

**November 2021 Chapter Rules of
Zeta Beta 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 Beta Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II – GOAL/OBJECTIVE

The goal (Objective) of Zeta Beta Chapter shall be to promote the vision, 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 Zeta Beta 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 selected 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 during the Fall and/or Spring. Zeta Beta Executive Board will coordinate date for orientation of new members.
4. Selection of New Members
 - a. Selection of new members may be at any chapter meeting.
 - b. Selection may be by member recommendation.
5. New members will pay an induction fee of \$10.00, unless International DKD changes Price. If induction fee is changed by International DKG, Zeta Beta will honor recommended fee.
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. 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. There is no reinstatement fee nor requirement for chapter vote.

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 the 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. Financial Control

1. The chapter Finance Committee shall submit annually an estimated budget for adoption by a the majority of those present.
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 end of each fiscal year.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. International/State Convention registration fee paid for President/Co-President by chapter funds for training and/or voting.
Registration fee for members to attend International/state Convention will be voted by Executive board. Board acceptance will depend on funding and chapter Involvement (participation in 2 fundraiser and 2 projects).
3. Event related function (Birthday luncheon; Founder's Banquet; Presidents dinner, etc.) paid for President/Co-President, pending availability of funds.
4. Hotel accommodations at double-occupancy rate or half of single occupancy paid for President/Co-President, pending availability of funds.
5. Mileage reimbursement for one vehicle (minimum 2 members in attendance) @fifty-four cents a mile or 25 cents mile for single traveler, pending funding.
6. Commercial air flight for President/Co-President to attend International Convention at 30day advance booking, pending funding.
7. Meals for President/Co- President paid to the following limits per day:
 - a. Breakfast: \$10
 - b. Lunch: \$10
 - c. Dinner: \$15
 - d. If meal included in Event related function, no reimbursement for meal.
 - e. Alcohol purchases shall not be reimbursed.
8. Parking fees

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Zeta Beta 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 6.

Section C. Coordinating Council

1. The chapter shall participate in the activities of the San Antonio Coordinating Council (SACC).
2. The chapter shall send the name of Zeta Beta President/Co-President, 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 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 who will comply with Constitution rules, including filing IRS document(s).

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution*, Article VI.
2. The chapter president/co-President shall attend the State Executive Board meetings and shall represent the chapter as a voting member. If the president is unable to attend, the Co-President shall represent the chapter. If neither can attend, a member will be appointed as a representative from the membership.

Section D. Nominations 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.
3. Nominations for chapter officers shall be made by a 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 1st meeting of the year. 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.

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, co- President OR 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, 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, including projected expenditures, upcoming projects and fundraisers.

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 the Zeta Beta Chapter shall be appointed by the President/Co-President who will inquire about **Member's interests**.

1. Society Business:

- a. Archives - Creates a scrapbook for each biennium.
- b. Chapter Rules/Bylaws - 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, sends birthday/get well card.
- 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 selection 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. Necrology - 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 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 possible, places white rose in coffin if allowed or mails card to family.
- h. 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. Officers are reported by March 15 or as required.

- i. 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, plus acknowledges 20, 25, 30, 40+ year members.
 - ~~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. Global Awareness - Leads chapter participation in International projects, informs members of World Fellowship grant recipients studying in Texas, encourages donations to World Fellowship and other international and state global outreach activities.
 - d. Legislation & Research - Informs members of current economic, political and educational issues at local, state and national levels, encourages member participation in the legislative and political process, encourages support of desirable legislation in the interest of education and of women educators, conducts research as needed by the chapter.
 - e. Programs and Service Projects, Women in the Arts, Music, & 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; includes music at chapter meetings, attempts to provide at least one CPE credit opportunity, applies for ASTEF project(s), and encourages submission to DKG Online Gallery.
 - f. Strategic Plan of Action – Surveys chapter for areas of focus and plans specific goals that address these needs. Reviews actions on an annual basis and reports to the chapter regarding progress or concerns.
- 3. Special Committees: Courtesy, Social, Telephone, Zeta Beta birthday, projects, Donors for fundraisers, donations for projects.

Section B. Selection of Committee Members

- 1. All committees shall be appointed by the chapter President/Co-President.
- 2. 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 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. Zeta Beta 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, newsletter, agenda and email/text. 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 one third of the members.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter at least 3 times a year. It is distributed by email to all members and copies are sent to designated state personnel.

Section B. The chapter's goal is to develop a website.

Section C. Special Publications

Any special publications (brochures, photos, slide presentation, etc.) must be approved by the Executive Board before printing.

Section D. Approval of content

The chapter President/Co-President shall approve the content of any publication (newsletter, Yearbook, article submitted to a news organization) prior to its release.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Zeta Beta Chapter in all cases not provided for in the *Constitution, International Standing Rules, State Bylaws, State Rules*, and these chapter rules.

ARTICLE XII - AMENDMENTS

Section A. Provisions for Amendments

The Zeta Beta Chapter Rules may be amended by a two third vote of members present and voting at a meeting following a thirty-day previous notice of the proposed revision.

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 an email prior to the meeting at which voting will take place.

ARTICLE XIII - DISSOLUTION

In the event that it becomes necessary for Zeta Beta 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: November 4, 2021