

## **Chapter Rules of Theta Lambda 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 Lambda Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

### **Article II – Object/Purpose**

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

### **Article III – Membership**

#### **Section A. Classes of Membership**

The membership of Theta Lambda 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. Retirement alone is not a qualification for reserve status.
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 elected 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**

Chapter Authority – A candidate for active membership shall be selected by the method established by the chapter's rules.

- 1. Recommendations for new members shall be submitted to the Membership Committee at any time.
- 2. Selection of new members –
  - a. Selection of new members shall be at a regularly scheduled chapter meeting.
  - b. Selection shall be by a majority vote of the chapter members present.
- 3. Orientation of new members shall be at least one week prior to the induction ceremony. The membership chairman shall see that nominees receive information through an informal orientation.
- 4. New members will pay an induction fee as set by the Society.
- 5. Members may transfer from one chapter to another by 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, 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 D. Membership Records**

A continuous record of chapter membership shall be kept by the treasurer. This includes names, membership numbers, date of induction, transfer information, membership status and status changes, date(s) and reason for termination or resignation and date(s) of reinstatements.

### **Section E. Reinstatement**

A former member shall be reinstated to membership by the chapter receiving the request. There is no reinstatement fee and no chapter vote is taken.

## **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 majority vote of members present at the September meeting.
2. All expenses shall be approved by the chapter president and/or treasurer prior to payment.
3. Two signatures shall be required on all checks. The president, treasurer, and finance committee chairman shall be authorized to sign checks on the chapter's account.
4. An annual financial review report shall be submitted by the finance committee to the chapter executive board before the September chapter meeting.

### **Section D. Special Funds**

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Special budget designations include newsletter and yearbook expense, chapter project expense, achievement award rose guard, president's bar pin and/or gift, state convention expenses paid by the chapter, special occasions, gifts for speakers and/or guests, door prizes, fund raisers and memorials.

## **Article V – Organization**

### **Section A. Chapter Rules**

1. Theta Lambda 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 18.

### **Section C. Coordinating Council**

1. The chapter shall participate in the activities of the Greater Houston Area Coordinating Council.
2. The chapter shall send the president and/or a chapter member of her choosing as representative(s) to the coordinating council.
3. The chapter shall pay the designated yearly/biennial 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, and a secretary, all elected by the chapter in accordance with the *Constitution*, Article VI and *International Standing Rules*, Section 6.03.

### **Section B. Related Personnel**

1. The incoming president and her executive board shall appoint the treasurer.
2. The out-going president shall serve as parliamentarian if possible. Otherwise, the incoming president shall appoint this position.

### **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.
3. The chapter first vice-president shall be chairman of the Program and Service Projects Committee.
4. The chapter second vice-president shall be chairman of the Social and Courtesy Special Committee.

### **Section D. Nominations and Elections**

1. Elections for chapter officers are held in even-numbered years.
2. Nominations for chapter officers shall be made by a nominations committee of at least three members.
3. The nominations committee shall submit the name of at least one nominee for each elective office position. Consent of each nominee must be obtained. The slate of proposed officer candidates, both elected and appointed, shall be announced at the February chapter meeting and presented to the chapter members for voting at the March meeting.
5. 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 shall be by ballot and a majority of the votes cast, elects. The nominations committee shall prepare the ballot and conduct the election.
8. A new nominations committee of three members shall be elected by a majority of members present at the March meeting in even number years. The new committee is nominated from the floor with the consent of the nominees. The chairman of the new nominations Committee shall be named by the incoming chapter president from those elected to the committee.
9. A list of the newly elected officers will be submitted to TSO by March 15<sup>th</sup> or as soon after the March chapter meeting as possible.
10. New officers shall be installed at the May chapter meeting.

### **Section E. Term of Office**

1. The term of office for chapter officers shall be two years or until a successor is named. Officers shall take office on July 1 following their election.
2. No officer except the treasurer may serve in the same office longer than two terms in succession. The treasurer shall be selected by the president and 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. Ex-officio members 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 to select the treasurer for the biennium, act in matters requiring immediate action and decision, recommend policies and procedures for consideration by members, and establish rules for budget development and approval and for the supervision of chapter finances.

## **Section C. Meetings**

1. The Executive Board shall meet at least twice annually.
2. All board members having been 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. Standing Committees of Theta Lambda Chapter shall be:**

1. Society Business:
  - a. Yearbook/Archives – Publishes the chapter yearbook annually, mails a copy to state headquarters for the state archives and sends copies to other state officials as required. Creates a scrapbook (digitally or real) for each biennium, and makes sure the chapter history is sent to the state archives committee each biennium.
  - b. Chapter Rules – Informs members of any changes in international or state documents, keeps the chapter rules updated, submits updated chapter rules to the State Bylaws & Rules Committee every 2 years (state biennium) as required.
  - c. Ceremonies – Conducts induction and installation ceremonies for the chapter. Chairman keeps the chapter ceremonial paraphernalia.
  - d. Communications & Publicity – Publicizes chapter events, publishes chapter newsletter, and maintains a current chapter website.
  - e. Finance - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.

f. Membership & Necrology -

- (1) Recommends and leads efforts to recruit new members, receives Recommendation for Membership forms, prepares information on prospective members, conducts election of new members according to chapter rules, conducts the orientations for new members, collaborates with the ceremony chairman for the induction ceremony, and conducts a reorientation session for members, as necessary.
- (2) With the chapter president, chair reports the death of a member by submitting the 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.

- g. Nominations – Presents a slate of officers to the membership by March of even-numbered years obtains permission from each nominee and 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.

2. Society Mission and Purposes:

a. Educational Excellence –

- (1) 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, and conducts research as needed by the chapter.
- (2) Leads chapter participation in and support for International projects such as World Fellowship and other global outreach activities.
- (3) Encourages members to apply for international and state scholarships and grants for personal, professional and classroom needs.

- b. Programs and Service Projects - Plans meaningful programs and projects that involve members, enriches their personal and professional lives, and serves the chapter and the community. Includes music at chapter meetings, applies for ASTEF project(s), and encourages participation in a variety of TSO Women in the Arts opportunities and submissions to DKG Online Gallery.

- c. Achievement Award – Chooses the recipient of the Chapter Achievement Award and recognizes member achievements within DKG, professionally and personally. (See Article XI, Section A).



### 3. Special Committees:

Social & Courtesy – Plans all social activities, including Christmas social gathering and chapter birthday celebration. Sends cards, remembrances, and floral tributes to members as needed.

## **Section B. Selection of Committee Members**

1. All committees, except the nominations committee, shall be appointed by the chapter president. The nominations committee is elected by the membership.
2. The President serves as an ex-officio member with vote on all committees except the nominations committee.
3. Special committees may be created to carry out projects authorized by the chapter.

## **Section C. Committee Responsibilities**

1. Chapter committees shall be responsible for any work represented by the international committee descriptions in the *Constitution*, Article VIII, Sections B & 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 having been 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 Lambda Chapter will have eight regularly scheduled meetings each year.
2. Meetings shall be held in homes of members on the third Monday of September, October, November, December, February, March, and May whenever possible. The April meeting shall be held on the third Monday or on the Saturday closest to April 21st and shall be a birthday celebration at a place to be announced. Additional gatherings excursions may be scheduled as needed.

3. Meeting dates and times will be established by the executive board and published in the yearbook.
4. 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.
5. 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.
6. Ratification of all voting by mail (postal or electronic) must be made at the next face to face meeting.

### **Section B. Quorum**

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

## **ARTICLE X – PUBLICATIONS**

### **Section A. Chapter Newsletter**

The chapter shall publish a newsletter, *Theta Lambda News*, before chapter meetings. It is distributed by email to all members and copies are sent to designated state personnel. Hard copies are mailed via U.S. postage to those without email.

### **Section B. Chapter Website**

The chapter shall maintain a website that is in compliance with the Society.

### **Section C. Special Publications**

Any special publications (chapter brochures, for example) must be approved by the chapter president before printing.

### **Section D. Approval of Content**

The chapter president shall approve the content of any publication (newsletter, yearbook, brochure, article submitted to a news organization) prior to its release.

## **ARTICLE XI – SPECIAL CHAPTER POLICIES**

### **Section A. Achievement Award**

1. The purpose of the achievement award is to honor a member who has given continuing and notable service to Theta Lambda Chapter of Delta Kappa Gamma.
2. The Achievement Award Committee shall be made up of the past three recipients of the award. The immediate past recipient is chairman.
3. Chapter members may recommend a person for the award by giving the name of that person and the reason for the recommendation to the chairman of the award committee by February in even-numbered years.
4. The award committee may also make recommendations. Final selection will be made by the committee. The award (a rose guard pin) will be presented at the chapter birthday celebration in April in even-numbered years. The treasurer will order the pin.
5. A member may be recommended for the achievement award if she meets the following qualifications:
  - \*Must be an active or reserve member who is regular in attendance and who has taken part in chapter projects and programs of work.
  - \*Must have been a committee chairman or chapter officer sometime during her membership in Theta Lambda.
  - \*Must have been a member of Theta Lambda Chapter for at least two full bienniums.
  - \*Must have made an outstanding or unique contribution to Theta Lambda.

### **Section B. President's Bar Pin and/or Gift**

The chapter president shall be presented with a President's Bar Pin at the time of her installation as president and with a gift from the chapter at the May meeting at the end of her biennium. The treasurer will order the president's pin. The previous chapter president will select and purchase the gift and be reimbursed with designated funds in the chapter budget.

### **Section C. Convention Expense**

1. The chapter shall help defray the expenses of the president to the state convention. The finance committee will determine the amount during each biennium. The committee may at their discretion designate funds for other participants as monies are available.
2. If approved by the finance committee, the chapter will pay the registration fee (if applicable) for the current president (or her designated representative) and, on even-numbered years, the registration fee (if applicable) for the new incoming president.

3. If funds are available, the chapter will pay for the president or her representative and the new incoming president to attend the birthday celebration at the convention.
4. If funds are available, the chapter will pay the registration for one additional member to attend convention with the current president on odd-numbered years.
5. If approved by the finance committee, the chapter will pay for one hotel room for two nights to be shared by attendees. If an additional hotel room is needed, for whatever reason, it will be at the attendees/member's expense.
6. All deadlines for convention registration and hotel reservations will be observed. Additional costs for late registration or reservations will be at the member's expense

### **Section E. Good of the Chapter**

A record of each biennium shall be compiled by that president and entered into the chapter history. A copy will be sent to the state Archives Committee Chairman.

### **Section F. Courtesy**

1. The policy guideline for courtesy to chapter members is as follows:
  - a. A card to a member who is ill at home.
  - b. Flowers or plant not to exceed \$35 for a member in the hospital.
  - c. A card to a member in the event of the death of a spouse or other family member.
  - d. Floral arrangement or plant not to exceed \$100 at the funeral of a deceased member.
2. The chairman of the courtesy committee will be responsible for sending cards or floral arrangements.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XIII - AMENDMENTS**

### **Section A. Provisions for Amendments**

The Theta Lambda chapter rules may be amended by 2/3 vote of members present at a meeting following a thirty-day previous notice of the proposed amendment(s).

### **Section B. Method of Amending**

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

## **ARTICLE XIV – DISSOLUTION**

In the event that it becomes necessary for Theta Lambda 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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By Sandra MacConnell & Carol TenBrook

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