

Chapter Rules of Beta Tau 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 Beta Tau Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II - OBJECT/PURPOSE

The object of Beta Tau Chapter shall be to promote the Mission 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 Beta Tau Chapter shall be composed of active, reserve and honorary members in accordance with the *Constitution*, Article III and *International Standing Rules* section 3.0 .

1. An active member is a woman who is employed as a professional educator at the time of her election or has been retired from an educational position.
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.

Section B. New Members

1. Chapter Authority - The chapter has authority to act on matters of chapter membership.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee at any chapter meeting.
3. Election of New Members
 - a. Voting for new members shall be at any chapter meeting.
 - b. Voting shall be by voice vote.
4. Orientation of new members shall be at least one week prior to the initiation ceremony.
5. Membership chairman shall see that nominees receive information through a formal/informal orientation provided by the chapter membership.
4. 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.

Section D. Membership Records

The treasurer shall keep a continuous record of chapter membership. This includes names, membership numbers and dates for all current and former members, new initiates, membership status and status changes, termination with reason for dropping, transfers in or out, and reinstatements.

Section E. Reinstatement

A former member shall be reinstated to membership upon written 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. Chapter dues and any assessments shall be established no later than the first meeting of the fiscal year by majority vote of those at the meeting.
2. The amount of dues is recommended by the finance committee, and shall include international and state dues and fees as established by these organizations.

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 secretary shall be authorized to sign checks on the chapter's account.
4. An annual fiscal review report shall be submitted by the finance committee to the executive board at the end of each physical year.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. The Beta Tau chapter shall maintain a separate scholarship fund.
 - a. The fund shall be maintained in two separate accounts.
 - b. An insured certificate of deposit of at least \$20,000 will be maintained with interest being left in the account except as needed in the second account.
 - c. The second account shall be a savings account that will be used to deposit funds or to pay scholarships that are granted.
3. Upon the death of a member, the chapter shall contribute \$10.00 to the Active Scholarship Fund as a memorial.
4. Educational and professional development scholarship requests may be made between September 1 and June 15.
5. Scholarship applications will be obtained from any Scholarship Committee member. A certificate of attendance or receipts will be presented prior to payment of the scholarship.
6. Texas State Convention costs and Area 6 Workshop registrations may be paid in full or part from the scholarship fund, upon approval of the Scholarship Committee.
7. The chapter will reimburse up to \$350.00 per member to attend any S.W. Regional or International Convention as chapter scholarship funds allow.
8. Any member serving on a state committee may be reimbursed up to \$100.00 per fiscal year for expenses related to her position as chapter scholarship funds allow.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Beta Tau 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 6.

Section C. Coordinating Council

1. The chapter shall participate in the activities of the San Antonio Coordinating Council.
2. The chapter shall send the president or a person designated by the president as a Beta Tau representative to the coordinating council.
3. The chapter shall pay the designated yearly coordinating council dues.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, first vice president, second vice president, recording secretary and 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 past president shall serve, as 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.
3. First Vice-President will serve as Chairman of the Educational Excellence Committee. The chapter officers shall be elected in even numbered years by a majority vote of chapter members present. □
4. The Nominations Committee shall be elected in fall before the even numbered year election.

Section D. Nominations and Elections for chapter officers are held in even-numbered years.

1. A nominations committee of at least three members shall make nominations for chapter officers.
2. The nominations committee shall submit the name of at least one nominee for each elective office position. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the last business meeting prior to April 1st. Nominations may be made from the floor with the consent of the nominee.
3. If there is only one nominee for an office, election may be by voice vote and a majority of the votes cast, elects.
4. 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.

5. The current chapter president shall name the chairman of the nominations committee 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 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 voting privileges, and the parliamentarian, without voting privileges.

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 Beta Tau Chapter shall be:

1. Society Business:
 - a. Archives – Creates a scrapbook for each biennium, makes sure the chapter history is sent to the state archives committee each biennium.
 - b. Bylaws & Chapter Rules – Informs members of any changes in international or state documents, keeps the chapter rules updated, submits updated chapter rules to State Bylaws & Rules Committee every 2 years (state biennium) as required.
 - c. Ceremonies & Necrology - Conducts initiation and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia. 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 the State Necrology Chair. Committee conducts a chapter Celebration of Life for the departed member, and participates in the funeral service if requested. Chair submits Necrology Annual Report (Form 2) by February 1 each year to the State Necrology Chair.

- d. Communications – Publicizes chapter events, publishes chapter newsletter, maintains a current chapter website, and submits Chapter Communications & Publicity Committee Biennial Report (Form 38) by February 1 of even-numbered years to State Communications Chair.
 - e. Finance – Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board. Chair submits Chapter Finance Committee Biennial Report (Form 40) by February 1 of even-numbered years to the State Finance 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. Chair submits Chapter Membership Committee Biennial Report (Form 36) by February 1 of even-numbered years to State Membership Chair.
 - 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.
 - 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 Awards, recognizes member achievements within DKG, professionally, and personally.
 - b. Scholarship - Encourages members to apply for Beta Tau, 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. Chair submits Chapter Scholarship committee Biennial Report (Form 34) by February 1 of even-numbered years to the State Scholarship Chair.
 - c. Educational Excellence Committees
 - a. Global Awareness - Lead chapter participation in International projects, inform members of World Fellowship grant recipients studying in Texas, and encourage donations to World Fellowship and other international and state global outreach activities. Chair submits the Chapter World Fellowship Committee Biennial Report by February 1 of even-numbered years to the State Global Awareness Chair.
 - b. Legislation & Research - 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, conduct research as needed by the chapter.
 - c. Programs and Service Projects & Personal and Professional Enrichment - Plan meaningful programs and projects that involve members, enrich their personal and professional lives, and serve the chapter and the community. 1st vice president will serve as the chair.
 - d. Music - shall be responsible for the music at meetings, Installation, and Initiation ceremonies as planned by the Program Committee.
 - e. Social – coordinates and plans food, if necessary, for chapter meetings. 2nd vice president will serve as the chair.

Section B. Selection of Committee Members

1. The chapter president shall appoint all committees except the nominations committee.
2. The executive board selects the nominations committee.
3. The president serves as member ex officio with vote on all committees.

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 prepared on forms supplied by international headquarters and submitted to the person designated on the forms 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. Beta Tau Chapter will have a minimum of four meetings each year.
2. Meetings dates and times will be established by the executive board and published in the yearbook, on the chapter website, and in the chapter newsletter, *Beta Tau Dialogue*. 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.

Section B. Quorum

A quorum shall be one-fourth of active members.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the *Beta Tau Dialogue*, at least five times a year before chapter meetings. It is distributed by email and/or U.S. mail to all members and copies are sent to designated state personnel.

Section B. Chapter Website

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

Section C. Special Publications

The chapter executive board before printing must approve any special publications.

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 first vice president is the chairman of the program committee.
2. The second vice president is the chairman of the social committee.
3. The recording secretary will record the minutes from Chapter business meetings and Executive Board meetings. The minutes will be submitted to the newsletter editor for publication.
4. The corresponding secretary will send cards for: birthdays, illness, and an email to members who have missed two consecutive meetings.
5. The president will appoint the parliamentarian.
6. The chairman of the yearbook committee is a member of the program committee.
7. Past presidents and charter members will be honored at the chapter birthday celebration in January.
8. The Founder's Day celebration sponsored by the San Antonio Coordinating Council shall in the odd years honor Key Women Educators. The Chapter shall make its selections prior to the Awards Ceremony meeting in March.
9. Guidelines for the yearly chapter achievement awards. The Pioneer Teacher Award recognizes the achievements of a retired educator. The Master Educator Award recognizes the achievements of an educator in a current teaching position.
10. The member shall pay all reservations made by the member unless she cancels before the deadline.
11. The immediate Past President shall secure and present the Past President's Pin to the current President at the beginning of her first year in office.
12. The prayer written by Mrs. Ella Sessions, and adopted by the Chapter on April 8, 1943, shall be used as the official prayer.
13. Beta Tau will annually give monies raised on behalf of World Fellowship to the International World Fellowship Scholarship fund. The World Fellowship Committee may name an honoree if so desired. Her name will be added to the listing in the yearbook.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Beta Tau 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 Beta Tau 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 members via email prior to the meeting at which voting will take place.

ARTICLE XIV - DISSOLUTION

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