

Chapter Rules of Zeta Omega 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 Zeta Omega Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II - OBJECT/PURPOSE

The object of Zeta Omega 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 Zeta Omega 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 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. 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 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 chapter.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee at any chapter meeting.
3. Orientation of new members shall be during 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.
4. Individuals become members upon payment of dues.
5. Selection of New Members
 - a. Selection of new members may be at any chapter meeting.
 - b. Selection may be by recommendation of an active member.
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. 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.
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 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 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 for the following fiscal year.

Section C. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a majority of members present at the 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 sign in case of emergency.
4. An annual financial review report shall be submitted by the finance committee to the executive board at the first meeting of the fiscal year.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Special budget designations are the grant-in-aid fund, state convention expenses paid by chapter, and approved expenses that the courtesy committee incurs.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Zeta Omega 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 biannually as required by state governing documents.

Section B. Area

The chapter shall participate in the activities of Area Three.

Section C. Coordinating Council

1. The chapter shall participate in the activities of the Greater Houston Area Coordinating Council (GHACC).
2. The chapter shall send the chapter president or her designee as representatives 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, a first vice president, a second vice president, and a 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

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 are held in even-numbered years.
2. Nominations for chapter officers shall be made by a nominations committee of at least three 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. The slate with candidate qualifications shall be presented to the chapter members at the March meeting. Nominations may be made from the floor with the consent of the nominee.
5. If there is only one nominee for an office, 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, 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. 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 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 Zeta Omega Chapter shall be:

1. **Educational Excellence** - First Vice President - Programs/Service Projects, Personal/Professional Enrichment, Research.
 2. **Membership**- Second Vice President - Membership, Ceremonies, Nominations, Achievement Awards, Courtesy.
 3. **Communication/Technology** - Secretary - Yearbook, Publicity, Newsletter and Website
 4. **Finance** - Treasurer - Finance, World Fellowships, Grant-in-Aid, and Ways & Means (Treasurer is not chairman of the finance committee.)
 5. **Legislative**- Parliamentarian - Legislation, Chapter Rules
1. All committees shall be appointed by the chapter president. The nominations committee is appointed by the chapter president. 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 submitted in the format specified by Society Headquarters.

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. Zeta Omega Chapter will have a minimum of five meetings each year.
2. Meetings dates and times will be established by the executive board and published in the yearbook and on the chapter website. 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 1/3 of the chapter members present at a meeting.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the Zeta Omega Zest, at least five 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 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

Section A. Courtesy Committee Rules

1. When a Society member is hospitalized, this committee shall send a bud vase with one red rose bud.
2. When a Society member is reported ill at home, this committee shall send a card. This card shall be signed Zeta Omega Chapter, DKG.
3. When a Society member marries, this committee shall present an appropriate gift, not to exceed twenty dollars (\$20) plus tax.
4. When a Society member has a child or adopts a child, this committee shall present a gift not to exceed fifteen dollars (\$15) plus tax.
5. When a Society member has a death in her immediate family (that is husband, child, parent), this committee shall send a donation of twenty dollars (\$20) to Alpha State Texas Educational Foundation (ASTEFL), to the educational institution chosen by the member, or to the library of the member's choice.
6. When a Society member has a death in other than her immediate family, this committee shall send an appropriate card.
7. When the Society has a guest speaker, this committee shall present the guest with a gift not to exceed ten dollars (\$10) plus tax.
8. The committee shall draw from the fund termed Courtesy Committee and from the Miscellaneous Fund, if needed. If there is a need for additional funds, the members shall be assessed the necessary amount.
9. In the event of the death of a member, a twenty-five-dollar (\$25) donation shall be made to the Alpha State Texas Educational Foundation (ASTEFL) or to the educational institution chosen by the deceased member or her family.

Section B. Grant-in-Aid Guidelines

1. Applicants must be graduating seniors from the Pasadena Independent School District or surrounding area school districts.
2. The grant shall be awarded on the basis of scholastic achievement, financial need, and extracurricular activities.
3. The grant money will be awarded in one payment of \$500 to apply towards tuition, fees, and/or books. The monies shall be sent to the institution of higher learning designated by the awardee.
4. The recipient must attend an accredited college or university and must be enrolled for a minimum of 12 hours per semester.

5. Completed applications with an attached transcript must be postmarked by the date stated on the application. (Deadline date may vary.)

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Zeta Omega 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 Zeta Omega 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 prior to the meeting at which voting will take place.

ARTICLE XIV - DISSOLUTION

In the event that it becomes necessary for Zeta Omega 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 Revised: April 2019