

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
Alpha State, Texas
ZETA CHAPTER

ARTICLE I -- NAME (CONSTITUTION, ARTICLE I, Section B)

The name of this chapter shall be ZETA of Alpha State Organization, Texas, of The Delta Kappa Gamma Society International.

ARTICLE II -- PURPOSE (CONSTITUTION, ARTICLE II)

The purpose of Zeta shall be to carry out the purpose and policies and program of work of The Delta Kappa Gamma Society International.

ARTICLE III -- MEMBERSHIP (CONSTITUTION, ARTICLE III, Sections A, B, C, D, E, F, and G)

Section A. Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. Members initiated into the Society become members of chapters, state organizations, and the International Society. Nominations for new members shall be submitted to membership committee soon after September 1/February 1. Orientation for nominees shall be held before the November and April initiations and may include all chapter members or be limited to executive board and nominees.

Section B. Classification

1. Active members shall be women who are employed in educational work at the time of their election and have had three or more years of experience as professional educators. They shall participate in the activities of the Society. The membership of ZETA shall be composed of active, reserve, and honorary members who are employed in and/or reside within the area of McLennan County.
2. Reserve members shall be formerly active members who are unable to participate fully because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter.
3. Honorary members shall be women not eligible for active membership who have rendered notable service to education. They shall be privileged to participate in all activities except that of holding office.

Section C. Election

Candidates for both active and honorary membership shall be voted upon in chapter meeting by ballot. Voting for new members shall be at the October and March meetings of the chapter. Zeta Chapter will use the four-fifths of the ballots cast rule in voting.

Section D. Transfer

Only active and reserve members in good standing may be transferred from one unit to another upon application to International Headquarters.

Section E. Termination of Membership

Membership in the Society is terminated for one of three reasons: non-payment of dues and fees, resignation, or death.

Section F. Reinstatement

A former member may be restored to membership upon vote of the chapter approving the request at any business meeting. Approval by a majority of the ballots cast shall be required. There is no reinstatement fee. Members reinstated on or after July 1 and before April 1 pay dues and fees. When members are reinstated on or after April 1 and before July 1 no dues or fees are collected. Dues and fees for the ensuing year must be paid by October 31. A Reinstated Member card is completed at the time of reinstatement by the chapter treasurer. The card is sent immediately to the state organization treasurer who forwards it to International Headquarters.

Section G. Jewelry (*International Standing Rules*, 12. Symbols)

12.14 At the discretion of the chapter executive board, reclaimed keypins may be sold or given to initiates or to members who have lost their keypins.

12.15 Presidents' pins returned to international, state organizations, or chapters may be given or sold by the respective organization to presidents in office or to past presidents.

ARTICLE IV -- FINANCES (CONSTITUTION, ARTICLE IV, Sections A, B, C, D, E, F, G, and H)

Section A. Initiation Fee

An initiation fee shall be required of new active members.

Section B. Annual Dues

1. Annual dues shall be required of active and reserve members at all levels of the Society: International dues shall be determined by *International Standing Rules*.

2. State dues shall be the amount determined by *State By-Laws*, likewise chapter dues.

Section C. Honorary Fee

A lifetime fee of \$35 shall be paid for each honorary member at initiation.

Section D. Scholarship Fee

A scholarship fee of \$1.00 shall be paid by active and reserve members.

Section E. Fiscal Year

The fiscal year of the chapter shall be July 1-June 30, inclusive.

Section F. Payment of Dues and Fees

Dues and fees shall be paid no later than October 31 of each year. On November 1 members shall be dropped from membership if these have not been paid.

Section G. Assessments

The chapter may set an assessment as determined by the chapter finance committee and voted upon annually by chapter membership.

1. One dollar of the chapter assessment shall be allocated to the Mary Strange Future Teacher Recruitment Award.

2. Seventy-five cents of chapter assessment (or fifty cents if fund is adequate) shall be allocated to the Rose Fund.

3. Funds to help defray travel/lodging costs for both chapter president and treasurer (or alternates as listed in Article IV-Finances, Section H-1) shall be budgeted by finance committee in order that these designated members may attend Alpha State Convention, International Convention, and Southwest Regional Conference. Note: Alpha State gives a stipend of \$50 to the president-elect, also.

Section H. Budget

A budget shall be submitted for chapter approval annually at the first scheduled meeting to follow approval of budget by the chapter executive board.

1. Zeta Chapter shall pay the expenses incurred for Alpha State Convention, International Convention, and Southwest Regional Conference up to, but not exceeding, the amount set aside in the budget for two elected officers, the chapter president and the treasurer. If these two elected officers cannot attend the above mentioned conventions, then the following officers may act as alternates: First Vice-President, Second Vice-President, Recording Secretary, and Corresponding Secretary, in that order. In the event that none of the elected officers can attend the above mentioned conventions, then two committee chairmen from the following committees in the respective order may serve as alternates: Program Committee, Membership Committee, Ceremonial Committee, and Constitution and Bylaws Committee. If no committee chairmen can attend the above mentioned conventions, then the designated amount will remain in the chapter treasury. Receipts and vouchers shall be furnished to the treasurer before reimbursement is made.

ARTICLE V -- ORGANIZATION (CONSTITUTION, ARTICLE V, Sections A and B)**Section A. Levels of Organization**

The three levels of organization shall be chapter, state, and international. The term chapter shall designate the local level.

Section B. Areas

1. Zeta's territory is determined by State Executive Board to be McLennan County, and Zeta shall invite no members outside the territory.
2. Zeta shall participate in the activities of Area VIII, as assigned by the State Executive Board.

Section C. Coordinating Council

1. Zeta shall be active in the Tri-Chapter Council of Waco, Texas (comprised of Zeta, Epsilon Chi, and Eta Sigma chapters).
2. Representatives of this Council shall be president and the immediate past president. If the immediate past president cannot serve, the president preceding her shall assume this job.

ARTICLE VI -- OFFICERS (CONSTITUTION, ARTICLE VI, Sections A, B, C, D, E)**Section A. Officers**

Officers of Zeta shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary. The incoming president shall appoint a parliamentarian and the chapter executive board shall appoint the treasurer.

Section B. Duties

1. The president shall
 - a. Serve ex-officio, with vote, on all committees except nominations
 - b. Take action, with the advice and approval of the executive board, on matters which cannot be deferred until next meeting
 - c. Sign with treasurer all checks, accounts, and/or other deposits such as savings certificates of the chapter
 - d. Execute with treasurer all documents of the chapter, as authorized by chapter executive board
 - e. Serve as member of the State Executive Board
 - f. Act as presiding officer at regular and called meetings and direct the activities of her organization
 - g. Act as chairman of the chapter executive board
 - h. Appoint standing and special committees
 - i. Approve payment for all expense claims
 - j. Fill by appointment all vacancies in office
 - k. Be responsible for records, supplies, and equipment
 - l. As officer and president, be bonded
 - m. Have her biennium's minutes bound and placed in chapter archives
 - n. Serve as a member of the Tri-Chapter Coordinating Council of Waco
2. The first vice-president shall
 - a. Serve as presiding officer in absence of president, and in the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of the officers
 - b. Perform other such duties as the president or executive board shall assign
3. The second vice-president shall
 - a. Serve as presiding officer in absence of president, and first vice-president, and in the event of the resignation or death of the two officers shall succeed to the office of first vice-president
 - b. Perform other such duties as the president or executive board shall assign
4. The recording secretary shall
 - a. Keep the minutes of all chapter and executive board meetings
 - b. Give chapter president copies of such minutes
 - c. Present minutes at each meeting
 - d. Make corrections to minutes as noted by chapter members
 - e. Request a written motion, amendment, or resolution (at her discretion) which shall be presented to the Chair before or at the time it is made from the floor

5. The corresponding secretary shall
 - a. Conduct such correspondence as president may delegate
 - b. Read pertinent correspondence at chapter meetings
6. The treasurer shall
 - a. Receive and pay out all moneys belonging to the chapter
 - b. Keep an accurate account of receipts and expenditures
 - c. Keep file of receipts, bills, canceled checks and bank statements
 - d. Present a report at each meeting (business meeting), and a quarterly report each October, January, April, and file the June 30th report in July for auditing purposes. Copies of the quarterly reports shall be provided for each member present at the business meetings.
 - e. File required tax reports
 - f. Submit for annual audit the accounts of the chapter
 - g. Serve as an ex-officio member on the executive board
 - h. Serve as ex-officio in the process of budget development and supervision of finances
 - i. Serve as treasurer of chapter scholarships, recruitment grants and other restricted funds
 - j. As officer and treasurer, be bonded
 - k. An assistant treasurer may be appointed by the executive board and would serve as a non-voting member of the executive board and the finance committee.
7. The parliamentarian shall
 - a. Act as advisor to president and other members of chapter in interpreting the *Constitution* and to parliamentary usage which may involve *Robert's Rules of Order Newly Revised* (current edition)
 - b. Serve without vote on the executive board of the chapter

Section C. Election and term of office

1. Nominations for officers shall be made in even-numbered years.
2. Nominations shall be presented and elected at the February chapter meeting by majority vote.
3. Installation shall be at the March chapter meeting.
4. The term of each elected officer shall be two years or until a successor is named, and shall begin July 1st each biennium.
5. The treasurer shall be selected by the executive board each biennium, and may serve no more than two terms, and shall not succeed herself.

Section D. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in other elective or appointive positions the chapter president shall name a successor.

ARTICLE VII -- BOARDS (CONSTITUTION, ARTICLE VII, Section C)

Section C. Chapter executive board

1. Members shall be the elected officers of the chapter, the immediate past president (if the immediate past president cannot serve, her immediate predecessor shall serve), and such other voting members as shall be determined by the chapter. The treasurer, with vote, and the parliamentarian, without vote, shall be ex-officio members.
2. Duties
 - a. Select the treasurer for the biennium
 - b. Act in matters requiring immediate action and decision
 - c. Recommend policies and procedures for consideration and approval by membership
 - d. Establish rules for budget development and approval for the supervision of chapter finances
3. Meetings of the executive board
 - a. Shall be held at least twice annually
 - b. May be called as necessary by the president
 - c. A quorum shall be a majority of the voting members of board

ARTICLE VIII -- COMMITTEES (CONSTITUTION, ARTICLE VIII: Handbook pp. 65-87)

Section A. Committees of Zeta Chapter shall be:

1. Society Business
 - a. Constitution and Bylaws
 - b. Budget and Finance
 - c. Membership
 - d. Nominations
 - e. Archives
 - f. Ceremonials
 - g. Necrology
2. Program of Work
 - a. Program
 - b. Personal Growth and Services
 - c. Professional Affairs
 - d. Research
 - e. Music
 - f. Legislation
 - g. Yearbook
3. Educational Services
 - a. Communications
 - b. Scholarships
 - c. World Fellowships
 - d. Achievement Awards
4. Zeta Chapter Committees
 - a. Grants-in-aid Committee
 - b. Local Projects
 - c. Social Affairs
 - d. Telephone (calling members)
 - e. Technology
 - f. Ad hoc as needed

Section B. Committee Selection

1. All committee chairmen and committee members shall be appointed by chapter president except: nominations committee which is elected and two members of budget and finance committee who are elected.
2. Special committees may be created to carry out projects authorized by chapter (*State Bylaws*, Article IX, Sec. D and *Constitution*, ARTICLE VIII, Sec. A-2)

Section C. Committee Responsibilities

1. Society Business
 - a. Constitution and Bylaws Committee shall
 - (1) Keep the chapter updated as to constitutional changes after International and State Conventions
 - (2) Include the Parliamentarian as a member of this committee
 - (3) Update chapter rules to reflect current needs of the chapter each biennium
 - b. Budget and Finance Committee shall
 - (1) Be governed by rules established by chapter executive board both for development and supervision of chapter finances
 - (2) Conduct an annual audit of chapter financial records according to Alpha State auditing procedures
 - c. Membership Committee shall
 - (1) Encourage chapter members to invite qualified women educators into active membership, conducting the election of such members, and assisting in installing officers (See Ceremonials)
 - (2) Help provide orientation for new members before initiation
 - (3) Provide re-orientation for chapter members at least once during each biennium
 - (4) Encourage collegiality among chapter members
 - d. Nominations committee shall
 - (1) Elect a five-member nominations committee: two of these are carryover members from the previous committee. No member shall serve more than two consecutive terms, and a chairman will be appointed by the chapter president from those elected to the committee. The nominations committee shall nominate chapter officers (excluding the parliamentarian and treasurer), two members of the finance committee, and three members of a new nominations committee. This is done in January of even numbered years and the election of these nominees together with nominations from the floor (if any) will take place in February of the same year.

- e. Archives Committee shall
 - (1) Be composed of past chapter presidents
 - (2) Keep chapter files current and in working order
 - (3) Check for binding of immediate past biennium's minutes
- f. Ceremonials Committee shall
 - (1) Plan appropriate recognition of Founders near May 11th each year, anniversary of chapter organization (birthday), and initiation of new or honorary members in cooperation with program committee
 - (2) Be responsible for installation of new officers
- g. Necrology Committee shall
 - (1) Present a memorial service for members deceased during the year
 - (2) Include in the memorial service a biographical sketch and contributions to education and to Delta Kappa Gamma
- 2. Program of Work
 - a. Program Committee shall
 - (1) Be composed of chairmen from the following committees: Program, Personal Growth and Services, Professional Affairs, Research, Music, Legislation, and Yearbook
 - (2) Plan chapter programs by September 1 of each year
 - (3) Use the International Program of Work theme as the focus for at least four meetings
 - (4) Meet chapter needs with a variety of techniques to interest members both as participants and spectators
 - (5) Coordinate and facilitate programs for all chapter meetings
 - b. Personal Growth and Services Committee shall
 - (1) Develop and implement a program designed to enrich the personal lives of members
 - (2) Develop and implement a program designed to enrich members' knowledge of education issues and developments
 - c. Professional Affairs Committee shall
 - (1) "Develop an action program designed to encourage mutual respect and cooperation within the profession and to promote women in education" (*Constitution*, Article VIII Committees, Section C.3)
 - (2) "Study and recommend action on professional issues and shall urge the state organizations to initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators" (*Constitution*, Article VIII Committees, Section C.3)
 - d. Research Committee shall
 - (1) Conduct the research of the chapter and report to the state organization
 - (2) Formulate and conduct interest inventories and surveys as needed by the chapter
 - e. Music Committee shall
 - (1) Provide leadership in learning and singing *The Delta Kappa Gamma Song* at each meeting
 - (2) Provide music as appropriate to program themes
 - (3) Provide music as appropriate to initiation, birthday and necrology ceremonies
 - f. Legislation Committee shall
 - (1) Initiate, endorse, or support legislation relating to the improvement of education or the status of educators
 - (2) Present education issues to the chapter for discussion or action as needed
 - g. Yearbook Committee shall
 - (1) Produce a yearbook according to state yearbook guidelines
 - (2) Present the yearbook to chapter members by the October meeting with delivery to all members by November 30
 - (3) Submit copies of the yearbook to the appropriate state personnel by the specified deadline
- 3. Educational Services
 - a. Communications Committee shall
 - (1) Send newsletters to the membership two weeks prior to the September, November, January, March, and April meetings and/or when needed
 - (2) Seek opportunities to publicize information about the Society as well as chapter activities and shall inform the State Editor about outstanding events concerning both chapter and individual members
 - (3) Incorporate international and state news of the Society into chapter programs as appropriate
 - (4) Keep a file of current biennium chapter, state and international publications for reference
 - b. Scholarships Committee shall

- (1) Award scholarships to chapter members for graduate study
 - (2) Select recipient of chapter scholarship (*Handbook, 2004, Society Funds*, p. 111 – “...scholarships at any level of the Society are awarded to members.”)
 - (3) Follow guidelines for awarding chapter scholarship (Zeta/MaryClaytonScholarship) to applicants of one full year membership (or more) in Zeta Chapter. This committee shall maintain communication with recipient and report progress to chapter.
 - (4) Establish criteria for the identification of colleges/universities at which scholarship may be used (accreditation)
- c. World Fellowships Committee shall
- (1) Work with the Program Committee in scheduling one time annually to focus on Purpose V and the need to support World Fellowships with contributions
 - (2) Prepare a brief presentation of interesting factual results to be shared with chapter members annually to stimulate interest in giving to World Fellowships
- d. Achievement Awards Committee shall
- (1) Be members appointed by chapter president who is ex-officio member
 - (2) Submit chapter member nominee for an Alpha State Achievement Award
 - (a) Recommend chapter members eligible for the Alpha State Achievement Award or the Alpha State Golden Rose Award using state designed forms and specific guidelines
 - (3) Select recipient for the Zeta Chapter Achievement Award
 - (a) This award shall be given to a Zeta member in recognition of distinguished service to the chapter and community reflecting one or more of the seven purposes.
 - (b) In even-numbered years the award shall be presented at Zeta’s awards meeting, usually held in April.
 - (c) Nominees for the award may be submitted to the committee by any member of the chapter no later than February of even-numbered years.
 - (d) Recommendations will be considered by the committee along with any name(s) selected by the committee. Service records will be examined by the committee for all names to be considered.
 - (e) The award shall be ordered by the chapter treasurer and held until presentation time and can be attached to the keypin or president’s bar.
4. Zeta Chapter Committees
- a. Grants-in-aid committee shall
- (1) Select recipients for awards made to non-members of the Society (*Handbook, 2004, Society Funds*, p. 111 – “The term *grants-in-aid* may be used to describe awards made to non-members of the Society...”)
 - (2) Select recipients for Mary Strange and Variel Starr Garner Future Teacher Recruitment Awards from McLennan County High School female applicants.
 - (3) Lena Amsler and Christine Peters Barnett Grants-in-Aid are designed first for women in McLennan County who wish to complete education required for teaching. These women need not be members of The Delta Kappa Gamma Society International. If the Zeta/Mary Clayton Scholarship is being awarded to a Zeta member, then the Professional Affairs Committee may consider a Zeta member applicant for one of the Lena Amsler or Christine Peters Barnett Grants-in-Aid.
 - (4) Interest from the original principal invested for the grants is used to determine the amount of the award. The Executive Board, the Professional Affairs Committee, and the Zeta Chapter treasurer determine the amount to be awarded. These awards may be granted annually if funds are available.
 - (5) Award funds are sent directly to the financial office of the college of choice to be used for tuition only.
 - (6) Other duties of the committee are listed in the *Constitution of The Delta Kappa Gamma Society International*, Article VIII, Section C, #3.
 - (7) The Variel Starr Garner and the Mary Strange recruitment grants will be awarded on alternating years if the needed/necessary funds are available.
- b. Local Projects Committee shall
- (1) Lead the chapter in supporting local service projects
 - (2) Encourage member participation and support for local service projects
 - (3) Report to chapter concerning status of local service projects
- c. Social Affairs Committee shall

- (1) Consult ceremonials committee chairman and chapter president for plans to serve refreshments following Initiation and/or Orientation ceremonies
 - (2) Consult with chapter president who may wish to serve light refreshments preceding chapter meetings or a meal following the meeting
 - (3) Prepare estimates of incurred expenses to be submitted to the Budget and Finance Committee upon approval of the chapter president and chapter executive board
- d. Telephone Committee shall
- (1) Contact members one week prior to chapter meeting to convey information about meeting and reservations, if needed
 - (2) Act as a call tree to disperse other important chapter information
- e. Technology Committee shall
- (1) Act as a webmaster or work with a designated webmaster to maintain the chapter web site to keep it current and usable
 - (2) Receive all information to be posted on the web site and check it for accuracy and appropriateness before it is posted on the web site
 - (3) Provide periodic reports to the chapter concerning the web site
 - (4) Encourage chapter members to utilize the web site and to make suggestions for changes and additions to the web site
- f. Ad hoc Committee shall
- (1) Be appointed by chapter president as needed with the authorization of the Chapter Executive Board
 - (2) Consist of members appointed on the basis of expertise as determined by the needs of the committee

ARTICLE IX – AREAS OF ACTIVITY (CONSTITUTION, ARTICLE IX, Section A)

Section A. Chapter meetings

1. There shall be at least 6 regularly scheduled meetings each year, the time and place to be determined by the executive board.
2. Programs shall include election and initiation of new members, birthday and Founders ceremonies, election and installation of officers each biennium, and at least 4 programs in keeping with the themes of the International Program of Work.
3. In even numbered years the chapter shall co-operate with Area VIII in a leadership workshop.
4. In even numbered years the chapter or coordinating council shall hold a leadership workshop for newly elected officers and committee chairmen; time and place to be set by coordinating council and/or chapter executive board.

Section B. Quorum

A quorum shall be a fourth of active members; voting 2/3 in favor of issue.

ARTICLE X – FUNDS (CONSTITUTION, ARTICLE X)

Section A. Monetary Gifts and Memorials

Monetary gifts and memorials shall be accepted for the Rose Fund, Mary Strange Future Teacher Recruitment Award, and/or other funds of the chapter. These shall be appropriately acknowledged by the corresponding secretary.

Section B. Adine Beaty Fund

The interest from the Adine Beaty fund shall be used for equipment and/or to help with chapter expenses.

ARTICLE XI – AMENDMENTS (CONSTITUTION, ARTICLE XI)

Section A. Chapter Rules Amendments

1. These Chapter Rules may be amended by a 2/3 majority vote of one-fourth of chapter's active members present at a chapter business meeting, regularly scheduled or called with adequate notification.
2. The executive board shall review the standing rules at least once during the biennium (*Handbook 2004*, Article XIII. Amendments, p.136) and make recommendations to the Constitution and Bylaws Committee.

ARTICLE XII -- DISSOLUTION (OFFICIAL MANUAL: The Delta Kappa Gamma Society International,

Texas State Organization Bylaws, I-E-I)

“In the event of a dissolution of Alpha State, Texas, the liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefor. Any remaining assets shall revert to the International Organization. In the event of a dissolution of a Chapter in Alpha State, Texas, the liabilities and obligations shall be paid and satisfied or adequate provisions shall be made therefor. Any remaining assets shall revert to the Texas State Organization of The Delta Kappa Gamma Society International.”

Guidelines for chapter dissolution may be found in the *Alpha State Official Manual*.

ARTICLE XIII -- PARLIAMENTARY AUTHORITY (CONSTITUTION, ARTICLE XIII)

Robert's Rules of Order Newly Revised (current edition) is designated for the governance of the chapter in all instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

CHAPTER RULES

Official changes approved by Membership, March 16, 1991

Retyping to include these changes along with updating and editorial rewording completed May 10, 1991

Approved by Chapter January 21, 1995

Changes approved on September 16, 1995 by Chapter vote

Approved by Chapter January, 2000; approval by State Constitution and Bylaws Chairman, June 2000; Retyped in January 2000

Revisions and retyping December 2004

Approval by Chapter September 17, 2005

Changes approved on October 27, 2005

Changes approved on April 20, 2006