **9.0 Committees**

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204 **9.1 Standing Committees**

205 9.11 Society Business

206 a. The Archives Committee determines the acceptance and placement of The Delta Kappa Gamma
207 Society International memorabilia and records. The committee includes a chair and no more than six
208 (6) other members. The chair shall have previously served on the Archives Committee.

209 b. The Bylaws and Rules Committee keeps members informed of changes in the *Constitution* and
210 *International Standing Rules*, aligns the *State Bylaws* and *Rules* with the *Constitution* and *International*
211 *Standing Rules*, accepts and reviews proposed amendments to *State Bylaws* and *Rules*, and reviews
212 chapter rules for alignment with the governing documents of the Society. The committee includes a
213 chair and no more than seventeen (17) other members.

214 c. The Ceremonies Committee promotes an appreciation of the heritage of The Delta Kappa Gamma
215 Society International. The committee includes a chair and no more than seventeen (17) other members.

- 216 d. The Communications and Publicity Committee promotes effective communication among members
217 and encourages publicity of Society events. The committee recognizes chapter newsletters, members
218 whose work has been published, and newspaper coverage of education and local news. The committee
219 includes a chair and no more than seventeen (17) other members. The editor/photographer and the
220 webmaster are members ex officio of the Communications and Publicity Committee.
- 221 e. The Expansion Committee plans for the installation of new chapters within the state. The committee
222 works with individual chapters and coordinating councils. The committee includes the immediate past
223 state president (chair), state president, state executive secretary, and the respective area coordinator.
224 Expenses of the members of the expansion committee shall be paid from their respective budgets. The
225 Expansion Committee may use budgeted funds for expenses for the initiation of members
226 and installation of the new chapter.
- 227 f. The Finance Committee shall prepare the budget, recommend expenditures, supervise investments,
228 provide for an annual audit, and recommend policies concerning finances. The committee includes six
229 (6) members elected by convention vote. Members serve a term of four (4) years with three (3)
230 members' terms expiring at the end of each biennium. The chair is a continuing member appointed by
231 the state president.
- 232 g. The Headquarters Committee oversees the Texas State Organization building. The committee
233 includes a chair and no more than four (4) other members. The state executive secretary shall
234 serve as member ex officio.
- 235 h. The Leadership Development for Chapter Presidents Committee plans and conducts leadership training
236 for all chapter presidents. The committee includes the state officers and other members appointed by
237 the state president.
- 238 i. The Leadership Orientation for State Personnel Committee is responsible for preparation and
239 development of incoming state officers, committee chairs, and area coordinators at the beginning of
240 each biennium. The committee includes representatives from the President's Advisory Council and
241 other members, all of whom are appointed by the state president. The chair is the past state president
242 who has been out of office one biennium. State funding is provided for the orientation. The work of
243 this committee may extend into the next biennium.
- 244 j. The Membership Committee works with all areas of membership including concerns, recruiting
245 practices, honorary members, and chapter membership awards. The committee includes a chair and no
246 more than seventeen (17) other members. The second vice-president is a member ex officio.
- 247 k. The Necrology Committee plans and conducts state organization memorial services, sends condolences
248 to the families, and maintains necrology reports and records. The committee includes a chair and no
249 more than seventeen (17) other members.
- 250 l. The Nominations Committee seeks applicants for state office and members of the Finance and
251 Nominations Committees and selects at least one (1) nominee for each position. The Nominations
252 Committee shall encourage chapters to identify leaders and develop future officers. The committee
253 includes eight (8) elected members. One (1) member shall be a continuing member selected by the
254 committee who serves as chair for the next biennium. A continuing member may serve no more than
255 two (2) consecutive terms. A member of the Nominations Committee shall complete her term of office
256 before she may be considered for another elected position.
- 257 m. The Personnel Committee recommends the employment of qualified women, recommends the salary
258 for each, and obtains signed letters of intent. The committee provides support in areas of policy,
259 training, and employment issues in order to attract and retain quality staff. The committee includes a
260 chair and five (5) other members.
- 261 n. The Strategic Plan of Action Committee will monitor the measurable plan of action determined for
262 the state. The committee will consist of no fewer than four (4) members. Members will be appointed
263 for five (5) years, with one (1) member appointed at the beginning of one biennium and two (2)
264 appointed at the beginning of the next biennium. An evaluation of progress will be held every five (5)
265 years, beginning in 2022.
- 266 o. The Technology Committee provides technology resources and advice for the state organization,
267 chapters, and members. The committee includes a chair and no more than seventeen (17) other
268 members.
- 269 p. The Yearbook Committee supports and encourages chapters to develop effective yearbooks for
270 members and for archival purposes. The committee reviews yearbooks submitted for state recognition.
271 The committee includes a chair and at least eight (8) other members.
- 272 9.12 Society Mission and Purposes

- 273 a. The Achievement Awards Committee recognizes members who have given outstanding service to
 274 Texas State Organization. The committee includes a chair and four (4) other members. Committee
 275 members shall have received the Achievement Award or Golden Rose Award.
- 276 b. The Educational Excellence Committee coordinates the work of its component committees to fulfill
 277 the Society’s Mission and Purposes. The committee consists of the chairs of Global Awareness,
 278 Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, Research,
 279 and Women in the Arts Committees. The first vice-president shall be the Educational Excellence chair.
- 280 1. The Global Awareness Committee promotes Delta Kappa Gamma Mission and Purposes
 281 worldwide by encouraging support of official Society projects and programs and other state and
 282 chapter global outreach activities. The committee includes a chair and no more than seventeen (17)
 283 other members.
 - 284 2. The Legislation Committee encourages members *to initiate, endorse, and support desirable*
 285 *legislation or other suitable endeavors in the interest of education and of women educators.* The
 286 committee shall *inform the members of current economic, political, and educational issues so that*
 287 *they may participate effectively in a world society.* The committee includes a chair and no more
 288 than seventeen (17) other members.
 - 289 3. The Music Committee provides appropriate music for events at the state convention and
 290 encourages chapters to have music at meetings. The committee includes a chair and no more than
 291 seventeen (17) other members.
 - 292 4. The Personal and Professional Enrichment Committee develops action programs designed to enrich
 293 enrich the lives of members and provide opportunities for professional growth. The committee
 294 includes a chair and no more than seventeen (17) other members.
 - 295 5. The Programs and Service Projects Committee promotes involvement of members by assisting
 296 chapters in developing and implementing programs/projects that serve the chapter and the
 297 community. The committee includes a chair and no more than seventeen (17) other members.
 - 298 6. The Research Committee aids the state organization and chapters in the development of
 299 educational research. The committee includes a chair and no more than seventeen (17) other
 300 members.
 - 301 7. The Women in the Arts Committee provides opportunities for members to participate in a
 302 variety of artistic endeavors. The committee includes a chair an no more than seventeen (17)
 303 other members. The chair of the Spectacular Texas Art Retreat (STAR) is a member of the
 304 Women in the Arts Committee.
- 305 c. The Eula Lee Carter Memorial Fund Committee provides grants for educational advancement to
 306 Society members in Latin American countries in the Southwest Region. The committee includes a
 307 chair and two (2) other members. The chair shall have previously served on the committee.
- 308 d. The Leadership Seminar Committee plans and conducts a biennial State Leadership Seminar for Texas
 309 members who have not attended a *leadership/management seminar* financed by the International
 310 Golden Gift Fund. The committee selects participants through a prescribed application process. The
 311 committee may provide other leadership development opportunities. The committee includes a chair
 312 and at least nine (9) other members. The chair shall have previously served on the committee.
- 313 e. The Scholarship Committee encourages advanced studies and lifelong learning by awarding scholar-
 314 ships to Texas State Organization members and grants to aspiring educators. The committee makes
 315 recommendations for the naming of new scholarships. The committee includes a chair and six (6) other
 316 members representing elementary/secondary educators, administrators, and instructors/ professors at
 317 the college/university level. Committee members serve a term of four (4) years, with three (3)
 318 appointed at the beginning of one (1) biennium and four (4) appointed at the beginning of the next
 319 biennium. Texas State Organization scholarships may not be awarded to the same person for more than
 320 two (2) successive fiscal years unless the specific scholarship application designates otherwise.

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 322 **9.4 Committees – General Procedures**

- 323 9.41 Materials developed for distribution by state committees must have prior approval of the state president.
- 324 9.42 Each standing and special committee shall report in writing to the state president no later than March 1 of
 325 each year. The report shall include the recommendations the committee will present to the convention.
- 326 9.43 Each standing committee's guidelines shall be maintained at state headquarters, distributed to committee
 327 members, and passed on to successive committees.
- 328 9.44 Committee programs and projects begin and end consistent with the dates of the biennium for which the
 329 committees were appointed or elected, unless otherwise specified in these *State Rules*.

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10.0 Publications

10.2 Internet

10.21 The state website shall be certified by the Society.

16.0 Dissolution

16.2 Chapter Dissolution

16.21 Chapters considering dissolution shall contact the area coordinator and the state president prior to taking any other steps.

16.22 All chapter members must be contacted prior to a chapter vote to request State Executive Board approval of the chapter's dissolution.

16.23 A two-thirds (2/3) vote is required when requesting State Executive Board approval of the chapter's dissolution.

ADOPTED June 22, 2013

AMENDED June 21, 2014

AMENDED June 27, 2015

AMENDED June 24, 2017

AMENDED June 22, 2019