

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

ARTICLE II - OBJECT/PURPOSE

The objective of Theta Alpha 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 Alpha Chapter shall be composed of active, reserve and honorary members in accordance with the *Constitution*, Article III and *International Standing Rules* section 3.0.

1. **An active member** shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.
2. **Reserve membership** shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
 - a. Reserve status shall be granted by a majority vote of the chapter.
 - b. A reserve member, so requesting, shall be restored to active membership.
3. **An honorary member** shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service.

Section B. New Members

1. Chapter Authority - The chapter has authority to act in matters of membership.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee at any time.
3. Election of New Members
 - a. Voting for new members shall occur at least one month prior to initiation.
 - b. Voting shall be by secret ballot.

Orientation of new members shall be during March or at least one week prior to the initiation ceremony. The president and the membership chairman shall see that nominees receive information through an informal orientation provided by the chapter membership.

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 chairman.

Section D. Membership Records

The Membership Chairman shall keep a continuous record of chapter membership. This includes names, membership numbers and dates for all current and former members, new initiates, membership status

and status changes (ex: from active to reserve), termination with reason for dropping, transfers in or out, and reinstatements.

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. Chapter dues and any assessments shall be established no later than the first meeting of the fiscal year by a 2/3 vote of members present at the meeting. The amount of dues and assessment is recommended by the finance committee, and shall include international and state dues as established by these organizations.

Section C. Financial Control

1. The Theta Alpha Chapter Finance Committee shall submit annually a proposed budget for adoption by a 2/3 vote of members present at the meeting.
2. All expenses shall be approved by the president prior to payment.
3. Two signatures shall be required on all checks. The president, treasurer, co-treasurer, and/or immediate past president shall be authorized to sign checks on the chapter's account.

An annual audit report shall be submitted by the finance committee to the executive board at the August chapter meeting

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Special funds include:
 - Cora McFarland Scholarship fund-\$1.00 per member
 - Dallas County Coordinating Council-\$30.00
 - International/SW regional Convention-\$500.00
 - TSO Convention-\$700.00
 - Chapter projects-\$400.00
 - Chapter Birthday and Initiation-\$60.00
 - Brochure and website-\$250.00
 - Membership recognition-\$50.00
 - Membership birthday cards-\$50.00
 - Memorials-\$75.00
 - Newsletter-\$100.00
 - Pins (President, Achievement, Key)-\$100.00
 - Supplies from International-\$50.00
 - Yearbook-\$75.00
 - T.H.A.T grants-\$500.00
 - Julia Crawford Grant-in-Aid-\$500.00

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Theta Alpha 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 every two years by the chairman of the constitution and by-laws committee.
3. **Section B. Area**

The chapter shall participate in the activities of Area 9.

Section C. Coordinating Council

The chapter shall participate in the activities of the Dallas County Coordinating Council.

1. The chapter shall send the president or her designee to the coordinating council.
2. The Theta Alpha Chapter shall pay the yearly coordinating council dues to the Dallas County Coordinating Council.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The Theta Alpha Chapter officers shall be a president, a first vice president, a second vice-president, a recording secretary, and a corresponding 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 shall appoint a parliamentarian and the executive board shall appoint the treasurer(s).

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution, Article VI*. 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 D. Nominations and Elections

Elections for chapter officers are held in even-numbered years.

1. Nominations for chapter officers and the new nominations committee shall be made in even-numbered years by a nominations committee of three or up to seven members elected by a majority vote of members present at the August meeting. The chairman of the nominations committee shall be the immediate past chapter president.
2. 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 with candidate qualifications shall be presented to the chapter members at the January 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 will be by ballot vote and a majority of the votes cast, elects. The nominations committee shall prepare the ballot and conduct the election.

Section E. Term of office (see *Constitution, Article VI, D3*)

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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(s) shall be selected by the 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. Members ex officio 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 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. Standing Committees of The Theta Alpha Chapter shall be:

Society Business: Archives, Chapter Rules, Ceremonies, Communications and Publicity, Finance, Membership, Necrology, Nominations, Yearbook.

Society Mission and Purposes: Achievement Awards, Scholarship, Educational Excellence - which includes Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, and Research. The first vice president shall be the chairman of the Educational Excellence Committee.

1. **Special Committees:** Courtesy, Cora McFarland Scholarship, Julia Crawford Grant-in-Aid, web-watcher, Newsbuds.

Section B. Selection of Committee Members

1. All committees shall be appointed by the chapter president
2. The Nominations committee is appointed by the chapter president from the chapter's past presidents.
3. 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.

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3. Required reports of the work of chapter committees shall be prepared on forms supplied by international headquarters and submitted to the person designated on the forms by the stated deadline.

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. The Theta Alpha Chapter will have a minimum of six meetings each year.
2. Meeting dates and times will be established by the executive board and published in the yearbook and chapter newsletters. Additional meetings/excursions may be scheduled as needed.
3. All members being notified, chapters may use an electronic meeting wherein all members may simultaneously hear one another and participate during the meeting. A quorum must be participating if a vote is taken.

Section B. Quorum

A quorum for chapter business shall be one-third of the chapter's active membership.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the Theta Alpha Chatter, at least five times a year before chapter meetings. It is distributed by email to all members and copies are sent to designated state personnel. Copies will also be sent to members who do not have email.

Section B. Chapter Website

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

Section C. Special Publications

The chapter president must approve the chapter brochure and yearbook 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

1. The first vice president is the chairman of the educational excellence committee.
2. The second vice president is the chairman of the ceremonies committee.
3. The immediate past president is the chairman of the nominations committee.
4. The chairman of the yearbook committee is a member of the educational excellence committee.
5. The communications and publicity committee will publish a newsletter each month before the monthly meetings.
6. The communications and publicity committee shall submit at least two articles per year highlighting chapter activities to local news publications.
7. The editor of the newsletter is a member ex officio, without vote, of the executive board.
8. Past presidents and charter members will be honored at the chapter birthday celebration in April.
9. The Founder's Day celebration shall include the following awards: 25, 40, and 50 year members, perfect attendance awards, recognition of members serving at the international,

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- state or coordinating council level, chapter achievement award, crystal apple award, and those retiring this year.
10. Guidelines for the chapter achievement award: The chapter will choose nominees, who will then be tabulated by the chairman of the committee. A vote will then take place in April and the award will be given in May. A rose guard will be given to the recipient.
 11. Every other year a "Crystal Apple" award may be given to a member who has already been awarded the achievement award and continues to go above and beyond for the chapter. Members will nominate qualified members and a vote will be taken in April. An engraved crystal apple will be given to the recipient at the May meeting.
 12. The Julia Crawford Grant in Aid is given to a woman in her junior or senior year of college majoring in any field of education. The chairman of the committee sends forms to area universities. The committee decides who qualifies for the grant and awards a \$500.00 grant to the recipient in October. Five T.H.A.T. (Teachers Helping Another Teacher) grants of \$100.00 will be awarded to first through third year teachers in October. Members will give applications to anyone who qualifies in August and September. The grant-in-aid committee will select the recipients.
 13. The membership committee shall operate by the following guidelines:
 - a. Send birthday cards to all members
 - b. Send a card to any member who is in the hospital.
 - c. In the event a member is ill at home, a card shall be sent.
 - d. In the event of a member's death, roses shall be sent. If the family prefers, a donation of \$75.00 will be made to that member's favorite charity.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Theta Alpha 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 Alpha 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 is to be considered, a written amendment shall be presented at the previous meeting and also included in the newsletter prior to the meeting at which voting will take place.

ARTICLE XIV - DISSOLUTION

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

Last Revised: April 26, 2014