

Chapter Rules of Mu Iota 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 Mu Iota Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II - OBJECT/PURPOSE

The seven purpose of Mu Iota 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

The membership of Mu Iota 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 employed as a professional educator at the time of her selection or has been retired from an educational position. An active member shall participate in the activities of the chapter.

2. Reserve membership is granted by a 4/5's 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 selected 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

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 January chapter meeting.
3. Selection of New Members
 - a. Selection for new members shall be at the February chapter meeting.
 - b. Selection shall be by the 4/5's method.
4. Orientation of new members shall be during March or at least one week prior to the induction ceremony. The president and the membership chair shall see that nominees receive information through a formal/informal orientation provided by the membership committee.
5. Induction for new members shall be at the April meeting.
6. Each inductee will receive a small brass candlestick and a certificate. A key pin, for which the chapter will be reimbursed, will be presented to each inductee at the induction ceremony.
7. Members may transfer from one chapter to another by receiving chapter treasurer. No vote by the chapter 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 names, membership numbers and dates for all current and former members, new inductees, membership status and status changes (ex: from active to reserve), termination with reason for dropping, transfers in or out, and reinstatements.

Section E. Reinstatement

A former member shall be reinstated to membership upon request.

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 dues is recommended by the finance committee, and shall include international and state dues and fees as established by these organizations.
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.

Section C. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a 2/3's vote of members present at the first meeting.
2. All expenses shall be approved by the president prior to payment.

3. Two signatures shall be required on all checks. The president and treasurer shall be authorized to sign checks on the chapter's account. In the event that either is unable to sign, the immediate past president or recording secretary will suffice and shall be on the signature card.
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 D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. An amount will be budgeted to aid the president and the first vice president to attend the state convention.
3. A \$10 donation will be made by the chapter to the Fredda Nottingham Scholarship upon the death of a chapter member's partner, child, mother or father.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Mu Iota 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 as required by state governing documents by the president.

Section B. Area

The chapter shall participate in the activities of Area 2.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, a first vice president, second vice president, corresponding secretary and a recording 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 shall appoint a parliamentarian and the executive board shall appoint the treasurer.

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution, Article VI*.
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 and the nominations and finance committees are held in even-numbered years.
2. All chapter officers, both elected and appointed, should be named by March 1st in even-numbered years.
3. The nominations committee of at least three members shall submit the name of at least one nominee for each elective position. Consent of each nominee must be obtained. 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. Installation of officers shall be conducted at the last meeting of even years.

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.

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 Mu Iota Chapter shall be:

1. Society Business:
 - a. Archives - 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 - Conducts induction and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia, conducts Founder's Day program and Birthday celebration.
 - d. Communications - Publishes chapter newsletter. Corresponding Secretary chairs this committee

- e. Finance - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.
 - 1) The committee shall consist of four members, three new members each biennium. One new member will serve a four-year term, and two will serve a two-year term. The four-year term member will become the chair during the second biennium of her term. The fourth member of the committee is the continuing member from the current committee, completing the second biennium of her term and serving as the new chair.
 - 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 initiation ceremony, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues. The Membership committee shall contact any member who has missed two meetings without prior notification.
 - g. 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 the State Necrology Chair. Committee conducts a chapter Celebration of Life for the departed member. The Necrology chair maintains the plaque of deceased members located at the Old School Museum.
 - h. Nominations - Presents a slate of officers and the new Nominations Committee to the membership by March of even-numbered years, obtains permission from each nominee, and 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.
 - 2) The committee shall consist of four members, three new members each biennium. One new member will serve a four-year term, and two will serve a two-year term. The four-year term member will become the chair during the second biennium of her term. The fourth member of the committee is the continuing member from the current committee, completing the second biennium of her term and serving as the new chair.
 - i. 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. The Yearbook committee chair is the second vice president.
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 scholarship.
 - C. Programs and Projects - This includes the chairs of Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, and Research. Committee coordinates the work of its component committees to fulfill the Society's Mission and Purposes. First Vice-President chairs this committee. Plan meaningful programs and projects that involve members and serve the chapter and the community.
 - 1. Global Awareness - Lead chapter participation in International projects, inform members of World Fellowship grant recipients studying in Texas, encourage donations to World Fellowship and

other international and state global outreach activities.

2. Legislation - Inform members of current economic, political and educational issues at local, state and national levels, encourage member participation in the legislative and political process, encourage support of desirable legislation in the interest of education and of women educators
3. Research- Conducts research as needed by the chapter.
4. Music- Include music at chapter meetings.
5. Personal and Professional Enrichment - Enrich the personal and professional lives of Mu Iota membership.

3. Special Committees:

- a. Scrapbook- Creates a scrapbook for each biennium
- b. Publicity- Publicizes chapter events.
- c. Technology- Maintains chapter website

Section B. Selection of Committee Members

1. All committees shall be appointed by the chapter president except nominations and finance.
2. The nominations and finance committees are elected by the membership.
3. The president serves as member ex officio with vote on all committees except the nominations 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 by the stated deadline.
4. Mu Iota Chapter may establish standing committees to carry out these duties as well as special committees when needed.

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. Mu Iota Chapter will have eight meetings each year.
2. 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 use an electronic meeting wherein all members may simultaneously hear one another and participate during the meeting. A quorum must be participating if a vote is taken.
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 1/3 of the active members.

Section C. Attendance

An active member who is unable to attend a regularly scheduled meeting shall contact the president or a hostess prior to the meeting.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the Mu Iota Messenger, at least eight times a year before chapter meetings. It is distributed by email to all members and copies are sent to designated state personnel. The corresponding secretary is responsible for publication of the newsletter and distribution to required personnel.

Section B. Chapter Website

The chapter shall maintain a website that is certified by the Society.

Section C. Special Publications

Any special publications must be approved by the executive board before printing.

Section D. Approval of content

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

ARTICLE XI - SPECIAL CHAPTER POLICIES

1. The president will receive the president's pin after installation.
2. The March meeting will be designated as Mu Iota's birthday.
3. The Founder's Day celebration shall be in April. The Founder's Day celebration shall include the following recognitions:
 - a. International founders
 - b. 25/50 year members
 - c. Perfect attendance awards
 - d. Recognition of members serving at the international, state or coordinating council level
 - e. Past chapter Achievement Award recipients
 - f. Those retiring this year
 - g. Past scholarship recipients
4. An Achievement Award is given biannually at the April meeting to a deserving member in odd numbered years.
 - a. A nomination form should be filled out and given to the Achievement Committee by March.
5. Scholarships
 - a. Mu Iota will maintain and award the Fredda Nottingham Memorial Scholarship to members of the local society.
 - b. Qualifications for application are as follows
 - i. A fully completed application and recommendation must be given to the scholarship committee or chapter president by the March meeting.
 - ii. Scholarships may be requested for advanced degrees, certifications, and professional workshops.
 - iii. An applicant must be a member in good standing for at least two years.
 - iv. The amount awarded will be based on the funds available and the

- number of applicants. The scholarship committee will determine this while also selecting the recipient(s).
 - v. Funds will be dispersed prior to the attendance of the member's educational opportunity.
 - vi. Scholarship recipients must provide proof of attendance to the scholarship committee to document how the scholarship was used by the first meeting of the year.
 - vii. Scholarship recipients will be announced at the last meeting of the year
6. Perfect attendance will be recognized at the last meeting of the year.
- a. Members with perfect attendance for the year qualify for a drawing which determines the winner of a prize. The prize consists of the winning members choice of either of the following:
 - i. Member does not pay local dues.
 - ii. Member does not have hostess duties.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Mu Iota 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 Mu Iota 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.

ARTICLE XIV - DISSOLUTION

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

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