

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

**ARTICLE II - OBJECT/PURPOSE**

The purpose of Mu Kappa 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. Membership**

Membership in The Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the International Society, a state organization, and a chapter.

**Section B. Classification**

The membership of Mu Kappa 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.

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 shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and /or no technological connection/skill.
3. Honorary members  
A chapter honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and 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. Bachelor student collegiate members shall (1) be enrolled in an institution offering coursework leading to a career in education; and have the intent to continue academically and professionally in the field of education; and (2) be enrolled within the last two years of their bachelor's education degree.
  - b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/Doctoral standing in an institution offering coursework in the field of education; and have the intent to continue academically and professionally in the field of education. 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 C. 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 one month prior to the Coordinating Council meeting.
3. Orientation of new members shall be during October and April or at least one week prior to the induction ceremony. The President and the Membership chairman 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 at the October and March chapter meeting.
  - b. Selection may be by secret ballot.
5. Members may transfer from one chapter to another by the receiving chapter treasurer. No vote is taken on incoming transfers.

### **Section D. 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 E. 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 F. Reinstatement**

A former member shall be reinstated to membership by the chapter receiving the 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 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.
3. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
4. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.

### **Section C. Financial Control**

1. The chapter Finance Committee shall submit annually a proposed budget for adoption by a 2/3 vote of members present at the meeting.
2. All expenses shall be approved by the 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 September chapter meeting.

#### **Section D. Special Funds**

1. Special funds and/or awards may be established by majority vote of the chapter.
2. The President's bar pin and state convention expenses for chapter president (incoming and outgoing) will be paid by the chapter.

### **ARTICLE V - ORGANIZATION**

#### **Section A. Chapter Rules**

1. Mu Kappa 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 15.

#### **Section C. Coordinating Council**

1. The chapter shall participate in the activities of the El Paso Coordinating Council.
2. The chapter shall send 1<sup>st</sup> vice-president, and 2<sup>nd</sup> vice-president as representatives to the coordinating council as representatives to the coordinating council.

### **ARTICLE VI - OFFICERS AND RELATED PERSONNEL**

#### **Section A. Officers**

The chapter officers shall be a president, a vice president, 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 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*. Treasurer submits annual report, files IRS 990-N e-postcard by Nov. 15<sup>th</sup> every year, and contributions to meet TSO deadlines.
2. The chapter president shall attend the State Executive Board meetings and shall represent the chapter as a voting member. If the president is unable to attend, she shall appoint a representative from the membership.

#### **Section D. Nominations and Elections**

1. Elections for chapter officers are held in even-numbered years.
2. All chapter officers, both elected and appointed, should be named by March 15<sup>st</sup> in even-numbered years.
3. Nominations for chapter officers shall be made by a nominations committee of at least three members.
4. The nominations committee shall submit the name of at least one nominee for each elective office position.
5. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the March meeting. Nominations may be made from the floor with the consent of the nominee.
6. If there is only one nominee for an office, election may be by voice vote and a majority of the votes cast, elects.

7. 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.
8. The chairman of the new nominations committee shall be named by the incoming chapter president from those elected to the committee.

#### **Section E. Term of office**

1. The term of office for chapter officers shall be two years or until a successor is named. No officer except the treasurer may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following their election.
2. The treasurer shall be selected by the executive board each biennium.

#### **Section F. Vacancies**

1. If a vacancy occurs in the office of president, the first vice president shall become president.
2. If a vacancy occurs in other elective or appointed positions, the president shall name a successor.

### **ARTICLE VII - EXECUTIVE BOARD**

#### **Section A. 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 Mu Kappa Chapter shall be:**

1. Society Business:
  - a. Archives - Creates a scrapbook for each biennium, makes sure the chapter history is sent to the state archives committee each biennium.
  - b. Chapter Rules - Informs members of any changes in international or state documents, keeps the chapter rules updated, and submits updated chapter rules to State Bylaws & Rules Committee every 2 years (state biennium) as required.
  - c. Ceremonies / Necrology - Conducts induction and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia.
    - 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.
  - d. Communications and Publicity, Technology - Publicizes chapter events, publishes chapter newsletter, maintains a current chapter website.
  - e. Finance - Assists the treasurer as necessary, creates the budget, reviews the chapter financial records annually and reports to 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 chair for the induction ceremony, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues.
  - g. Nominations - Presents a slate of officers to the membership by March 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 elected members of the committee
  - 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 - Chooses the recipient of the Chapter Achievement Award, recognizes member achievements within DKG, professionally, and personally.
  - b. Scholarship - Encourages members to apply for international and state scholarships and grants for personal, professional and classroom needs. Solicits applicants and chooses the recipient of the chapter grant-in-aid and chapter scholarship.
  - c. Educational Excellence - which 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 & 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, conducts research as needed by the chapter.
  - f. Programs and Service Projects, Women in the Arts, Music, & Personal and Professional Enrichment - Plans meaningful programs and projects that involve members, enrich their personal and professional lives, and serve the chapter and the community; includes music at chapter meetings, provides at least one CPE credit opportunity, 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: Courtesy, Social, Telephone.

### **Section B. Selection of Committee Members**

1. All committees 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.

### **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. Mu Kappa Chapter will have 8 meetings each year.
2. Meetings will be held on the 1st Saturday of the month at 9:30 a.m. Meetings 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 member's vote. A majority of chapter members shall be required for action.
5. Ratification of all voting by mail (postal or electronic) must be made at the next face to face meeting.

### **Section B. Quorum**

A quorum shall be a majority of the active chapter members or 1/3 of the chapter's active membership. (*A quorum is the minimum number of members required to be present at a meeting in order to conduct business*).

## **ARTICLE X - PUBLICATIONS**

### **Section A. Chapter Newsletter**

The chapter shall publish a newsletter, *Movin' Mu Kappa*, at least 8 times a year before chapter meetings. It is distributed by email to all members and copies are sent to designated state personnel. The Communications/Publicity chairman is responsible for publishing the newsletter.

### **Section B. Chapter Website**

The chapter shall maintain a website that is in compliance with the Society. The Webmaster (working closely with the chapter president) is responsible for keeping the website current.

### **Section C. Special Publications**

Any special publications (chapter brochures, for example) must be approved by the chapter before printing.

### **Section D. Picture Release**

A picture release form should be obtained from any member allowing her picture to be printed in digital or paper format.

### **Section E. Approval of content**

The chapter president should 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 first vice president is the chairman of the program committee (or educational excellence committee).
2. The second vice president is the chairman of the membership committee.
3. The chairman of the yearbook committee is a member of the program committee.
4. The communications committee will publish a newsletter each month before the monthly meetings.
5. The communications committee shall submit at least two articles per year highlighting chapter activities to local news publications.
6. The editor of the newsletter is a member ex officio, without vote, of the executive board.
7. Past presidents and charter members will be honored at the chapter birthday celebration in April.
8. The Founders' 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.
9. Guidelines for the chapter achievement award should be specified - how someone is nominated, who chooses the recipient, what are the qualifications, is there a special pin.
  - \* The Chapter Achievement Award shall be a special recognition of a Mu Kappa member in order to honor her for the contribution she has made to the success of the Chapter's efforts and in educational endeavors in general.
  - \* Any member can nominate a candidate for an Achievement Award.
  - \* A nomination form shall be completed and submitted to the Chairman of the Achievement Awards Committee. The deadline for submitting names shall be March 1.
  - \* The name of the recipient shall not be revealed until the presentation.
  - \* The Award to be presented shall be a gold rose guard which may be attached to the keypin.
  - \* Members shall be recipients of the Award one time only.

### Eligibility Requirements:

In order to be considered for a Mu Kappa Achievement Award, a member must meet the following eligibility standards:

- \* Must have been an active member of Mu Kappa for a minimum of three years.
  - \* Must have a good attendance record at Chapter Meetings, Area Workshops, and combined meetings of El Paso Chapters.
  - \* Attendance at State Conventions or Regional/International meetings should be noted but is not required.
  - \* Must have demonstrated outstanding leadership and service in the activities of Delta Kappa Gamma (either elective office or committee responsibilities).
  - \* May have served Delta Kappa Gamma at the State/International level. This should be noted but is not required.
  - \* May have been recognized as making a distinctive contribution to her school, her district, or the community. This should be noted but not required.
  - \* Must be supportive of the program of Delta Kappa Gamma and have displayed a positive attitude toward education in general
10. The courtesy committee shall operate by the following guidelines:
    - a. Send a small floral bouquet or plant not to exceed \$50.00 to any member who is in the hospital.
    - b. In the event a member is ill at home, a card shall be sent.
    - c. In the event of a member's death, a plant not to exceed \$50.00 shall be sent to the funeral home.

*Robert's Rules of Order Newly Revised (current edition)* shall govern the proceedings of Mu Kappa 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 Mu Kappa 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 (or sent to all by email) prior to the meeting at which voting will take place.

### **ARTICLE XIV - DISSOLUTION**

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

*Last Amended: September 2, 2023*