

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

ARTICLE II - PURPOSE

The purpose of Lambda Delta Chapter shall be to promote the Mission, Vision 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

The membership of Lambda Delta 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 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 at any chapter meeting.
3. Orientation of new members shall be at least one week prior to the induction ceremony.
4. Selection of New Members
 - a. Selection of new members may be at any chapter meeting.
 - b. Selection will be by a majority vote of members present at a chapter business meeting or, if electronic voting is utilized, by a majority of active members.
5. Members may transfer from one chapter to another by notifying the receiving 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. This includes date of induction, transfer information, date and reason for resignation, and date of reinstatement.

Section E. Reinstatement

A former member shall be reinstated to membership upon request and payment of dues.

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 and assessments is recommended by the Finance Committee and Executive Board, and shall include international and state dues and fees as established by the Society and State organization.
2. Chapter dues and any assessments shall be established no later than the first meeting of the fiscal year by a majority vote of those present at the meeting.
3. 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 vote of members present at the first business 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 will be authorized to sign in case of emergency. Two signatures are required on all checks.
4. An annual financial review report shall be submitted by the finance committee to the Executive Board before the first meeting of the year.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Lambda Delta 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 18.

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 president or designee and another chapter member 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, corresponding secretary, and 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 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*. The Treasurer will submit the Annual Report by July 15th, files IRS 990-N e-postcard by November 15th, and submits contributions by April 1st each year.
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 and the new nominations committee shall be made in even-numbered years by a nominations committee of at least three members elected by majority vote of members present at the March meeting. All chapter officers, both elected and appointed, should be named before March 15th to meet the date for submitting officer names to TSO.
3. The nominating committee shall submit the name of at least one nominee for each elective office position and at least three names for the new nominating committee. 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.
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 nominating committee shall prepare the ballot and conduct the election.

6. The chairman of the new nominating 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 Lambda Delta Chapter shall be:

1. Society Business:
 - a. Communications - Publicizes chapter events including Face Book page, publishes chapter newsletter, maintains a current chapter website
 - b. Finance (includes Audit) - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.
 - c. Fundraising – Plans and executes plans for fundraising activities such as Craft Fair & Flea Market, online garage sales, group classes
 - d. Membership (includes Ceremonies and Necrology) - Recommends and leads efforts to recruit new members, receives Recommendation for Membership forms, prepares information on prospective members, conducts selection of new members according to Chapter Rules, conducts the orientation for new members, and conducts a reorientation session for members as necessary. Chair assists treasurer in contacting members who have not paid dues.

Ceremonies - Conducts induction and installation ceremonies for the chapter. Chair keeps the chapter ceremonial paraphernalia.

Necrology - With the chapter president and treasurer, chair reports the death of a member by submitting Report of the Death of a Member (Form 6) as soon as possible to International (mem@dkg.org), TSO, and the state Necrology chair. Committee conducts a chapter Celebration of Life for the departed member, and participates in the funeral service if requested.

e. Nominating - Presents a slate of officers and the New Nominating Committee 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.

2. Society Mission and Purposes:

- a. Achievement Awards - Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professional, and personal. See Article XI, 11. A. for Committee Membership Guidelines.
- b. Educational Excellence (includes Programs and Service Projects, Global Awareness, Legislation, and Personal and Professional Enrichment) - Plans meaningful programs and projects that involve members, enrich their personal and professional lives, and serve the chapter and the community, to fulfill the Society's Mission and Purposes.
- c. 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 the chapter member(s) grant(s).

3. Special Committees:

- a. 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. The Parliamentarian or the immediate Past President shall chair the committee.
- b. Other committees may be established by the Chapter as needed.

Section B. Selection of Committee Members

1. All committees except the nominating committee shall be appointed by the chapter president.
2. The nominating committee is elected by the membership at the time of Officer elections.
3. The president serves as member ex-officio with vote on all committees except nominating.

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.

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. Lambda Delta Chapter will have at least four 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 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's active membership.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, *The Ledger*, 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. The Corresponding Secretary shall be the Editor of *The Ledger*.

Section B. Chapter Website

The chapter shall maintain a website that is in compliance with the Society. The Second Vice President shall designate the Webmaster.

Section C. Yearbook

The Yearbook will be sent to members via email as well as sent to State by the stipulated deadline. The Yearbook will also be posted on the Chapter Website.

Section C. Special Publications

Any special publications must be approved by the chapter president 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 first vice president is the chairman of the Educational Excellence Committee.
2. The second vice president is responsible for publishing the yearbook and maintaining the website. The treasurer, membership chairman, and immediate past president will assist the second vice president with the yearbook.
3. The corresponding secretary shall be the chairman of the Communications Committee and the editor of the newsletter. The communications committee shall submit at least two articles per year highlighting chapter activities to the local news publication.
4. The Membership Committee shall provide red roses at the funeral service of a member. A single red rose will be taken to a member following the death of a spouse or child.
5. Members who have recently retired will be honored at the September meeting.
6. Past presidents and charter members will be honored at the chapter birthday celebration in January.

7. Each member shall be assigned to at least one committee. Members may volunteer for a specific committee by notifying the president.
8. February may be designated as World Fellowship Month.
9. The Founder's Day celebration shall include the following awards: 25-year members, perfect attendance awards, recognition of members serving at the international, state or coordinating council level, chapter Achievement Award.
10. The president (and incoming president in even years) shall be reimbursed for expenses incurred at the State convention up to a maximum of \$750 per person. Money should be included in the chapter budget for this expense.
11. Guidelines for Grants-in-Aid
 - A. Criteria
 - 1) Application is open to students or former students of Humble ISD pursuing a career in teaching/education.
 - 2) Applicants must plan to attend a college/university in the fall semester of the current year.
 - 3) Applicants must submit a completed application form along with at least one letter of recommendation from a teacher or an employer, a copy of the high school transcript or diploma, and (if already attending college/university) an unofficial college/university transcript.
 - 5) Incomplete/unsigned or late applications will not be considered.
 - 6) Selection for awards will be based on a number of factors including need, motivation, evidence that the student has a desire to become a certified teacher, likelihood of success in college, and academic effort and potential.
 - 7) Selection of the recipient will be made by The Scholarship Committee.
 - B. Distribution and Documentation
 - 1) Finalists may be asked to schedule an interview.
 - 2) All information provided in the application will be kept confidential and working documents will be destroyed upon distribution of the award(s). Lambda Delta reserves the right to make public announcements of the award recipient's name and photograph.
 - 3) The number of recipients will be at the discretion of the Executive Board after consideration of chapter Scholarship funds available. Recipients will be notified on or before April 15.
 - 4) Funds will be paid after July 1 upon recipient's submission of proof of enrollment for the fall semester.
12. Guidelines for Member Grant(s)
 - A. Criteria
 - 1) Application is open to any active member of Lambda Delta who has been a member for at least twelve months.
 - 2) Grants are intended for Higher Education, Professional Development, or Certification expense that is not supported by other funds.
 - 3) Members may apply by completing the Member Grant application.
 - B. Distribution and Documentation
 - 1) The total amount of grant money will be determined by the Executive Board after consideration of the chapter fundraising and a review of the chapter budget.
 - 2) The number of recipients and the amounts of the grants will be at the discretion of the Scholarship Committee, based on the number of applicants and the Member Grant funds available. The entire amount may be granted to one member or may be divided among more than one deserving applicant.
 - 3) The level of commitment to chapter activities should be considered by the Scholarship Committee.

- 4) Grants will be paid after the treasurer receives adequate proof of how funds were spent, such as an attendance certificate or receipt for payment of registration.
13. Guidelines for the chapter Achievement Award
- A. Achievement Award Committee Membership
 - 1) Membership of the awards committee shall be selected by the chapter president, who shall name one of the committee members as the chairman.
 - 2) The committee shall be composed of one past recipient of the award, one long-term member, and one newer member (less than five years' membership).
 - 3) The chapter president shall be an ex-officio member of the committee.
 - B. Standard of Eligibility
 - 1) Nominee must have spent time in chapter leadership, serving or having served on one or more committees and/or held office(s).
 - 2) Nominee must have been a member of Lambda Delta Chapter for a minimum of three years.
 - 3) Attendance record should be satisfying:
 - a. Chapter meetings – regular attendance required
 - b. Area Workshop – good attendance record
 - c. State, Regional, International, and others – considered but not required.
 - 4) Nominee shall show evidence of outstanding achievements in one or more areas of education. Previous recipients may be considered.
 - 5) Contributions to other professional organizations should be noted.
 - 6) Contributions to civic and community organizations should be noted.
 - 7) Nominee must exhibit loyalty to Delta Kappa Gamma beyond the call of duty.
 - C. Procedure
 - 1) Any member may nominate a candidate.
 - 2) A nomination form or letter justifying the nomination should be submitted by the March meeting.
 - 3) The Achievement Award Committee shall evaluate the nominees and select the recipient of the Award.
 - 4) Announcement of the recipient and presentation of the Award of the rose pin-guard shall be made at the Founders' Day Dinner.
 - 5) The name of the recipient shall be placed in the yearbook.

ARTICLE XII - AMENDMENTS

Section A. Provisions for Amendments

The Lambda Delta 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 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 Lambda Delta 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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