

Area 14 Received April 2, 2019 by T. Armstead Evaluation: **Certified in Alignment** with Society governing documents.

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

ARTICLE I - NAME OF THE CHAPTER

The name of this chapter shall be Zeta Xi Chapter of the Texas State Organization of The Delta Kappa Gamma Society International.

ARTICLE II - OBJECT/PURPOSE

The objective (or purpose) of Zeta Xi Chapter shall be to carry out the Mission, Vision and Purposes of The Delta Kappa Gamma Society International.

ARTICLE III - MEMBERSHIP

Section A. The membership of the Zeta Xi Chapter shall be composed of active, reserve, collegiate and honorary members. An active member is a woman who is or has been employed as a professional educator at the time of her selection. She shall participate in the activities of the Society. (Constitution Article III Section B-1)

Section B. Reserve Members

Reserve membership shall be granted to a member who is unable to participate in the activities of the chapter because of physical disabilities and/or geographic location. (Constitution Article III Section B-2).

Section C. New Members

1. Recommendations

Recommendations for new members shall be submitted to the Membership Committee.

2. Election of New Members

a. Voting for new members shall be at chapter meetings

b. A candidate for active membership shall be selected by the method established by the chapter's rules. (Constitution Article III Section C-1,)

c. There shall be an induction of new members. The membership chairman shall see that nominees receive information through an informal orientation prior to initiation.

Section D. Termination of Membership

1. Non- payment of dues. All membership dues shall be paid by June 30.

Failure to meet the dues deadline shall result in termination of membership.

2. Chapter members, led by the president, treasurer, and membership chairman, shall collaborate to ensure that multiple contacts are made with a member before her membership is dropped.
3. Resignation
Resignations shall be submitted in writing to the chapter president.
4. The chapter shall record in the minutes the names of members terminated, including the reason and date of termination.
5. Death

Section E. Reinstatement to Membership

Former members may be returned to membership upon payment of required dues. No reinstatement fee is required.

ARTICLE IV - FINANCES

Section A. Where applicable, the Constitution Article IV shall govern Zeta Xi Chapter finances.

Section B. Annual Dues

Zeta Xi Chapter dues/assessments for all active, collegiate, and reserve members shall be established no later than the final fiscal meeting of the year, and shall include state and international dues as established by these organizations.

Section C. Finance Control

1. The Zeta Xi Chapter Finance Committee shall submit annually a proposed Budget for adoption by 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's and treasurer's signatures shall be required on all checks.
4. An annual audit report shall be submitted to the Chapter Executive Board by the finance committee.

Section D. Other Finances

1. An induction fee of \$10.00 shall be paid by each new member.
2. Individuals become members upon payment of dues.
3. Honorary members
A lifetime fee for international publications shall be paid by the chapter for each honorary member at the time of initiation.
4. Scholarships
A scholarship fee of \$1.00 shall be paid annually by each active and reserve member. (This may be more as Zeta Xi chooses to cover any special budget designations.)

Section E. Grant-In-Aid

Applications shall be accepted in March and an annual Grant-In-Aid of an amount subject to approval by the Executive Board shall be awarded each April to a college student majoring in education. A review of applicants and a recommendation of the annual recipient shall be made by the Scholarship/

Leadership Committee.

ARTICLE V - ORGANIZATION

Section A. Chapter

1. Zeta Xi Chapter shall govern the conduct of its business in a manner consistent with the Constitution, International Standing Rules, and with Alpha State, Texas Bylaws, State Rules and the Zeta Xi Chapter Rules.
2. The chapter officers shall be elected in accordance with the Constitution, Article VI Section D-3.
3. 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 B. Area

Zeta Xi Chapter shall participate in the activities of Area 14 as assigned by the State Executive Board.

ARTICLE VI - OFFICERS

Section A. Officers

1. The officers of Zeta Xi Chapter, all of whom shall be members of the Society, shall be a president, a first vice-president, a second vice-president, a recording secretary, and a corresponding secretary elected by the chapter.
2. The incoming president shall appoint a parliamentarian.
3. The Executive Board shall appoint a treasurer.

Section B. Duties

Chapter officers shall perform the duties enumerated in the Constitution Article VI Section C.

Section C. Nominations and Election

1. Nominations for chapter officers shall be made in even numbered years by a nominating committee of three (3). The chairman of the nominating committee shall be the immediate past chapter president.
2. The Chapter Nominating Committee shall submit the name of one nominee for each elective office position. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the April meeting. Nominations may be made from the floor with the consent of the nominee.
3. If there is only one nominee for an office, election may 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 Nominating Committee shall prepare the ballot and conduct the election.
5. Chapter officers shall be elected in even number years by a majority vote of chapter members present.

Section D. Term of Office

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

Section E. 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 appointed positions, the chapter president shall name a successor.

ARTICLE VII - EXECUTIVE BOARD

Section A. Members

The members of the Executive Board shall be the elected officers of the chapter, the treasurer, the immediate past president and the parliamentarian (without a vote). (Can add other voting members as determined by the chapter)

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. Committees of Zeta Xi Chapter shall be:

1. Society Business: Ceremonies, Finance, Membership, Nominations, Necrology/Archives, Constitution/Bylaws, Communications and Publicity, Yearbook
2. Society Mission and Purposes: Program, Legislation, Personal Growth & Service, Professional Affairs, Research, Music, Achievement Awards, Scholarships, World Fellowship
3. Special Committees: Storybook Christmas, Telephone

Section B. Committee Responsibilities

1. Zeta Xi Chapter committees shall be responsible for any duty represented by the international committee descriptions, *Constitution* Article VIII.
2. Zeta Xi Chapter may establish standing committees to carry out these duties as well as special committees when needed.
3. Reports of chapter committees shall be prepared on forms supplied by International Headquarters and submitted to the person designated on the forms.

Section C. Selection of Committee Members

1. All committees shall be appointed by the chapter president and she shall be an ex-officio member of all committees except the Nominating Committee.
2. Ad Hoc committees may be created to carry out projects authorized by the chapter.

ARTICLE IX - CHAPTER MEETINGS

Section A. Meetings

1. Zeta Xi Chapter will have a minimum of five (5) regular meetings each year plus a sixth Storybook Christmas working meeting/brunch.
2. Meeting dates/times will be established by the Executive Board and published in the yearbook.

Section B. Quorum

A quorum for chapter business shall be fifteen (15) members.

Section C. Attendance

Attendance is expected at all meetings.

ARTICLE X - SPECIAL CHAPTER POLICIES

1. The first vice president is the chairman of the Program Committee.
2. The second vice president is the chairman of the Yearbook Committee.
3. The immediate past president is the chairman of the Nomination Committee.
4. The Membership Chairman shall maintain a continuous record of the status of each of its members in consultation with the treasurer. This record includes names, membership numbers and dates for all current and former members, new initiates, membership status and status changes, termination with reason for dropping, transfers in or out, and reinstatements.
5. The Communications Committee will publish the Zeta Xi newsletter each month before monthly meetings.
6. The president must approve the content of all chapter publications.
7. Founders Day Celebration shall include the following awards/honors:
 - a. 25 (or more) year members
 - b. Perfect Attendance Awards
 - c. Recognition of members of TSO Committees
 - d. Recognition of past Chapter Presidents and Area Coordinators
 - e. Chapter Achievement Award
8. The corresponding secretary shall send cards or flowers as determined by the Executive Board.
9. The August/September meeting shall contain a reorientation session for all members.
10. Printed (in the newsletter) minutes of the previous meeting shall be provided so that members may review them prior to the beginning of the business session.
11. Roll shall be checked using a sign-in sheet and/or claim of name tags.

ARTICLE XI - AMENDMENTS

Section A. Provisions for amendments

The Zeta Xi Chapter Rules may be amended by a 2/3 majority vote of members present at a meeting following an advance notice.

Section B. How amended

When an amendment is to be considered, a written amendment shall be included in the newsletter mailing prior to the meeting of the vote.

Section C. Revision of Chapter Rules

Chapter Rules shall be reviewed every biennium by the Constitution and Bylaws Committee, revised if necessary, and submitted to the State Bylaws and Rules Committee.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Zeta Xi Chapter in all cases not provided for in the Constitution, International Standing Rules, the TSO Bylaws and State Rules.

ARTICLE XIII - DISSOLUTION

In the event that it becomes necessary for Zeta Xi chapter to dissolve, there shall be strict adherence to the provisions of the *Constitution*, Article XIX.3, and the *State Rules* 16.2.

Zeta Xi Chapter Rules drafted 1975

Revised/Updated: 2000

Revised/Updated: 2009

Revised/Updated: 2014

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