

**Texas State Organization
The Delta Kappa Gamma Society International**

Article I--Name of the Chapter

The name of this chapter shall be Nu Chapter of the Texas State Organization of The Delta Kappa Gamma Society International.

Article II—Purpose

The purpose of Nu 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. Classes of Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. Members inducted into the society become members of the chapter, the state organization and the international society.

The membership of Nu Chapter shall be composed of active, reserve, honorary members, and collegiate members in accordance with the Constitution, Article III and *International Standing Rule* section 3.0. An individual become 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.
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. 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 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

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 chapter at any chapter meeting. The nomination may be accepted by a majority vote. At this the president send the potential member a formal written invitation if an acceptance is received from the member, an informal orientation becomes the responsibility of the president. She shall be assisted by the membership committee and/ or the person making the nomination.
3. Orientation of new members shall be at least one week prior to the induction ceremony. The President and the Membership chairman shall see that nominees receive information through a formal/informal orientation provided by the chapter membership. The content of the orientation can be enriched by video materials, as a supplement to the published brochure prepared by the Delta Kappa Gamma Society International for orientation.
4. Selection of New Members
 - a. Selection of new members may be at any chapter meeting.
 - b. Selection of members will be through information provided to all members in the form of a biography of possible member and through discussions of all members present at any proposed meeting.
5. New members will pay an induction fee as set by the Society.
6. Members may transfer from one chapter to another by notifying Society Headquarters by the receiving chapter treasurer. No vote is taken on incoming transfers.

Honorary Members-

Honorary members shall be elected by a manner established by the Executive Board of Nu Chapter.

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 Section B. 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 by the chapter receiving the request. (A reinstatement fee is no longer 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. Initiation Fee

An initiation fee of ten dollars shall be required of all new members except honorary members.

Section C. Annual Dues

1. International dues shall be an amount determined in accordance with the International Standing Rules. The state organization dues shall be an amount determined in accordance with the state organization by-laws. Chapter dues shall be an amount determined in accordance with the rules set by Nu Chapter.
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 the following fiscal year.

Section D. Honorary Fee

A lifetime fee of U.S. \$50.00 for international publications shall be paid for each honorary member at the time of initiation. This fee shall be paid by Nu Chapter.

Section E. Scholarship

A scholarship fee of one dollar shall be paid annually by each active and reserve member. In addition, a scholarship donation of one dollar for each member shall be paid annually by Nu Chapter from the chapter budget to the international fund for honorary status.

Section F. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a majority of those present at the proposed meeting.
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 be authorized to sign in case of emergency. All checks MUST include two signatures.
4. An annual financial review report shall be submitted by the finance committee to the executive board at the end of the fiscal year.

Section G. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Allocations for State Convention, \$600, Nu Scholarship \$500.
3. A lifetime fee of U.S. \$50 for international publications shall be paid for each honorary member at the time of initiation. This fee shall be paid by Nu Chapter.

Article V-Organization

Section A. Chapter Rules

Chapter Rules shall be consistent with the *Constitution, International Standing Rules, State Bylaws, and State Rules*. 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 7.

Article VI-Officers and Related Personnel

Section A. Officers

The officers of Nu Chapter shall be a president, first vice president, second vice president, a recording secretary 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 of Officers

1. President

The president shall:

- a. Act as presiding officer at regular and called meetings and direct the activities of the organization.
- b. Act as chairman of the respective executive board.
- c. Appoint a parliamentarian from the membership.
- d. Appoint standing and special committees, including the Bylaws and Rules Committee, who will be responsible for submitting them to State, every biennium.
- e. Approve for payment of all expense claims.
- f. Approve publications. The NU News newsletter shall be issued eight times a year by the newsletter editor. And the Nu Chapter website will be updated regularly as needed, by the chapter's webmaster.
- g. 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.
- h. Fill by appointment all vacancies in office.
- i. Take action, with the advice and approval of the Executive committee, on matters which cannot be deferred until the next meeting. If an executive meeting has not been scheduled, this action may be completed electronically.
- j. Serve as a member ex officio, with vote, on all committees except the nominating committee.

2. First Vice-President

The First Vice President Shall:

- a. Serve as presiding officer in the absence of the president, and in the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of officers.
- b. Serve as Chairman of the Educational Excellence Committee

3. Second Vice-President

The Second Vice President shall:

- a. Serve as presiding officer in the absence of both the president and the first vice-president, and in the event of the resignation or death of either the president or the first vice-president shall succeed to the office of the first vice-president and serve until the next regular election of officers.
- b. Serve as the Legislation/Personal and Professional Enrichment Committee, at the discretion of the president.

4. Recording Secretary

The recording secretary shall:

- a. Keep minutes of each meeting of the organization and furnish the president with a copy of such minutes for the files. Make a copy of the minutes available to the chapter Web Master.
- b. Serve as secretary to the Executive Board.

5. Corresponding Secretary

The corresponding secretary shall:

- a. Provide correspondence needed for the chapter.
- b. Inform the chapter of incoming correspondence.
- c. Send cards to those in need of recognition or a thoughtful message.

6. Treasurer

The treasurer shall:

- a. Receive and pay out all monies belonging to the organization.
- b. Keep an accurate account of receipts and expenditures.
- c. Keep a file of receipts, bills, cancelled checks, and bank statements.
- d. Present a report at each regular meeting and provide a copy of the reports to the president for the files.
- e. File required tax reports.
- f. Submit for annual audit, financial review of the account of the organization.
- g. Serve on the executive board.
- h. Serve ex officio in the process of budget development and supervision of finances.
- i. Follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the chapter finance committee.
- j. Keep record and status of member files.
- k. Maintain an accurate and current membership roster.

7. Parliamentarian

The parliamentarian shall:

Act as advisor to the officers and the members of the organization in matters pertaining to interpretation of the international and State Constitution and the Chapter By-Laws and to parliamentary usage.

Section D. Nominations and Elections

1. Nominations for the slate of officers shall be announced to the Chapter Members at the February meeting in even numbered years.
2. Nominations for chapter officers shall be made by a nominations committee of at least three members with a maximum of seven members.
3. The nominations committee shall submit the name of at least one nominee for each elective office position.
4. Consent of each nominee must be obtained. Nominations may be made from the floor with the consent of the nominee.
5. If there is only one nominee for an office, the election may be by voice vote and a majority of the votes cast, elects.
6. If there are two or more nominees for an office, the 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.
7. Elections shall be held at the April meeting in even numbered years.
8. Installation shall be held at the May meeting in even numbered years.
9. The chairman of the new nominations committee shall be named by the incoming chapter president from those elected to the 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 the president, the 1st 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, the chairman of each committee 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 posted 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. The Board may meet at other times upon the call of the president. In the second year of the biennium an Executive Board meeting shall be held in January to prepare reports for submission to the state.

Section D. Quorum

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

Article VIII-Committees

Section A. Standing Committees of Nu Chapter shall be:

1. Business Society

- 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 and Rules committee every 2 years (state biennium) as required.
- c. Ceremonies -Conducts induction and installation ceremonies for the chapter, keeps the 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, created the budge, review the chapter financial records annually and report to the Executive board.
- f. Membership and Necrology -Recommends and leads efforts to recruit new members, receives 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, TSO and necrology chair for Texas. 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 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.
- h. Yearbook -Publishes the chapter yearbook annually, mails a copy to 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. Global Awareness/World Fellowship- 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.
- d. Legislation & Research- 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 member partition 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.
- e. Programs and Service Projects- Women in the Arts, Music & Personal and Professional Enrichment-Plans meaningful programs and projects that involve members.
- f. Personal and Professional Enrichment- Help members to enrich their personal and professional lives and serve the chapter and the community. Applies for ASTEF project (s) and when applicable to provide CPE credit opportunities.
- g. Music- Provide music for all meetings.
- h. 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 concern.

3. Social/Local Committees

- a. Sets up meeting area before meetings begin.
- b. Helps set up special meetings other than induction ceremonies.

Section B: Selection of Committee Members

1. All committees shall be appointed by the chapter president with the exception of nominations or finance.
2. The nominations committee is elected by the membership.
3. The president serves as member ex officio with vote on all committees.

Section C: Responsibility and Guidelines for Committees

1. Responsibility and guidelines for all committees will be found in the state's manual for presidents and will be distributed to the new committees at the beginning of the biennium by the president. For some committees the responsibility and guidelines will be in the state's manual for that committee chairman, also. The exception to this statement is the Social Committee. These guidelines established by the Executive Committee may vary with each meeting.
2. Chapter committees shall be responsible for any work represented by the international committee descriptions in *Constitution*, Article VIII, Sections B and C.
3. Chapter committees shall refer to *State Rules*, Section 9.0, for additional responsibilities.

4. Each chairman of a local committee shall keep a folder of suggestions and a list of procedures and guidelines for that committee. This folder shall be passed to the new chairman at the beginning of the biennium.

Article IX Chapter Meetings

1. There shall be a minimum of 5 meetings meeting each year. The meetings will occur from September to May with the exception of January (Tri-Social) and March (Spring Break).
2. Regular meetings be held at 6:00p.m. On the Third Monday unless changed by the Executive Board. In case of a change, adequate notice shall be sent to all members. Meetings dates and times will be established by the executive board and published in the yearbook.
3. The place for each meeting shall be determined by the Program Committee and approved by the Executive Committee.
4. A quorum: One third or more of the active membership must be present before business can be conducted by the chapter.
5. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the Nu Chapter News at least 5 times a year before chapter meetings. It is distributed by email to all members and copies are sent to designated 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 must be approved by the chapter president or 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 E. Approval of content

The chapter president should approve the content of any publication prior to its release.

Article XI-Parliamentary Authority

Robert's Rules of Order Newly Revised (current edition) shall govern Nu Chapter in all cases not provided for in which the authority is inconsistent with the Constitution, International Standing Rules, State Bylaws, State Rules, and these chapter rules.

Article XII—Amendments

Section A. Provisions for Amendments

The Nu Chapter Rules may be amended by a two thirds majority vote of members present at a chapter meeting provided a quorum is present and the amendment was presented at a previous meeting.

a. A member's signature on her membership application constitutes "Permission to use member's image in DKG media." This negates the need to have members sign Permission forms since all members must sign the application form. All members will be "grandfathered" in.

Section B. Method of Amending

No amendment to the Chapter Rules can be made that is not in harmony with The Delta Kappa
Gamma Society International Constitution and Standing Rules.

Article XIII-Dissolution

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

Last Amended 1/5/24

Last Revised 1/5/24