**2019 Chapter Rules of**

**Epsilon Nu 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 Epsilon Nu Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

**ARTICLE II - OBJECT/PURPOSE**

The object of Epsilon Nu 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 Epsilon Nu Chapter shall be composed of active, reserve, honorary, and collegiate members in accordance with the Constitution, Article III and International Standing Rules section 3.0.

1. An active member is a woman who is employed as a professional educator at the time of her election or has been retired from an educational position.
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 on matters of chapter membership.
2. Recommendations - Recommendations for new members shall be submitted to the Membership Committee.
	1. Recommendations for membership forms are secured by interested sponsors.
	2. The sponsor must have two full years of membership in good standing. She will be in her third year of membership in order to nominate a prospective member.
	3. All recommendation for Membership forms are turned into the Second Vice- President. Membership Committee will meet and screen all proposed candidates.
3. Election of New Members

 a. Voting for new members shall be at a chapter meeting.

 b. Voting shall be determined by the chapter. The society does not recognize voting for candidates by proxy or by mail.

 c. Candidates will be notified of their invitation for membership and of the meeting

 for the orientation on Delta Kappa Gamma by the Second Vice-President.

 Sponsors may be asked to mail or deliver the invitation. Personal contact is an

 opportunity for questions by the Candidate.

1. Orientation of new members shall be held at least one week prior to the initiation ceremony. The Orientation meeting of all new Candidates, their sponsors and various officers will be held to explain the purposes of The Delta Kappa Gamma Society, International. It is usually handled by the Chapter Membership Committee. Membership and financial responsibilities will be explained and a response to the invitation is expected after the orientation. A record of all responses to invitation is kept in the Chapter File.
2. Initiation in person is required for membership. Epsilon Nu shall initiate new members at a time decided on by the Chapter members. This will include a reorientation for all members.
3. Members may transfer from one chapter to another by notifying Society Headquarters. No vote is taken on incoming transfers.

**Section C.** Other Membership Guidelines

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. One meeting a year will be a Reorientation Meeting, updating and/or reviewing information about the Society for all members.

**Section D.** Membership Records

 A continuous record of chapter membership shall be kept by the 2nd Vice President and the Treasurer. This includes names, membership numbers and dates for all current and former members, new initiates, membership status and status changes, termination with reason for dropping, transfers in or out, and reinstatements.

**Section E.** Reinstatement

 A former member shall be reinstated to membership by the chapter receiving the request. A reinstatement fee is no longer required nor is there a 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**. General Guidelines

1. Chapter dues and any assessments shall be established no later than the first meeting of the fiscal year by 2/3 of the members present at the meeting.
2. The amount of dues and assessment is recommended by the finance committee, and shall include international and state dues and fees as established by these organizations.
3. 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 for the following fiscal year.

**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 September 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 financial review report shall be submitted by the finance committee to the executive board at the September meeting.

**Section D**. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
2. Annual Dues
	1. Annual dues shall be required of active and reserve members on all levels of the Society.
	2. Chapter dues shall be established at the September meeting and will include State and International dues as established by those organizations.
	3. Members are encouraged to pay dues at the September meeting. NONPAYMENT OF DUES BY OCTOBER 31 WILL RESULT IN TERMINATION ON MEMBERSHIP.
3. Chapter Assessments
	1. Only the chapter may make assessments.
	2. The chapter assessments shall be determined by a 2/3 vote of the chapter.
	3. The amount of the annual assessments may be amended by proposal of the Chapter Finance Committee
4. Fees
	1. Initiation
		1. An initiation fee of $10.00 shall be paid by each new active member.
	2. Honorary members
		1. A lifetime fee of US $50.00 in US funds shall be paid for international publications for each honorary member at the time of initiation. This fee shall be paid by the chapter if it is the initiating unit.
5. State Convention Expenses
	1. The chapter shall pay either the cost for registration or two group meals for the president (during even and odd years). The chapter shall pay either the cost for registration or two group meals for the incoming president (during even years).
	2. The chapter shall pay half the president’s cost of her hotel room (during even and odd years). The chapter shall pay half the incoming president’s cost of her hotel room (during even years).
6. Reservations
	1. When reservations for a breakfast, luncheon, or workshop are made, the member is responsible for payment.
	2. If a member cannot or does not attend the function, the member is still responsible for payment.
7. Brag Bag
	1. If you are proud of something professionally or personally or it is your birthday month, brag about it and make a monetary donation to the Brag Bag.
	2. The money collected will go into the Available Fund.
8. State and International Scholarships
	1. State Scholarship fees are included in the annual dues/assessments collected by the chapter.
	2. International Scholarship fees are included in the annual dues/assessments collected by the chapter.
9. Chapter Scholarships (Bess Race Memorial Scholarship)
	1. The Scholarship Committee is responsible for maintaining a scholarship fund balance of at least $1000.00.
10. Grant in Aid (Recruitment Grant) (Opal Pettit Memorial Grant)
	1. The Professional Affairs Committee is responsible for maintaining a Recruitment Grant fund balance of at least $1000.00 at all times.

**ARTICLE V—ORGANIZATION**

**Section A.** Chapter Rules

1. Epsilon Nu Chapter Rules shall be consistent with the *Constitution*, *International Standing Rules*, *State* *Bylaws*, and *State Rules.*
2. The Constitution/Bylaws Committee is responsible for Chapter Rules. Updated chapter rules shall be submitted to the State Bylaws and Rules Committee as required by state governing documents.

**Section B.** Area

 The chapter shall participate in the activities of Area ­­­10.

**Section C.** Coordinating Council

1. The chapter shall participate in the activities of the Area 10 Coordinating Council.
2. The chapter shall send the President and/or the immediate past President as representatives to the coordinating council.
3. The chapter shall pay the designated coordinating council dues.

**ARTICLE VI - OFFICERS AND RELATED PERSONNEL**

**Section A.** Officers

 The chapter officers shall be a president, a first vice president, a second vice president, and a recording 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. Chapter officers shall perform the duties enumerated in the *Constitution*, Article VI.
	1. The First Vice- President is chairman of the Program Committee
	2. The Second Vice- President is chairman of the Membership Committee
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 March of even-numbered years.
2. Nominations for chapter officers shall be made by a nominations committee at the February meeting of even-numbered years. Consent of each nominee must be obtained.
3. The Nominations Committee shall submit the name of at least one nominee for each elective office position. The slate with candidate qualifications shall be presented to the chapter members at the February 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. Officers shall be installed at the May chapter meeting on even-numbered years for the next biennium.
6. 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.
7. 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.** Chapter Executive Board Membership

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.

1. Take action in matter requiring immediate actions or decisions.
2. Establish a plan for the Membership and Programs Committees for cards and gifts to speakers and ill members.

**Section C.** Meetings

1. The executive board shall meet at least twice annually.
2. The Chapter Executive Board may call and hold additional meetings.
3. 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.

**Section E.** State Executive Board

The Chapter President shall attend the State Executive Board meetings and represent the chapter as a voting member.

**ARTICLE VIII - COMMITTEES**

**Section A.** Standing Committees of Epsilon Nu Chapter shall be:

 Society Business:

1. Archives- Makes sure the chapter history is sent to the state archives committee each biennium.
2. Constitution and Bylaws- Informs members of any changes in international or state documents, keeps the chapter rules updated, and submit updated chapter rules to State Bylaws & Rules Committee every 2 years (state biennium) as required.
3. Ceremonies- Conducts initiation and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia.
4. Communications- Publicizes chapter events, publishes chapter newsletter, and maintains a current chapter website. Corresponding Secretary chairs this committee, submits Chapter Communications & Publicity Committee Biennial Report (Form 38) by February 1 of even-numbered years to State Communications Chair.
5. Finance- Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board. Chair submits Chapter Finance Committee Biennial Report (Form 40) by February 1 of even-numbered years to the State Finance Chair.
6. Membership- Recommends and leads efforts to recruit new members, receives Recommendation for Membership forms, prepares information on prospective members, conducts election of new members according to chapter rules, conducts the orientation for new members, collaborates with ceremonies chair for the initiation ceremony, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues. Second vice-president chairs this committee. Chair submits Chapter Membership Committee Biennial Report (Form 36) by February 1 of even-numbered years to State Membership Chair.
7. 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 the International, TSO, and the State Necrology Chair. Committee conducts a chapter Celebration of Life for the departed member, and participates in the funeral service if requested.
8. Nominations- Presents a slate of officers to the membership by March of even-numbered years, obtains permission from each nominee, and 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.
9. 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.
10. Society Mission and Purposes:
11. Achievement Awards- Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally, and personally.
12. 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. Chair submits Chapter Scholarship committee Biennial Report (Form 34) by February 1 of even-numbered years to the State Scholarship Chair.
13. Educational Excellence- which includes the chairs of Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, and Research. Committee coordinates the work of its component committees to fulfill the Society's Mission and Purposes. First Vice-President chairs this committee. Chair submits Chapter Educational Excellence - Program Committee Biennial Report (Form 26) by February 1 of even-numbered years to the State Educational Excellence Chair.
14. Global Awareness- Lead chapter participation in International projects, inform members of World Fellowship grant recipients studying in Texas, encourage donations to World Fellowship and other international and state global outreach activities. Chair submits the Chapter World Fellowship Committee Biennial Report by February 1 of even-numbered years to the State Global Awareness Chair.
15. Legislation & Research- Inform members of current economic, political and educational issues at local, state and national levels, encourage member participation in the legislative and political process, encourage support of desirable legislation in the interest of education and of women educators, conduct research as needed by the chapter.
16. Programs and Service Projects, Music, & Personal and Professional Enrichment- Plan meaningful programs and projects that involve members, enrich their personal and professional lives, and serve the chapter and the community. Include music at chapter meetings.
17. Special Committees:
	1. Hospitality – Creates hostess list for meetings and sends timely reminder to each hostess committee minimum of one week before their assigned meeting
	2. Ad Hoc - Achieves a specific goal or mission as assigned by the President. The President shall establish Ad Hoc Committees as needed and shall designate a Chair, members, responsibilities, and specific terms of the committee assignment(s). Committee reports to the President.

**Section B.** Selection of Committee Members

1. All committees shall be appointed by the chapter 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 prepared on forms supplied by international headquarters and submitted to the person designated on the forms by the stated deadline.
4. Special responsibilities
	1. The Scholarship Committee
		1. Bess Race Scholarship- This committee is charged with the selection of member recipient(s) to be presented to the chapter as a prospect for the Bess Race Scholarship according to guidelines listed in Article X of the document. This Scholarship Committee will be responsible for a fundraiser approved by the Executive Board annually.
		2. Other Scholarship Opportunities- This committee will provide the chapter members with other opportunities for scholarships from the Alpha State and International Society levels.
	2. The Professional Affairs Committee
		1. This committee will be responsible for maintaining the Opal Pettit Recruitment Grant. (Grant Aid) according to guidelines listed in Article X of this document.
		2. This committee is charged with the selection of a non-member recipient pursuing Teaching as a career to be presented to the chapter.
	3. The Personal Growth and Services Committee will be responsible for a service project during the fall each year.
	4. The Membership Committee, headed by the Second Vice President, will
		1. Work closely with the Communications and Newsletter Committees to keep the chapter informed of members’ activities and absences.
		2. Be assigned the job of notes and/or phone calls to absent members monthly and cards and/or appropriate gifts to ill members. The Executive Board will determine appropriate gifts.
		3. Be responsible for keeping an up-to-date profile on each member.
		4. Be responsible for handling the Perfect Attendance Recognition.
	5. The Program Committee, headed by the First Vice-President will
		1. Provide the chapter programs according to the appropriate International Program Theme,
		2. Furnish thank-you notes to speakers and/or secure appropriate gifts. This will be determined in advance by the Executive Board.
	6. The Nominations Committee
		1. Will submit a slate of Officers each biennium.
		2. It will also submit a slate for the Nominations Committee for the next biennium.
		3. The members of the committee are elected by a majority of the members present at the March meeting.
		4. Chairman on the Nominations Committee shall be selected by the Incoming President from the elected members of the Committee.

**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. Epsilon Nu Chapter will have a minimum of four with a recommendation or eight regularly scheduled meetings each year.
2. Meetings will be held the first Monday of September through May and shall begin at 5:30 p.m. Additional meetings/excursions may be scheduled as needed.
3. All members being notified, chapters may use an electronic meeting wherein all members may simultaneously hear one another and participate during the meeting. A quorum must be participating if a vote is taken.

**Section B.** Quorum

1. A quorum shall be 1/3 of the active members.
2. Attendance is expected at all meetings, with excuses accepted for professional obligations, self or family illness, etc. and should be reported to the Membership Committee.

**ARTICLE X - PUBLICATIONS**

**Section A.**  Chapter Newsletter

 The chapter Newsletter Committee shall publish a newsletter, the Epsilon Nuz, every other month August through May. It is distributed by email or USPS to all members and copies are sent to designated state personnel.

**Section B.** Chapter Website

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

**Section C.** Special Publications

 Any special publications must be approved by the chapter Executive Board before printing.

**Section D.** Approval of content

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

**ARTICLE XI - SPECIAL CHAPTER POLICIES**

1. Perfect Attendance
	1. Certificates will be given in September for the previous year’s attendance.
	2. A drawing for ½ of the Membership fee will be from the perfect attendance members.
2. Chapter Achievement Award
3. A member shall have contributed to the Chapter by serving in a leadership capacity, such as officer, committee chairman or presented an outstanding program.
4. A member shall have exhibited evidence of personal and/or professional growth which has benefited Epsilon Nu.
5. A member shall have performed a distinctive service in any area of education.
6. A member shall have personal qualities that exemplify the highest standards of a professional educator.
7. She should be a member a minimum of three years and have good attendance for Chapter meetings.
8. Any member may nominate a candidate in written form to the Achievement Award Committee no later than the April meeting.
9. The Achievement Award Committee shall evaluate all nominees and make recommendations to the Executive Board.
10. All deliberations shall be in a closed session with the announcement of the recipient(s) at a presentation in May.
11. The Chapter President will be excluded from consideration during her term.

1. Epsilon Nu Scholarship The Bess Race Memorial Scholarship
	1. The Scholarship Committee will be responsible for administering the Bess Race Scholarship and selecting the member recipient.
	2. Local scholarships may be applied for between August and May one month in advance of the payment due date.
	3. The scholarship may not be used to pay for Delta Kappa Gamma convention registration.
	4. The scholarship funds may be divided on a semester basis with unused fall funds added to available spring funds.
	5. The chapter will work to maintain and build funds to be awarded each year.
	6. Partial as well as full scholarships may be awarded.
2. Epsilon Nu Grant in Aid Opal Pettit Memorial Recruitment Grant
3. The recruitment grant shall be awarded annually to a graduating senior or currently enrolled college student pursuing a teaching certificate.
4. The grant is a monetary stipend to encourage students to pursue careers in the field of teaching.
5. The Recruitment Grant Committee shall select the recipient from the applications submitted by the April 1 deadline.
6. Award winners must attend an accredited college or university. The award winner shall progress in a course of study leading to a Bachelor’s degree or teacher certification.
7. The grant shall be made upon proof of tuition/fee payment to college or university or to the institution.
8. Each grant shall be made for no more than two consecutive years and are to cover direct school expenses only.
9. In case of illness or other contingency which shall prevent the enrollment of the selected applicant at the regular semester in college, the money for the award shall be maintained in escrow for a one year period. If at the end of one year, the applicant has not used the funds, the grant will revert to the general recruitment grant fund. When conditions herein stated are fulfilled by the applicant, the award shall be made as stipulated.
10. Guidelines are subject to review and revision when necessary by appointed committee of the Epsilon Nu Chapter and accepted by the chapter.
11. It is the responsibility of the chairman to maintain contact with the recipient(s).

**ARTICLE XIII - AMENDMENTS**

**Section A.** Provisions for Amendments

* 1. The Epsilon Nu Chapter Rules may be amended by a two-thirds vote of members present and voting at a meeting following a fourteen day previous notice of the proposed amendment(s).
	2. Possible changes to the Chapter Rules may be presented at any meeting.
	3. The Constitution and Bylaws Committee will evaluate the proposal and make its recommendation to the Executive Board.
	4. The Executive Board shall review the Chapter Rules at least once during the biennium.
	5. The Executive Board will notify membership in written form of upcoming vote.

**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 Epsilon Nu 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 Revised: April 17, 2019 by Elaine Cox.