

A Model Chapter Rules of
_____ Chapter of the Texas State Organization of
The Delta Kappa Gamma Society International

ARTICLE I—NAME OF THE CHAPTER

The name of this chapter shall be _____ Chapter of the Alpha State, Texas Organization of The Delta Kappa Gamma Society International.

ARTICLE II—OBJECT/PURPOSE

The objective (or purpose) of _____ Chapter shall be to carry out the purposes, policies and programs of work of The Delta Kappa Gamma Society International and the Alpha State Organization.

ARTICLE III—MEMBERSHIP

Section A. Active members

The membership of the _____ Chapter shall be composed of active members who are employed in educational work at the time of their election or **has been retired from an educational position.** (Constitution [2011] Article III-B-1) **An active member shall participate in the activities of the Society.**

Section B. Reserve Members

Reserve membership shall be granted only to those who are unable to participate fully in the activities of the Society because of physical disability and /or geographical location. (*Constitution* [2002] Article III-B-2)

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. New Members

1. Recommendations

Recommendations for new members shall be submitted to the Membership Committee by the **(month)** chapter meeting. (Could add the qualifications for membership)

2. Election of New Members

a. Voting for new members at the (month) chapter meeting.

b. Voting shall be by _____ (State the way the chapter will vote to select new members—to be determined by the chapter (*Constitution* [2002] Article III-C-1, 2)

c. Orientation/Reorientation of new members shall be during **(month)**.

(Responsibility for this could be added such as: The _____ and the _____ Chairman shall see that nominees receive information through a formal/informal orientation provided by the chapter membership.)

Section E. Termination of Membership

1. Non payment of dues. All membership dues shall be paid by October 31. Failure to meet the dues deadline shall result in termination of membership.

2. Resignation

Resignations shall be submitted in writing to the chapter president and be voted upon by the chapter.

3. Death

Section F. Reinstatement to Membership

Upon written request, former active members may be returned to active membership. **NO REINSTATEMENT FEE IS REQUIRED.**

ARTICLE IV—FINANCES

Section A. Where applicable, the *Constitution*, Article IV and Article X, 1, 9 shall govern _____ Chapter finances.

Section B. Annual Dues

_____ Chapter dues/assessments for all active and reserve members shall be established no later than the first fiscal meeting of the year, and shall include state and international dues as established by these organizations.

Section C. Finance Control

1. The _____ 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's and treasurer's signature shall be required on all checks. The secretary's signature shall also be on the signature card at the bank.
4. An annual audit report shall be submitted to the Chapter Executive Board at the (month) chapter meeting.

Section D. Other Finances

1. An initiation fee of \$10.00 shall be paid by each new active and reserve member.
2. Honorary members—See *Constitution*, [2010] Article IV, Section C
3. Scholarships
A scholarship fee of \$1.00 shall be paid annually by each active and reserve member. (A minimum; this may be more as desired by the chapter.)
(Include any other special budget designations considered by the chapter such as grant-in-aid fund, president's bar, state convention expenses paid by chapter, fund raiser, yearbook expenses, gifts for speakers and/or guests, door prizes, memorials.)

Section E. Grant-In-Aid

(Add guidelines, if applicable to the chapter.)

Section F. Chapter Scholarship

(Add guidelines, if applicable to the chapter.)

ARTICLE V—ORGANIZATION

Section A. Chapter

1. _____ Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, *International Standing Rules*, and with Alpha State, Texas *Bylaws*, the *Official Manual*, and the _____ Chapter Rules.
2. The chapter officers, except the treasurer and parliamentarian, shall be elected in accordance with the *Constitution*, Article VI, Section D, 3

3. 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 B. Area

_____ Chapter shall participate in the activities of Area ___ as assigned by the State Executive Board.

Section C. Coordinating Council (if applicable)

1. _____ Chapter shall be active on the _____ Coordinating Council.
2. _____ Chapter shall send _____ (positions of the person or persons designated to attend, such as president, vice-president, etc) as representatives to the Coordination Council.
3. _____ Chapter shall pay the designated yearly dues to the Coordinating Council.

ARTICLE VI—OFFICERS

Section A. Officers (State only those that your chapter has as officers)

1. The officers of _____ Chapter, all of whom shall be members of the Society, shall be a president, a first vice-president, a second vice-president (optional), a recording secretary, a corresponding secretary (optional) elected by the chapter.
2. The incoming president shall appoint a parliamentarian and the Executive Board shall appoint the treasurer.

Section B. Duties

Chapter officers shall perform the duties enumerated in the *Constitution* Article VI, Section C, and in the Alpha State, Texas, *Official Manual*. (These can be elaborated on, if the chapter wishes.)

Section C. Nominations and Election

1. Nominations for Chapter officers and the Nominations Committee shall be made in even numbered years by a Nominations committee of three (3) [a chapter may choose to have up to seven (7) members] elected by a majority vote of members present at the _____ meeting. The chairman of the Nominations Committee shall be named by Chapter President from those elected to the committee.
- 2 The chapter Nominations Committee shall submit the name of one nominee for each elective office position and the names for the new Nominations Committee. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the _____ 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 may be by voice vote and a majority of the votes cast, elects.
4. 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.
5. Chapter offices shall be elected in even number years by a majority vote of chapter members present.

Section D. Term of office

The term of office for chapter officers shall be a term of two years in accordance with the *Constitution*, Article VI, D, 3, b.

Section E. Vacancies

1. When a vacancy occurs in the office of 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. (Can add other voting members as determined by the chapter)
2. Ex-officio members of the Executive Board shall be the treasurer, with vote. (*Constitution* [2010], Article VI, Section C, 9a 7) 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

The Executive Board shall meet at least twice annually.

Section D. Quorum

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

ARTICLE VIII-COMMITTEES

Section A. Committees of _____ Chapter shall be:

1. Society Business: Ceremonies, Finance, Membership, Nominations, Archives.
2. Program of Work: Program, Legislation, Personal Growth, and Service, Professional Affairs, Research, Yearbook and Music (optional, but recommended)
3. Educational Services: Achievement Award (optional, but recommended), Communications, Scholarships, World Fellowship.
4. Special Committees: Courtesy, Scrapbook, Social, Ways and Means, Telephone (These are only at the discretion of the chapter, only sample committees are stated here. Additional special committees may be designated to the chapter needs.)

Section B. Committee Responsibilities

1. _____ Chapter committees shall be responsible for any duty represented by the international committee descriptions, *Constitution*, Article VIII, Section B, C, D.
2. _____ Chapter may establish standing committees to carry out these duties as well as special committees when needed.
3. Reports of chapter committees shall be prepared on forms supplied by International Headquarters and submitted to the person designated on the forms.
4. Overall responsibilities of each committee are specified in the *Handbook* and the *Official Manual*.

Section C. Selection of Committee Members

1. All committees shall be appointed by the chapter president except the Nominations Committee and she shall be an ex-officio member of all committees except the Nominations Committee.
2. Special committees may be created to carry out projects authorized by the chapter.

ARTICLE IX—CHAPTER MEETINGS

Section A. Meetings

1. _____ Chapter will have _____ meetings each year. (Note: A minimum of four required.)
2. Meetings will be held _____ (Day of month, time, etc.) or meeting dates will be established by the Executive Board and published in the year book. (This is according to Chapter decision.)

Section B. Quorum

A quorum for chapter business shall be _____ (This could be a majority of the active members or one-third of the chapter's active membership **NOT** a majority of members 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.

(Some policies are listed here only as an example. **Remember** these are not required policies by some that are used a number of chapters)

1. The First Vice President is the chairman of the Program Committee.
2. The Second Vice-President is the chairman of the Membership Committee.
3. The immediate past president is the chairman of the _____ Committee.
4. The Chairman of the Yearbook Committee is a member of the Program Committee.
5. The Communications Committee will publish a newsletter each month before the monthly meetings.
6. Past presidents and charter members will be honored in _____ (month) at the chapter birthday celebration.
7. Founders Day Celebration shall include the following awards:
 - a. 25 year members
 - b. Perfect Attendance Awards
 - c. Recognition of members of Alpha State Committees
 - d. Chapter Achievement Award
 - e. Retirees
 - f. Grant-in-Aid Recipient
 - g. Scholarship recipient
8. The Courtesy Committee shall operate by the following guidelines:
 - a. Send a rose bud vase to any member who is in the hospital.
 - b. In the event a member is ill at home, a card shall be sent.
 - c. In the event of a member's death, a pot plant not to exceed \$20.00 shall be sent to the funeral home. Another possibility is to give money to the Chapter scholarship fund. (Other items that might be included are: Achievement Award Guidelines, etc.)

ARTICLE XI—AMENDMENTS

Section A. Provisions for amendments

The _____ Chapter Rules may be amended by a 2/3 vote of members present and voting at a meeting following a 30 day previous notice.

Section B. How Amended

When an amendment(s) is to be considered, a written amendment shall be presented at the previous meeting and also included with the newsletter mailing. (Your chapter specifies.)

ARTICLE XII—PARLIAMENTARY AUTHORITY

Section A. Governing documents

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of _____ Chapter in all cases not provided for in the *Constitution*, *International Standing Rules*, the *Texas State Organization Bylaws*, and the *Alpha State Official Manual*.

Section B. Revision of Chapter Rules.

Chapter Rules should be revised when the Chapter votes to change a policy, when The Delta Kappa Gamma Society International and/or Alpha State make changes which affect chapter rules.

NOTE: DATES AT THE END OF THE CHAPTER RULES SHOULD DESIGNATE WHEN CHAPTER RULES WERE ORIGINALLY WRITTEN AND EACH DATE OF AMENDMENT THEREAFTER. SUCH AS:

_____ Chapter rules drafted _____ (date)

Amended: _____ (date)

Amended: _____ (date)

ETC.

Model Drafted 7/94 Mary Ann Waldon

Revised/Updated 8/02 Katherine Brightwell

Revised/ Updated 7/04 Carol Horton

Revised/Updated 7/06 Andi Kirby

Revised/Updated 3/08 Merle S. Holland

Revised/Updated 11/09 Janye Brainard

Revised/Updated 3/11 Janye Brainard