

Alpha Eta Standing Rules

Texas State Organization

The Delta Kappa Gamma Society International

ARTICLE I NAME

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

ARTICLE II PURPOSE

The purpose of Alpha Eta Chapter shall be to carry out the purposes, policies, and programs of work of The Delta Kappa Gamma Society International and the Alpha State, Texas, Organization.

ARTICLE III MEMBERSHIP

Section A. Active Members

The membership of the Alpha Eta Chapter shall be composed of active women members who are employed in educational work at the times of their elections, even if invited during the first year of service, or women educators who have been retired from educational positions.

Section B. Reserve Members

Reserve membership shall be granted only to those who are unable to participate fully in the activities of the Society because of physical disabilities and/or geographical locations.

Section C . Honorary Members

Honorary membership shall be granted to those women not eligible for active membership but who have rendered notable service to education or to those women in recognition of such service. They shall be privileged to participate in all activities except that of holding office.

Section D. New Members

1. Recommendations

Official Delta Kappa Gamma Recommendation Forms for Prospective Members, signed by at least 3 members of any chapter, shall be submitted to the Chairman of the Alpha Eta Membership Committee prior to the announced February date meeting of the Smith County Coordinating Council.

2. Election of Prospective Members

Secret balloting on the recommendations of prospective members shall be conducted by the Membership Committee during the February chapter meeting. Distributed ballots shall include the prospective members' names, current educational status, and names of the three Delta Kappa Gamma members who had signed the individual recommendation forms.

3. Invitations to Prospective Members

Individual invitations shall be extended to each prospective member from the Chapter President. A reply date is included, as determined from the February meeting of the Smith County Coordinating Council. Approval by this Coordinating Council is necessary in order to avoid duplicate invitations from more than one chapter. This determination is made according to the Greek-alphabetic rotating system:
Alpha Eta, Zeta Gamma, Theta Nu, Iota Delta, and Kappa Pi.

4. Orientation for Uninitiated Members

Orientation for uninitiated members shall be conducted by the Chapter President, the Chairman of the Membership Committee, and other members of the Chapter Executive Board as are needed. This orientation shall be conducted during either a separate meeting or a regular chapter meeting.

Alpha State, when requested, shall provide a special Power Point package for uninitiated members.

Section E. Joint-Chapter Initiation

1. Initiation of New Chapter Members

Prospective chapter members shall be initiated during the annual joint- chapter luncheon which is scheduled during the Founders' Day Ceremony either in April or in May, according to which chapter has this responsibility:

Alpha Eta, Zeta Gamma, Theta Nu, Iota Delta or Kappa Pi.

2. Joint-Chapter Initiation Responsibilities

One chapter, representing the Smith County Coordinating Council, shall be responsible for the entire initiation program. This single chapter is determined by the Greek-alphabetic

rotating system: Alpha Eta,
Zeta Gamma, Theta Nu, Iota Delta, or Kappa Pi.

Section F. Reorientation for Chapter Members

Reorientation for chapter members shall be conducted biennially by the Chapter President, the Chairman of the Membership Committee, and any other members of the Chapter Executive Board as are needed. This reorientation shall be scheduled during a regular chapter meeting.

Section G. Recommitment Ceremony for Chapter Members

A Recommitment Ceremony for chapter members shall be conducted as often as needed, preferably during the first meeting, and led by the Chapter President and, if needed, by the Chapter Executive Board.

Section H. Termination of Membership

Membership in the chapter shall be terminated by any of the following reasons:
Nonpayment of dues and fees
Resignation (A written notice sent to the President)
Death

Section I. Reinstatement of Membership

Former Active Members shall be returned to active membership by a written request to the Chapter President. No Reinstatement Fee shall be required, and no chapter vote is required. Form 83 shall be completed and given to the Chapter Treasurer along with the chapter yearly dues.

Section J. Transfer of Members

An Active Member in good standing may be transferred from one chapter to another upon application to the International Headquarters (Form TR-A.)

ARTICLE IV FINANCES

Section A. Governance

Where applicable, the Constitution, Article IV and Article X, 1, 9 shall govern Alpha Eta Chapter finances.

Section B. Annual Dues

Alpha Eta Chapter dues for all Active and Reserve Members shall be established no later than the first fiscal meeting of the year and shall include state and international dues as established by

these organizations. (Refer to the International Standing Rules and the Alpha State Texas, Bylaws.)

Chapter dues shall be determined by a recommendation from the Chapter Finance Committee and voted by the chapter membership. These dues shall be paid by November 1 of each year.

Section C. Annual Assessments

1. Annual assessments of ten dollars (\$10.00) shall be required from Honorary Members before November 1 of each year.
2. Assessments shall be reviewed and determined by a vote of the members annually when the budget is determined. Only the chapter may levy assessments upon the Active and Reserve members.

Section D. Finance Control

1. The Alpha Eta 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 Chapter President prior to payments.
3. The official signature card, on file at the local bank which holds all moneys of Alpha Eta Chapter, shall be signed by the Chapter President and the Chapter Treasurer. The society name on the checking account is Omega Alpha Eta.
4. All expenses shall be paid by checks, co-signed by the Chapter President and the Chapter Treasurer.
5. An annual audit report shall be submitted to the Chapter Executive Board prior to July 1.

Section E. Other Finances

1. An Initiation Fee of ten dollars (\$10.00) shall be paid by each new Active and New Reserve Member.
2. Initiation Fees for Honorary Members shall be interpreted by The Delta Kappa Gamma International Constitution, (2006) Article IV, Section C.
3. Alpha Eta Scholarships, maintained by the appointed Scholarship Committee, shall be available only to Active Members of Alpha Eta Chapter who pursue graduate study, attend workshops, and/or seminars related to their teaching areas. This assessment shall be determined by the chapter membership.

a. An Alpha Eta Scholarship shall be \$200.00 and shall be used for payment of tuition, fees, and books at an accredited institution or an approved workshop or seminar.

b. Applicants for Alpha Eta Scholarships shall submit written requests to the Chairman of the Chapter Scholarship Committee at least one month prior to the first day of class or workshop for which the scholarship is being presented and shall provide the following information:

The nature of the graduate study (workshop, seminar, or graduate course identification)

The full name and address of the institution, seminar, or workshop

The estimated expenditures

c. The Alpha Eta Scholarship Committee shall review all scholarship applications and shall make recommendations to the chapter membership for approval.

4. The Alpha Eta President's Barpin shall be purchased by Alpha Eta Chapter, and the immediate past president (or another former chapter president) shall present this barpin to the President in service at a designated meeting determined by the Smith County Coordinating Council. (In this manner, all of the Smith County Chapter Presidents shall receive their barpins at the same time.)

5. A Joint-Chapter Recruitment Grant shall be determined by the Professional Affairs Committees of the chapters belonging to the Smith County Coordinating Council in selecting the annual recipient, and the recipient is announced during the Joint-Chapter Founders' Day Celebration by the Professional Affairs Chairman of the hostess chapter.

The recipient of the Recruitment Grant shall be presented by the Chairman of the Professional Affairs Committees or the hostess chapter.

The name of the recipient of the Joint-Chapter Recruitment Grant is given to the Chairmen of the Program and the Yearbook Committees of all of the chapters who are members of the Smith County Coordinating Council so that the designated page which lists the names of all of the recipients in chapter yearbooks can be complete.

6. The Chapter Achievement Awards, an annual presentation, shall be the responsibility of the Chapter Achievement Awards Committee. This committee may canvas the chapter members during the April chapter meeting for nominee suggestions or may use its own plans. The recipient shall be awarded the Alpha Eta Rose Pin, which is presented during the Joint-Chapter Founders' Day Celebration. This information shall be given to the Chairmen of the Program and the Yearbook Committees so that the designated page which lists names of all recipients can be complete.

7. Funds for attendance to the annual Alpha State, Texas, Convention shall be partially provided by the chapter. The amount shall be approved by the members in the chapter budget adoption. The Chapter Treasurer shall be responsible for awarding funds to those members, especially to the Chapter President, who attend the entire convention.

8. Funds awarded in the form of gifts to speakers and/or guests shall be shared by other chapters in the Smith County Coordinating Council when these other chapters are involved.

ARTICLE V ORGANIZATION

Section A. Chapter

1. Alpha Eta Chapter shall govern the conduct of its business in a manner consistent with the International Constitution, the International Standing Rules, and the Alpha State, Texas, Bylaws, the Official Manual, and the Alpha Eta Chapter Rules.

2. The chapter officers, except the Treasurer and the Parliamentarian, shall be elected in accordance with the Constitution, Article VI, Section D, 3.

Section B. Area

Alpha Eta Chapter shall participate in the activities of Area I, as assigned by the Alpha State Executive Board.

Section C. Coordinating Council

1. Alpha Eta Chapter shall be active on the Smith County Coordinating Council.

2. Alpha Eta Chapter shall send the Chapter President, the Chapter Treasurer, and, in February, the Chairman of the Membership Committee as representatives to the Smith County Coordinating Council meeting. During the February meeting, in order to avoid chapter duplications of membership invitations, the order of preference is determined by the Greek-alphabetic sequence (Alpha Eta, Zeta Gamma, Theta Nu, Iota Delta, and Kappa Pi). Each year the first-choice reading of names of prospective members shall be made according to this sequence.

3. The Smith County Coordinating Council shall propose joint-chapter plans, schedules, and activities which then shall be approved by the member chapters prior to their implementations.

4. Any active member who may be serving the Alpha State, Texas, Organization in the capacity of an officer, as a committee chairman, or as a member of any committee, may attend the meetings of the Smith County Coordinating Council.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. Officers

1. The officers of Alpha Eta Chapter shall be the President, the First vice President, the Second Vice President, the Recording Secretary, and the Corresponding Secretary.
2. The chapter officers shall be elected in even-numbered years by a majority vote of the chapter members present and shall serve a term of two years.

Section B. Related Personnel

1. The Chapter Parliamentarian shall be appointed by the Chapter President.
2. The Chapter Treasurer shall be appointed by the Chapter Executive Board. An Assistant Chapter Treasurer, at the request of the Chapter Treasurer, shall be appointed by the Chapter President.

Section C. Duties

1. The President shall fulfill the duties as outlined in the Constitution, Article VI, Section C, and in the Alpha State, Texas, Official Manual.
2. The First Vice President shall fulfill the duties as outlined in the Constitution, Article VI, Section C. This officer shall chair the Program Committee by coordinating the chapter Program of Work Committees. This officer shall schedule and arrange for the meeting accommodations and shall be responsible for the designated hostesses for each chapter meeting.
3. The Second Vice President shall fulfill the duties as outlined in the Constitution, Article VI, Section C, and in the Alpha State, Texas, Official Manual. This officer shall chair the Yearbook Committee by assembling the yearbook data; arranging for the printing (or copying) of the yearbooks; mailing four (4) copies of the chapter yearbook to the Alpha State, Texas, Yearbook Chairman and one (1) copy to the Area Coordinator before December 15 of each year; supplying one (1) copy of the yearbook for the chapter files; supplying one (1) copy of the yearbook to the Chairman of the Smith County Coordinating Council; exchanging copies of the chapter yearbook with the other Smith County chapters; and retaining at least five (5) copies of the chapter yearbook for any new chapter members who shall be initiated during the spring Joint-Chapter Founders' Day Celebration.
4. The Recording Secretary shall fulfill the duties as outlined in the Constitution, Article VI, Section C. This officer shall maintain the chapter attendance for each single-chapter meeting.

5. The Corresponding Secretary shall report to the membership during chapter meetings all correspondence received by Alpha Eta Chapter. This officer shall prepare communications at the request of the Chapter President. Also, this officer shall assist the Recording Secretary when such assistance is needed.

Section D. Nominations and Election

1. Nominations for Alpha Eta officers and for the three-member Nominations Committee shall be announced in even-numbered years by the Chairman of the Nominations Committee during the March chapter meeting. The Chairman of the Nominations Committee shall be named by the Chapter President from those elected to the committee.
2. The Nominations Committee shall serve in accordance with the Constitution; the Alpha State, Texas, Bylaws; and the Handbook.
3. The chapter Nominations Committee shall submit the name of one nominee for each elective office 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 at the March meeting. Nominations may be made from the floor with the consent of the nominee.
4. If there is only one nominee for an office, election may be by voice vote; and a majority of the votes cast, elects.
5. If there are two or more nominees for an office, election may be by ballot vote; and a majority of the votes cast, elects. The Nominations Committee shall prepare the ballots and conduct the elections.
6. Chapter officers shall be elected in even-numbered years by a majority vote of chapter members present.

Section E. Term of Office

The term of office for chapter officers shall be a term of two years in accordance with the Constitution, Article VI, D, 3, b.

Section F. Vacancies

1. When a vacancy occurs in the office of the President, the First Vice President shall become President.
2. When a vacancy occurs in either of the other elected offices (the First Vice President, the Second Vice President, the Recording Secretary, the Corresponding Secretary) or the

appointed positions (the Parliamentarian, the Treasurer, or any chairman of a chapter committee,)the President shall appoint a qualified 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. Ex-officio members of the Executive Board shall be the Treasurer, with vote (Constitution, 2004, Article VI, Section C, 9a 7) 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

The Executive Board shall meet at least twice annually.

Section D. Quorum

A quorum shall be a majority of the voting members of the Board.

ARTICLE VIII COMMITTEES

Section A. Standing Committees--As Needed

1. The Society Business category of Alpha Eta Chapter shall consist of these committees: Ceremonies (appointed), Constitution/Bylaws(appointed, Finance (appointed), Membership (appointed), Necrology (appointed), and Nominations (elected).

2. The Program of Work category of Alpha Eta Chapter shall consist of these committees: Program (First Vice President), Yearbook (Second Vice President), Legislation (appointed), Music (appointed), Personal Growth and Services (appointed), Professional Affairs (appointed), and Research (appointed).

The Educational Services category of Alpha Eta Chapter shall consist of these committees: Achievement Awards (appointed), Communications (appointed), Scholarships (appointed, and World Fellowship (appointed).

Section B. Standing Committees' Responsibilities

1. Alpha Eta Chapter Standing Committees shall be responsible for any duty represented by the international committee descriptions, Constitution, Article VIII, Sections B, C, and D.
2. Overall responsibilities of each Standing Committee shall be fulfilled as specified in the Handbook of The Delta Kappa Gamma Society International and in the Alpha State, Texas, Official Manual.
3. Reports of Chapter Standing Committees shall be prepared on forms supplied by International Headquarters and then submitted to the person designated on the respective forms.
4. The Chapter Membership Committee, in addition to the established responsibilities, shall acquire a current mini-biography of each member of Alpha Eta Chapter during the November of the chapter President's biennium.
5. The Chapter President shall provide copies of the appropriate pages which list the respective duties of each standing committee and shall distribute these copies to the appropriate committee chairman.

Section C. Special Committees--As Needed

1. Courtesy Committee

This committee, chaired by the Corresponding Secretary shall express concern for chapter members when the needs arise. These expressions shall be in the forms of appropriate cards; flowers to the seriously ill, and/or to the bereaved; transportation arrangements to chapter meetings; and other courtesies which may be requested.

2. Golden Achievement Book Committee

This committee shall maintain a special book of honor and of memory for Delta Kappa Gamma members who have served the Society in outstanding ways. The names of these recognized members shall be entered into the book at the tops of individual pages, and the names of those who honored these members with monetary contributions shall be written at the bottom of the appropriate pages. Special notes shall be mailed to the recognized members, and all monetary contributions shall be assigned to the Chapter Achievement Awards Committee (by way of the Chapter Treasurer) to help defray the costs of the Alpha Eta Rose Pins.

3. Newsletter Committee

This committee shall prepare a minimum of 5 issues of "The Alpha Eta-torial" for the purpose of announcing chapter meetings and supplying news items of interest to the

membership. A copy of each issue shall be retained in the official chapter files and emailed to State Officers, as designated under the Communications Committee on the Alpha State website, as well as to the Area I Coordinator.

4. Telephone Committee

This committee shall be used at the discretion of the Chapter President. This committee shall be used as a reminder to members of chapter meetings as well as to report names of members who are in need of transportation to chapter meetings. This report shall be given either to the Chapter President or to the Chairman of the Courtesy Committee. When reservations are involved with chapter meetings, this committee shall report to the Chapter Treasurer the names of those members who make reservations.

5. Ways and Means Committee

This committee shall plan ways of raising funds for the various financial needs of the chapter. The methods used for fulfilling this purpose shall be presented by the Chairman to the membership during regular chapter meetings.

6. Ad Hoc Committee

This committee shall be appointed by the Chapter President when needed.

Section D. Selection of Committee Members

All committee members shall be appointed by the Chapter President except the Nominations Committee, which is elected. Also, the Chapter President shall be an ex-officio member of all committees except of the Nominations Committee.

ARTICLE IX CHAPTER MEETINGS

Section A. Regular Meetings

1. Alpha Eta Chapter shall have at least seven chapter meetings each year and at least one joint-chapter meeting each year. Chapter meetings shall be scheduled for August or September, October, November, December, February, March, and April or May as announced by the Chapter Program Committee. A joint-chapter meeting shall be scheduled for either April or May, and the chapter responsible for this special meeting is determined and planned by the Smith County Coordinating Council. Such an annual assignment is made according to the Greek- alphabetic rotating sequence: Alpha Eta, Zeta Gamma, Theta Nu, Iota Delta, or Kappa Pi.

2. Special recognition chapter meetings shall involve the following highlights:

Chapter Birthday
 Recommitment Ceremony
 Reorientation of Members
 Orientation of Uninitiated Members

3. Special recognition during joint-chapter meetings vary according to the particular chapter which is in charge, but possibilities are:

Installation of Chapter Officers (even-numbered years)
 Initiation of New Members (annually)
 Recruitment Grant Announcement
 Scholarship Announcement
 Achievement Awards
 Special Guest Speaker
 Recognition of 25-year Memberships
 Recognition of 50-year Memberships
 Recognition of Members Serving Alpha State
 Memorial Ceremony

Section B. Quorum

A quorum for chapter business meetings shall be 1/3 of the chapter's Active Members, but NOT a majority of members present. This stipulation is necessary in order that business can be legally transacted.

Section C. Additional Meetings

1. Area Workshops, sponsored by the Alpha State, Texas, Organization, shall be scheduled once each biennium for the purposes of leadership training and of the dissemination of Society information.
2. Alpha State, Texas, Organization Conventions shall be scheduled annually for the purposes of leadership development and of the professional growth through the various programs of The Delta Kappa Gamma International Society.
3. Southwest Regionals, sponsored by The Delta Kappa Gamma Society International, shall be scheduled once each biennium in odd- numbered years for the purposes of leadership training and of the dissemination of Society information.
4. International Conventions shall be scheduled each biennium in even-numbered years for the purposes of leadership training, dissemination of Society information, election and installation of international officers, and the conducting of the business of The Delta Kappa Gamma Society International.

ARTICLE X AMENDMENTS

Section A. Provisions for Amendments

The Alpha Eta Chapter Rules shall be amended by a 2/3 vote of members present at a meeting, following a 30-day previous amendments notice.

Section B. Amendment Procedures

When an amendment is to be considered, a written amendment copy shall be presented at the previous chapter meeting and shall be included with the newsletter notification.

ARTICLE XI PARLIAMENTARY AUTHORITY

Section A. Governing Documents

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Alpha Eta Chapter in all cases not included in the Constitution, International Standing Rules, the Alpha State, Texas, Organization Bylaws, and the Alpha State, Texas, Organization Official Manual.

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 when Alpha State, Texas, Organization make changes which affect chapter Rules.

Year of Initial Writing of Alpha Eta Chapter Rules: 1985

Revised: 1999

Revised: 2002

Revised: 2012