

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

ARTICLE II. OBJECT/PURPOSE

The object of Epsilon Psi Chapter shall be to promote the vision, mission and seven purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.

ARTICLE III. MEMBERSHIP

Section A. Classes of Membership

The membership of Epsilon Psi 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 selected 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 by the September meeting or at least two weeks prior to the induction ceremony.
3. Orientation of new members shall be during October or at least one week prior to the induction ceremony. The president and the Membership Committee chair shall see that nominees receive information through a formal/informal orientation provided by the chapter membership.
4. Selection of New Membership
 - a. Selection of new members may be at any chapter meeting.
 - b. Selection may be by the four-fifths (4/5) method.
5. New members will pay an induction fee as set by the Society.
6. Members may transfer from one chapter to another by 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.
4. A terminated member should return her DKG key pin to the chapter. She is expected to refrain from wearing it if no longer a member. The family of a deceased member is asked to return the DKG key pin to the chapter.

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, the date(s) of reinstatement.

Section E. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the 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 and any assessments 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.

Section C. Financial Control

1. The Chapter Finance Committee shall submit annually a proposed budget for adoption by a two-thirds (2/3) vote of members present at the meeting.
2. All expenses shall be approved by the chapter president prior to payment.

3. 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 August meeting.

Section D. Special Funds

Special funds and/or awards may be established by majority vote of the chapter.

ARTICLE V. ORGANIZATION

Section A. Chapter Rules

1. Epsilon Psi 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 3.

Section C. Coordinating Council

1. The chapter shall participate in the activities of the Greater Houston Area Coordinating Council.
2. The chapter shall send the president and one elected member as representatives to the coordinating council.
3. The chapter shall pay the designated yearly/biennial 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, a recording secretary, and a corresponding secretary, all elected by the chapter in accordance with the *Constitution, Article VI, and International Standing Rules, Section 6.03*.

Section B. Related Personnel

The incoming president may select a parliamentarian, and the Executive Board shall select the treasurer.

Section C. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution, Article VI*.
 - a. **President.** The president shall
 - 1) update all members' files
 - 2) set up a file folder for each new member, including transfer members. The transfer of membership notice shall be placed in the folder.
 - 3) send a copy of the transferred member's file to the president of the chapter to which the member is transferring
 - 4) keep an annual roster of hostess assignments to assure equitable distribution of this duty
 - 5) receive her bar pin at the time of her installation
 - 6) 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.
 - b. **First Vice President.** The first vice president shall
 - 1) serve as chair of programs (Educational Excellence)
 - 2) provide a copy of the program for the May joint meeting for the president's file.

- c. **Second Vice President.** The second vice president shall
 - 1) serve as chair of the Membership Committee
 - 2) confirm meeting places to be announced at the first meeting
 - 3) assist the first vice president with the programs.
 - d. **Recording Secretary.** The recording secretary shall
 - 1) record the proceedings of all Executive Board meetings and chapter meetings
 - 2) provide a copy of the minutes to the newsletter editor to be included with the monthly newsletter.
 - e. **Corresponding Secretary.** The corresponding secretary shall
 - 1) carry on such correspondence as may be delegated to her by the president
 - 2) write the minutes in the absence of the recording secretary.
2. Ex Officio Officers
- a. The **treasurer**, selected by the Executive Board, shall receive and pay out all moneys belonging to the organization and shall
 - 1) keep an accurate account of receipts and expenditures
 - 2) maintain a record of receipts, bills/vouchers, and bank statements
 - 3) present a report at each regular meeting or in the monthly newsletter
 - 4) submit Annual Report of Chapter Treasurer (Form 15) by July 15
 - 5) file required IRS 990-N e-Postcard by November 15
 - 6) submit contributions to meet state deadlines
 - 7) submit for annual audit/financial review the accounts of the organization
 - 8) retain accounting records as suggested in the *Guidelines for Chapter Treasurers*
 - 9) follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the Chapter Finance Committee
 - 10) keep a continuous record of chapter membership
 - 11) maintain attendance records
 - 12) serve as a member ex officio on the Executive Board
 - 13) serve, ex officio, as a consultant in the process of budget development and supervision of finances
 - 14) be a voting member of the Executive Board.
 - b. The **parliamentarian**, selected by the president, shall govern the proceedings of chapter meetings and business functions and is a non-voting member of the Executive Board.

Section D. Nominations and Elections

- 1. Elections for chapter officers are held in even-numbered years.
- 2. Nominations for chapter officers and Nominations Committee members shall be presented and acted upon at the February meeting in even-numbered years.
- 3. Nominations for chapter officers and the new nominations committee shall be made by a nominations committee of at least three members. Each biennium the Nominations Committee shall recommend two members for election by the membership for terms of four years and two years, respectively, to serve with the carry-over member from the previous biennium. The carry-over member shall serve as chair. The committee shall represent elementary, retired, and secondary

- personnel, determined by a rotation system of these three levels in alphabetical order. A member of the Nominations Committee shall not serve consecutive terms.
4. The Nominations Committee shall present a chapter member to be elected in April of odd-numbered years as representative to the Greater Houston Area Coordinating Council.
 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 in even-numbered years. 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. 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 Epsilon Psi Chapter shall be:

1. Society Business

- a. **Archives.** Keeps a record of each biennium activity and makes sure the chapter history is sent to the State Archives Committee each biennium. It shall
 - 1) make brief reports on Society and chapter traditions
 - 2) direct preservation of the chapter archives
 - 3) carry out other duties as assigned by the chapter and/or the Society
 - 4) bind chapter minutes and newsletters.
- b. **Bylaws and Rules.** Informs members of any changes in international or state documents, keeps the chapter rules updated, and submits updated chapter rules to State Bylaws and Rules Committee every two years as required.
- c. **Ceremonies.** Conducts induction and installation ceremonies for the chapter; chair keeps the chapter ceremonial paraphernalia.
- d. **Communications and Publicity.** Publicizes chapter events, publishes chapter newsletter, maintains a current chapter website. The committee shall include members of the following subcommittees:
 - 1) The **Newsletter Committee** shall publish at least five newsletters per year with two or more pages of pertinent chapter news. Contents of the chapter newsletter should follow the guidelines established by the Texas State Organization Communications Committee and copies sent to state officials as required. Chapter newsletters will be sent electronically to all members having email addresses. Members without email addresses and members who prefer hard copies of the newsletter will pay an annual subscription fee to cover printing and mailing costs.
 - 2) The **Yearbook Committee** publishes the chapter yearbook annually, mails a copy to state headquarters for the state archives, and sends copies to other state officials as required.
 - 3) The **Website Committee** shall update the chapter website with pertinent chapter information monthly except during the months Epsilon Psi does not meet. The web watcher should report international and state news at chapter meetings or publication in the chapter newsletter.
- e. **Finance.** Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to the Executive Board. It shall present a proposed budget for approval at the first meeting. The committee shall set aside specific amounts for the following:
 - 1) Flower arrangements to be used at induction, installation, and Founders' Banquet
 - 2) Expenses of chapter representatives to the Greater Houston Area Coordinating Council
 - 3) Partial expenses of the president to Texas State Organization Convention. On the years the new president is to take office, partial expenses shall be paid for both the outgoing and incoming presidents.
 - 4) The treasurer orders the newly elected president's bar pin from the Society's official jeweler.
 - 5) The **Audit Committee** audits the financial records annually. The Audit Committee is a subcommittee of the Finance Committee and is appointed by the Executive Board.
- f. **Membership.** Recommends and leads efforts to recruit new members, receives Recommendation for Membership forms, prepares information on prospective members, conducts selection of new members according to

chapter rules, conducts the orientation for new members, collaborates with Ceremonies Committee chair for the induction ceremony, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues. During orientation new members shall be asked to instruct their families that their key pin and other official DKG jewelry be returned to the chapter upon their death. To insure that their wishes are carried out, members may use a form designed by the chapter or devise their own. The signed forms should be kept with the DKG pins or attached to wills so families will know what to do with official jewelry.

- 1) **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 the Necrology chair for Texas. Committee conducts a chapter Celebration of Life for the departed member and participates in the funeral service, if requested. Family members may be invited to the Celebration of Life service.
- g. **Nominations.** Presents a slate of officers and the new Nominations Committee to the membership by February 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. The chapter shall elect a three-member Nominations Committee. (See Article VI, Section D.3.)
- h. **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. **Achievement Awards.** The committee
 - 1) shall recognize in some appropriate manner at the first meeting of the year those members having perfect attendance for the preceding year. A member will be allowed to make up a missed meeting by visiting another area chapter, an area meeting, or one of the Delta Kappa Gamma conventions. Anyone planning to visit another chapter should call the president of said chapter to see if it is a convenient time to visit.
 - 2) chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally and personally. (See Guidelines for Epsilon Psi Chapter Achievement Award in chapter yearbook.)
 - 3) shall recognize 25- and 50-year members with a certificate of achievement.
 - b. **Scholarship.** 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 grants-in-aid and chapter scholarship.
 - c. **Educational Excellence.** Includes the chairs of Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, Research, and Women in the Arts. Committee coordinates the work of its component committees to fulfill the Society's Mission and Purposes.
 - d. **Global Awareness.** Leads chapter participation in International projects, informs members of World Fellowship grant recipients studying in Texas,

- encourages donations to World Fellowship and other international and state global outreach activities.
- e. **Legislation and Research.** Informs members of current economic, political and educational issues at local, state and national levels, encourages member participation in the legislative and political process, encourages support of desirable legislation in the interest of education and of women educators, and conducts research as needed by the chapter.
- f. **Programs and Service Projects, Women in the Arts, Music, and Personal and Professional Enrichment.** Plans meaningful programs and projects that involve members, enriches their personal and professional lives, and serves the chapter and the community; includes music at chapter meetings, provides at least one CPE credit opportunity (optional), applies for ASTEF project(s), and encourages submission to DKG Online Gallery.
- g. **Strategic Plan of Action.** Surveys chapter for areas of focus and plans specific goals that address these needs. Reviews actions on an annual basis and reports to the chapter regarding progress or concerns.
- 3. Special Committees
 - a. **Founders' Banquet** (in even-numbered years). The area coordinator, any TSO officer living within driving distance, and *The Baytown Sun* representative shall be invited to the banquet.
 - b. **Gifts for Retirees.** Upon retirement a member shall be given a small engraved silver bowl or appropriate substitute. The engraving shall include the retiree's name, chapter name, and year of retirement.
 - c. **Hospitality.** The committee shall
 - 1) encourage the membership to respond to the committee's monthly reports by sending cards, telephoning, carrying food, making visits, etc., as individual needs arise
 - 2) send a standing easel of red carnations (or other seasonal flowers) with gold decorations to the funeral of a deceased member
 - 3) send a sympathy card to a bereaved member who has lost an immediate family member (spouse, parent, child, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law). The committee shall also arrange for taking food, if needed, whenever the service is local.
 - 4) deliver a single red rose to a member who is hospitalized
 - 5) present the flower arrangements used at induction, installation, and Founders' Banquet to a member of Epsilon Psi who is ill or who has illness in her family.
 - d. Ad Hoc committees shall be appointed by the president as authorized.

Section B. Selection of Committee Members

1. All committees, except Nominations Committee, shall be appointed by the chapter president.
2. The Nominations Committee is elected by the membership.
3. The president serves as member ex officio with vote on all committees except the Nominations Committee.

Section C. Committee Responsibilities

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

2. Chapter committees shall refer to *State Rules*, Section 9.0, 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. Epsilon Psi Chapter will have a minimum of four meetings each year. They can include:
 - a. The January meeting will be a joint meeting with Gamma Nu. Epsilon Psi will host that meeting in odd-numbered years. At each joint meeting in January hosted by Epsilon Psi, Gamma Nu Chapter shall be recognized as our parent chapter.
 - b. The May meeting will be the Founders' Banquet with Gamma Nu. Epsilon Psi will host the banquet in even-numbered years.
 - c. Induction of new members will occur at a regularly scheduled meeting during the year.
 - d. Installation of new officers will occur in even-numbered years.
2. Meeting dates and times will be established by the Executive Board and published in the yearbook. Additional meetings/excursions may be scheduled as needed.
3. All members being notified, chapters may meet face to face, through electronic communication, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
4. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding members' vote. A majority of chapter members shall be required for action.

Section B. Quorum

A quorum shall be one third (1/3) of the chapter's active membership.

ARTICLE X. PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter, *Epsilon Psi Newsletter*, at least eight times a year before chapter meetings. It is distributed by email to all members who have email addresses and copies are sent to designated state personnel. Members without email addresses and members who prefer hard copies of the newsletter will pay an annual subscription fee to cover printing and mailing costs.

Section B. Chapter Website

The chapter shall maintain a website that is in compliance with the Society.

Section C. Special Publications

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

Section D. Approval of Content

The chapter president shall approve the content of any publication (newsletter, yearbook, brochure, or article submitted to a news organization) prior to its release.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section A. Governing Documents

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Epsilon Psi Chapter in all cases not provided for in the *Constitution*, *International Standing Rules*, *State Bylaws*, *State Rules*, and these chapter rules.

Section B. Revision of Chapter Rules

Chapter Rules should be revised when the chapter votes to change a policy and when The Delta Kappa Gamma Society International and/or Texas State Organization make changes that alter Epsilon Psi Chapter Rules.

ARTICLE XII. AMENDMENTS

Section A. Provisions for Amendments

The Epsilon Psi Chapter Rules may be amended by a two-thirds (2/3) vote of members present and voting at a meeting following a thirty-day (30) 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 or 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 Epsilon Psi Chapter to dissolve, there must be strict adherence to the provisions of the *Constitution*, Article XIX, Section 3, and the *State Rules*, Section 16.2.

Adopted April 25, 1985

Last Revised: August 27, 2021