

# CHAPTER RULES OF IOTA OMEGA

## Article I: Name of the Chapter

The name of this chapter shall be Iota Omega Chapter of the Texas Organization of The Delta Kappa Gamma Society International.

## Article II: Purpose

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

## Article III: Membership

Section A. Classes of Membership - The membership of the Iota Omega Chapter shall be composed of active, reserve, collegiate and honorary members. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of a chapter, a state organization, and the International Society. An individual becomes a member of the Society when she pays her dues. She is inducted only once. (*Constitution*, Article III, A)

1. Active Membership

An active member is a woman who is employed as a professional educator or who has retired from an educational position. An active member shall participate in the activities of the Society. (*Constitution*, Article III, B. 1)

2. Reserve Membership

Reserve membership shall be granted to a member who is unable to participate fully in the activities of the chapter. (*Constitution*, Article III, B.2)

3. Honorary Membership

An honorary member is a woman who is 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.

4. Collegiate Membership

A collegiate member shall be undergraduates or graduates who meet the criteria in the *Constitution*. She may participate in the activities of the Society except holding office. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office. (*Constitution*, Article III, B, 4)

Section B. New Members

1. Recommendations

Recommendations for new members shall be submitted to Iota Omega at a date designated by the chapter executive board.

2. Election of New Members

- a. Voting for new members shall be no later than one calendar month after publication of names in the chapter newsletter.
- b. Voting shall be by four-fifths of the voting quorum.
- c. Orientation of new members shall occur prior to their induction. Reorientation of current members shall take place at least once during the biennium.

Section C. Termination of Membership

1. Non-payment of dues.

- a. All membership dues shall be paid by October 31.
- b. Failure to meet the dues deadline shall result in termination of membership. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

2. Resignation

Resignation shall be submitted in writing to the chapter president. The chapter shall record in the chapter minutes the names of members resigning, including the reason and date of resignation.

3. Death

Section D. Reinstatement to Membership

A former member shall be reinstated to membership by the chapter receiving the request. (*Constitution*, Article III, F).

Section E. Records of chapter membership shall be updated through the Collin County Coordinating Council, whereby the chapter president and immediate past president shall record names, membership numbers and dates for all current and former members, new members, membership status and status changes, termination with reason for dropping, transfers in and out and reinstatements.

## Article IV: Finances

Section A. Where applicable, the *Constitution*, Article IV shall govern the Iota Omega finances.

Section B. Annual Dues

Iota Omega Chapter dues/assessments for all active, reserve and collegiate 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 Iota Omega Chapter Finance Committee shall submit a proposed budget for adoption by a 2/3 vote of a quorum of members present at the first fiscal meeting of the year.
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. The immediate past president's signature shall

also be on the signature card at the b4. An annual audit report shall be submitted to the Chapter Executive Board at the September chapter meeting.

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Section D. Other Finances

1. A one-time induction fee shall be paid by each newly inducted member .

2. Honorary Members—*Constitution*, Article IV, B.3

3. Scholarships—A scholarship fee, a minimum of \$1.00, shall be paid annually by each active and reserve member.

4. Other expenses may include but not be limited to grants-in-aid, purchases of Delta Kappa Gamma jewelry (president's bar, chapter achievement award), convention expenses, fund raisers, yearbook expenses, and gifts for speakers, door prizes, and memorials.

5. Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project. (*Constitution*, Article IV, A.3)

Section E. Grants-In-Aid

Iota Omega Chapter will participate with Mu Mu Chapter in funding grants-in-aid.

Section F. Chapter Scholarships

Chapter scholarships may be established at the discretion of the Iota Omega chapter.

## Article V: Organization

Section A. Chapter

1. Iota Omega Chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, *International Standing Rules*, and with *Texas State Bylaws*, *Texas State Rules*, and the Iota Omega Chapter Rules.

2. The chapter officers, except the treasurer and parliamentarian, shall be elected in even-numbered years in accordance with the *Constitution*, Article VI, 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. Areas

Iota Omega Chapter shall participate in the activities of Area IX as assigned by the State Executive Board.

Section C. Coordinating Council

1. Iota Omega Chapter shall be active in the Collin County Coordinating Council.

2. Iota Omega Chapter shall send the President and immediate Past President as representatives to the Coordinating Council.

3. Iota Omega Chapter shall pay the designated yearly dues to the Coordinating Council if applicable.

4. The chairman of the Coordinating Council will serve in alternating years coinciding with the state officers' terms. This position will be rotated within the participating chapters.

## Article VI: Officers

Section A. Officers

1. The officers of Iota Omega 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, and the Executive Board shall appoint the treasurer.

Section B. Duties

1. Chapter officers shall perform the duties enumerated in the *Constitution*, Article VI, C.

2. The Executive Board will meet a minimum of two times a year.

Section C. Nominations and Election

1. Nominations for Chapter officers and the Nominations Committee shall be made in even numbered years by a Nominations Committee of seven members elected by a majority vote of members present at the March meeting. The Chairman of the Nominations Committee shall be named by the chapter president from those elected to the committee. One member of the Nominations Committee shall be a returning member from the previous year's Nominations Committee, and one member shall be the immediate past chapter president.

2. The chapter Nominations Committee shall submit to the chapter, prior to the March meeting, 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 at the March meeting for election. Nominations may be made from the floor with the consent of the nominee.

a. If there is only one nominee for an office, election may be by voice vote, and a majority of the votes cast will elect.

b. If there are two or more nominees for an office, election may be by ballot vote, and a majority of the votes cast will elect. The Nominations Committee shall prepare the ballot and conduct the election.

c. Chapter officers shall be elected in even numbered years by a majority vote of the quorum of chapter members present.

Section D. Term of Office—*Constitution*, Article VI, D.3

1. The chapter officers, except the treasurer, shall be elected in even-numbered years.

2. The term of office for chapter officers shall be a term of 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.

3. The treasurer shall be selected by the Executive Board each biennium.

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 elected or appointed positions, the chapter president shall name a successor.

**Article VII: Executive Board**

Section A. Members

1. The members of the Executive Board who vote shall be the elected officers of the chapter and the immediate past chapter president. (*Constitution*, Article VI, C)
2. Ex-officio members of the Executive Board with a vote shall be the treasurer and two additional past chapter presidents; the parliamentarian, without a vote.

Section B. Duties

The duties of the Executive Board shall be those specified in the *Constitution*, Article VII, C.2 Section C. Meetings  
The Executive Board shall meet at least twice annually. The chapter Executive Board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting. (*Constitution*, Article IX A.2)

Section D. Quorum

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

**Article VIII: Committees**

Chapters may fulfill their constitutional responsibilities by establishing committees as needed.

Section A. Committees of Iota Omega Chapter shall be the following:

1. Society Business: Archives/Historian, Bylaws and Rules, Ceremonies, Communications/Technology, Finance, Membership/Necrology, Nominations (elected), Yearbook
2. Society Mission and Purposes: Achievement Awards, Scholarship and Educational Excellence. The Educational Excellence Committee is composed of the chairman of each of these committees: Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, and Research.
3. Special Committees: Auditing, Courtesy

Section B. Committee Responsibilities

1. Iota Omega Chapter committees shall be responsible for any duty represented by the *Constitution, Texas State Bylaws and Texas State Rules*.
2. Iota Omega 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 *Constitution, Texas State Bylaws and Texas State Rules*. (9.1)

Section C. Selection of Committee Members

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

**Article IX: Chapter Meetings**

Section A. Meetings — Regular meetings are meetings where chapter business is conducted.

1. Iota Omega Chapter will have eight meetings each year.
2. Meetings will be held during the months of September, October, November, December, February, March, April and May.
3. The September meeting will celebrate Iota Omega's birthday month.
4. The May meeting shall be a joint Collin County chapters' brunch/ luncheon with the time and place to be determined by the Collin County Coordinating Council. The May meetings will celebrate the Society's founding.

Section B. Quorum

A quorum for chapter business shall be 1/3 of the chapter's active membership. (When necessary additional voting may be conducted by email, fax and/or mail-in.)

Section C. Attendance

1. Attendance is expected at all meetings.
2. Notification of absence should be given to the Chairman of the Membership Committee or an officer.

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**Article X: Special Chapter Policies**

- A. The First Vice-President is the chairman of the Educational Excellence Committee (Global Awareness, Legislation, Music, Personal and Professional Enrichment, Programs and Service Projects, and Research).
- B. The Second Vice-President is the chairman of the Membership/Necrology Committee.
- C. The Corresponding Secretary is the chairman of the Courtesy Committee and liaison to the hostesses.
- D. The Treasurer will maintain the continuous record of chapter membership.
- E. The Communications/Technology Committee will publish *Iota Know*, the chapter newsletter, prior to each monthly meeting, provide the Finance Committee with a yearly cost to maintain the chapter web site, work with designated webmaster/s to maintain and keep web site current, receive all information to be posted on web site and check for accuracy and appropriateness before posting, provide periodic reports to the chapter concerning the web site, and encourage members to utilize the web site and to make suggestions. The president shall approve the content of any publication prior to its release.
- F. Every two years an orientation will be conducted for the newly elected officers to familiarize them with the responsibilities of the office and the Iota Omega Chapter Rules. The chapter president will appoint those to lead the orientation.
- G. Reorientation of Iota Omega members will be provided at one chapter meeting during each biennium.

**Article XI: Amendments**

Section A. How Amended

When an amendment is to be considered, a written amendment shall be presented at the previous meeting and also included with the sending of the newsletter.

Section B. Provisions for Amendments

The Iota Omega Chapter rules may be amended by a majority vote, a quorum being present and following an advance notice.

**Article XII: Governance and Procedures**

Section A. Governing Documents

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Iota Omega Chapter in all cases not provided for in the *Constitution/International Standing Rules*, the *Texas State Bylaws* and *Texas State Rules*.

Section B. Revision of Chapter Rules

1. Chapter rules shall be revised when the Chapter votes to change a policy, or when The Delta Kappa Gamma Society International and/or Texas State Organization makes changes which effect chapter rules.
2. Chapter rules shall be reviewed by Chapter Bylaws and Rules Committee and chapter president each biennium. Chapter rules shall be submitted to Texas State Organization Bylaws and Rules Committee for approval according to dates set by State.

**Article XIII: Dissolution**

In the event that it becomes necessary for Iota Omega Chapter to dissolve, there must be strict adherence to the provisions of the *Constitution*, Article XIX, 3, and the *State Rules*, Section 16.2.

Chapter Drafted and Adopted 1975 Chapter Rules  
 Revised 2004 Chapter Rules Amended 2009 Chapter  
 Rules Revised 2010 Chapter Rules Amended 2011  
 Chapter Rules Amended 2013 Chapter Rules  
 Amended 2014 Chapter Rules Amended 2017  
 Chapter Rules revised per *Constitution and IRS* change at 2018 convention