

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

ARTICLE II - OBJECT/PURPOSE

The purpose of Theta Nu Chapter shall be to promote the mission, vision, and seven purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.

ARTICLE III - MEMBERSHIP

Section A. Classes of Membership

Membership in 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.

The membership of Theta Nu 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. Bachelor student collegiate members shall (1) be enrolled in an institution offering an education degree, have the intent to continue academically and professionally in the field of education, and (2) be enrolled within the last two years of their undergraduate education degree.
 - b. Graduate/Masters/Doctoral student collegiate 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 - A candidate for active membership shall be selected by a majority vote of the active members.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee at any chapter meeting.
3. Orientation of new members shall be at least one week prior to an induction ceremony. The president and the membership chairman shall see that nominees receive information through an informal orientation provided by the chapter membership.
4. Selection of New Members
 - a. Selection of new members may be at any chapter meeting.

- b. Selection may be by voice vote.
5. Members may transfer from one chapter to another by notifying Society Headquarters. 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 date of induction, transfer information, date (s) and reason for resignation, and date(s) of reinstatement.

Section E. Reinstatement

A former member shall be reinstated to membership upon written request.

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.
3. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
4. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.

Section C. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for the next fiscal year in May for adoption by a majority vote of members present at the meeting.
2. All expenses shall be approved by the president prior to payment.
3. The president and treasurer shall be authorized to sign checks on the chapter's account; however, a third person may also be authorized to sign in case of emergency.
4. An annual fiscal review report shall be submitted by the finance committee to the executive board at the end of the biennium.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Achievement Award
 - a. A gold rose pin shall be the symbol of the Achievement Award.
 - b. Chapter funds shall be used to pay for the pin.
 - c. Prior to the selection of the recipient, the president shall give the chapter members an opportunity to submit in writing suggestions for possible candidates.
 - d. The recipient shall be selected by the Achievement Award committee.
 - e. The award will be presented during the Joint Chapter Founders' Celebration in the spring.
3. Theta Nu Scholarships
 - a. Theta Nu Chapter, through its scholarship committee, shall maintain the Theta Nu scholarship fund.

- b. Theta Nu scholarships shall be available only to active member's pursuit for graduate study related to their teaching areas.
 - c. Theta Nu Scholarships, once granted to an active member, shall be available to the same applicant only after the expiration of three (3) years.
 - d. A Theta Nu Scholarship shall be used for payment of tuition fees and books at an accredited institution.
 - e. Applicants for Theta Nu chapter scholarships shall submit written requests to the chairman of the chapter scholarship committee between September 1 and April 1 and shall provide the following information: (a) the nature of the graduate study (graduate course identification), (b) the full name and address of the institution, and (c) the estimated expenditures.
 - f. The Theta Nu Scholarship committee shall review all scholarship applications and shall make recommendations to the chapter for approval.
4. Chapter Projects
The members of the Theta Nu Chapter shall determine by majority vote which special projects shall be supported with financial contributions from the chapter budget.
5. The chapter Achievement Award and Scholarship committee shall cooperate with the chapters in the Smith County Coordinating Council to select the biennial recipient of the Anita Wessels Joint Chapter Recruitment Grant awarded to a female college student studying to be a teacher in the state of Texas
- a. The Anita Wessels Joint Chapter Recruitment Grant shall be presented by the chapter hosting the Joint Chapter Founders' Celebration meeting in the spring of even years.
 - b. Funds for the grant will be collected and administered by Zeta Gamma.
6. Funds for Alpha State, Texas Convention Attendance
Funds, approved by the members in the chapter to assist the chapter president as well as any other chapter members who attend the entire Alpha State, Texas convention, may be used to pay hotel expenses for those attending.
7. Gifts
The provision for gifts of appreciation for non-members who provide chapter programs shall be the responsibility of the committee in charge of the program and paid for by the chapter.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

- 1. Theta Nu 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 I.

Section C. Coordinating Council

- 1. The chapter shall participate in the activities of the Smith County Coordinating Council.
- 2. The chapter shall send the president and the treasurer as representatives to the coordinating council.
- 3. The chapter shall pay designated yearly coordinating council dues.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, a vice president, and a secretary all elected by the chapter in accordance with the *Constitution, Article VI and International Standing Rules 6.03*.

Section B. Related Personnel

The incoming president may select a parliamentarian, and the executive board shall appoint the treasurer.

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 Treasurer submits the Annual report by July 15th, files the IRS 990-N e-postcard by Nov. 15th every year, and sends all contributions to the Society and the Texas State Organization by April 1st.

Section D. Nominations and Elections

1. Elections for chapter officers are held in even-numbered years
2. All chapter officers, both elected and appointed, should be named by March 1st in even-numbered years.
3. Nominations for chapter officers shall be made in even-numbered years by a nominations committee of at least three members.
4. The nominations committee shall submit the name of at least one nominee for each elective office position.
5. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the February meeting. 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 may be by ballot vote and a majority of the votes cast, elects. The nominations committee shall prepare the ballot and conduct the election.
8. The chairman of the new nominations committee shall be named by the incoming chapter president from those elected to the committee.

Section E. 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 F. Vacancies

1. If a vacancy occurs in the office of president, the 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. Members ex officio of the executive board shall be the treasurer, with vote, and the parliamentarian, the newsletter editor, and the webmaster, without vote.

Section B. Duties

1. The duties of the executive board shall be those specified in the *Constitution* Article VII, Section C.
2. The executive board will prepare a chapter Strategic Plan of Action annually and present it to members for approval and provide reports to the chapter regarding progress or concerns quarterly.

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. Standing Committees of Theta Nu Chapter shall be:

1. Society Business:
 - a. Ceremonies and Necrology - Conducts induction and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia. 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 (mem@dkg.org).

- b. Communications, Yearbook, and Technology - Publicizes chapter events, publishes chapter newsletter, and maintains a current 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.
 - c. Finance - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.
 - d. Membership - 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 orientation for new members, collaborates with ceremonies chair for the induction ceremony.
 - e. Nominations and Chapter Rules - Presents a slate of officers to the membership by February 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. The Nominations and Chapter Rules committee informs members of any changes in international or state documents, keeps the chapter rules updated, and submits updated chapter rules to State Bylaws & Rules Committee every 2 years (state biennium) as required.
2. Society Mission and Purposes:
- a. Achievement Award and Scholarship –
 - i. Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally, and personally.
 - ii. Encourages members to apply for international and state scholarships and grants for personal, professional and classroom needs. Solicits applicants and chooses the recipient of the chapter grant-in-aid and chapter scholarship.
 - b. Legislation, Research and Global Awareness –
 - i. 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, conducts research as needed by the chapter.
 - ii. 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.
 - c. Programs and Service Projects, Personal and Professional Enrichment and Women in the Arts – Plans meaningful programs and projects that involve members, enrich their personal and professional lives, and serve the chapter and the community; includes music at chapter meetings, provides at least one CPE credit opportunity, applies for ASTEF project(s), and encourages submission to DKG Online Gallery.
 - d. Strategic Plan of Action – Surveys chapter for areas of focus and plans specific goals that address these needs. Reviews actions on an annual basis and reports to the chapter regarding progress or concerns.
3. Ad hoc Committees: Appointed as needed by the president and the executive board.

Section B. Selection of Committee Members

- 1. All committees shall be appointed by the chapter president
- 2. The president serves as member ex officio with vote on all committees except nominations.

Section C. Committee Responsibilities

- 1. Chapter committees shall be responsible for any work represented by the international committee descriptions in *Constitution*, Article VIII, Sections B and 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.

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 MEETINGS

Section A. Meetings

1. Theta Nu Chapter meetings shall be scheduled monthly for September through May with the chapter birthday celebration in May.
2. Meetings will be held on the first Thursday of each month unless it conflicts with a holiday, and the schedule will be published in the yearbook and on the website. Additional meetings/excursions may be scheduled as needed.
3. Meetings shall be designated as either single-chapter meetings or as joint-chapter meetings, determined annually by the chapter program committee and/or the Smith County Coordinating Council.
4. Responsibilities for joint-chapter meetings scheduled by the Smith County Coordinating Council shall be rotated according to the Greek alphabet: Zeta Gamma, Theta Nu, and Kappa Pi.
5. 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.
6. 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.
7. Ratification of all voting by mail (postal or electronic) must be made at the next face to face meeting.
8. There shall be no proxy voting.

Section B. Quorum

A quorum shall be a 1/3 of the active members.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the Theta Nu News, before chapter meetings. It will be distributed by email to all members, and copies are sent to designated state personnel.

Section B. Chapter Website

The chapter shall maintain a website that is certified by the Society.

Section C. Special Publications

Any special publications such as chapter brochures must be approved by the executive board before printing.

Section D. A picture release form should be obtained from any member allowing her picture to be printed in digital or paper format.

Section E. Approval of content

The chapter president shall approve the content of any publication prior to its release.

ARTICLE XI - SPECIAL CHAPTER POLICIES

1. The editor of the newsletter and the webmaster are members ex officio, without vote, of the executive board.
2. The Founders' Celebration shall include the following awards: 25 and 50 year members, recognition of members serving at the international, state or coordinating council level, chapter achievement award, and the Anita Wessels Joint Chapter Recruitment Grant.
3. The chapter achievement award may be awarded annually in recognition of a members' contribution to the chapter and the state and international organization society and to the community.
4. 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, \$25.00 shall be given to the chapter grant-in-aid fund or to member's favorite charity.

ARTICLE XII - PARLIAMENTARY AUTHORITY

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

ARTICLE XIII - AMENDMENTS

Section A. Provisions for Amendments

The Theta Nu Chapter Rules may be amended by a two-thirds vote of members present and voting at a meeting following a thirty-day previous notice of the proposed amendment(s).

Section B. Method of Amending

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

ARTICLE XIV - DISSOLUTION

In the event that it becomes necessary for Theta Nu 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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