**CHAPTER RULES**

**LAMBDA PI CHAPTER**

**OF THE**

**TEXAS STATE ORGANIZATION**

**OF**

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

Article I - Name

The name of this chapter as assigned by the State Executive Committee shall be Lambda Pi Chapter of the Texas State Organization of the Delta Kappa Gamma Society International.

Article II - OBJECT/PURPOSE

The purpose of Lambda Pi Chapter shall be to promote the Mission, Vision and Purposes of The Delta Kappa Gamma Society International found in the *Constitution,* Article II.

Article III – MEMBERSHIP

Section A. Classes of Membership

 The membership of Lambda Pi 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. Active Members

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 Members

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 geographical location.

3. Honorary Members

An honorary member is a woman not eligible for active membership who has rendered notable service to education or to women, and who is elected to honorary membership in recognition of such service.

~~4~~. Collegiate Members

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 for new members shall be submitted to the membership committee who shall prepare a ballot for the vote.

3. Orientation of new members shall be held prior to the induction ceremony. The chapter president and the membership chair shall see that nominees receive information through an orientation provided by the chapter executive committee.

4. Selection of New Members

 a. Selection of new members may be at any chapter meeting.

 b. Selection shall be by a ballot voted on by the chapter members present.

5. Members may transfer from one chapter to another by notifying Society Headquarters. 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. The chapter shall record in the minutes the names of members who resign, including the reason and date of resignation.

Section D.Membership Records

 A continuous record of chapter membership shall be kept by the treasurer. This includes date of induction, transfer information, date (s) and reason for resignation, and date(s) of reinstatement.

Section E. Reinstatement

A former member shall be reinstated to membership upon written request.

Article IV - FINANCES

Section A. Governance of Finances

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

Section B. Annual Dues

1. The amount of dues and assessment is recommended by the finance committee, and shall include international and state dues and fees as established by the Society and State organization.
2. The membership year is July 1-June 30. A member shall pay annual dues and fees as set by the chapter finance committee; the chapter treasurer shall submit international and state dues no later than June 30 for the following fiscal year.

Section C. Financial Control

1. The chapter finance committee shall submit annually a proposed budget for adoption by a majority vote of the membership present when budget is presented.

2. All expenses shall be approved by the chapter president prior to payment.

3. Two signatures shall be required on all checks. The president, treasurer and secretary shall be authorized to sign checks on the chapter's account.

4. An annual financial review report shall be submitted by the finance committee to the chapter executive board prior to the September chapter meeting.

Section D. Special Funds

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

2. Grant-in-Aid

# Lambda Pi Chapter Grant-in-Aid Guidelines:

a. Eligibility: Senior girls planning to attend an accredited college or university and planning a teaching career. Factors to be considered are expressed desire to become a teacher, potential for leadership, character, personality, academic ability, and financial need.

b. Amount: To be determined annually by the membership based on monies available.

c. How to apply: High School Local Scholarship Application and short statement describing,” What has influenced you to become a teacher?”

d. Scholarship committee will make the selection and notify the student(s) and chapter.

3. Chapter Scholarship

Lambda Pi Chapter Scholarship Guidelines:

a. Eligibility: Active members, who are working toward a master's degree, earned doctoral degree, certification in a specialized field, or professional enrichment. Members may be enrolling in adult education, i.e. Elderhostel, continuing education, research, conferences, or educational travel. Factors to be considered are application and chapter participation. Scholarship recipients are expected to be contributing members of the chapter.

b. Amount: To be determined annually by the membership based on monies available.

c. How to apply: Lambda Pi Scholarship Application

d. Scholarship committee will make the selection and notify the member and chapter.

Article V - ORGANIZATION

Section A. Chapter~~s~~ Rules

1. Lambda Pi 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 by the chair of the chapter rules committee.

Section B. Area

Lambda Pi Chapter shall participate in activities of Area 10.

Section C. Coordinating Councils

1. Lambda Pi Chapter shall participate in in the Area 10 Coordinating Council.

2. The chapter shall send the president and the immediate past president or their appointed representatives to the Coordinating Council.

3. The chapter shall pay the designated coordinating council dues.

Article VI. – OFFICERS AND RELATED PERSONNEL

Section A. Officers

The officers of Lambda Pi Chapter shall be a president, a first vice-president/program chair, a second vice-president/membership chair, and a 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.
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. Nominations for chapter officers and the new nomination committee shall be made in even numbered years by a nomination committee of three elected by a majority of members present at a chapter meeting. The chapter nomination committee shall submit the name of one nominee for each elective position and the 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. Nominations may be made from the floor with the consent of the nominee.
3. If there is only one nominee for an office, election shall be by voice vote and a majority of the votes cast, elects.
4. 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 nomination committee shall prepare the ballot and conduct the election.
5. The chair 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. 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 - CHAPTER 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. Ex officio members of the executive board shall be the treasurer, with vote, and the parliamentarian, without vote. *Constitution*, Article VII, Section C

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 Lambda Pi Chapter shall be:

1. Society Business

a. Archives - Sends the chapter history to the state archives committee and reviews the chapter archives 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 - Conducts induction and installation ceremonies for the chapter, chair keeps the chapter ceremonial paraphernalia.

d. Communications and Publicity-Publicizes chapter events and publishes chapter newsletter

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 election of new members according to chapter rules, conducts the orientation for new members, collaborates with ceremonies chair for the induction ceremony, conducts a reorientation session for members as necessary, chair assists treasurer in contacting members who have not paid dues. Necrology -

g. 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 Membership Services Administrator (mem@dkg.org), Texas State Organization (tsotreas@sbcglobal.net), and the necrology chair for TSO. Committee conducts a chapter Celebration of Life for the departed member, and participates in the funeral service if requested.

h. Nominations - Presents a slate of officers and the new Nominations Committee 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

1. Technology- Maintains a certified current chapter website.

j. 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. Educational Excellence

1. 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.
2. Legislation - 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.
3. Music/Women in the Arts - Includes music at chapter meetings and encourages submission to DKG Online Gallery.
4. Programs/Service Projects - Helps plan meaningful programs and projects that involve members, enrich their personal and professional lives, and serve the chapter and the community.
5. Personal/Professional Enrichment –works to provide meetings that meet the CPE credit criteria and applies for ASTEF project(s).
6. Research - Conducts research as needed by the chapter.

c. 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.

d. 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. Hospitality

b. Special committees may be created to carry out projects authorized by the chapter.

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. Chapters shall be responsible for any work represented by the international committee descriptions in the *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.

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. Regular meetings of chapter, Lambda Pi, shall be held at least four times per year.
2. 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 one-third of the chapter’s active membership.

Article X - PUBLICATIONS

Section A. Chapter Newsletter

The chapter shall publish a newsletter at least five times a year before the monthly chapter meetings by the communications committee. It is distributed by email to all members and copies are sent to designated state personnel.

Section B**.** Chapter Website

 The chapter shall maintain a website that is certified by the Society. Chapter Webmaster, Technology Committee chair, will be responsible for maintaining the site.

Section C.Special Publications

 Any special publications (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

A. The chapter president may choose to appoint a corresponding secretary to assist the chapter with DKG correspondence.

B. Charter members and past presidents will be honored at the chapter birthday celebration.

C. Founders Day celebration shall include the following awards:

1. Recognition of members’ special DKG anniversaries including 25 and 50-year members

2. Perfect attendance ~~a~~wards

3. Recognition of members serving at the international or state level.

4. Chapter achievement awards

Achievement awards committee shall nominate and recognize members who have given outstanding service to Lambda Pi Chapter. The recognition is given in the form of the Rose Guard pin and /or an achievement award certificate.

5. Current year retirees

6. Grant-in-Aid recipients

7. Scholarship recipients

Article XII - PARLIAMENTARY AUTHORITY

Section A. Governing Documents

*Robert’s Rules of Order Newly Revised* (current edition) shall govern the

proceedings of Lambda Pi 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 shall be revised when the chapter votes to change a policy, when

The Delta Kappa Gamma Society International and/or the State make changes

which affect chapter rules.

Article XIII – AMENDMENTS

Section A. Provision for Amendments

The Lambda Pi Chapter Rules may be amended by a two-thirds vote of members present and voting at a meeting following 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 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 Lambda Pi Chapter to dissolve, there must be strict adherence to the provisions of the *Constitution*, Article XIX, 3, and the *State Rules*, Section 16.2.

Lambda Pi Chapter rules drafted 9/12/81

Amended 1/8/1996

Amended 1/4/2011

Last Revised 4/12/2011

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