

(Notes about the chapter rules or options are in parenthesis, in red. Remember this is a **MODEL** with **SUGGESTIONS** of how your chapter rules might be worded.)

(2018 Model) Chapter Rules of
_____ 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 _____ Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II - OBJECT/PURPOSE

The object (or you may use "purpose") of _____ Chapter shall be to promote the Mission, Vision and Purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.

ARTICLE III - MEMBERSHIP

Section A. Classes of Membership

(You may define each type of membership. You may give qualifications. Remember that you may not put any qualification for chapter membership in your rules that is not stated in the *Constitution*, including, but not limited to, years of experience, place of residence or place of employment.)

The membership of _____ 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. Undergraduate student members shall be enrolled in an institution offering an education degree, have the intent to continue academically and professionally in the field of education, and be enrolled within the last two years of their undergraduate education degree.
 - b. Graduate student 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 *(The Constitution says chapters shall determine the manner of selection for new members.)*

- 1. Chapter Authority – A candidate for active membership shall be selected by the method established by the chapter’s rules.
- 2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee by the (month) (or any) chapter meeting.
- 3. Orientation of new members shall be during (month) or (at least one week prior to the induction ceremony). *(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.)*
- 4. Selection of New Members
 - a. Selection of new members may be at the (month) (or any) chapter meeting.
 - b. Selection may be by _____ *(State the way the chapter will select new members.)*
- 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. *(Note: a reinstatement fee is no longer required, nor is there a chapter vote.)*

ARTICLE IV - FINANCES

(NOTE: It is better if you do not list exact amounts of fees. If International changes the fees, then your chapter rules are out of date. Much better to say: "New member will pay an induction fee as set by the Society". -instead of: "New member will pay a \$10 induction fee..." In the same manner say, "Chapter dues shall include international dues and fees as established by the Society."

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 dues (and assessment, if your chapter has one) is recommended by the finance committee, and shall include international and state dues and fees as established by the Society and State organization.
2. Chapter dues and any assessments shall be established no later than the first meeting of the fiscal year by (state how chapter will vote: majority of those present, majority of membership, percentage of those present ie 2/3 or percentage of membership)

Section C. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a (state how chapter will vote: majority of those present, majority of membership, percentage of those present or percentage of membership.)
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. (Your chapter's requirements for signatures on checks may be included. Best business practice includes two signatures on all checks.)
4. An annual financial review report shall be submitted by the finance committee to the executive board _____. (When? - at a certain meeting, end of each fiscal year, end of the biennium or whenever your chapter specifies)

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. (You may list any special budget designations in your chapter, such as grant-in-aid fund, scholarships, president's bar, state convention expenses paid by chapter, fundraisers, memorials, etc.)

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. _____ 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 ____.

Section C. Coordinating Council (if applicable to your chapter)

1. The chapter shall participate in the activities of the _____ Coordinating Council.
2. The chapter shall send (name the positions of the person or persons designated to attend, such as president, vice-president, etc.) as representatives to the coordinating council.
3. The chapter shall pay the designated (yearly, biennial) coordinating council dues.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

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

The chapter officers shall be a president, a vice president, and a secretary (you may also have a second vice president 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 may select a parliamentarian and the executive board shall select the treasurer.

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution*, Article VI. (You may elaborate on what these are, plus special duties your chapter has for certain officers and related personnel. Treasurer submits Annual report by July 15th, files IRS 990-N e-postcard by Nov. 15th every year, and contributions by April 1st. (This would be very helpful to incoming officers.)
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.

Section D. Nominations and Elections

1. Elections for chapter officers are held in even-numbered years.
2. Nominations for chapter officers (and the new nominations committee if your chapter elects that committee - some also elect the finance committee) shall be made by a nominations committee of at least three (you may have up to seven) members.
3. The nominations committee shall submit the name of at least one nominee for each elective office position (and at least three or however many you have on the committee) 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.
4. If there is only one nominee for an office, election may be by voice vote and a majority of the votes cast, elects.
5. 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.
6. The chairman of the new nominations committee shall be named by the incoming chapter president from those elected to the committee. (This statement is not included if your chapter has an appointed nominations 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 **(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.
2. 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. **(You may wish to list them here and elaborate on what your chapter's board does.)**

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. **(Very desirable for you to have this statement here to allow for this possibility.)**

Section D. Quorum

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

ARTICLE VIII - COMMITTEES

Section A. Standing Committees of _____ Chapter shall be: **(List the committees that your chapter has and at least a sentence or two about each committee responsibilities. You may have combined functions of several committees in order to do the work of specified international committees in the *Constitution*, Article VIII. You do not have to have all of these committees below, nor do you have to put them into categories - they can be listed alphabetically, for example.)**

1. Society Business: **(Here's an example of how you could list the committee's responsibilities. Your chapter may have different committees and different responsibilities.)**
 - a. Archives - Creates a scrapbook for each biennium, makes sure the chapter history is sent to the state archives committee each biennium.
 - b. Chapter Rules - 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.
- c. Ceremonies (often combined with Necrology - if so, would also include the things listed in Necrology below) - Conducts induction and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia.
 - d. Communications and Publicity, Technology - Publicizes chapter events, publishes chapter newsletter, maintains a current chapter website.
 - e. Finance - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.
 - f. 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, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues. Necrology - 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). Committee conducts a chapter Celebration of Life for the departed member, and participates in the funeral service if requested.
 - g. Nominations - Presents a slate of officers (and the new Nominations Committee if your committee is elected) to the membership by March of even-numbered years, obtains permission from each nominee, 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. Chair is named by incoming president from the elected members of the committee (if the committee is elected).
 - h. Yearbook - Publishes the chapter yearbook annually, mails a copy to state headquarters for the state archives, and sends copies to other state officials as required.
2. Society Mission and Purposes:
- a. Achievement Awards - Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally, and personally.
 - b. Scholarship - 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.
 - c. Educational Excellence - which includes the chairs of Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, Research, and Women in the Arts. Committee coordinates the work of its component committees to fulfill the Society's Mission and Purposes. (Your chapter does not have to name a committee "Educational Excellence". You may structure your committees any way you want in order to meet your chapter's needs and do the work that the Society requires.)
 - d. Global Awareness - 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.
- e. Legislation & Research (an example of how committees could be combined) - 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.
 - f. Programs and Service Projects, Women in the Arts, Music, & Personal and Professional Enrichment (another example of a possible combination) - 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. (Your chapter may not offer CPE credit, but some do.)
 - g. 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. Special Committees: Courtesy, Social, Telephone. (These are only examples - your chapter may have different ones. Tell what they do.)

Section B. Selection of Committee Members

1. All committees shall be appointed by the chapter president (except nominations or finance if they are elected.)
2. The nominations committee is elected by the membership (or may be appointed, depending on how your chapter does it. If it is appointed, then this statement is left out. Some chapters also elect the finance committee.)
3. The president serves as member ex officio with vote on all committees. (If the nominations committee is elected, the president is not ex officio on that committee)

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. _____ Chapter will have (state the number, or say "a minimum of ...") meetings each year. (**Note: A minimum of four is required.**)
2. Meetings will be held (state the day of month, time, etc.) **-OR-** Meetings dates and times will be established by the executive board and published in the yearbook. (**or however your chapter decides to do it.**) Additional meetings/excursions may be scheduled as needed.
3. 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.
4. 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.
5. Ratification of all voting by mail (postal or electronic) must be made at the next face to face meeting.

Section B. Quorum

A quorum shall be _____ members. (**A quorum is the minimum number of members required to be present at a meeting in order to conduct business. You could say it is a majority of the active members or 1/3 of the chapter's active membership or a specific number, but NOT a majority of members present at any particular meeting. This protects the chapter from business being conducted by only a few members present at a meeting.**)

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter (**if your chapter has one**)

The chapter shall publish a newsletter, the (name it), at least ___ times a year before chapter meetings (**or whatever your chapter does**). It is distributed by email to all members and copies are sent to designated state personnel (**or however your chapter does it**). (**You may state here who is responsible for publishing the newsletter.**)

Section B. Chapter Website (**if your chapter has one.**)

The chapter shall maintain a website that is in compliance with the Society. (**You may state here who is responsible for the website and if a member of a certain committee, etc.**)

Section C. Special Publications

Any special publications (**chapter brochures, for example**) must be approved by the chapter (**or executive board or president, however your chapter wants it**) 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

(Sample policies are listed here only as examples. These are not required but are some that are used in a number of chapters.)

1. The first vice president is the chairman of the program committee (or educational excellence 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. The communications 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 (month).
9. The Founder's Day celebration shall include the following awards: 25 year members (or 10, 20, 30, etc.), perfect attendance awards, recognition of members serving at the international, state or coordinating council level, chapter achievement award, those retiring this year, grant-in-aid recipient, scholarship recipient.
10. Guidelines for the chapter achievement award (if you have one) should be specified - how someone is nominated, who chooses the recipient, what are the qualifications, is there a special pin.
11. You should put the guidelines for your chapter's scholarship and/or grant-in-aid here (who may apply, who decides on the award and the amount, when they are awarded, etc.)
12. The courtesy committee shall operate by the following guidelines: (whatever your chapter's policy is)
 - 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 \$_____ shall be sent to the funeral home. (or to give money to the chapter grant-in-aid fund or to the DKG emergency fund, to member's favorite charity, etc.)

ARTICLE XII - PARLIAMENTARY AUTHORITY

(This Article is optional in chapter rules because it is listed in the State Bylaws) 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, State Bylaws, State Rules, and these chapter rules.

ARTICLE XIII - AMENDMENTS

Section A. Provisions for Amendments

The _____ 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).

(You may adjust the amount of the vote and/or the time for previous notice.)

Section B. Method of Amending

When an amendment(s) is to be considered, a written amendment shall be presented at the previous meeting and also included in the newsletter (or sent to all by email) prior to the meeting at which voting will take place. (Your chapter specifies.)

ARTICLE XIV - DISSOLUTION

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

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

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

Model Chapter Rules Updated 10-2018 by Emma Joven, Bylaws and Rules Chair