

# **Chapter Rules of Alpha Chi 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 Alpha Chi Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

## **ARTICLE II - OBJECT/PURPOSE**

The objective (or purpose) of Alpha Chi Chapter shall be to promote the vision, mission, and seven purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.

## **ARTICLE III – MEMBERSHIP**

### **Section A. Membership**

Membership in The Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the International Society, a state organization, and a chapter.

### **Section B. Classification**

The membership of Alpha Chi 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.

1. Active: 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: Reserve membership shall be granted only to a member who is unable to participate in chapter activities because of physical disability, geographic location, and/or no technological connection/skill.
3. Honorary: A chapter 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.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a. Bachelor student collegiate members shall (1) be enrolled in an institution offering coursework leading to a career in education and have the intent to continue academically and professionally in the field of education, and (2) be enrolled within the last two years of their bachelor's education degree.
  - b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/Doctoral standing in an institution offering coursework in the field of education and have the intent to continue academically and professionally in the field of education. 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 C. 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 before the February meeting.

3. Orientation of new members shall be during March or at least one week prior to the induction ceremony. The President and the Membership Committee Chairman shall see that nominees receive information through a formal/informal orientation provided by the chapter membership.
4. Selection of New Members
  - a. Selection for new members shall be at the February meeting.
  - b. Selection shall be by ballot with majority vote.
4. An abbreviated induction may also occur any time during the year following a similar timeline for recommendation, selection, and orientation.
5. Members may transfer from one chapter to another by the receiving chapter treasurer. No vote is taken on incoming transfers.

**Section D. 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 E. Membership Records**

A continuous record of chapter membership shall be kept by the treasurer. This includes membership date of induction, transfer information, date(s) and reason for resignation, and date(s) of reinstatement.

**Section F. Reinstatement**

A former member shall be reinstated to membership upon request. (Note: a reinstatement fee is not required, nor is there a chapter vote.)

## 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. The amount of chapter dues (and any assessments) is recommended by the chapter finance committee and shall include international and state dues and fees as established by the Society and State organization.
2. The membership year is July 1 – June 30. A member shall pay annual dues and fees as set by the chapter finance committee; the chapter treasurer shall submit international and state dues no later than June 30.
3. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year. New members who join between January 1 and March 1 shall pay half dues. New members who join between April 1 and June 30 shall pay full international dues for the ensuing year. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
4. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.

**Section C. Financial Control**

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a majority 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 and first vice-president shall be authorized to sign checks on the chapter's account.

4. An annual financial review shall be conducted by the finance committee in July and the report submitted to the Chapter membership after submission to the Executive Board.

**Section D. Special Funds**

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Management of the Yett CD shall be the responsibility of the Treasurer and President. Policies governing the management are set by the Executive Board.
3. Management of the Patsy McDonald Legacy fund shall be the responsibility of the Executive Board.

## **ARTICLE V—ORGANIZATION**

**Section A. Chapter Rules**

1. Alpha Chi Chapter Rules shall be consistent with the *Constitution, International Standing Rules, State Bylaws, and State Rules.*
2. The President or the chairman of the Chapter Rules committee shall submit updated chapter rules 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 7.

## **ARTICLE VI - OFFICERS AND RELATED PERSONNEL**

**Section A. Officers**

Officers of Alpha Chi shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary 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.*
  - a. In Alpha Chi chapter, the first vice-president is responsible for the programs and works with the following Society Mission and Purposes Committees to develop the programs for the meetings: Achievement & Recognition, Programs & Service Projects, Music, Research, Legislation, Scholarship, Global Awareness, Personal/Professional Enrichment.
  - b. The 2<sup>nd</sup> vice-president and is responsible for the yearbook and works with the Society Business Committees: Archives, Chapter Rules, Ceremonies, Communications, Finance, Membership & Necrology.
  - c. The recording secretary is responsible for taking and maintaining accurate minutes of all business and executive board meetings.
  - d. The corresponding secretary shall send greeting cards to members for illness, absences, bereavement, etc. and other communication as directed by the president.
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. All chapter officers, both elected and appointed, should be named by March 15 in even numbered years.

3. Nominations for chapter officers and the new nominations committee shall be made in even-numbered years by a nominations committee of six members elected by a majority vote of members present at the February meeting. The outgoing nominations committee shall name the chairman of the nominations committee.
4. The nominations committee shall submit the name of at least one nominee for each elective office position and at least six names for the new nominations committee.
5. 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.
6. If there is only one nominee for an office, election may be by voice vote and a majority of the votes cast, elects.
7. If there are two or more nominees for an office, election must 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, D, 3)

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. Officers will be installed at the April meeting.
2. The executive board shall select the treasurer 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.

**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 Alpha Chi Chapter shall be:

1. Society Business:
  - a. Archives - responsible for locating, organizing, and preserving the memorabilia of the local chapter.
  - b. Chapter Rules – keep members informed about changes to the Constitution; improve wording and clarity of Chapter Rules; submit Chapter Rules to the TSO Bylaws and Rules Committee every two years.

- c. Ceremonies – prepares ceremonies for Founder’s Day and chapter birthdays, induction, installation of officers and other occasions, and works with the President to plan and conduct a memorial for deceased members.
  - d. Communications – publicize chapter & Society activities; publish a chapter newsletter incorporating news from International & State publications; send chapter news to State Editor/Photographer; encourage sending of manuscripts to International *Bulletin* and other journals
  - e. Finance – recommends amount of chapter dues and assessments; prepares budget and presents it to chapter membership for approval at the October meeting; supervises expenditures and investments; provides for annual audit; chapter president and chapter treasurer serve as ex-officio members.
  - f. Membership/Necrology- encourage members to seek suitable prospective members; accept recommendations in January on proper forms, review professional qualifications and present names to chapter for vote at the February meeting; conduct selections of new members by four-fifths vote of members present; keep accurate record of replies (Note: if a legitimate reason for refusal, a second invitation may be issued); conduct orientation in March; conduct periodic reorientation of members; prepare for induction in April. However, new members may be considered at any time during the year and accepted into membership with a brief induction. Member will then participate in full induction in April. Give the corresponding secretary a list of absent members; keep data file of chapter members; make reports of deceased members, including biographical data; prepare Necrology. Form 6 sends to International, TSO and state Necrology chair.
  - g. Nominations – solicit suggestions for all officers except treasurer and for nominating committee early in the biennium; secure the approval of nominees to serve if elected; publish names of nominees in January before the election and prepare ballot if needed; hold election in February, send names of newly elected officers to state president and international executive director; make sure 6-member (2 from each local group) nominating committee is elected.
  - h. Yearbook – prepares and distribute yearbook at the first meeting each year
2. Society Mission and Purposes:
- a. Achievement Awards – recognize members who have achieved both in the chapter and in the profession. Recognize members who have retired the previous year. Decide on what members to recognize at each meeting; select the Chapter Achievement Award winner for each biennium (award presented at the April meeting during the second year of the biennium).
  - b. Scholarship – cooperate with State committee, help raise funds for graduate scholarships; make recommendations to potential applicants, publicize availability of scholarships; follow up on recipients to see that they are listed in the yearbook and receive publicity.
  - c. Educational Excellence - which includes the chairs of the following committees:
    - 1) Global Awareness - Incorporate the former World Fellowship Committee responsibilities, and include Schools for Africa, promoting the DKG/UN relationship, exploring, and learning about the 18 member countries of our Society. Inform members about the DKG E-PALS with DKG sisters in Estonia, Southern France, and Guatemala.
    - 2) Legislation – encourage women to participate in civic decision-making
    - 3) Music – use music to give dignity and beauty to programs; strive to include music in all programs
    - 4) Personal and Professional Enrichment –promote two of the Society's purposes: advance the professional interest and position of women in education; and initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators. The committee helps with the

development of a program that provides Continuing Professional Education credit to members. This committee will present the names of the Grant-in-Aid recipients selected by the local groups.

- 5) Programs and Service Projects - assist the 1<sup>st</sup> Vice-President in developing and implementing programs; assist in developing projects that will enhance and serve the chapter and the community in which that chapter exists; plan the Aleen Yett & Patsy McDonald Seminar.
- 6) Research – encourage research and investigation of issues and assess needs in community

**Section B. Selection of Committee Members**

The chapter president shall appoint all committees, except the nominations committee.

1. The nominations committee is elected by the membership.
2. 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.
3. Required reports of the work of chapter committees shall be submitted in format specified by Society Headquarters 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. Alpha Chi Chapter will have five business meetings each year.
2. Meetings will be held during September, October, November, February, and April. Meetings dates and times will be established by the executive board and published in the yearbook. 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 one-third of all active members

## **ARTICLE X - PUBLICATIONS**

**Section A. Chapter Newsletter**

The chapter shall publish a newsletter, the Alpha Chi Connection, at least five times a year before chapter meetings. It is distributed by email to all members and copies are sent to designated chapter members and state personnel.

**Section B. Chapter Website**

The chapter shall maintain a website that is in compliance with the Society.

### Section C. Special Publications

Any special publications (chapter brochures, for example) must be approved by the executive board before printing.

### Section D. Picture Release

A picture release form should be obtained from any member allowing her picture to be printed in digital or paper format.

### 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. Initiation Expenses
  - a. The chapter will present each initiate with a red rose.
  - b. The chapter will present each inductee a copy of the chapter yearbook.
2. A memorial gift in an amount set by the chapter shall be given in event of death of a member. The current amount is \$25 and is paid by the Local Treasurer. Selection of appropriate memorial gift is the responsibility of the member's local group.
3. The registration fee, President's Banquet and Birthday Luncheon for the president, president-elect, and 1<sup>st</sup> vice-president, or chapter designees may be paid to the state convention. Additional expenses covered will be one hotel room with 2 beds and gasoline. Any other necessary expenses will be considered at the direction of the chapter.
4. Voluntary contributions to World Fellowship fund are collected in February. Voluntary contributions to Schools for Africa are collected in January or February.
5. Alpha Chi offers two different Grant-In-Aid Awards. Applicants can apply for both but can only receive one Grant-In-Aid per year.
  - A. The Velma Elliot Memorial/Grant-In-Aid:

One Grant-In-Aid will rotate among the 3 communities (Burnet, Llano, Marble Falls). The Finance Committee with approval of the chapter will determine the amount.

    - a. The recipient should be a female student currently enrolled in a teacher preparation program.
    - b. The recipient should be entering her junior or senior year in college or classified as a junior or senior in college.
    - c. Daughters of Alpha Chi members are eligible to apply.
    - d. The prospective recipient should be selected by the local group and presented to the chapter for vote at the April meeting.
    - e. A letter from the chairman of the Personal and Professional Enrichment Committee should be mailed to the recipient with instructions to send proof of her college registration to the chapter treasurer.
    - f. The chapter treasurer will mail her a check in the amount determined by the Finance Committee with the approval of the chapter.
  - B. Patsy's Legacy/ Grant-In-Aid (In memory of Patsy McDonald)

One Grant-In-Aid for \$1,000 **OR** two Grants-In-Aid for \$500 each will be awarded to recipients in Burnet, Llano, and Marble Falls

    - a. The recipient should be a female student.
    - b. Daughters of Alpha Chi members and members of Alpha Chi are eligible to apply.
    - g. The recipient should meet one of the following criteria:
      1. Currently enrolled in a teacher preparation program and entering her junior or senior year in college or classified as a junior or senior in college.
      2. In graduate school pursuing a degree in a field of education or academic area of instruction

- 3. Working toward an advanced certification in an area of education
  - h. The recipients should be selected by each of the local groups and presented to the chapter for vote at the April meeting
  - I. A letter from the chairman of the Personal and Professional Enrichment Committee should be mailed to the recipient with instructions to send proof of her college registration to the chapter treasurer.
  - j. The chapter treasurer will mail the recipients a check in the amount determined by each local chapter for their respective recipients.
  - k. Scholarship recipients who are awarded a Grant-In-Aid for two successive years must wait one year before making application for additional Grants.
- 6. Expenses for the Alleen Yett & Patsy McDonald Seminar shall be paid with the interest only from the Yett CD plus monies from Patsy's Legacy fund.
- 7. Local Groups:
  - a. Meetings
    - a. The senior officer in each town announces the time and place for the meetings.
    - b. The purpose of the local meeting is to discuss local business and to introduce prospective members to the Society.
  - b. Local Funds
    - a. Members of each of the three local groups maintain a fund by voluntary contributions to be used for local expenses, amount to be set by local members.
    - b. Pay expenses incurred in serving as hostess group.
    - c. Send card in case of illness, bereavement, or expression of appreciation, etc. to members or family members.
    - d. Fund memorial gift in the event of the death of a member of local unit of chapter. (See Article XI 2)

## ARTICLE XII - AMENDMENTS

### Section A. Provisions for Amendments

The Alpha Chi 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(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.

**Section C.** These Chapter Rules shall be amended automatically to concur with the *Bylaws and Policies/Procedures* of Alpha State, Texas and with the *Constitution, International Rules and Handbook* of the Delta Kappa Gamma Society International.

## ARTICLE XIV - DISSOLUTION

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

### Alpha Chi Chapter Rules were drafted February 1986

- Amended: \_\_\_\_\_ 1993
- Amended: February 1999
- Amended: November 1999
- Amended: October 2003
- Amended: November 2004



Amended: April 2010  
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