

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

ARTICLE II - OBJECT/PURPOSE

The objective (or purpose) of Beta Eta 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 Beta Eta 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 at a chapter meeting at least one month prior to initiation.
3. Election of New Members
 - a. Voting for new members shall be at a chapter meeting at least one month prior to initiation.
 - b. Voting shall be by a hand vote at least one month prior to initiation.
4. Orientation of new members shall **be prior to the initiation ceremony.** The chapter president and the membership chairman shall see that nominees receive information through a formal/informal orientation provided by the chapter membership.

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.

Section D. Membership Records

A continuous record of chapter membership shall be kept the treasurer. This includes names, membership numbers and dates for all current and former members, new initiates, membership status and 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. (Note: a reinstatement fee is no longer required, nor is there a chapter vote.)

ARTICLE IV - FINANCES

Section A. Governance of Finances

Where applicable, the *Constitution*, Article IV and *International Standing Rules*, Section 4.0 shall govern Beta Eta Chapter finances.

Section B. Annual Dues

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

Section C. Financial Control

1. The **Beta Eta Chapter** Finance Committee shall submit annually a proposed budget for adoption by a (2/3) vote of members present at the first chapter meeting.
2. All expenses shall be approved by the president prior to payment.
3. Two signatures are required on all checks. The president, treasurer and a third and/or fourth member's signature shall be authorized to sign checks on the chapter's account.
4. An annual audit report shall be submitted by the finance committee to the executive board at the first chapter meeting.

Section D. Other Finances

1. An initiation fee of \$10.00 shall be paid by each new active member.
2. Beta Eta shall pay a lifetime fee for each honorary member at the time of initiation. (See *Constitution*, [2010] Article IV, Section B-3.)
3. Scholarship Fee
A scholarship fee of \$1.00 shall be paid annually by each active and reserve member (this is already included in your chapter dues).
4. Winter Auction: The money raised at the Winter Auction will be used for:
 - **International Activities:**
 - \$ 10.00 to each of the following:
 - Educational Foundation
 - Golden Gift
 - International Speaker's Fund
 - World Fellowship
 - \$ 100.00 Emergency Fund
 - \$ 50.00 Schools for Africa
 - **Texas State Activities: ASTEF** (Alpha State Texas Educational Foundation)
 - ASTEF Scholarship Fund : \$ 2.00 per member
 - ASTEF Leadership Fund : \$ 2.00 per member
 - ASTEF Projects Fund: \$ 2.00 per member
 - **Eula Lee Carter Memorial Fund:** \$ 25.00

\$100 is set aside for honorarium speakers who are members of Delta Kappa Gamma and for a gift for a non-member.

The remaining money from the Winter Auction only shall be used to assist Beta Eta officers and Committee Chairmen or Texas State Organization committee members to attend State and/or International Conventions which includes the southwest Regional Conference on alternate years. A monetary assistance, not to exceed \$100.00, will be determined, depending on the number of applicants, by Personal & Professional Enrichment committee. Any remaining money shall remain in the Scholarship Fund for member scholarships.

(Note: In the event the money raised at the Winter Auction is less than the amount stated above, proposed adjustments can be made accordingly by the Personal & Professional Enrichment committee and voted on by the chapter.

Members may contribute to this fund at any time.

Section E. Grant-In-Aid/Spring Auction

1. Grant-In-Aid (See added guidelines.)
2. Funded by the Spring Auction:
3. Members may contribute to this fund at any time.

Section F. Chapter Scholarship

1. Chapter Scholarship (See added guidelines.)
2. The chapter scholarship shall be called the MAMIE SUE BASTIAN SCHOLARSHIP.

Section G: Anderson's Angel Fund

1. Anderson's Angel Fund (see added guidelines)
2. Funded by member contributions (memorials and honorariums)

Section H: Funding for Projects

1. Funded by members on a voluntary basis.
2. Projects, whether local, state or international, will be approved by a chapter vote.

ARTICLE V—ORGANIZATION

Section A. Chapter Rules

1. **Beta Eta** 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 as required by state governing documents by the chairman of the constitution committee

Section B. Area

Beta Eta Chapter shall participate in the activities of Area 3.

Section C. Coordinating Council

1. **Beta Eta** Chapter shall participate in the activities of the Great Houston Area Coordinating Council.
2. **Beta Eta** Chapter shall send the president and/or designee as representatives to the coordinating council.
3. **Beta Eta** Chapter shall pay the designated coordinating council dues.

ARTICLE VI - OFFICERS AND RELATED PERSONNEL

Section A. Officers

The officers of **Beta Eta** Chapter 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 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*. The first vice-president shall be the chairman of the program committee and the second vice-president shall be the 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 (State how your chapter nominates and elects if it is different from that described below)

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 **three** members elected by a majority vote of members present at **the March** meeting. The chairman of the nominations committee shall be named by the chapter president from those elected to the committee.
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 **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. 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 and **other voting members as determined by the president**.
2. Members ex officio of the executive board shall be the treasurer, with vote, and the parliamentarian, without vote.
- 3.

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 **Beta Eta** Chapter shall be: (List the committees that your chapter has. You may have combined functions of several committees in order to do the work of specified international committees in the *Constitution*, Article VIII)

1. Society Business: Archives, Chapter Rules, Ceremonies & Necrology, Communications, Finance, Membership, Nominations, Yearbook.
2. Society Mission and Purposes: Achievement Awards, Scholarship, Educational Excellence - which includes Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, and Research. Special Committees: Scrapbook, Special Beta Eta Projects, Website

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 nominations.

Section C. Committee Responsibilities

1. **Beta Eta** Chapter committees shall be responsible for any work represented by the international committee descriptions in *Constitution*, Article VIII, Sections B and C.
2. **Beta Eta** 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.

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. **Beta Eta** Chapter will have **8** meetings each year. (Note: A minimum of four is required.)
2. Meetings will be held **on the 2nd Saturday of the month**. -or- in the event of a conflict(s) the meetings date(s) and time(s) will be established by the executive board and published in the yearbook. The September or October meeting being state or area function and is not included in the 8 meeting total.
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

A quorum shall be **1/3 of the chapter's active membership** but **NOT** a majority of members present at any particular meeting. This protects the chapter from business being conducted by only a few members present at a meeting.)

ARTICLE X - PUBLICATIONS

Section A. Chapter Newsletter

Beta Eta Chapter shall publish a newsletter, (the Beta Eta Buzz) **nine** times a year before chapter meetings. It is distributed by email to all members and copies are sent to members without email and to designated state personnel.

Section B. Chapter Website

Beta Eta Chapter shall maintain a website that is certified by the Society.

Section C. Special Publications

Any special publications (Beta Eta Biennium history update written by the chapter president each biennium, 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 Founder's Day celebration shall include the following awards: 25 year members (or 10, 20, 30, etc.), perfect attendance awards, recognition of members serving at the international, state or coordinating council level, chapter achievement award, those retiring this year, grant-in-aid recipient, scholarship recipient.
2. (See added Guidelines) for the chapter achievement award.

ARTICLE XII - PARLIAMENTARY AUTHORITY

(This Article is optional in chapter rules because it is stated in the *State Bylaws*)

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of **Beta Eta** 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 **Beta Eta** 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. Rationale shall be included in the recommendations.

ARTICLE XIV - DISSOLUTION

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

Beta Eta Chapter Organized April 13, 1935
Early records were lost in a fire and a flood.

Revised/Updated February 1993 Constitution Committee- Martha McCulloch (Chairman), Louise Cox, Sandra Tantillo

Revised/Updated 1998-2000 Constitution Committee-Virginia Jones (Chairman), Louise Cox, Susan Jackson, Heather Suder, Linda Kocurek, Margaret Sebern, Phyllis McCulloch, Martha McCulloch

Amended January 2003 (Winter Fundraiser, Article IV-Finances, Section D-4)

Revised/Updated March 1, 2013 Constitution Committee-Janette Musachia (Chairman), Martha McCulloch, Phyllis McCulloch, Annette Taylor (Chapter President)

Amended February 2014 (Winter Fundraiser, Article IV-Finances, Section D-4)

Revised/Updated July 24, 2014 Constitution Committee (2012-2014) Janette Musachia (Chairman), Martha McCulloch, Phyllis McCulloch, Ellen Laughlin (Chapter President)

MAMIE SUE BASTAIN SCHOLARSHIP

1. QUALIFICATIONS

- 1.0 Applicant must be a member in good standing of Beta Eta Chapter.
- 1.1 Applicant must have been a member of Beta Eta for at least one biennium.
- 1.2 Some importance is attached to the contributions of the applicant to Delta Kappa Gamma Society International.
- 1.3 Considerations will be given to applicants on the following basis:
 - a. Applicant seeking a higher degree.
 - b. Applicant holding a Bachelor or Master degree.
 - c. Applicant seeking specialized training in a workshop study.
 - d. Applicant seeking a special certification.
 - e. Applicant desiring to work in a study travel group including Road Scholar (formally Elderhostel) setting.
 - f. Applicant desiring to work in a DKG / or ASTEF sponsored study travel group.
 - g. First time applicants will be given special consideration.
- 1.4 Applications must be filed with the Scholarship Committee Chairman.

2. Finances

- 2.0 The number of scholarships and the amount of each will be determined by the Scholarship Committee.
- 2.1 In the event the scholarship fund is not used, \$100.00 can be contributed to the State Scholarship Fund in honor of a local member or to gain honor points for the Chapter.
- 2.2 The amount of money in the scholarship fund in a CD account shall never be less than \$7,000.00.

GRANT-IN-AID

The Professional Affairs committee has approved a proposal to award \$1000 to three candidates for the Grant-in-Aid award. Application forms will be available and returned to the Professional Affairs Chairman by March 15th. At the April meeting the candidate's qualifications will be presented to the chapter for approval.

Qualifications.

1. Applicant must be a female student who has completed 60 credit hours.
2. Applicant must submit a transcript and fee slip showing enrollment at a University which supports a four year certification program or a Junior College which has an accreditation program for teachers. Online courses taken toward teacher certification or accreditation also meet eligibility requirements.
3. Applicant must have a grade point average of 2.7 or better.
4. Applicant must have the intention of degree completion with teacher certification or accreditation.
5. Applicant must attach a brief paper (350 words) on why you would like to become an educator. Include student activities, organizations, honors and volunteer activities.
6. Applicant must attach a copy of transcript of college classes and a fee slip in available.
7. Applicant must attach a schedule of proposed courses for the next semester.
8. Applicant must enclose 2 letters of reference from professors or advisors in her department.

Finance

The proceeds from the Spring Auction will be deposited only in the Grant-in-Aid account. This fund will maintain a balance of \$2000. If there are not funds available for three \$1000 awards, adjustments will be made by the Personal & Professional Enrichment Committee.