



Unlocking the *Mystery* of Chapter Rules

TSO State Convention 2021--Denton

TSO Bylaws and Rules Committee

Presented by Janice Sutton, Chair

Governing Documents

- ▶ International
 - ▶ Constitution (2018)
 - ▶ International Standing Rules (ISR)
- ▶ State
 - ▶ Texas State Bylaws (2019)
 - ▶ Texas State Rules (2019)
- ▶ Chapter
 - ▶ Chapter Rules (must be submitted to TSO Bylaws and Rules Committee each biennium)

- ▶ Many changes were made at the International Convention in 2018
- ▶ Changes were incorporated into TSO State Bylaws and TSO State Rules in 2019
- ▶ These changes must be reflected in all chapter rules

- ▶ International Convention 2020 had to be cancelled
- ▶ Any proposed amendments “fell to the floor”
- ▶ No changes made to International documents
- ▶ If your chapter rules were approved during the 2017-19 biennium, your chapter rules are in alignment.
- ▶ Proposals for changes to international documents may be presented at the 2022 International Convention

Something to check:

Because TSO requires that chapter officer names be submitted by March 15th in even-numbered years, be sure that your timeline for electing your officers can meet that deadline.

If your chapter rules were not approved during the 2017-19 biennium:

- ▶ Updates should be made as soon as possible and submitted to the TSO Bylaws and Rules Committee
- ▶ If they have not been submitted during the 2019-21 biennium, be sure they are updated and submitted during the 2021-23 biennium

How to Begin:

- ▶ Helpful Tools Available on TSO Website (www.dkgtexas.org)
 - ▶ Handout—“Unlocking the Mystery of Chapter Rules”
 - ▶ 2020 Model Chapter Rules (PDF and Word formats)
- ▶ Use your chapter’s current rules for the procedures that have been adopted by your chapter

Example of Model Rules

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. New members will pay an induction fee as set by the Society. *(Optional statement)*
6. Members may transfer from one chapter to another by the receiving chapter treasurer. No vote is taken on incoming transfers.

Changes Adopted at 2018 Convention

- ▶ Members are now inducted, not initiated
- ▶ A woman becomes a member when she pays her dues
- ▶ New category of membership added: Collegiate Member
- ▶ Membership year is now July 1st through June 30th
- ▶ International reports are no longer required each biennium
- ▶ Transfers are now handled by the chapter treasurer, not International
- ▶ A chapter vote is not taken on resignations, transfers, or a change in status from reserve to active. However, a chapter vote is necessary to change member status from active to reserve

Other Considerations

- ▶ Nominations committee may be elected or appointed
- ▶ Chapter officers should be elected in time to submit their names to TSO by March 15th
- ▶ Include special responsibilities that your chapter officers may have
- ▶ Chapter committees do not have to be exactly like the state or international committees. Use committees that work for your chapter
- ▶ Include information that reflects your chapter's practices, such as:
 - ▶ Grant-in-aid or scholarship given
 - ▶ Courtesy policies
 - ▶ Chapter achievement award guidelines
 - ▶ Anything unique to your chapter

Tips for Success

- ▶ Proofread, proofread, **PROOFREAD** before submitting
- ▶ Be sure wording and titles are consistent throughout the document (i.e., choose chairperson, chairman, or chair and use it consistently).
- ▶ Be sure you include the latest revision date at the end of your rules

Process for Getting Rules Certified

- ▶ Update, revise, or rewrite your chapter rules
- ▶ Your chapter will not need to vote on any changes made to be in compliance with state and international documents (example: collegiate membership category)
- ▶ Submit your chapter rules to your area representative on the TSO Bylaws and Rules Committee
- ▶ The area rep will review your chapter rules and get back with you on needed changes or suggestions
- ▶ When your chapter rules are updated with all necessary changes made, be sure to send a clean copy to your area representative

Contact Information:

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Questions??