(Each council may write its own rules or guidelines and include what applies to that council, as long as they are in compliance with the Constitution and Texas Bylaws.)

(Suggested 2019 Model)

Coordinating Council (Rules or Guidelines)
Texas State Organization of
The Delta Kappa Gamma Society International

Article I: Organization

The name of this coordinating council shall be (Name of Council) of the Texas State Organization of The Delta Kappa Gamma Society International.

Article II: Object

The object of the (Name of Council) shall be to support and coordinate activities and projects of member chapters and to carry out the policies and programs of The Delta Kappa Gamma Society International.

Article III: Membership

The membership of the (Name of Council) shall be composed of the president and another delegate from each of the following chapters: (Name of each chapter).

Each (Name of Council) chapter shall be represented at the Council meetings by the chapter president and one other chapter representative.

Article IV: Finances

(If this council collects money, and awards scholarships or grants-in-aid, it must have a bank account. If the council does not collect money, distribute money, or have a bank account, then this Finance Article may be omitted.)

Article V: Organization

Section A: See 2018 *Constitution,* Article V, and International Standing Rules, Section 5.

Section B: See Texas Bylaws, Article V, Section D.

Article VI: Officers and Related Personnel

Section A: Officers

The officers of the (Name of Council) shall be a chairman, a secretary and a treasurer (if money is handled).

Section B: Selection of Officers

1. The chairman shall be selected from each chapter on a rotating basis beginning with (chapter name) in (Greek alphabetical order).
2. The chairman shall be selected from among the past presidents by the chapter she will represent.
3. The term of office of the chairman shall be two years (may be one year) or until a successor is named. The chairman shall take office July 1.

4. The incoming chairman shall be announced (at Spring Luncheon or other suitable time in the spring).
5. The secretary shall be selected from each chapter on a rotating basis in (Greek alphabetical order) beginning with (chapter name). The term shall be two years (may be one year) or until a successor is named. The secretary shall take office July 1.
6. The treasurer shall be appointed by the chairman from the membership of the Council and approved by vote of the Council. The term of office shall be two years (may be one year) or until a successor is named. The treasurer shall take office after July 1.

Section C: Duties

1. The chairman is responsible for notifying Council members of the time and place of regular Council meeting and for presiding at sessions of Council.
2. The outgoing chairman is responsible for filling out the Coordinating Council Report Form and filing it with the TSO Recording Secretary and the state treasurer.
3. The chairman shall appoint a non-Council member of Delta Kappa Gamma to audit financial records annually. The term of the auditor shall be concurrent with the term of the chairman. (If there is a bank account)
4. The chairman is responsible for collecting all Council records from the previous chairman (and other officers) and for giving them to incoming officers. The chairman is responsible for making sure all records are kept and must follow the Delta Kappa Gamma International Treasurers guide on when materials may be shredded.
5. The duties of the secretary shall be to keep minutes of each Council meeting in a file or folder to be passed on to the next secretary. The secretary will also send a copy of the minutes to the Council chair within _____ days following the meeting. All minutes must be kept and passed on to the incoming secretary.
6. The duties of the treasurer shall be to keep accurate financial records of all monies to present a report at each Council meeting and to file a treasurer's report with the chair within _____ days following the meeting. The treasurer must file the IRS 990 form annually. All financial records must be kept and passed on to the incoming treasurer.
7. All checks require two signatures: Treasurer and Council chairman. A third party may be designated but shall be utilized only in the event of the unavailability of the treasurer or the Council chairman.

Section D: Vacancies

1. When a vacancy occurs in the office of chairman, the chapter shall select a successor from among the past presidents. In the event there are no past presidents in the chapter, the office of chairman revolves to the next chapter in rotation to complete the term and to serve the next biennium.
2. When a vacancy occurs in the office of secretary, the incoming chapter president shall be the successor.
3. When a vacancy occurs in the office of treasurer, the chairman shall appoint a successor.

Article VII: Meetings

1. There shall be regularly scheduled meetings each year. Meetings shall be held at a location and time designated by the chairman in (July/August and January) and as occasion demands. When needed a meeting and/or vote may be conducted through email or phone, as long as all members may simultaneously hear one another and participate during the meeting.
2. A quorum shall be a majority of members present at a Council meeting or participating by email or phone.

Article VIII. Activities

Section A: Spring Luncheon

1. A joint chapter luncheon shall be held in the spring of each year.
2. The host chapter shall select time and place for the luncheon and arrange all details for the luncheon.
3. The host chapter shall invite appropriate state personnel.

Section B: Scholarships and Grants-in-Aid

(Write your own policy)

Article IX. Additional Policies

Each chapter will send a yearbook yearly to the Council chairman and to the president of each chapter.

These standing rules may be amended by _____.

(Council rules must contain the date they were written, OR last amended or when they were last revised, or both.)

Date Adopted: _____(if adopting new rules)

Last Amended: _____ (date) **-Or-** Last Revised: _____ (date)