**The Delta Kappa Gamma Society International**

**Zeta Chapter – Eta State – Region IX**

**Zeta Chapter Rules**

**Article I – Name**

The name of this chapter shall be Zeta Chapter, Eta State Organization, The Delta Kappa Gamma Society International**.**

**Article II – Purposes and Mission**

The purpose of the Zeta Chapter shall be the seven purposes of the Delta Kappa Gamma Society International and those of the Eta State Organization.

The purposes of the society are:

1. To unite women educators of the world in a genuine spiritual fellowship.
2. To honor women who have given or who evidence a potential or distinctive service in any field of education.
3. To advance the professional interest and position of women in education.
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and women educators.
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform the membership of current economic, social, political and educational issues so that they may participate effectively in a world society.

**The mission of Zeta Chapter shall be the mission of the Delta Kappa Gamma Society International and those of the Eta State Organization. The mission of the society is: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.**

**Article III Membership**

Membership is in accordance with the *Constitution, Article III, and the International Standing**Rules***.**

1. **New member**
2. Membership in the Zeta Chapter of Delta Kappa Gamma shall be by invitation. A member initiated into the Society becomes a member of the Zeta Chapter, Eta State, and the Delta Kappa Gamma Society International.
3. A member is initiated only once**.**

**2.**

1. The Membership Committee shall have available *Recommendation for* *Invitation to Membership (Form11*) for any chapter member who wishes to nominate a candidate for membership. Form 11 is also available online.
2. These forms must be completed and returned to the Membership Committee prior to the meeting for nominations of new members. The Membership Committee screens the forms for eligibility.
3. The Membership Committee presents the names of the eligible nominees for the chapter’s consideration. After the presentation, any member has the opportunity to speak on behalf of the nominee(s).
4. At the end of the discussion each prospective member is elected by majority vote of the members present.
5. The chapter president and the chairman of the Membership Committee shall arrange an orientation session with prospective members.
6. The new members are initiated at the April luncheon/meeting of area chapters**.**
7. **Transfer of membership**

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters**.**

1. **Termination of membership**

Membership in the Society is terminated by non-payment of dues and fees, resignation, or death**.**

1. **Reinstatement**

A former member shall be reinstated to membership by the chapter receiving the request. Upon contacting the chapter, and paying current dues and fees, the chapter treasurer processes the reinstatement. No chapter vote is taken.

1. **Classification of Members**
2. **Active –** An active member shall be a woman who is a professional educator or has been retired from an educational position. An active member shall participate in the activities of the Society**.**
3. **Reserve –** A reserve member is one who is unable to fully participate in chapter activities because of physical disability and /or geographical location. *Reserve membership is granted by majority* *vote of members present*. A reserve member, so requesting, shall be restored to active membership. The following actions, “Restore to Membership,” “Restore to Active Membership,” “Reinstatement of Membership,” and “Transfer to Another Chapter” are clerical actions and do not require a vote. The chapter treasurer processes the reinstatement**.**

**3.**

1. **Honorary** – Honorary membership is extended to women not eligible for active membership who have rendered notable service to education or women. They shall be privileged to participate in all activities except that of holding office.

**Article IV – Finance**

Financial matters are in accordance with the *Constitution, Article IV, International Standing Rules, and Eta State Bylaws.*

**Annual Dues**

* Each active and reserve member shall pay annual international, state and chapter dues. *The Available Fund* (all levels) is the operating fund and requires a budget. *The Scholarship Fund* (all levels) includes international scholarship fees (20%) and state scholarship fees, eighty percent (80%) if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization if the chapter does maintain a chapter scholarship fund. Sixty percent (60%) is retained by the chapter if a chapter fund is established and maintained by voluntary contributions. Awards shall be made as directed in the *International Standing Rules and Administrative Board Policies*.
* An active member **shall pay an initiation fee** at the time of initiation. This fee is considered part of the State and International Society dues and fees, and follows percentage guidelines for those contributions.
* Chapter dues shall be an amount determined in accordance with the rules set by the chapter, and taken by chapter vote at a regular meeting.
* Annual chapter, state and international dues and fees shall be collected by the chapter treasurer between July 1 and October 31 each year. **A member whose dues are not paid by October 31 is dropped from the rolls on November 1**. International and state dues, plus the scholarship fee, are sent by the Chapter Treasurer to the State Treasurer.
* The Finance Committee shall develop an annual budget and present it to the membership for approval. The annual budget shall cover the routine operating expenses of the chapter, plus special projects, contributions to international and state funds, and expenses for officers and/or members to attend workshops and conventions.
* Expenses will be paid for the Zeta Chapter president/or her designee to attend Eta State meetings/trainings including registration fee, gas mileage and lodging, if needed.
* The Chapter President will be reimbursed for expenses incurred in the course of her duties.
* Any expenses for attendance at the Southeast Regional Conference or International Conference will be decided on an individual basis.
* Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project. Only the chapter can assess itself to support projects of its choice. Agreement to financially support chapter or state organization projects should be recorded in chapter minutes.

4.

* All expense vouchers will be given to the Chapter Treasurer for payment or reimbursement.
* The Chapter Treasurer shall maintain a record of receipts, bills and bank statements.
* The Chapter President shall approve expenses, a budget, and a financial review by the Finance Committee with the Executive Board.
* Special funds and/or awards may be created by the Zeta Executive Board and approved by the chapter membership

**Article V – Organization**

Zeta Chapter of Eta State, Region IX shall govern the conduct of its business in a manner consistent with the Constitution, Article V, International Standing Rules, Eta State Bylaws and Zeta Chapter Rules.

* The Zeta Chapter President is a representative on the Eta State Executive Board.
* If a Coordinating Council is established in the area, the Chapter President and a chapter member serve on the Coordinating Council.

**Article VI – Officers and Related Personnel**

**Officers and related personnel function in accordance with the Constitution, Article VI, and International Standing Rules**

* **Elected** chapter officers for Zeta Chapter include a President, First Vice-President, Second Vice-President, Recording Secretary, and Corresponding Secretary. Elections for chapter officers are held in even-numbered years by a majority vote of the quorum, number of memberspresent.
* Elections of officers, duties of officers, and the filling of vacancies shall be in accordance with the *Constitution, Article VI*.
* The Nominations Committee presents a slate of officers to the chapter for vote.
* Each **elected** **officer** serves a two year term of office, or “until a successor is named.”
* The Zeta Chapter President is a member of the Eta State Executive Board
* The Zeta President is an ex officio member of each committee except Nominations Committee.
* The Chapter Treasurer is selected by the Zeta Chapter Executive Board each biennium. There is no term of office for the Chapter Treasurer. The Chapter Treasurer is responsible for ordering all necessary forms from International Headquarters for reports needed by Eta State and/or International Headquarters, and carrying out duties as defined in the *Constitution, Article IV* for chapter treasurers’ responsibilities. The Chapter Treasurer shall order the President’s pin at the chapter’s expense, as needed.
* The President’s pin is presented by the immediate past President at the time of installation.
* Zeta Chapter will provide an official DKG pin for each initiate to be presented at the initiation ceremony. This pin, belonging to the chapter, will be returned to Zeta if membership is terminated for any reason, including the death of the member.
* The Parliamentarian is chosen by the President with Executive Board approval for a term of two years. The Parliamentarian is **not** an officer, and serves **without vote** on the Chapter Executive Board.

5.

* The First Vice-President shall serve as chairman of the Program Committee.
* The Second Vice-President shall serve as Membership Committee Chairperson. She coordinates the distribution and screening of new member forms, presents nominees’ names and conducts voting, and is in charge of initiation.
* It is not mandatory for the First and Second Vice-President to succeed automatically to the presidency.
* The Recording Secretary serves as Communications Committee chairperson. The publication of the “*Zeta Data”* newsletter (printed and distributed electronically/ print by the Communications & Publicity Editor) will be published four times a year and distributed to chapter members electronically (by the President), or by mail (by the Corresponding Secretary) for those members without email.
* The Corresponding Secretary receives and shares with the Communications and Publicity chairperson news about members who are/ have family members who are ill, deceased, or need special support. The Corresponding Secretary writes any notes of appreciation to organizations, members or speakers for the chapter, and notes/cards of sympathy/congratulations for the chapter. The printed version of “Zeta Data” news is mailed by the Corresponding Secretary to members without email.

**Article VII – Executive Board**

* The Executive Board functions in accordance with the *Constitution, Article VII.*
* The Executive Board of Zeta chapter shall consist of the elected officers, committee chairpersons, the immediate past president, treasurer “with vote,” and parliamentarian “without vote.”
* The Executive Board meets at least two times a year, or as often as needed.
* The chapter Executive Board may meet through electronic communication as long as all members may simultaneously hear one another and participate during the meeting. (*Constitution, Article IX; Section* *A, #2)*
* A quorum of the Zeta Executive Board is a majority of the voting members.

**Article VIII – Committees**

* Zeta Chapter committees function in accordance with the *Constitution. (Article VIII; Section A, #2)*
* Committee chairpersons are appointed by the Zeta Chapter Executive Board.
* The President serves as an ex officio member of all committees except nominations.
* Ad Hoc committees shall be formed as needed and selected by the Executive Board.
* Zeta Chapter may establish committees to support the work of the International Society’s Mission and Purposes Committee. (*Constitution, Article VIII; Section C)*
* The Finance Committee supports the work of the Chapter Treasurer, and any proposals for special awards or work of the chapter requiring additional funding. The Finance Committee is responsible for requesting any necessary Society forms to be ordered in carrying out this responsibility.

6.

* The Scholarship Committee supports the Chapter Treasurer to make the chapter aware of any funding required of the chapter for local, state, and international scholarship initiatives/fees. Zeta chapter does not maintain an individual scholarship fund.

**Article IX – Meetings**

* Zeta Chapter Meetings are held in accordance with the *Constitution, Article IX, Section A.*
* The chapter meets at least four times during the year.
* A quorum for Zeta chapter business meetings is the number of members present.
* Passage of proposals will be by simple majority.
* There will be no proxy voting.
* Meetings of the Executive Board are held in accordance with the *Constitution, Article IX, Section A, #2.*

**Article X – International Conferences and Regional Conferences**

The Chapter President/ her designee (elected officer) may attend regional conferences held according to the Constitution, Article X without reimbursement for expenses**.**

**Article XI – Headquarters**

The property, management, and administrative operations of The Delta Kappa Gamma Society International are indicated in the *Constitution, Article XI*.

**Article XII - Publications**

The Zeta Chapter Communications and Publications Editor and any associated members responsible for correspondence or publications concerning Zeta Chapter shall follow the *Constitution, Article XII and International Standing Rules.*

* The “Zeta Data” Chapter publication will be published four (4) times per year by the Communications and Publications Editor via email or print for members without email. Distribution will be by the President electronically to members with email, and by the Corresponding Secretary for those without email.
* The President approves all publications.

**Article XIII - Awards**

* The Zeta Chapter shall follow the *Constitution, Article XIII* *and International Standing Rules*.
* Recommendations for awards/recognition granted to members or non-members shall be made using forms provided by Society headquarters. Recommendations for these awards (*Constitution, Article* *XIII; Sections B, C, D*) will be presented to the Zeta Chapter for vote prior to ordering forms.
* Potential recipients of Emergency Fund Awards (*Constitution, Article XIII; Section B, #2*) may be recommended by the Chapter President to Society Headquarters.

7.

**Article XIV – Affiliates**

Zeta Chapter seeks to establish positive alliances with affiliate organizations which provide opportunities for our chapter to further the Society’s Mission and Purposes through worthwhile activities**.**

**Article XV – Parliamentary Authority**

Zeta Chapter shall follow the *Constitution, Article XV* regarding parliamentary authority for chapters and our Eta State bylaws.

**Article XVI – Amendments**

* Amendments shall be handled in accordance with the *Constitution, Article XVI*.
* The Zeta Executive Board shall *review* the standing rules annually.
* Chapter members shall vote on changes recommended by the Executive Board at any regular business meeting by majority vote of members present.
* The Zeta Chapter Rules shall be included in the yearbook every biennium.

**Article XVII – Indemnification**

This refers to legal protection under law by the *Texas Business Organizations Code, Chapter 8* for Delta Kappa Gamma International director, officers, employees or agents.

**Article XVIII – Conflict of Interest**

Zeta Chapter shall follow the *Constitution, Article XVIII* regarding matters of conflict of interest.

**Article XIX – Dissolution**

Dissolution shall be done in accordance with the *Constitution, Article XIX, International Standing Rules, Eta State Bylaws.*

**Article XX – The Delta Kappa Gamma Society Education Foundation, An Enabling Act**

The Delta Kappa Gamma Society is recognized as an educational corporation under the Texas Non-Profit Corporation Act, to be named, “The Delta Kappa Gamma Educational Foundation.”

**\_\_\_\_\_Amended by Chapter Vote**