

*Chapter Rules of Iota Epsilon Chapter
of the Texas State Organization
The Delta Kappa Gamma Society International*

ARTICLE I – NAME OF CHAPTER

The name of this chapter as assigned by the State Executive Committee shall be Iota Epsilon Chapter (Chapter 221, Area 18) of the Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II – PURPOSE

The purpose of Iota Epsilon 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 Iota Epsilon Chapter shall be composed of active, reserve, honorary, and collegiate members in accordance with the *Constitution*, Article III and *International Standing Rules* section 3.0.

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. 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. A collegiate member 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 **March** chapter meeting.
3. Orientation of new members shall be at least one week prior to the induction ceremony. The membership chairman shall see that nominees receive information through a formal orientation presentation provided by the Executive Board..
4. Selection of New Members
 - a. Selection of new members may be at the **March** chapter meeting.
 - b. Once all recommendation forms have been received, each candidate’s name shall be added to a ballot. Members will vote by ballot “yes” or “no” for each candidate. The 2nd Vice President tallies the votes.
5. New members will pay an induction fee as set by the Society.
6. Members may transfer from one chapter to another by the receiving chapter treasurer. 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 and the 2nd Vice President. This includes names, membership numbers, dates of induction, transfer information, date(s) and reason for resignation, and dates(s) of reinstatement.

Section E: Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. There is no reinstatement fee or chapter vote required.

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.

Section C: Finance 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 Chapter 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, however, a third person (1st Vice President) 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 by the first meeting of the new biennium.

Section D: Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Iota Epsilon will award one (1) scholarship to one female senior high school student who will be pursuing an education degree. The scholarship committee will vote on one recipient.

ARTICLE V – ORGANIZATION

Section A: Chapter Rules

1. Iota Epsilon 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

1. Iota Epsilon Chapter shall participate in the activities of Area 18.

Section C: Coordinating Council

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1. The chapter shall participate in the activities of the Greater Houston Area Coordinating Council.
 2. The chapter shall send the President as the 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

1. The chapter officers shall be president, a first vice-president (Chairman of the Program Committee), a second vice-president (Chairman of the Membership Committee), 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

1. The incoming president shall appoint the past chapter president as the parliamentarian. The Executive Board shall appoint the treasurer. She will serve as a member of the finance committee.

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: Nomination 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 1st in even numbered years. Names are due to TSO by March 15.
3. Nominations for chapter officers shall be made by the nominations committee of at least three members.
4. The nominations committee shall submit the name of at least one nominee for each elective office position.
5. 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.
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 may be by ballot vote and a majority of the votes cast, elects. The nominations committee shall prepare the ballot and conduct the election.
8. 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 a term of 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. When a vacancy occurs in the office of President, the first vice-president shall become president.
2. When a vacancy occurs in another elective or appointed position, 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

1. 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 Iota Epsilon Chapter shall be:

1. Society Business:
 - a. Communications & Publicity - Publicizes chapter events, publishes chapter newsletter, and maintains a current chapter website.
 - b. Finance - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.

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- c. Membership - Recommends and leads efforts to recruit new members, receives Recommendation for Membership forms, prepares information on prospective members, 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.
 - d. Necrology - With the chapter president, the chair reports the death of a member by submitting the Report of the Death of a Member (Form 6) as soon as possible to the 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.
 - e. Nominations - Presents a slate of officers 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. Chair is named by the incoming president from the elected members of the committee.
 - f. 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.
 - g. Social - Recognize member birthdays, prepare the snack sign up list for each meeting, gather and recognize members who are celebrating achievements and accomplishments, work with the parliamentarian to recognize members who are sick or hospitalized.
2. Society Mission and Purposes:
 - a. Achievement Award - Chooses the recipient of the chapter Achievement Award, recognizes member achievements within DKG both 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. Educational Excellence - which includes Global Awareness, Legislation, Music, Programs and Service Projects, and Research. Committee coordinates the work of its component committees to fulfill the Society's Mission and Purposes.

Section B: Selection of Committee Members

1. Members will choose which committee they would like to serve on.
2. The nominations and finance committees are appointed by the President.
3. The president serves as an ex-officio with vote on all committees, except nominations.

Section C: Committee Responsibilities

1. Iota Epsilon 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.

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. Iota Epsilon Chapter will have at least five (5) meetings each year.
2. Chapter meetings are open to guests unless closed for a specific reason.
3. Meetings will be held on the first Monday of each month, from August through May with the exception of January and September (2nd Monday). Additional meetings/excursions may be scheduled as needed.
4. 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.
5. 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.
6. Ratification of all voting by mail (postal or electronic) must be made at the next face to face meeting.

Section B: Quorum

1. A quorum shall be $\frac{1}{3}$ (one third) of the chapter's active membership.

ARTICLE X-PUBLICATIONS

Section A. Chapter Newsletter

1. The chapter shall publish a newsletter, the Iota Epsilon Insight, at least five (5) times a year before chapter meetings.
2. The newsletter is distributed by email to all members and copies are sent to designated state personnel by the newsletter editor.
3. The President approves the contents of each newsletter prior to publication.

Section B. Chapter Website

1. The chapter shall maintain a website that is in compliance with the Society. The chapter president is responsible for the website or she appoints someone.

Section C. Special Publications

1. Any special publications (i.e.: chapter brochures) must be approved by the chapter president before printing.

Section D. Approval of content

1. 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. The First Vice President is the chairman of the Programs.
2. The Second Vice President is the chairman of the Membership Committee.
3. The immediate past president is the chairman of the Constitution and ByLaws Committee.
4. The Chairman of the yearbook committee is the member of the Program Committee or the President's designee.
5. The Communications Committee will publish the newsletter each month before the monthly meetings.
6. The Communications Committee shall submit at least 2 articles per year highlighting chapter activities to local news publications.
7. The editor of the newsletter is a member ex-officio, without vote, of the Executive Board.
8. Past presidents and charter members will be honored at the chapter birthday celebration in May.
9. The Founders Day celebration shall include the following awards:
 - a. 5, 10, 15, 25+ year members
 - b. Perfect Attendance
 - c. Recognition of members serving at the international, state, or coordinating council level
 - d. Chapter Achievement Awards
 - e. Retirees
 - f. Grant-in-Aid Recipient(s)
 - g. Scholarship recipient(s)
10. Guidelines for Chapter Achievement Award -award will be based on one or more of the following:
 - a. years of outstanding service in Iota Epsilon
 - b. service above and beyond the call of duty to Iota Epsilon
 - c. has made significant contribution to education (receiving community/district recognition)
 - d. recognition for an extraordinary or unique accomplishment or contribution to Iota Epsilon.Committee membership - the committee will be appointed by the President.

Determination of nominees - nominations will be accepted from the membership.

a. Nominees will be considered using the following criteria:

- recipient must be an active member with continuous service for at least 10 years
- recipient shall have a good attendance record at Chapter, Area, and State meetings. Attendance at International meetings is preferred
- recipient must have contributed outstanding leadership and service in activities of Iota Epsilon, including holding an elected office and fulfilling appointed responsibilities.
- recipient should exemplify the highest standards of professional educator conduct and of a Delta Kappa Gamma society member.

Presentation of this Award - this award shall be for outstanding achievement. Therefore, it is not essential to have an annual presentation. At the May chapter meeting, the recipient will receive a certificate, engraved plaque, or pin.

11. Guidelines for Chapter scholarships - any current member is invited to apply for an Iota Epsilon chapter scholarship in order to further her education in college or post graduate work, gain an additional certification, or enroll in a professional course for CPE hours. Scholarship committee members will read each application and vote on one (1) recipient. The honoree will be announced at the May chapter meeting.
12. Guidelines for Grant-in-aid - applications will be emailed to each of the Klein high school senior girls' counselors in January. Senior girls pursuing a career in education will have until March to apply. The scholarship committee will read each application and vote on one (1) recipient. She and her family will be invited to the May chapter meeting.
13. The parliamentarian will make arrangements for the following:
 - a. Send a card to any member who is in the hospital.
 - b. In the event a member is ill at home, a card shall be sent.
 - c. In the event of a member's death, a \$50.00 donation to ASTEF or any other named foundation/scholarship fund shall be made in her honor.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Section A: Governing Documents

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Iota Epsilon 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 Iota Epsilon 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 is to be considered, a written amendment shall be presented at the previous meeting and also included in the newsletter (which is sent electronically to members) prior to the meeting at which voting will take place.

ARTICLE XIV – DISSOLUTION

In the event that it becomes necessary for Iota Epsilon 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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