

**Chapter Rules of
Alpha Tau 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 Alpha Tau Chapter of Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II - OBJECT/PURPOSE

The object of Alpha Tau Chapter shall be to promote the Vision, Mission and the 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 Alpha Tau 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. 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. (Retirement alone is not a qualification for reserve status.)
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 - A candidate for active membership shall be selected by the method established by the chapter's rules.
2. Recommendations - Recommendations for new members shall be submitted to the membership committee at any chapter meeting.
3. Orientation of new members shall be at least one week prior to the induction ceremony. The program and the membership chairpersons shall see that nominees receive information through a formal/informal orientation provided by the chapter membership.
4. Selection of New Members
 - a. Selection of new members may be held at any chapter meeting.
 - b. Selection shall be by a 4/5 majority of the ballots cast.
5. In the event payment and acceptance of dues is made prior to induction, membership begins.
6. Members may transfer from one chapter to another by notifying the receiving chapter treasurer. 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. 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 treasurer. This includes date of induction, transfer information, date(s) and reason for resignation, and date(s) of reinstatement.

Section E. Reinstatement

A former member shall be reinstated to membership upon request.

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 is recommended by the chapter finance committee and shall include international and state dues and fees as established by the Society and State organization.
2. 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 majority of the members present at the meeting. The budget shall be approved by the membership no later than the October meeting of each year.
2. All expenses shall be approved by the president prior to payment.
3. Two signatures will be required on each check. The president and treasurer shall be authorized to sign checks on the chapter's account; however, a third person may also be authorized to sign in case of emergency.
4. An annual financial review report shall be submitted by the finance committee to the executive board at the end of each fiscal year.

Section D. Special Funds

1. Special funds and/or awards may be established by majority vote of the chapter.
 - a. At least one project to support education in Kaufman County shall be determined by the executive board each fiscal year.
 - b. The chapter shall pay for state convention registration and room for the president, based on available funds.
 - c. The executive board shall determine fundraisers to support projects as needed.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. Alpha Tau 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 IX.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The chapter officers shall be president, first vice president, second vice president, recording secretary, and 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 select the treasurer.

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution, Article VI*.
2. The chapter president shall attend the State Executive Committee 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 and appointment of the nominating committee are held in even-numbered years.
2. All chapter officers, both elected and appointed, should be named by March 1 in even-numbered years.
3. Following the State Convention of a new biennium, the executive board shall appoint a chairman for the nominating committee.
4. Nominations for chapter officers shall be made by a nominations committee of at least three, and no more than seven, members.
5. The nominations committee shall submit the name of at least one nominee for each elective office position.

6. Consent of each nominee must be obtained. 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.
7. If there is only one nominee for an office, election may be by voice vote and a majority of the votes cast, elects.
8. 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

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. Unless there is not a member interested in serving that office, then the current officer may remain. 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 Alpha Tau Chapter shall be:

1. Society Business:
 - a. Archives - Creates a scrapbook for each biennium. Committee should make sure the chapter history is sent to the state archives committee each biennium.
 - b. Communications and Publicity, Technology - Publicizes chapter events, publishes chapter newsletter, and maintains a current chapter website. The Corresponding Secretary chairs this committee.
 - c. Finance - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board. In consultation with the executive committee, plans and executes fundraising activities.
 - d. 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 induction 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.
 - e. 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 International, TSO and necrology chair for Texas. Committee conducts a chapter Celebration of Life for the departed member, and participates in the funeral service if requested.
 - f. Nominations - Presents a slate of officers to the membership by February of even-numbered years, obtains permission from each nominee, 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. Chair is named by incoming president from the members of the committee.
 - g. 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.
2. Society Mission and Purposes:
 - a. Community Service – Plans meaningful projects that involve members, enrich their personal and professional lives, and serve the chapter and the community.

- b. Legislative Affairs, Bylaws, and Rules – Informs members of current economic, political and educational issues at local, state, and national levels, encourages member participation in the legislative and political process, and encourages support of desirable legislation. Informs members of any changes in international or state documents and keeps the chapter rules updated.
 - c. Programs, Personal and Professional Enrichment, and Ceremonies – Plans meaningful programs that involve members, enrich their personal and professional lives, and serve the chapter and the community. Recognizes member extraordinary service. Conducts induction and installation ceremonies for the chapter.
 - d. Scholarship/Chapter Awards - Encourages members to apply for international and state scholarships and grants for personal, professional and classroom needs. Solicits applicants and chooses the recipients of the chapter grant-in-aid awards.
3. Special Committees:
- a. Hostess – Provide light snacks, drinks, paper goods and table decorations for the chapter meeting. Chair will contact other hostesses to plan. Provides an item for the door prize fundraiser. Day of meeting-- arrive thirty minutes to an hour before meeting to set up, and be ready when the meeting begins. Clean up after meeting.

Section B. Selection of Committee Members

1. All committees shall be approved 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 submitted in the format specified by society headquarters by the stated deadline.

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. Alpha Tau Chapter will have six regularly scheduled meetings each year.
2. At least four business meetings shall be held between August 1 and April 1.
3. Meeting dates and times will be established by the executive board and published in the yearbook. Additional meetings/excursions may be scheduled as needed.
4. 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.
5. Alpha Tau members shall participate in the Area IX Fall Workshop as one of the regularly scheduled meetings in even-numbered years.
6. New members shall be inducted at the meeting or meetings determined by the membership committee, in collaboration with the president.
7. Alpha Tau will feature a tribute to Founders and celebrate the birthday of the chapter at one meeting each year.
8. The May meeting shall feature a tribute to Alpha Tau achievement and honors, and in even-numbered years, the installation of chapter officers. In even-numbered years, the president's pin shall be presented to the incoming president after her installation at the May meeting by the immediate past president or another former president.
9. 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.
10. Ratification of all voting by mail (postal or electronic) must be made at the next face to face meeting.

Section B. Quorum

A quorum for Alpha Tau shall be one half plus one of total active membership present.

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, the *Alpha Tau Tales*, before chapter meetings. After approval by the president, the newsletter is distributed by email to all members, or postal mail to those who request, and copies are sent to designated state personnel.

Section B. Chapter Website

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

ARTICLE XI - SPECIAL CHAPTER POLICIES

1. On the death of an Alpha Tau member, the chapter shall send one dozen red roses to the family of the deceased member.
2. The ceremonies committee shall present a tribute to the memory of the deceased member at an appropriate meeting.
3. On the death of a close family member of an Alpha Tau member (mother, father, son, daughter, spouse), one of the Alpha Tau members from the community shall notify the president and the chairman of the courtesy committee as soon as possible.
4. Members with the loss of a distant relative will be remembered with a card.
5. The recording secretary shall keep all previous chapter minutes and present them to the president each May for filing.

ARTICLE XII - AMENDMENTS

Section A. Provisions for Amendments

The Alpha Tau Chapter Rules may be amended by a two-thirds vote of members present and voting at a meeting following a 30-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 sent to all by email prior to the meeting at which voting will take place.

ARTICLE XIII- DISSOLUTION

In the event that it becomes necessary for Alpha Tau 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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