

CHAPTER RULES AND POLICIES

EPSILON KAPPA CHAPTER

REVISED 2012

UPDATED AS OF MARCH 2019

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
TEXAS STATE ORGANIZATION
CHAPTER RULES OF EPSILON KAPPA CHAPTER**

ARTICLE I - NAME

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

ARTICLE II - OBJECT

The object of Epsilon Kappa shall be to carry out the policies and programs of The Delta Kappa Gamma Society International and promote the international mission and purposes.

ARTICLE III - MEMBERSHIP

Section A - Types and Requirements

1. The membership of Epsilon Kappa Chapter shall be composed of active, reserve, honorary, and collegiate members, as defined in the *Constitution*, Article III, and *International Standing Rules* section 3.0. An individual becomes a member when she pays her dues.
2. Membership shall be terminated for nonpayment of dues and fees, resignation, or death.
3. The president, treasurer, and membership chair shall collaborate with chapter members to ensure that multiple contacts are made with a member before her membership is dropped.

Section B - New Members

1. Members shall submit names for membership in Epsilon Kappa Chapter to the Membership Committee.
2. Proposed members shall be elected to membership by a majority of the chapter members voting.
3. An orientation for new members shall be held prior to initiation.

Section C - Membership Records

The chapter membership committee shall maintain a membership record for each member in accord with *Texas State Bylaws*, Article III, Section C, and *Texas State Rules* 3.31.

ARTICLE IV - FINANCE

Section A - Guidelines for Finance

Where applicable, the *Constitution*, Article IV, Sections A - E, shall govern Epsilon Kappa Chapter finances.

Section B - Dues and Fees

1. The amount of chapter dues shall be recommended by the Finance Committee and approved by a majority of chapter members voting.

2. Each year Epsilon Kappa Chapter will contribute to the Alpha State Texas Educational Foundation (ASTE) at the level necessary to maintain honors status.
3. An annual fee shall be paid to the Coordinating Council of Austin based on the number of active members in the chapter.

Section C - Financial Accounting

1. The fiscal year shall be July 1 - June 30 inclusive.
2. The budget shall be adopted at the first regular business meeting of the fiscal year.
3. There will be a financial review of the treasurer's books at the end of each biennium. The review will be conducted by a person selected by the Finance Committee.
4. Reimbursement shall be provided for specified chapter personnel for participation in official Society activities as outlined in Chapter Policies.

ARTICLE V - ORGANIZATION

Section A - Guidelines for Organization

1. Epsilon Kappa Chapter shall be organized in accord with the *Constitution*, Article V, Section B, and *Texas State Bylaws*, Article V, Section B.
2. The chapter president shall ensure that chapter rules are reviewed and submitted to the state bylaws and rules committee each biennium.

Section B - Area Participation

Epsilon Kappa Chapter shall participate in the activities of Area 7 as determined by the Texas State Executive Board.

Section C - Coordinating Council

1. Epsilon Kappa Chapter shall participate in the Coordinating Council of Austin.
2. Representatives to the council shall be the president and the immediate past president.

ARTICLE VI - OFFICERS

Section A - Chapter Officers

1. The elected officers of Epsilon Kappa Chapter shall be a president, a first vice-president, a second vice-president, and a secretary. The incoming president shall appoint a parliamentarian and the Executive Board shall select a treasurer.
2. Chapter officers shall perform the duties as defined in the *Constitution*, Article VI, Section C.
3. In addition to the duties assigned in the *Constitution*, the first vice-president shall coordinate the work of Society Mission and Purposes committees.
4. In addition to the duties assigned in the *Constitution*, the second vice-president shall coordinate the work of Society Business committees.

Section B - Nominations and Elections

1. Officer nominees and three members of the Nominations Committee shall be announced prior to the March meeting in even-numbered years.
2. One of the three members nominated for the Nominations Committee should be a recent Epsilon Kappa past president.
3. Officer nominees and the three members of the Nominations Committee shall be elected at the March business meeting in even-numbered years. The presiding officer must call for nominations from the floor.

4. Officers and members of the Nominations Committee shall be elected by a majority vote of the members present.
5. Elections shall be conducted in accordance with the *Constitution*, Article VI, Section D, 3.
6. Installation of officers elected in March shall be held prior to July 1.

Section C - Vacancies

See *Constitution*, Article VI, Section E, 2.

ARTICLE VII - EXECUTIVE BOARD

Section A - Members and Duties

1. The Executive Board shall consist of the elected officers – president, first vice-president, second vice-president, secretary, and the immediate past president. The treasurer shall be a member ex officio with vote unless under remunerative contract for her services. The parliamentarian shall be a member ex officio without vote.
2. The Executive Board shall perform the duties specified in the *Constitution*, Article VII, Section C, 2.

Section B - Meetings

1. The Executive Board shall meet at least twice each year. The president may call additional meetings as needed.
2. A quorum shall be a majority of the voting members of the board.
3. All board members being notified, matters requiring immediate board action may be voted upon by postal or electronic mail. A majority vote of board members shall be required for action.

ARTICLE VIII - COMMITTEES

Section A - Society Mission and Purposes

1. Committees are Arrangements, Educational Excellence, and Scholarship/World Fellowship.
2. These committees are directly responsible to the first vice-president, who keeps the president informed of decisions and activities.

Section B - Society Business

1. Committees are Archives, Communications and Publicity, Finance, Membership, and Nominations.
2. These committees are directly responsible to the second vice-president, who keeps the president informed of decisions and activities.

Section C - Ad Hoc Committees

1. The president may appoint ad hoc committees with the approval of the chapter executive board.
2. Ad hoc committees are directly responsible to the president.

Section D - Committee Responsibilities

1. See *Constitution*, Article VIII, Section A, 2.
2. Responsibilities of Epsilon Kappa Chapter committees are listed in chapter policies and job descriptions.
3. Ad hoc committee duties are set by the Executive Board.

ARTICLE IX - CHAPTER MEETINGS

Section A - Quorum

A quorum at a regular or called business meeting shall be 25 percent of the chapter membership.

Section B - Schedule

1. Regular meetings shall be held in accord with the *Constitution*, Article IX, Section A, 1.
2. The Executive Board shall set the dates for chapter meetings.
3. All members being notified, matters requiring immediate chapter action may be voted upon by postal or electronic mail. A majority vote of chapter members shall be required for action.

ARTICLE X - AMENDMENTS

Chapter Rules may be amended by a two-thirds majority of voting members present at a chapter meeting provided the proposed amendment has been discussed at a previous meeting.

ARTICLE XI - EPSILON KAPPA EDUCATIONAL FOUNDATION: AN ENABLING ACT

Section A

As a means of furthering the educational purposes of Epsilon Kappa Chapter, consent is given to the establishment and operation of a nonprofit corporation, under the Texas Non-Profit Corporation Act, named Epsilon Kappa Educational Foundation. Said Foundation will operate as a 501(c)(3) public charity under provisions of the Internal Revenue Code as it presently exists or shall hereafter be in effect.

Section B

Such officers of Epsilon Kappa Chapter as are designated in the Bylaws of said Foundation are authorized to act as officers and directors of the Epsilon Kappa Educational Foundation.

Section C

Members of Epsilon Kappa Chapter shall be members of the Foundation. No membership fee shall be required.

Section D

Consent is given for annual meetings of the Foundation to occur during a regularly-scheduled Epsilon Kappa Chapter meeting.

Section E

This enabling act shall not be subject to revision or amendment. The act shall become void only upon the dissolution or liquidation of Epsilon Kappa Educational Foundation as provided for in the Bylaws of said Foundation.

EPSILON KAPPA CHAPTER POLICIES

Achievement Award

1. Epsilon Kappa Chapter shall give an Achievement Award to a chapter member in the spring of even-numbered years.
2. The Achievement Award will be a rose pin.
3. The Executive Board will coordinate the selection and presentation of the award.

Archives

1. The history of Epsilon Kappa Chapter shall be maintained by the Archives Committee in a location to be determined by the chapter.
2. Minutes shall be bound in non-spiral binding every ten (10) years [last bound 2006].

Brag Basket

1. At each meeting money will be contributed as members share personal “brags.”
2. Proceeds from the Brag Basket will be distributed as recommended by the Executive Board and approved by the chapter.

Expense Reimbursements

A. Presidential Reimbursements

1. The president or her substitute will be reimbursed for the following expenses pertaining to chapter business up to the amount approved in the Chapter Annual Budget:
 - registration fees and official registration form meals to attend state conventions and the international convention during her term of office
 - lodging at up to one-half the cost of a double room for the dates of the convention as verified by receipts
 - actual coach fare or mileage at \$0.25 per mile, whichever is less
2. Registration fees shall not include tours.
3. In even-numbered years, the incoming president may attend state conventions at the reimbursement rate specified above.

B. Reimbursement Procedures

1. Members may be reimbursed for expenditures as provided in the chapter budget.
2. Receipts for reimbursements shall be submitted to the treasurer.
3. Reimbursements shall not be made for receipts received more than 30 days after the date of the receipt.

Membership Recognitions

1. Epsilon Kappa Chapter shall provide a membership key pin for each new chapter initiate. The pin will be presented during the initiation ceremony.
2. The chapter shall award 25 and 50-year pins and certificates to members upon their attaining these milestones of membership.

Officer and Committee Responsibilities

1. In lieu of printed chapter job descriptions, officers and committee chairs shall access guidelines for their position from Society Web sites.
2. Other duties may be assigned by the president or the Executive Board to carry out the work of the chapter.

Outstanding Educator Award

1. In odd-numbered years, Epsilon Kappa Chapter shall select an Outstanding Educator to be recognized at the May Founders' Day Luncheon sponsored by the Coordinating Council of Austin.
2. The Executive Board will determine criteria and coordinate selection of the recipient.

Special Dues Fund

1. A special dues fund from member contributions shall be maintained in the chapter checking account to be used to defray state and international dues for members with special circumstances.
2. The Finance Committee will review and approve these payments.

Traditions

1. Upon the death of a chapter member, the chapter president or her designee will present a red rose to the spouse, son, daughter, or significant other at the visitation or funeral service.
2. At a later date, family members will be invited to a chapter remembrance ceremony. At this time a white rose will be presented.

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