

**Chapter Rules of Mu Phi Chapter of the
Texas State Organization of the Delta Kappa Gamma Society International**

Article I – NAME OF CHAPTER

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

Article II – PURPOSES

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

Article III – MEMBERSHIP

Section A: Active members

The membership of the Mu Phi Chapter shall be composed of active members who are employed in educational work at the time of their election or have been retired from an educational position. An active member shall participate in the activities of the Society.

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 disability and/or geographical location.

Section C: Honorary Membership

Honorary membership shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership 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:

Recommendations for new members shall be submitted to the Membership Committee by the January chapter meeting.

2. Election of new members:

- a) Voting for new members shall be at the February chapter meeting.
- b) Voting shall be by preferential ballot.
- c) Orientation/Reorientation of new members shall be during March or April. The Membership Chairman shall see that nominees receive information through a formal/informal meeting.
- d) Initiation for new members shall be at the April meeting.

Section E: Termination of Membership

1. Nonpayment of dues: All membership dues shall be paid by October 31. Failure to meet the dues deadline shall result in termination of membership.
2. Resignation: Resignations shall be submitted in writing to the chapter president and be voted upon by the chapter.
3. Death

Section F: Reinstatement to Membership: A former member shall be reinstated to membership by the chapter receiving the request. No reinstatement fee is required.

Article IV – FINANCES

Section A: Where applicable, the *Constitution*, Article IV and Article X, 1 and 9, shall govern Mu Phi Chapter finances.

Section B: Annual Dues

Mu Phi Chapter dues/assessments 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.

Section C: Finance Control

1. The Mu Phi 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 signature shall be required on all checks. The secretary's signature shall also be on the signature card at the bank.
4. An annual audit report shall be submitted to the Chapter Executive Board and at the October Chapter meeting.

Section D: Other Finances

1. An initiation fee of \$10.00 shall be paid by each new active and reserve member.
2. Honorary members – See *Constitution*. [2010] Article IV, Section C
3. Scholarships
 - a. A scholarship fee of \$1.00 shall be paid annually by each active and reserve member.
 - b. A Chapter Recruitment Grant of \$2.00 shall be paid by each member.

Article V – ORGANIZATION

Section A: Chapter

1. Mu Phi Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, *International Standing Rules* and with Alpha State, Texas, *Bylaws*, the *Official Manual* and the Mu Phi Chapter Rules.
2. The chapter offices, except the treasurer and parliamentarian, 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

Mu Phi Chapter shall participate in the activities of Area XVIII as assigned by the State Executive Board.

Section C: Coordinating Council

1. Mu Phi Chapter shall be active in the Greater Houston Area Coordinating Council.
2. Mu Phi Chapter shall send the president and vice president as representatives to the Coordinating Council.

3. Mu Phi Chapter shall pay the designated yearly dues to the Greater Houston Area Coordinating Council.

Article VI – OFFICERS

Section A: Officers

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

Section B: Duties

Chapter officers shall perform the duties enumerated in the *Constitution* Article VI, Section C, and in the Alpha State, Texas, *Official Manual*.

Section C: Nominations and Election

1. Nominations for Chapter officers and the Nominating Committee shall be made in even numbered years by a nominating committee of three (3) elected by a majority vote of chapters present at the February meeting. The chairman of the Nominating Committee shall be named by the Chapter President from those elected for the committee.
2. The chapter Nominating Committee shall submit the name of one nominee for each elective office position and the names for the new Nominating Committee. Consent of each nominee must be obtained. The slate with candidate qualifications shall be presented to the chapter members at the January 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 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 shall be by ballot vote and a majority of the votes cast, elects. The Nominating Committee shall prepare the ballot and conduct the election.
5. The chapter officers shall be elected in even numbered 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, D, 3, b*.

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

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.

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 Mu Phi Chapter shall be:

1. Society Business: Ceremonials, Finance, Membership, Nomination, Archives.
2. Program of Work: Program, Legislation, Personal Growth and Services, Professional Affairs, Research, Yearbook, and Music (Optional but recommended).
3. Education Services: Achievement Award (Optional but recommended), Communications, Scholarships, World Fellowship.
4. Special Committees: Sunshine, Scrapbook

Section B. Committee Responsibilities

1. Mu Phi Chapter committees shall be responsible for any duty represented by the international committee descriptions, *Constitution*, Article VIII, Section B, C, and D.
2. Mu Phi 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.
4. Overall responsibilities of each committee are specified in the *Handbook* and the *Official Manual*.

Section C: Selection of Committee Members

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

Article IX – CHAPTER MEETINGS

Section A. Meetings

1. Mu Phi Chapter will have seven meetings each year. (Note: a minimum of four required.)
2. Meetings will be held on the second Tuesday of the month at 4:45 or meeting dates and times will be established by the Executive Board. Meeting dates will be published in the yearbook (in accordance to the Chapter decision).
3. A member shall attend at least four meetings a year.

Section B: Quorum

A quorum for chapter business shall be a majority of the chapter's active members or one third of the active membership.

Article X – SPECIAL CHAPTER POLICIES

Section A.

1. Mu Phi Chapter shall provide funds for the President and First Vice-President or the President and the Incoming President to attend the State Convention. The amount will be in the budget; or, if necessary will be determined at the April chapter meeting.
2. The President's pin shall be presented to the president immediately upon her election.
3. The First Vice-President is the chairman of the Program Committee.
4. The Second Vice-President is the chairman of the Membership Committee.
5. The chairman of the Yearbook Committee is a member of the Program Committee.
6. The Communications Committee will publish a newsletter each month before the monthly meeting.
7. The Grant-in-Aid Fund is called the Recruitment Grant Fund and is in Sterling Bank. (See International Standing Rules 2.4 Grant-in-Aid for additional information.) The proceeds for this fund help finance education for a Cypress-Fairbanks graduate. Guidelines for this fund and the selection of recipient are kept by the Professional Affairs Committee.
8. The Sunshine Committee shall operate by the following guidelines:
 - a. In the event a member is ill, a card shall be sent.
 - b. In the event of a member's death, a donation will be made in her memory.
9. Founders Day Celebration shall include the following awards:
 - a. 5, 10, 15, 20, 25 year members
 - b. Perfect Attendance Awards
 - c. Recognition of members in Alpha State Committees
 - d. Chapter Achievement Awards
 - e. New retirees
 - f. Grant-in-Aid Recipient
 - g. Scholarship recipient

Article XI – AMENDMENTS

Section A. Provisions for amendments

The Mu Phi Chapter Rules may be amended by a 2/3 majority vote of the members present at a meeting following a 30 day previous notice.

Section B. How Amend

When an amendment(s) is to be considered, a written amendment shall be presented 30 days previous to the meeting and also included with the newsletter mailing.

Article XII – PARLIAMENTARY AUTHORITY

Section A: Governing documents

Robert's Ruled of Order newly Revised (current edition) shall govern the proceedings of Mu Phi Chapter in all cases not provided for in the *Constitution, International Standing Rules, the Alpha State Bylaws, and the state Official Manual.*

Section B: Revision of Chapter Rules

Chapter Rules should be revised when the Chapter votes to change a policy, when the Delta Kappa Gamma Society International and/or Alpha State make changes which affect chapter rules.

Note: Dates at the end of the Chapter Rules should designate when Chapter Rules were originally written and each date of amendment thereafter.

Mu Phi Chapter rules drafted October 2001

Amended: October 2006 Karie Lawrence

Amended: January 2011 Karie Lawrence

Amended: April **2012** Karie Lawrence

(When this is adopted by the Chapter, a copy is sent to the Alpha State Constitution and Bylaws Chairman.)