

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

ARTICLE II - OBJECT/PURPOSE

The object of Delta Omicron 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 Delta Omicron 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.

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** (1) is granted only to a member who is unable to participate in chapter activities because of physical disabilities and/or geographic location. (2) Reserve status may not be granted only for retirement from work in education. (3) A member's status may be changed from Active to Reserve upon written request from the member and acceptance by a majority vote when 20 active members are present and voting. (4) No vote is necessary to grant a change from Reserve to Active status.
3. **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.
 - e. 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.
4. **An honorary member** (1) is a woman not eligible for active membership who has rendered notable service to education or to women. (2) She is elected to honorary membership in recognition of such service.



Section B. New Members

1. Chapter Authority – This chapter's rules shall establish the method for selecting a candidate for active membership.

2. Recommendations for prospective members shall follow the procedures outlined in the *Member Recruitment Plan*. See Article VIII, Section A, 1, f of this Chapter Rules document.
3. Twenty (20) active members being present and voting, selection of prospective members shall be determined by a majority vote at any chapter meeting or by electronic mail.
4. Prospective members shall attend an informal Orientation Meeting to receive information about the Society prior to the induction ceremony. Mentoring and orientation will be ongoing.
5. New members will pay an induction fee and dues as set by the Society and this chapter.
6. An individual becomes a member when she pays her dues.

Section C. Transfer Members

1. Members may transfer from one chapter to another by notifying Society Headquarters.
2. No vote is taken on incoming transfers.

Section F. Reinstatement

1. A former member shall be reinstated to membership when the chapter receives her request, provides her with the reinstatement document, and receives the completed document and her dues.
2. A reinstatement fee is no longer required, nor is there a chapter vote.

Section D. 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 Committee chair.
3. Delta Omicron's recording secretary shall write in the minutes the names of members terminated, including the reason and date of termination.

Section E. Membership Records

1. The treasurer shall keep a continuous record of chapter membership.
2. This includes date of induction, transfer information, date(s) and reason for resignation, and date(s) of reinstatement.

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 Texas State organization.
2. The membership year is July 1-June 30. In May 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. Delta Omicron Chapter's Finance Committee shall submit annually a proposed budget for adoption. A majority vote when 20 active members are present and voting shall determine the outcome.
2. Any expenses not provided for in the budget must be presented to the chapter for approval.
3. All expenses shall be approved by the president prior to payment.
4. The president and treasurer shall be authorized to sign checks on the chapter's account; a third

person may also be authorized to sign in case of emergency.

5. The treasurer shall make an oral or written report prior to or at each chapter business meeting.
6. An annual financial review report shall be submitted by the Finance Committee to the Executive Board at the end of the biennium.

Section D. Special Funds

1. Special funds and/or awards may be established when 20 active members are present and voting, and the majority shall rule.
2. **Grant-in-Aid** – Each year Delta Omicron Chapter shall present a grant to a non-member teacher who is working on her master’s degree and who would be a prospective member. Selection of the recipient shall be the responsibility of the Scholarship Committee. The grant will be given to honor a chapter member. The amount of the grant shall be a minimum of \$250. To change the amount, the Scholarship Committee shall consult with the Finance Committee and seek approval from the Executive Board. If possible, the recipient shall be honored at the May chapter meeting. Chapter members may make gifts to the grant-in-aid fund.
3. **Chapter Scholarship** - Each year Delta Omicron Chapter shall present a scholarship to a chapter member who takes a seminar, conference, mini-course, or similar educational opportunity that requires her to pay a fee. Selection of the recipient shall be the responsibility of the Scholarship Committee. The amount of the scholarship shall be a minimum of \$100. To change the amount, the Scholarship Committee shall consult with the Finance Committee and seek approval from the Executive Board. If possible, the recipient shall be honored at the May chapter meeting. Chapter members may make gifts to the chapter scholarship fund.
4. **Fundraising** - Proceeds from Delta Omicron Chapter fundraising activities shall be designated for state and international funds and programs, and with chapter approval for non-budgeted chapter activities. A majority vote when 20 active members are present and voting shall designate which funds and programs and the amount of contribution to each designated fund and program and member-approved chapter activity.
5. **Convention and Conference Expenses** - Delta Omicron Chapter shall pay the president’s expenses to attend the state convention and the regional/international conference or international convention at an amount determined by the Finance Committee. Other members attending a state convention shall also receive financial assistance: \$250 shall be budgeted annually and divided equally by those attending.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Delta Omicron Chapter Rules shall be consistent with the *Constitution, International Standing Rules, State Bylaws, and State Rules*.
2. Updated Delta Omicron 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 9.

Section C. Coordinating Council

1. Delta Omicron Chapter shall participate in the activities of the Coordinating Council of Dallas County (CCDC).
2. Delta Omicron Chapter shall send the president as representative to the coordinating council.
3. Delta Omicron Chapter shall pay the designated yearly coordinating council dues.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The officers of Delta Omicron Chapter shall be a president, a first vice president for programs and service projects, a second vice president for membership, a recording secretary, and a corresponding secretary, all elected by the chapter in accordance with the *Constitution*, Article VI and *International Standing Rules*,

Section 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. Treasurer will submit an annual report, file IRS 990-N e-postcard by November 15th every year, and make contributions to meet TSO deadlines
3. 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. At the January meeting, the Nominations Committee shall submit to chapter members the name of one nominee for each elective office and five names for the new Nominations Committee, including a past president of the chapter. Consent of each nominee must have been previously obtained.
3. At the February meeting, the slate with candidate qualifications shall be presented to the chapter members. Nominations may be made from the floor with the consent of the nominee.
 - a. If there is only one nominee for an office, election may be by voice vote or the raising of hands. When 20 active members are present and voting, the majority shall determine the result.
 - b. If there are two or more nominees for an office, election may be by ballot vote. The Nominations Committee shall prepare the ballot and conduct the election. The majority of 20 active members present and voting shall determine the result.
4. 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.
2. No officer except the treasurer may serve in the same office longer than two terms in succession.
3. Officers shall take office on July 1 following their election.

Section F. Vacancies

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, 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. During the first year of a biennium, a meeting shall be held to acquaint each officer with her duties and to make plans for programs and activities for the coming year. During the second year of a biennium, at least one planning meeting shall be held, with a second meeting held to distribute report forms and organize them to be sent to state and international. The president may call a board meeting as needed.
2. All board members being notified, matters requiring immediate board action may be voted upon by 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 (the number of members required to conduct business) shall be a majority of the voting members of the board.

ARTICLE VIII – COMMITTEES

Section A. Standing Committees of Delta Omicron Chapter shall be the following:

1. **Society Business**
 - a. Archives, Chapter Rules, Ceremonies, Communications and Publicity, Finance, Membership, Necrology, Nominations, Technology, and Yearbook.
 - b. See the “Chapter Committees” section of this yearbook for each committee’s duties.
2. **Society Mission and Purposes**
 - a. Educational Excellence (Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, Research, Women in the Arts), Achievement Awards, and Scholarship.
 - b. See the “Chapter Committees” section of this yearbook for each committee’s duties.
3. **Special Committees (when applicable)**
 - a. Fellowship, Fundraising, and Social Arrangements.
 - b. See the “Chapter Committees” section of this yearbook for each committee’s duties.

Section B. Selection of Committee Members

1. All committees (except Nominations Committee) shall be appointed by the chapter president.
2. The Nominations Committee members are nominated by the previous nominations committee and elected by the chapter membership with a majority of 20 active members present and voting giving approval.
3. The president serves as member *ex officio* with vote on all committees (except Nominations Committee).

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

1. All committee members being notified, matters requiring immediate committee action may be voted upon by electronic mail.
2. A majority vote of committee members shall be required for action and shall rule.

ARTICLE IX - CHAPTER MEETINGS

Section A. Meetings

1. Delta Omicron Chapter shall have seven meetings each year, September to May.
2. Meetings dates and times will be established by the Executive Board and published in the yearbook and the newsletter. Additional meetings and excursions may be scheduled as needed.
3. All members being notified, the chapter 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 electronic mail that provides a valid receipt of each responding member's vote. Voting by 20 active members is required for action, and the majority of their votes shall determine the outcome.
5. Ratification of all voting by electronic mail must be made at the next face-to-face meeting.

Section B. Quorum

To conduct business at a regularly scheduled meeting, 20 active members must be present and voting; the majority will rule.

Section C. Notification of Meetings

The Communications/Publicity Committee shall contact each member one week before each chapter meeting by newsletter, email, text, and/or phone call.

Section D. Active Attendance

Active attendance is encouraged. Members should contact the Communications/Publicity Committee with issues or concerns that affect attendance.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

Delta Omicron Chapter shall publish a newsletter, *The 4:15*, at least five times a year before chapter meetings. It shall be distributed by email to all members with computer access and by USPS mail to members without computer access. Also, copies will be sent to designated state personnel.

Section B. Chapter Website

Delta Omicron Chapter shall maintain a website (www.deltaomicrontexas.weebly.com) in compliance with the Society.

Section C. Special Publications

Any special publications such as chapter brochures and business cards must be approved by the chapter president before printing and distribution.

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 - SPECIAL CHAPTER POLICIES

Section A. Past presidents will be honored at the **Chapter Birthday Celebration** in May.

Section B. The Founders Day Celebration in May shall include the following awards and recognitions: 25- and 50- year membership awards; perfect attendance awards; recognition of members serving at the international, state, area, and coordinating council level; chapter achievement award; recognition for those retiring; grant-in-aid recipient; and chapter scholarship recipient.

Section C. A holiday tea or coffee for members shall be held in December each year.

1. Delta Omicron members shall make individual contributions to a service-oriented institution such as the Denton State-Supported Living Center.
2. The chapter treasurer shall collect these individual contributions and make one contribution in the name of the chapter.
3. The institution to receive the contributions shall be selected by the Programs and Service Projects Committee and approved by chapter members.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Delta Omicron 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 Delta Omicron Chapter Rules may be amended by majority vote of 20 active members present and voting at any regular meeting, following a week's notice of the proposed amendment prior to the meeting.

Section B. Method of Amending

When an amendment is to be considered, the written amendment shall have been presented at the previous meeting and sent to all members by email (and by USPS mail to active, non-email members) prior to the meeting at which voting will take place.

ARTICLE XIV - DISSOLUTION

In the event that it becomes necessary for Delta Omicron 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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