

CHAPTER RULES
OF
ZETA UPSILON
#164



**Chapter Rules of
Zeta Upsilon Chapter of the Texas State Organization of
The Delta Kappa Gamma Society International**

Article I: Name of the Chapter

- A. The name of this chapter shall be Zeta Upsilon of the Alpha State, Texas State Organization of the Delta Kappa Gamma Society International.
- B. For purposes of chapter communication, the Society shall be referred to as the Society; Delta Kappa Gamma, ΔΚΓ or DKG.
- C. Official jewelry of the chapter includes the key pin as described in the Constitution Article I, C; the past-president's pin, the Chapter Achievement Award pin, and pins representing years of membership. The official jewelry may be worn on a ribbon or in another manner as desired by the member and as indicates respect for the recognition and honor that membership in the Society bestows.

Article II: Purpose

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

Article III: Membership

- A. The membership of Zeta Upsilon Chapter shall be composed of active, reserve, and honorary members.
 - 1. To be considered for active membership, a candidate shall be a woman who is employed as a professional educator at the time of her election or who has been retired from an educational position. An active member shall participate in the activities of the chapter and the Society.
 - 2. Reserve membership is granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographical location.
Reserve status is granted by a majority vote of chapter members attending the meeting in which the vote occurs. A reserve member, so requesting, shall be restored to active membership
 - 3. An 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.

B. Transfer of Membership: A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

C. Termination of Membership:

1. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.
2. Active members may resign from the chapter. Resignations shall be submitted in writing to the chapter president and be voted upon by the chapter.

D. Reinstatement:

A former member shall be reinstated to membership by the chapter receiving the request. The Membership Committee shall keep a record of transferred and terminated memberships, including the reason and date of the termination. This information will be included in the chapter minutes and in records of the executive board. The second vice-president is responsible for the maintenance of these records and for transmittal to her successor.

E. New Members:

1. A candidate for active membership shall be voted upon in a Zeta Upsilon Chapter meeting clearly identified as the time for the election of new members. Generally, these selections occur in late fall.
2. The election of new members shall be preceded by two readings of recommendations for membership prepared by chapter members. The election of new members takes place after the second reading of recommendations for membership.
3. Immediately after the election to membership by the chapter, the Membership Committee chair prepares written invitations that are delivered in person to each candidate, ideally by the sponsoring member or members.
4. Members-elect attend an orientation tea or other social function in which officers and the Membership Committee explain the obligations and benefits of membership. During this session, initiation procedures, dues, fees, and expectations of participation in chapter activities and projects are explained.
5. Members-elect become official members by being initiated in a formal service conducted at the direction of the Ceremonials Committee, following the rituals of the Delta Kappa Gamma Society International.

Article IV Finances

Where applicable, the *Constitution*, Article IV and Article X, 1, 9 shall govern Zeta Upsilon Chapter finances.

A. Annual Dues and Fees

1) Annual dues

- a) Dues required by Delta Kappa Gamma Society International and Alpha State, Texas shall be sent in a manner consistent with the *Constitution* and *Official Manual*.
- b) Each active and reserve member shall pay annual dues by October 31 of each year. Those who do not meet this deadline will be dropped from membership on November 1.

2) Chapter Fees

- a) Initiation Fee: An active member shall pay an initiation fee at the time of initiation.
- b) Scholarship Fee: Each active and reserve member shall pay a scholarship fee annually.
- c) Chapter assessment: To ensure the financial health of the chapter, members of Zeta Upsilon shall pay an annual chapter assessment determined by the Executive Board and approved by a vote of the chapter membership attending the first meeting of each year at which the annual budget is approved.
- d) Each active member shall pay annual fees at the same time that dues are paid. The deadline for this payment is October 31 of each year. Those who do not meet this deadline will be dropped from membership on November 1.

B. Financial Operations

Zeta Upsilon financial operations shall reflect requirements of the Constitution and Standing Rules of Delta Kappa Gamma International. All documents and checkbooks related to Chapter financial operations shall be labeled Omega Zeta Upsilon.

1. Chapter financial operations and records will be audited annually by the Finance Committee that will examine and approve the chapter's financial records for the chapter year each summer.
2. Chapter funds are disbursed only by the treasurer through the official Zeta Upsilon checkbook. Each check requires the signatures of both the treasurer and the president.
3. Disbursement of chapter funds is approved by vote of the chapter membership to spend funds not allocated by the annual budget and by completion of activities like initiation that are specifically identified in the annual budget.
4. Chapter stationery, initiation supplies, cards, mailing supplies and other supplies identified by the Executive Board shall be purchased by the treasurer.

Article V: Organization

- A. Zeta Upsilon Chapter shall govern the conduct of its business in a manner consistent with **the Constitution, International Standing Rules, and with Alpha State, Texas Bylaws, Official Manual, and Zeta Upsilon Chapter Rules.**

- B. Zeta Upsilon shall participate in Area III, Houston or in the Area designated by the Alpha State Texas Organization.
- C. Zeta Upsilon is a member of the Greater Houston Area Coordinating Council. The chapter representative to the Council is the president or her specifically appointed representative. Fees required for the Chapter's participation in the Council will be paid from the chapter budget and supported, as needed, by changes in the chapter assessment.
- D. The business of Zeta Upsilon Chapter shall be conducted during regularly-scheduled meetings held the second Thursday of each month with some exceptions announced in advance by the chapter president and responsible committees. Chapter discussions and decisions are accurately recorded by the chapter secretary and maintained as records of chapter decisions and activities. Minutes of each chapter meeting are presented for the chapter's approval at the beginning the subsequent meeting.
- E. The activities and responsibilities of the Executive Board are described in Article IV.E.

Article VI: Officers

A. Officers

- 1. The chapter officers of Zeta Upsilon chapter, all of whom shall be members of the Society, shall be a president, a first vice-president, a second vice-president, and a secretary, elected by the chapter.
- 2. The incoming president shall appoint a parliamentarian, and the Executive Board shall appoint the Treasurer.

B. Duties of officers:

1. Chapter President

- a. The chapter president shall preside at all chapter meetings and meetings of the Executive Board. She shall set the chapter agenda for activities and projects in accordance with information from Delta Kappa Gamma International and Alpha State, Texas and after collaboration with chapter members.
- b. The chapter president shall represent Zeta Upsilon at meetings and activities sponsored by the Houston Area Coordinating Council and by Area III or appoint a designee to take her place.
- c. The chapter president shall represent the chapter at meetings of the Alpha State Texas Executive Board sessions or shall appoint a designee to take her place.
- d. The president shall ensure the election of a Finance Committee and a Nominating Committee when new officers are proposed at the end of each biennium.
- e. The president shall carry out such other duties as are indicated in the *Constitution* and the Alpha State, Texas, *Official Manual*.

2. First Vice-President

- a. The first vice-president succeeds to the president's position if the president resigns or becomes too ill to continue.

- b. The first vice-president is responsible for planning chapter programs and for chairing the chapter Program Committee.
3. Second Vice-President
 - a. The second vice-president succeeds to the office of president if the first vice-president is not able to fulfill the duties of the president's office when it becomes vacant.
4. The second vice-president is chapter membership chairman and is chair of the Membership Committee. She manages the identification of prospective members, the collection of necessary information about these prospective members, and encourages chapter members to participate in the identification of prospective members and in their selection. As Membership Committee chairman, she is responsible for maintaining membership records and transferring them to her successor.
5. Secretary
 - a. The chapter secretary is responsible for recording the discussions, actions, and programs of the chapter meetings and presenting these minutes to chapter members at subsequent meetings. She is responsible for maintain records of chapter minutes
 - b. The chapter secretary is responsible for chapter correspondence. She maintains files of correspondence that comes to the chapter and reports on its contents at chapter meetings. When correspondence is needed, she sends letters and other communications to recipients indicated by the president or the members of the chapter. The secretary maintains records of all the Chapter communications.

C. Nomination and Election of New Officers

1. Nominations for Chapter officers and members of the Nominations Committee shall be made in even-numbered years by the Nominations Committee.
2. 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 qualification shall be presented to the chapter members in the February chapter meeting. Nominations may be made from the floor with the consent of the member being nominated.
3. Elections are held in March of the last year of each biennium after nominations are read in February.
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 votes cast, elects. The Nominations Committee shall prepare the ballot and conduct the election.
6. Chapter officers shall be elected in even number years by a majority vote of the chapter members present.

D. Vacancies

1. In the event that a member holding an elective or appointed position is unable to perform her duties, the position shall be declared vacant, and a successor named by the chapter president.
2. In the event of the resignation or death of the president, the first vice-president shall

succeed to the presidency and serve until the next regular election of officers. Although there is a possibility that the first vice-president acting as president might be nominated for the office for a complete term, there should be no expectation that any officer or member stepping into a vacated position will automatically succeed to a full term in that position.

E. The Executive Board

1. The executive board for Zeta Upsilon chapter shall include the elected officers and the treasurer as voting members. The immediate past-president and the chapter parliamentarian are also members and may be granted voting privileges by the action of the voting members.
2. The duties of the executive board include: supporting the president in ensuring a successful biennium of programs, chapter projects, chapter morale, and chapter operations and finance. The board makes decisions for the chapter by developing and presenting policies and procedures for consideration by the members, establishing procedures for budget development and approval, and communicating chapter history and Society values to the membership. The board meets before each regular chapter meeting and may meet as called by the president. In the event of an emergency involving the president, the first vice-president may convene the board to respond to chapter needs.

Article VII Chapter Committees

The programs and activities of Zeta Upsilon will be organized and accomplished by chapter committees. To accomplish chapter goals and ensure successful projects and activities, the chapter will be organized into committees, including Program, Finance, Membership, Professional Growth and Action, Society Connections, Communications and Publicity, Ceremonials and Music, and Nominations. The chairs for all committees except Finance, Nominations, Membership, and Ceremonials will be appointed by the chapter president with the advice of the executive board. The chapter president is an *ex officio* member of each committee and may identify other officers to serve in this capacity for specific committees.

1. Program Committee:
 - a. Membership: The membership of the Program Committee includes the chairs of the chapter committees. The first vice-president acting as chair of the committee.
 - b. The Program Committee establishes a plan for chapter programs for a biennium, following program materials provided by Alpha State, Texas or the international Society.
 - c. Committee chairs serving on the Program Committee are responsible for the monthly meeting programs, planning each in a manner that reflects the plan for the biennial focus for the chapter and that includes members in presenting elements of each program.
 - d. The Program Committee establishes a subcommittee to plan social events for the chapters. This committee should include chapter members and committee chairs of relevant committees, e.g. Membership and Ceremonials. The social subcommittee organizes meeting hostesses and has oversight in developing special-occasion events like Founder's Day lunches, prospective-member tea,

and initiation ceremonies.

- e. At the end of each biennium, the Program Committee evaluates the chapter meetings for the year to identify positive elements and those that needed improvement. The committee reports to the executive board at the close of the each year.

2. Finance Committee:

- a. Membership: The finance committee includes the chair elected by the chapter, one past-president, the Treasurer, and four chapter members.
- b. The Finance Committee is responsible for an audit of chapter financial processes and records at the end of each year. The audit should be organized by the committee chairman and completed before the first Executive Board planning session in late summer of each year.
- c. The Committee cooperates with the chapter treasurer in developing a budget for each year.
- d. The chair of the Finance Committee is elected by the chapter at the time of election of new officers. The Nominating Committee may make recommendations for a new finance chair when it presents a slate of new officers for the chapter.

3. Membership Committee:

- a. Membership: The second vice-president is chair of the Membership Committee. Members of the committee are chapter members who have different lengths of membership in the Society. Three members should be appointed to the committee by the president with the advice of the second vice-president.
- b. The Membership Committee has oversight of the process for identifying prospective members and electing suitable candidates to Society membership. The Committee carries out its functions according to requirements of the international Society and the Alpha State, Texas Organization as indicated in the official documents of the Society and State.
- c. The Membership Committee is responsible for maintaining contact with chapter members in order to report issues of health, professional success and other aspects of members' lives that should be shared appropriately with the chapter.
- d. The Committee is responsible for identifying members eligible for recognition as 25-or 50-year members and planning suitable recognition for these members with the air of the social-events subcommittee.
- e. The Membership Committee reports resignations, requests for reserve status, and requests for transfer of membership to the chapter for its action.
- f. The Committee maintains membership records and ensures their transmittal to incoming committee members.

4. Professional Growth and Action:

- a. The membership of the Professional Growth and Action Committee includes a chair appointed by the chapter president and three or four chapter members.

- b. The Professional Growth and Action Committee is responsible for keeping the chapter membership informed about issues affecting education and educators in local and state areas. The Committee will describe national trends and pending legislation at various levels of government.
- c. The Committee identifies areas of professional action that are appropriate for the chapter members, following any guidelines established by Delta Kappa Gamma Society International or Alpha State, Texas. Offering opportunities for professional action and service, this Committee is responsible for organizing and facilitating chapter project to serve community needs as a matter of professional responsibility.
- d. This Committee is responsible for appropriate research to develop resources of professional information for chapter members and, as appropriate, for chapter action. For example, the Committee might elect to develop a series of articles for the chapter newsletter.

5. Society Connections:

- a. Membership: The membership of the Society Connections Committee includes a chair appointed by the chapter president and three or four chapter members.
- b. The primary duty of this committee is to maintain the connection of Zeta Upsilon Chapter with the Alpha State, Texas Organization and the Delta Kappa Gamma Society International. The group will highlight special programs and projects of the Society like the Scholarship, the Golden Gift Fund, and the World Fellowship programs so that the chapter is aware of their benefits and is able to contribute to the success of these projects in appropriate ways.

Special projects of both the International and the Alpha State Texas Organization--like the Alpha State Building Fund—shall be explained to the chapter membership for its understanding and active participation.

In addition, the Committee will ensure that chapter members are aware of changes in the International and Alpha State Texas Organization, including changes to the *Constitution* and *Official Manual*.

- c. The Committee will act in partnership with the Membership Committee to encourage chapter members to take advantage of the leadership and academic opportunities supported by Delta Kappa Gamma at all levels of the organization.
- d. The Committee is responsible for the participation of the chapter in Area III and Houston Area activities of the Society and, under the direction of the chapter president, ensures that the chapter fulfills its responsibility to the sister chapters in our area and in the State.

6. Communications and Publicity:

- a. Membership: This Committee consists of a chair appointed by the president, the chapter secretary, and two chapter members with skills in electronic communications.
- b. The primary duty of the Communications and Publicity Committee is the preparation of the chapter yearbook in a manner that meets Alpha State, Texas, guidelines and deadlines.
- c. The Committee is responsible for distributing information about projects and member accomplishments through the Society networks of communication venues and through a Chapter website if one is developed. Should the chapter develop a website or other means of electronic communication, the requirements for these electronic venues will correspond to the requirements of the international and state organizations.

7. Ceremonials and Music:

- a. Membership: The Committee consists of a past president appointed by the chapter president and three members, including the chapter parliamentarian and the chapter music coordinator. All past-presidents are ex-officio members of this committee and may serve as they desire.
- b. The primary duties of this Committee are the organization and presentation of the ceremonies approved by the Society, including initiation, chapter birthday, Founders' Day, and necrology services. In addition, the Committee, after discussion with the chapter, and the approval of the Executive Board may organize special ceremonial moments to mark special milestones of the chapter, for example recognizing members for their 25th or 50th anniversaries.

8. Nominations:

- a. Membership: The Nominations Committee is elected by the chapter at the time new officers are elected. The Committee elects a chair from its members. Members of each new Nominating Committee are included in the report of the retiring Nominating Committee when a new slate of chapter officers is announced. The Committee membership includes one continuing member and at least one past-president, along with at least two other chapter members.
- b. The primary responsibility of this Committee is the development of a slate of new officers and a roster of members for a new Nominating Committee for each biennium. The Committee also is responsible for the management of chapter elections should a ballot-based election be necessary.
- c. The Committee is responsible for maintaining current information about requirements for officer qualifications and for nomination and election procedures required by Delta Kappa Gamma International and/or Alpha State, Texas.
- d. Other than past-presidents, chapter members may not serve more than two consecutive terms as members of the Nominations Committee.