

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

ARTICLE II - OBJECT/PURPOSE

The objective (or purpose) of Epsilon Phi Chapter shall be to promote the Mission 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 Epsilon Phi 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 - The chapter has authority to act in matters of membership.
2. Recommendations – Recommendations for membership may be submitted to the Membership Committee for qualification and eligibility review at any monthly meeting.
3. Election of New Members – New members shall be selected at any meeting or email ballot by approval of four-fifths (4/5) of the ballots cast.
4. New members may attend monthly meetings, with formal induction taking place in October and/or April. Orientation will take place at least one week prior to induction.
5. New members will pay an induction fee as set by the Society.
6. Members may transfer from one chapter to another by notifying 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. 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 by the chapter receiving the 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 recommended by the 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 in the month of October a proposed budget for adoption by a two-thirds (2/3) 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 a past president shall be authorized to sign checks on the chapter's account.
4. An annual audit report shall be submitted by the finance committee to the executive board by July 15.

Section D. Special Funds

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

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Epsilon Phi 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 5.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, vice president, and 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 a three member nominations committee are held at the March chapter meeting in even-numbered years.
2. Nominations for chapter officers and the nominations committee shall be made in even-numbered years by a nominations committee of three members. The chairman of the nominations committee shall be named by the chapter president from those elected to the committee.
3. The nominations committee shall submit the name of at least one nominee for each elective office position and at least three names for the new nominations committee. Consent of each nominee must be obtained. The slate of candidates shall be presented to the chapter members prior to the March meeting. 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 nominations committee shall prepare the ballot and conduct the election.
6. Newly elected chapter officers' names will be submitted to TSO by March 15th.

Section E. Term of office (see *Constitution, Article VI,D,3*)

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 (originally section c)

1. If a vacancy occurs in the office of president, the 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, the parliamentarian, without vote, and the editor of the newsletter, 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 Epsilon Phi Chapter may include:

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. 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
 - d. Communications and Publicity, Technology - Publicizes chapter events, publishes chapter newsletter, maintains a current chapter website
 - e. Finance- Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board.
 - 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 induction ceremony, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues.
 - g. 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, 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.
 - 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 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 grant-in-aid and chapter scholarship.
 - c. Educational Excellence - which includes Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, Research, and Women in the Arts. Committee coordinates the work of its component committees to fulfill the Society's Mission and Purposes.
- 3. Special Committees: Social Courtesy
 - a. Shall extend courtesies at the time of deaths and marriages of members.
 - b. May extend courtesies for other occasions, including but not limited to; death in family or birth of a child, notifying the president of any action taken.

Section B. Selection of Committee Members

- 1. All committees shall be appointed by the chapter president (except the nominations committee)
- 2. The nominations committee is elected by the membership
- 3. The president serves as member ex officio with vote on all committees except nominations.

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. Epsilon Phi Chapter will have a minimum of 6 meetings each year
- 2. Meeting 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 *Epsilon Phi Epistle* at least five times a year before chapter meetings. It is distributed 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 (newsletter, yearbook, brochure, article submitted to a news organization) prior to its release.

ARTICLE XI - AMENDMENTS

Section A. Provisions for Amendments

The Epsilon Phi 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 XII - DISSOLUTION

In the event that it becomes necessary for Epsilon Phi 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 Amended: September 5, 2019

Last Revised: May 28, 2021