

**CHAPTER RULES OF  
THETA KAPPA CHAPTER OF TEXAS STATE  
ORGANIZATION OF  
The Delta Gamma Society International**

**ARTICLE I – NAME OF THE CHAPTER**

The name of this chapter as assigned by the State Executive Committee shall be Theta Kappa Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

**ARTICLE II-OBJECT/PURPOSE**

The objective(or purpose) of Theta Kappa Chapter shall be to promote the Mission 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 Theta Kappa Chapter shall be composed of active, reserve and honorary members in accordance with the Constitution, Article III and International Standing rules section 3.0.

**Section B. New Members**

1. Chapter Authority-The chapter has authority to act in matters of membership.
2. Recommendations—Recommendations for new members shall be submitted to the Membership Committee by the April chapter meeting.
3. Election of New Members
  - a. Voting for new members shall be at the May chapter meeting.
  - b. Voting shall be by secret ballot
4. Orientation of new members shall be during the month of July or August or at least one week prior to the initiation ceremony. The president and the membership chairman shall see that nominees receive information through an informal orientation.

**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. There is no chapter vote to accept a resignation.

**Section D. Membership Records**

A continuous record of chapter membership shall be kept by the treasurer. This includes names, membership numbers and dates for all current and

former members, new initiates, membership status changes(ex: from active to reserve), termination with reason for dropping, transfers in or out, and reinstatements.

#### Section E. Reinstatement

A former member shall be reinstated to membership upon written request. There is not a fee for reinstatement.

#### Section F. Active and reserve status.

There is a chapter vote to allow a change from active to reserve status, but not for changing back from reserve to active. Members can be granted reserve status for medical disabilities and geographic location hardships.

## ARTICLE IV—FINANCES

#### Section A. Governance of Finances

Where applicable, the Constitution, Article IV and International Standing Rules shall govern chapter finances.

#### Section B. Annual Dues

Chapter dues shall be \$78 per year which includes all assessments required by state and international. Dues for reserve members is \$40 per year,

#### Section C. Financial Control

1. The chapter's Finance Committee shall submit annually a proposed budget for adoption by a majority 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 and treasurer shall be authorized to sign checks on the chapter's account.
4. An annual audit report shall be submitted by an auditing committee at the September meeting.

#### Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Special budget designations are a recruitment grant scholarship for a college student and a grant in aid scholarship to a beginning teacher, state convention expenses paid by the chapter, year book expenses, website expenses, gifts for speakers, banquet expenses, memorials, achievement award charm, officers' expenses, ceremonials committee, membership committee, courtesy and necrology, program and music, professional affairs committee, World Fellowship, and Emergency Fund.

## ARTICLE V—ORGANIZATION

#### Section A. Chapter Rules

1. Theta Kappa 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 every two years by the chairman of the Bylaws and Rules Committee.

Section B. Area

The chapter shall participate in the activities of Area VII.

## ARTICLE VI—OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, first vice-president, second vice-president, recording secretary and a corresponding 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. President

- A. 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 organization.
- B. Act as presiding officer at regular and called meetings, direct the activities of the organization and act as chair of the Executive Board.
- C. Call Executive Board meetings as needed but not less than two times a year.
- D. Approve all publications and payment of all expenses.
- E. Represent the Society at meetings, conferences and other events.
- F. Ascertain that at least five chapter newsletters are published annually and that copies are sent to the State Communications Chair and others designated at the state level.
- G. Take action, with the advice and approval of the Theta Kappa Executive board, on matters which cannot be deferred until the next convention or meeting.
- H. Provide the recording secretary and the Communications Committee Chairman with an agenda of meetings.
- I. Serve as an ex-officio member on all committees except Nominations.

2. First vice-president

- A. Serve as presiding officer in the absence of the President.
- B. Serve as chair of the Educational Excellence Committee

3. Second vice-president

- A. Serve as presiding officer in the absence of both the president and first vice-president
- B. Serve as chairman of the Yearbook Committee

4. Recording secretary

- A. Take minutes at all regular meetings and those of the Executive

## Board

- B. Print and distribute minutes of meetings for approval.
5. Corresponding secretary shall take care of all correspondence of the chapter.
6. Treasurer
  - A. Receive and pay all monies belonging to the chapter
  - B. Keep an accurate account of receipts and expenditures.
  - C. Keep a file of receipts, bills, cancelled checks and bank statements.
  - D. Present a report at each meeting.
  - E. File required tax reports including the Form 990
  - F. Submit for annual audit the accounts of the organization.
7. Parliamentarian shall act as adviser to the officers and members in matters pertaining to interpretation of the Constitution, International Standing rules and their parliamentary use.

### Section D. Nominations and Elections

1. Election of chapter officers are held in even-numbered years.
2. The nominations committee shall submit the name of at least one nominee for each elective office position. Consent of each nominee must be obtained. The slate with the candidate qualifications shall be presented at the February meeting. Nominations may be made from the floor with the consent of the nominee.
3. If there is only one nominee for an office, election may be by majority voice vote.
4. 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 (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

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. A majority vote of board members shall be required for action.

Section D.

A quorum shall be a majority of the voting members of the board.

## ARTICLE VIII – COMMITTEES

Section A. Standing Committees of Theta Kappa Chapter shall be

1. Society Business: Historian and Archives, Auditing, Ceremonials, Bylaws and Rules, Finance, Membership, Courtesy and Necrology, Nominations, Communications and Publicity, and Yearbook.
2. Society Mission and Purposes: Achievement Awards, Leadership Seminar/Scholarship, Educational Excellence which includes Personal Growth and Services, Professional Affairs, Research, Music, Legislation and Program.
3. Special Committees: Fundraiser

Section B. Selection of Committee Members

1. All committees shall be appointed by the chapter president .
2. The nominations committee is appointed by the chapter president with the chairman being appointed by the president.
3. The president serves as a 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 for the work of chapter committees shall be prepared on forms supplied by international headquarters and submitted to the person designated on the forms by the stated deadline.

Section D. Voting

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

## ARTICLE IX—CHAPTER MEETINGS

Section A. Meetings

1. Theta Kappa will have seven meetings each year.

2. Meetings will be on the second Thursday of each month except January and March. Additional meetings/excursions may be scheduled as needed.

Section B. Quorum

A quorum shall be 1/3 of the chapter's active membership.

## ARTICLE X—PUBLICATIONS

Section A. Chapter Newsletter

Theta Kappa shall publish a newsletter at least five times a year before chapter meetings. It is distributed by e mail to members with email, and hard copy is mailed to those without access to email. Copies are sent to designated state personnel. The name of the newsletter is The Monthly Newsletter of Theta Kappa.

Section B. Chapter Website

The chapter shall maintain a website that is certified by the Society.

Section C. Approval of content

The chapter president shall approve the content of any publication prior to its release.

## ARTICLE XI—SPECIAL CHAPTER POLICIES

1. Members with twenty five(25) or fifty(50) years of membership will receive a special certificate. This is awarded at the initiation banquet in October.
2. The Courtesy and Necrology Committee will purchase a gift for members retiring. This committee will also send sympathy and get well cards to members. Upon the death of a member, a \$25.00 memorial will be sent to the Friends of the Library in Seguin.
3. The chapter treasurer shall purchase the President's barpin and present the pin at the installation ceremony.
4. An honorarium or small gift will be given to non-member speakers. This is a responsibility of the Educational Excellence Committee.
5. The chapter will present the outgoing president a gift at the end of her biennium.
6. Theta Kappa will finance travel, registration, meals, hotels and fees for the president to attend area workshops and state conventions. Officers and members, in addition to the president, will be sent to conventions as funds permit. A portion of the money raised at the annual auction will be earmarked for convention support.
7. The Historian/Archives Committee has the responsibility of compiling the scrapbook for each biennium and presenting it to the outgoing president.
8. A Birthday-Keypin Collection Box will be passed around at each regular meeting. Members are asked to contribute for failure to wear

their keypin (25 cents) and for their birthday (1 cent per year). The Executive Board shall determine the use of this fund.

9. The Personal and Growth and Services Committee is responsible for setting up a service project for the chapter.
10. The Ceremonials Committee is responsible for planning the annual initiation ceremony, and for implementing special programs for the Chapter Birthday in April and Founders' Day in May.
11. Members with good and perfect attendance are recognized annually.
12. The Achievement Award is awarded at the Founders' Day meeting in May. The following guidelines are followed:
  - a. Nominee must have contributed outstanding leadership and service to Theta Kappa, including elective office and/or appointed responsibilities.
  - b. Attendance record should be noteworthy at meetings, and area functions. State, regional and international are considered but not required.
  - c. Contributions to other professional organizations should be noted, but the award is for service to Theta Kappa.
  - d. Contributions to civic, church and community should be noted.
  - e. Any member may nominate a candidate. This should be submitted to the Achievement Committee.
  - f. The Achievement Awards Committee shall be made up of previous recipients.
13. The recruitment grant recipient is announced at the Founders' Day meeting. It is a \$500 monetary gift to a junior or senior in college pursuing a teaching certificate. The recipient is chosen by the Professional Affairs committee from the applications submitted.
14. An award of \$100 is given to two first or second year teachers. This Award is chosen by the Professional Affairs Committee from the applications submitted. This award is announced at the Founders' Day meeting.
15. Chairs of the various committees may be invited to the executive board meetings as deemed necessary by the president. They can be included in the planning of activities.

## ARTICLE XII—AMENDMENTS

### Section A. Provisions for Amendments

The Theta Kappa 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 amendments.

### Section B. Method of amending

When an amendment is to be considered, a written amendment shall be presented at the previous meeting and sent by email prior to the meeting at which voting takes place.

## ARTICLE XIII—DISSOLUTION

In the event that it becomes necessary for Theta Kappa 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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