

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

ARTICLE II - OBJECT/PURPOSE

The purpose of Gamma Omega 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 Gamma Omega 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. Membership is by invitation. 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 new members shall be submitted to the Membership Committee by the October and March chapter meetings.
3. Election of New Members
 - a. Voting for new members shall be at the October and March chapter meetings.
 - b. Voting shall be by secret ballot.
 - c. Selection will be by four-fifths (4/5) of the total members present.
4. Orientation of new members shall be during October and March or at least one week prior to the induction ceremony. The President and the Membership chairman shall see that nominees receive information through a formal/informal orientation provided by the chapter membership.
5. Members may transfer from one chapter to another by notifying the treasurer of the receiving chapter. 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. Resignations shall be submitted in writing to the chapter president.
4. 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 chapter president or her designee. This includes date of induction, transfer information, date (s) and reason for termination, and date(s) of reinstatement.

Section E. Reinstatement

A former member shall be reinstated to membership upon written request. A vote by the chapter is not required.

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 dues is recommended by the finance committee, and shall include international and state dues and fees as established by the Society and State organization.
2. Chapter dues shall be established no later than the first meeting of the fiscal year by 2/3 vote of those at the meeting.
3. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year. A member who fails to complete payment of international dues shall be dropped as of October 1.

4. For membership or reinstatement commencing between July 1 and December 31, the member shall pay an induction fee (new member only), dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.

Section C. Financial Control

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a 2/3 vote of members present at the meeting.
2. All expenses shall be approved by the president prior to payment.
3. The president, treasurer, and recording secretary shall be authorized to sign checks on the chapter's account. Two signatures shall be required on all checks.
4. An annual financial review report shall be submitted by the finance committee to the executive board the August chapter meeting.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. New members will pay an induction fee as set by the Society.
3. Honorary members who are educators shall pay dues equal to reserve members' chapter dues plus the grant-in-aid fee. Honorary members who are not educators will be exempt from annual chapter dues and the initial international and state fees will be paid by the chapter.
4. Scholarships- The Personal and Professional Enrichment Committee receives and evaluates the applications, and decides on the recipients. The scholarships are awarded at the February meeting.
 - A. Grant-in-Aid (Maggie B. Selman Scholarship) \$500 is to be awarded to a young woman from one of our five counties, rotated on a yearly basis, continuing to the next county if no applicant is available. The applicant must be an education major, have completed the freshman year of college with at least a B average, and have completed an application with recommendations and transcript.
 - B. Chapter Scholarships- Money can vary by year according to donations. Requirements are the same as above, awarded to any of our five counties. In the event that there are not enough applicants, the available money can be divided among all scholarship recipients.
5. Lend-A-Hand is given on a rotating schedule to each town. The town decides which entity shall receive the \$50.00 grant.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Gamma Omega 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 7.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be a president, a first vice president, a second vice president, a 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 may select a parliamentarian, and the executive board shall select the treasurer.

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution*, Article VI.
 - A. The chapter president presides over all chapter meetings and executive board meetings, determines and provides agendas for all meetings, attends State Conventions and Area Workshops, completes and submits reports as required by TSO and DKG, and disseminates information to chapter members.
 - B. The first vice president is chair of the Educational Excellence/Program of Work Committee: coordinates programs and the chapter's annual project, submits reports as requested by TSO, and attends State Conventions and Area Workshops.
 - C. The second vice president is responsible for the chapter's nametags and flags.
 - D. The recording secretary maintains written minutes of chapter meetings and executive board meetings, is chair of the Communications & Publicity/ Newspaper committee, writes press releases, and emails them to area newspapers.
 - E. The corresponding secretary maintains correspondence received by the chapter, reads it at chapter meetings, writes correspondence as directed by the president, is chair of the Courtesy Committee, keeps and files attendance records, and determines list of members with perfect attendance.
 - F. The treasurer collects members' dues, submits annual reports by July 15th, files IRS 990-N e-postcard by Nov. 15th every year, and contributions by April 1st.
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 are held in even-numbered years.
2. Nominations for chapter officers and the new nominations committee shall be made in even-numbered years by a nominations committee of at least three but not more than seven members.
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, with candidate qualifications, shall be presented to the chapter members 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. 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. 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, 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 Gamma Omega Chapter shall be:

1. Society Business: Archives, Chapter Rules, Ceremonies, Communications & Publicity, Finance, Membership, Necrology, Nominations, Yearbook.
2. Society Mission and Purposes: Achievement Awards, Scholarship, and Educational Excellence/Program (with subcommittees: Global Awareness, Legislation, Music, Personal and Professional Enrichment, Service Projects, and Research).
3. Special Committees: Courtesy, Scrapbook, *Focus*, Newspaper, Dues, Technology
4. Other special committees may be created to carry out projects authorized by the International Convention, State Convention, or chapter members.

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 the 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 and the document “Gamma Omega Chapter Committee Responsibilities” 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. Gamma Omega Chapter will have 7 meetings each year.
2. Meetings dates and times will be established by the executive board and published in the yearbook and the *Focus*. 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.
6. There shall be no proxy voting.

Section B. Quorum

A quorum shall be 1/3 of the chapter’s active members.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the *Focus* at least 5 times a year before chapter meetings. It is distributed by email/postal mail 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 (chapter brochures, for example) must be approved by the chapter president 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 - SPECIAL CHAPTER POLICIES

1. The communications & publicity/newspaper committee shall submit at least five articles per year highlighting chapter activities to local news publications.
2. The chairman of the yearbook committee is a member of the educational excellence/program committee.
3. Past presidents will be honored at the chapter birthday celebration in April.
4. The Founder's Day celebration shall include the following awards: 25 and 50 year members, perfect attendance awards, recognition of members serving at the international or state level, and chapter achievement award.
5. The chapter achievement award is awarded to a chapter member who has performed exemplary service to the chapter. Chapter members nominate potential recipients, and the achievement award committee chooses the recipient. A rose guard pin and a certificate are presented to the winner(s) of the award.
6. The courtesy committee shall operate by the following guidelines:
 - a. In the event a member is ill (at home, in the hospital or other care facility), a card shall be sent on behalf of the chapter.
 - b. In the event of a member's death, a memorial of \$50 shall be placed in the chapter scholarship fund. In the event of a former member's death, a \$5 donation shall be placed in the chapter scholarship fund. In the event of the death of a member's spouse \$20 shall be placed in the chapter scholarship fund.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Gamma Omega 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 Gamma Omega 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 prior to the meeting at which voting will take place.

ARTICLE XIV - DISSOLUTION

In the event that it becomes necessary for Gamma Omega Chapter to dissolve, there must be strict adherence to the provisions of the *Constitution*, Article XIX, 3, and the *State Rules*, Section 16.2.

Gamma Omega Chapter rules were:

Drafted:

Revised/Updated 2/1/86	Hillia Donahue
Revised/Updated 3/6/93	Marjorie Wilke-Baker
Revised/Updated 3/2/96	Joy Mueller
Revised/Updated 10/6/01	Claudia Downing
Revised/Updated 11/01/03	Claudia Downing
Revised/Updated 4/17/04	Claudia Downing
Revised/Updated 12/04/04	Claudia Downing
Revised/Updated 4/16/05	Claudia Downing
Revised/Updated 10/6/2007	Grace Holtkamp
Revised/Updated 3/2010	Trudy Holland
Revised/Updated 4/2012	Heather Smith
Revised/Updated 4/12/2014	Mary Keienburg
Revised/Updated 3/20/2016	Mary Keienburg
Revised/Updated 3/19/2019	Mary Keienburg