

Texas State Rules
The Delta Kappa Gamma Society International

1. Name

1.1 Name

1.10 Texas State Organization may also be known as TSO, state, state organization, or Alpha State, Texas.

3. Membership

3.1 Classes of Membership

3.11 State honorary members shall be recommended by the state membership committee and elected by a majority vote of the State Executive Board.

3.12 Honorary membership may be held concurrently at the chapter and state levels.

3.2 Chapter Authority

3.21 Chapters may consult the current edition of the *Go-To Guide for Chapter Members* and the guidelines published by the Society to clarify issues related to chapter authority.

3.22 Chapter rules shall include the manner determined by the chapter for selection of new members.

3.23 Each chapter is encouraged to develop a membership action plan.

3.24 Chapter members, led by the president, treasurer, and membership chair, shall collaborate to ensure that multiple contacts are made with a member before her membership is dropped.

3.3 Membership Records

3.31 Chapters shall maintain a membership record for each member to include date of initiation, transfer information, date(s) and reason(s) for resignation, and date(s) of reinstatement.

4. Finance

4.2 Annual Dues

4.21 The state active dues shall be Twenty and No/100 Dollars (\$20.00) and reserve dues shall be Seven and No/100 (\$7.00)

4.22 Proposed changes in state dues shall be published in the *Lone Star News* at least thirty (30) days prior to the state convention.

4.3 Other Income

4.31 Non-dues revenue shall be deposited into Texas State Organization Available Fund unless otherwise specified by the Executive Committee.

4.32 A representative of Texas State Organization who makes contacts and requests contributions of funds for the support of Texas State Organization activities must have authorization from the Executive Committee.

4.33 The Executive Committee shall act as the agent of Texas State Organization to review each restriction or condition which may be put on any gift or bequest and to accept or reject the gift. If the committee determines that the restriction or condition does not conform to the Mission and Purposes of the Society, the committee will so inform the donor or representative.

4.34 Any monies in excess of expenses from state meetings shall be returned to the Available Fund.

4.4 Mandated Funds

4.41 Available Fund

a. A reserve account shall be maintained in the Available Fund equal to at least four (4) months operating expenses. The Finance Committee shall determine the required amount.

b. Expenses incurred in the administration of funds shall be budgeted in the Available Fund unless otherwise specified.

c. Investment of funds shall follow the investment policy for Texas State Organization funds as approved by the Executive Committee.

- 52 4.42 Permanent Fund
- 53 a. The required level of the Permanent Fund shall not be less than that specified in the *Constitution*,
- 54 Article IV, F. 3.
- 55 b. The amount of money necessary to maintain the Permanent Fund at its required level shall be
- 56 transferred from the Available Fund to the Permanent Fund each year.
- 57 4.43 Scholarship Fund
- 58 a. The sources of funds include fees, bequests, contributions, and income from investments of the
- 59 Scholarship Fund.
- 60 b. The Scholarship Fund shall be permanently endowed at an amount no less than Twenty-Five Thousand
- 61 and No/100 Dollars (\$25,000.00) per named scholarship, except for the Maetha Griffin Weatherby
- 62 Educational Travel Scholarship, which is permanently endowed at no less than Fifty Thousand and
- 63 No/100 Dollars (\$50,000.00).
- 64 c. The Scholarship Fund shall pay all administrative expenses of the committee and the fund.
- 65 d. Amounts to be awarded are as follows:
- 66 • Doctoral scholarships shall be Seven Thousand Five Hundred and No/100 Dollars (\$7,500.00).
- 67 • Graduate and undergraduate scholarships shall be Two Thousand and No/100 Dollars (\$2,000.00)
- 68 for nine (9) hours, One Thousand Five Hundred and No/100 Dollars (\$1,500.00) for six (6) hours
- 69 and One Thousand and No/100 Dollars (\$1000.00) for three (3) hours.
- 70 • Mini-grant amounts shall be up to Seven Hundred Fifty and No/100 Dollars (\$750.00).
- 71 e. The Maetha Griffin Weatherby Educational Travel Scholarship amount shall be up to One Thousand
- 72 Five Hundred and No/100 Dollars (\$1,500.00).
- 73 f. The Life-Long Learner Scholarship, designed to provide life-long learning opportunities for TSO
- 74 members, shall be One Thousand and No/100 dollars (\$1,000.00).
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- 76 **4.5 Special Funds**
- 77 4.52 Eula Lee Carter Memorial Fund
- 78 a. The Eula Lee Carter Memorial Fund shall be permanently endowed at an amount no less than Thirty-
- 79 Five Thousand and No/100 Dollars (\$35,000.00).
- 80 b. The Eula Lee Carter Memorial Fund shall pay all administrative expenses of the committee and the
- 81 fund.
- 82 c. Grants shall not exceed U.S. Seven Hundred Fifty and No/100 Dollars (\$750.00).
- 83 d. Grants shall be awarded for professional, educational, or leadership purposes.
- 84 4.53 Leadership Seminar Fund
- 85 a. The Leadership Seminar Fund shall be permanently endowed at an amount no less than Seventy-Five
- 86 Thousand and No/100 Dollars (\$75,000.00).
- 87 b. The Leadership Seminar Fund shall pay all administrative expenses of the committee and the fund.
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- 89 **4.6 Financial Controls**
- 90 4.61 Budget
- 91 a. The budget may be amended in even-numbered years with the approval of the State Executive Board.
- 92 b. The budget shall include allocations for maintaining and staffing a headquarters facility and carrying
- 93 out the business operations of Texas State Organization.
- 94 c. The budget shall provide funding for administrative expenses to support publications and the work of
- 95 state officers, committees, and area coordinators.
- 96 d. The budget shall provide funding for committee meetings as determined by the state president in
- 97 consultation with the finance committee and the executive secretary/treasurer.
- 98 4.64 Reimbursements
- 99 a. Travel and Lodging
- 100 1. Auto mileage for official purposes shall be reimbursed at a rate recommended by the Finance
- 101 Committee and approved by the Executive Board.
- 102 2. Transportation shall be reimbursed at the lesser amount of economy air flight or auto mileage.
- 103 3. Lodging shall be reimbursed at no more than one-half (1/2) the rate of a double-occupancy room.
- 104 b. General Expenses
- 105 1. The state president shall be reimbursed for expenses, not to exceed Five Thousand and No/100
- 106 Dollars (\$5,000.00) per year.

- 107 2. The executive secretary/treasurer shall be reimbursed for expenses, not to exceed Two Thousand
 108 and No/100 Dollars (\$2,000.00) per year.
- 109 3. The first vice-president, second vice-president, recording secretary, corresponding secretary,
 110 parliamentarian, and immediate past state president shall each be reimbursed up to Two Hundred
 111 Fifty and No/100 Dollars (\$250.00) per year for expenses of visiting chapters and conducting
 112 official business with prior approval of the state president.
- 113 4. The newly-elected state president shall be reimbursed for up to Five Hundred and No/100 Dollars
 114 (\$500.00) for expenses of organizing for the next biennium.
- 115 5. Area coordinators shall be reimbursed for travel to visit chapters in their respective areas as
 116 approved by the state president.
- 117 c. Meetings
- 118 1. Texas State Organization shall pay expenses of the state president, executive secretary/treasurer,
 119 and state editor/photographer, and also one-half (1/2) of the expenses of the immediate past
 120 president, to the international convention and the Southwest Regional Conference.
- 121 2. The first vice-president, second vice-president, recording secretary, corresponding secretary,
 122 parliamentarian, webmaster, and membership chair shall each be reimbursed up to Four Hundred
 123 and No/100 Dollars (\$400.00) for expenses to attend the international convention.
- 124 3. The first vice-president (educational excellence chair), second vice-president, recording secretary,
 125 corresponding secretary, parliamentarian, webmaster, and membership chair shall each be
 126 reimbursed up to Four Hundred and No/100 Dollars (\$400.00) for expenses to attend the
 127 Southwest Regional Conference.
- 128 4. Texas State Organization shall pay expenses of the state president, executive secretary/treasurer,
 129 and editor/photographer to the Texas State Convention.
- 130 5. Reimbursable expenses for state officers, state parliamentarian, past state presidents, state
 131 committee chairs, area coordinators, state webmaster, state convention pianist, state convention
 132 AV technologist, administrative clerk, and executive assistant to attend the Texas State
 133 Convention shall be registration fee, transportation to and from the place of meeting, and lodging
 134 for the nights included in the meeting calendar.
- 135 6. The incoming chapter president or official representative who attends Leadership Development for
 136 Chapter Presidents training at the Texas State Convention in even years shall receive a stipend.
- 137 7. The chapter president or official representative who attends leadership development for chapter
 138 presidents training and the Executive Board meeting at the Texas State Convention in odd years
 139 shall receive a stipend.
- 140 8. Members of the president's advisory council (past state presidents) shall be reimbursed for
 141 transportation and lodging to meet once per biennium other than at state convention.
- 142 9. Members of the State Executive Committee shall be reimbursed for transportation and lodging to
 143 meet once per year other than at state convention.
- 144 10. Committees with funded meetings may include Leadership Development for Chapter Presidents,
 145 Leadership Orientation for State Personnel, Finance, Achievement Awards, Membership,
 146 Nominations, Educational Excellence, Personnel, and Headquarters. (Note: Committees with
 147 alternate funding sources for meetings are Scholarship, Leadership Seminar, and Eula Lee Carter
 148 Memorial Fund.)
- 149 11. Reimbursement for a funded committee meeting shall include transportation and lodging.
- 150 12. Special circumstances may warrant reimbursement for committee chair(s) and/or committee(s)
 151 upon approval of the state president.
- 152 d. Expense Claims
- 153 1. Receipts for transportation, lodging, and other expenses shall be attached to an expense form and
 154 submitted to the state president within fourteen (14) days of the end of the meeting unless
 155 otherwise instructed.
- 156 2. If a member qualifies for reimbursement under more than one (1) rule, only the greater amount
 157 shall be paid.

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 159 **5.0 Organization**

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 161 **5.5 Coordinating Councils**

162 5.51 Changes in leadership of a coordinating council shall be sent to the state president.

163 5.52 The state president shall be notified prior to any official action when a coordinating council is organized or
164 dissolved.

165 5.53 Coordinating councils are self-supporting.

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167 **6.0 Officers and Related Personnel**

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169 **6.1 State Officers**

170 a. The state first vice-president shall chair the Educational Excellence Committee.

171 b. The state second vice-president shall focus on chapter success. She shall serve as member ex officio of
172 the Membership Committee and shall support other related committees as designated by the state
173 president.

174 **6.3 Nominations and Elections**

175 6.31 A report of nominees shall be published in the *Lone Star News* no later than thirty (30) days prior
176 to the opening day of state convention.

177 6.32 After the report of the Nominations Committee has been presented, additional nominations may
178 be made from the floor.

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180 **7.0 Meetings**

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182 **7.2 Other Meetings**

183 7.21 Each area workshop is expected to be self-supporting.

184 7.22 Any authorized conference is expected to be self-supporting.

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186 **8.0 Executive Boards and Committee**

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188 **8.1 State Executive Board**

189 8.10 A chapter president who is unable to attend the State Executive Board meeting may appoint an official
190 representative from her chapter who shall have full privileges of participation in the Executive Board
191 meeting.

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193 **8.3 State Executive Committee**

194 **8.36** The Executive Committee shall approve the amount of the registration fee for the annual convention.

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196 **9.0 Committees**

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198 **9.1 Standing Committees**

199 9.11 Society Business

200 a. The Archives Committee determines the acceptance and placement of The Delta Kappa Gamma
201 Society International memorabilia and records. The committee includes a chair and no more than six
202 (6) other members. The chair shall have previously served on the Archives Committee.

203 b. The Bylaws and Rules Committee keeps members informed of changes in the *Constitution* and
204 *International Standing Rules*, aligns the *State Bylaws* and *Rules* with the *Constitution* and *International*
205 *Standing Rules*, accepts and reviews proposed amendments to *State Bylaws* and *Rules*, and reviews
206 chapter rules for alignment with the governing documents of the Society. The committee includes a
207 chair and no more than seventeen (17) other members.

208 c. The Ceremonies Committee promotes an appreciation of the heritage of The Delta Kappa Gamma
209 Society International. The committee includes a chair and no more than seventeen (17) other members.

210 d. The Communications and Publicity Committee promotes effective communication among members
211 and encourages publicity of Society events. The committee recognizes chapter newsletters, members
212 whose work has been published, and newspaper coverage of education and local news. The committee
213 includes a chair and no more than seventeen (17) other members. The editor/photographer and the
214 webmaster are members ex officio of the Communications and Publicity Committee.

215 e. The Expansion Committee plans for the installation of new chapters within the state. The committee
216 works with individual chapters and coordinating councils. The committee includes the immediate past
217 state president (chair), state president, state executive secretary/treasurer, and the respective area

- 218 coordinator. Expenses of the members of the expansion committee shall be paid from their respective
219 budgets. The Expansion Committee may use budgeted funds for expenses for the initiation of members
220 and installation of the new chapter.
- 221 f. The Finance Committee shall prepare the budget, recommend expenditures, supervise investments,
222 provide for an annual audit, and recommend policies concerning finances. The committee includes six
223 (6) members elected by convention vote. Members serve a term of four (4) years with three (3)
224 members' terms expiring at the end of each biennium. The chair is a continuing member appointed by
225 the state president.
 - 226 g. The Headquarters Committee oversees the Texas State Organization building. The committee
227 includes a chair and no more than four (4) other members. The executive secretary/treasurer shall serve
228 as member ex officio.
 - 229 h. The Leadership Development for Chapter Presidents Committee plans and conducts leadership training
230 for all chapter presidents. The committee includes the state officers and other members appointed by
231 the state president.
 - 232 i. The Leadership Orientation for State Personnel Committee is responsible for preparation and
233 development of incoming state officers, committee chairs, and area coordinators at the beginning of
234 each biennium. The committee includes representatives from the President's Advisory Council and
235 other members, all of whom are appointed by the state president. The chair is the past state president
236 who has been out of office one biennium. State funding is provided for the orientation. The work of
237 this committee may extend into the next biennium.
 - 238 j. The Membership Committee works with all areas of membership including concerns, recruiting
239 practices, honorary members, and chapter membership awards. The committee includes a chair and no
240 more than seventeen (17) other members. The second vice-president is a member ex officio.
 - 241 k. The Necrology Committee plans and conducts state organization memorial services, sends condolences
242 to the families, and maintains necrology reports and records. The committee includes a chair and no
243 more than seventeen (17) other members.
 - 244 l. The Nominations Committee seeks applicants for state office and members of the Finance and
245 Nominations Committees and selects at least one (1) nominee for each position. The Nominations
246 Committee shall encourage chapters to identify leaders and develop future officers. The committee
247 includes eight (8) elected members. One (1) member shall be a continuing member selected by the
248 committee who serves as chair for the next biennium. A continuing member may serve no more than
249 two (2) consecutive terms. A member of the Nominations Committee shall complete her term of office
250 before she may be considered for another elected position.
 - 251 m. The Personnel Committee recommends the employment of qualified women, recommends the salary
252 for each, and obtains signed letters of intent. The committee provides support in areas of policy,
253 training, and employment issues in order to attract and retain quality staff. The committee includes a
254 chair and five (5) other members.
 - 255 n. The Technology Committee provides technology resources and advice for the state organization,
256 chapters, and members. The committee includes a chair and no more than seventeen (17) other
257 members.
 - 258 o. The Yearbook Committee supports and encourages chapters to develop effective yearbooks for
259 members and for archival purposes. The committee reviews yearbooks submitted for state recognition.
260 The committee includes a chair and at least eight (8) other members.
- 261 9.12 Society Mission and Purposes
- 262 a. The Achievement Awards Committee recognizes members who have given outstanding service to
263 Texas State Organization. The committee includes a chair and four (4) other members. Committee
264 members shall have received the Achievement Award or Golden Rose Award.
 - 265 b. The Educational Excellence Committee coordinates the work of its component committees to fulfill
266 the Society's Mission and Purposes. The committee consists of the chairs of Global Awareness,
267 Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, and
268 Research Committees. The first vice-president shall be the Educational Excellence chair.
 - 269 1. The Global Awareness Committee promotes Delta Kappa Gamma Mission and Purposes
270 worldwide by encouraging support of official Society projects and programs and other state and
271 chapter global outreach activities. The committee includes a chair and no more than seventeen (17)
272 other members.
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- 274 2. The Legislation Committee encourages members *to initiate, endorse, and support desirable*
 275 *legislation or other suitable endeavors in the interest of education and of women educators.* The
 276 committee shall *inform the members of current economic, political, and educational issues so that*
 277 *they may participate effectively in a world society.* The committee includes a chair and no more
 278 than seventeen (17) other members.
- 279 3. The Music Committee provides appropriate music for events at the state convention and
 280 encourages chapters to have music at meetings. The committee includes a chair and no more than
 281 seventeen (17) other members.
- 282 4. The Personal and Professional Enrichment Committee develops action programs designed to enrich
 283 enrich the lives of members and provide opportunities for professional growth. The committee
 284 includes a chair and no more than seventeen (17) other members.
- 285 5. The Programs and Service Projects Committee promotes involvement of members by assisting
 286 chapters in developing and implementing programs/projects that serve the chapter and the
 287 community. The committee includes a chair and no more than seventeen (17) other members.
- 288 6. The Research Committee aids the state organization and chapters in the development of
 289 educational research. The committee includes a chair and no more than seventeen (17) other
 290 members.
- 291 c. The Eula Lee Carter Memorial Fund Committee provides grants for educational advancement to
 292 Society members in Latin American countries in the Southwest Region. The committee includes a
 293 chair and two (2) other members. The chair shall have previously served on the committee.
- 294 d. The Leadership Seminar Committee plans and conducts a biennial State Leadership Seminar for Texas
 295 members who have not attended a *leadership/management seminar* financed by the International
 296 Golden Gift Fund. The committee selects participants through a prescribed application process. The
 297 committee may provide other leadership development opportunities. The committee includes a chair
 298 and at least nine (9) other members. The chair shall have previously served on the committee.
- 299 e. The Scholarship Committee encourages advanced studies and lifelong learning by awarding scholar-
 300 ships to Texas State Organization members and grants to aspiring educators. The committee makes
 301 recommendations for the naming of new scholarships. The committee includes a chair and six (6) other
 302 members representing elementary/secondary educators, administrators, and instructors/ professors at
 303 the college/university level. Committee members serve a term of four (4) years, with three (3)
 304 appointed at the beginning of one (1) biennium and four (4) appointed at the beginning of the next
 305 biennium. Texas State Organization scholarships may not be awarded to the same person for more than
 306 two (2) successive fiscal years unless the specific scholarship application designates otherwise.
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308 **9.4 Committees – General Procedures**

- 309 9.41 Materials developed for distribution by state committees must have prior approval of the state president.
- 310 9.42 Each standing and special committee shall report in writing to the state president no later than March 1 of
 311 each year. The report shall include the recommendations the committee will present to the convention.
- 312 9.43 Each standing committee's guidelines shall be maintained at state headquarters, distributed to committee
 313 members, and passed on to successive committees.
- 314 9.44 Committee programs and projects begin and end consistent with the dates of the biennium for which the
 315 committees were appointed or elected, unless otherwise specified in these *State Rules*.

316 **10.0 Publications**

317 **10.2 Internet**

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- 319 10.21 The state website shall be certified by the Society.

320 **16.0 Dissolution**

321 **16.2 Chapter Dissolution**

- 322 16.21 Chapters considering dissolution shall contact the area coordinator and the state president prior to taking
 323 any other steps.
- 324 16.22 All chapter members must be contacted prior to a chapter vote to request State Executive Board approval of
 325 the chapter's dissolution.
- 326 16.23 A two-thirds (2/3) vote is required when requesting State Executive Board approval of the chapter's
 327 dissolution.
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