

CHAPTER RULES OF OHIO TAU
THE OHIO ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY

These standing rules are in accordance with the Constitution of the Delta Kappa Gamma Society International and The Ohio Organization Bylaws.

ARTICLE I – NAME

Section A.

The name of this state organization shall be Ohio Tau (formerly known as Tau Chapter) of The Ohio Organization (formerly known as Alpha Delta State, Ohio), of the Delta Kappa Gamma Society International. Names of State Organization and Chapter Name changed per the vote of DKG International Convention of 2018

Section B.

This chapter shall be designated by the Greek letter T.

ARTICLE II – MISSION AND PURPOSE

Section A.

The mission and purposes of Ohio Tau shall be to promote and uphold the purposes of The Ohio Organization and the Delta Kappa Gamma Society International

ARTICLE III – MEMBERSHIP

Section A.

The membership of Ohio Tau is classified as active, reserve, and honorary, in accordance with the Constitution, Article III, of the Delta Kappa Gamma Society International. All records will be kept at the chapter level. The Treasurer shall keep a current and accurate roster of members.

Section B.

Election of Membership

1. Candidates for active membership in Ohio Tau shall be voted on and accepted by the majority of votes cast.
2. Candidates for Honorary Membership shall be voted on and approved by a majority of those present.

REVISED 2018-2019

Section C.

1. Candidates for membership should attend at least two chapter meetings prior to invitation to membership.
2. At least one week prior to initiation of these candidates, there shall be a formal orientation.
3. The orientation shall be planned by the Membership Chairman.
4. The orientation shall be attended by the chapter officers, the initiates and their sponsors and any other members of the chapter who care to attend.
5. Any new member must pay their \$10.00 initiation fee.

Section D. Termination of Membership

1. Membership shall be terminated for the following reasons:
 - a. Non-payment of dues
 - b. Resignation
2. Members must officially vote to accept the resignation of those members who have left the chapter.
3. Members must officially vote to accept a member who wants to change her member status.

Section E. Reinstatement of Members

1. Reinstatement of members shall be in accordance with the Constitution, Article III, Section F and Article IV, Section C, 3.
2. The former member requesting reinstatement shall submit a letter to the chapter president stating her reasons for desiring active membership. The treasurer shall notify her state treasurer when a former member has been reinstated.

Section F. Membership

1. The members of Tau Ohio shall be encouraged to communicate with all Reserve members.

2. Collegiate Members were added to the roles of membership at the DKG International Convention of 2018.
3. Collegiate members must be Juniors or Seniors or Graduate students pursuing a degree in Education.
 - a. They will have no voting rights until they become an active member; they shall pay the same fee as a reserve member.
 - b. After two years as a collegiate member, a member may apply for a Scholarship. These may be used as Continuing Education Scholarships.

ARTICLE IV – FINANCES

Section A. Annual Dues

1. The Treasurer shall collect dues and fees for International, State and Chapter.
2. The Treasurer shall remit the International and State dues to the International and State Treasurers entirely on line
3. All dues, fees, and other assessments must be paid to the chapter treasurer by July 1. The Members are to vote to asses themselves.
4. Members will be notified in writing of the amount of dues and the payment deadline. If necessary, the treasurer will make one additional contact. If dues are not paid, the member will be dropped for non-payment.
5. The fiscal year shall be July 1 to June 30.

Section B. Financial Controls

1. A budget will be adopted at the first business meeting of the year.
2. Financial controls include the president's and general membership approval of the Treasurer's report during meetings of expense, a budget, and a financial review.
4. An audit will occur at the close of each Treasurer's biennium.
5. Special funds and /or awards may be created by the executive board and approved by the membership.

ARTICLE V – ORGANIZATION

Section A. Chapters

1. Ohio Tau shall govern the conduct of its business in a manner consistent with the International Constitution and The Ohio Organization Bylaws.
2. The Chapters Officers, except the Treasurer, shall be elected in even numbered years by a majority of the members present at the meeting.
 - a. No elected officer may serve more than two consecutive terms in the same office. All officers must be active members and take office July 1 following their election.
 - b. The Treasurer shall be elected by the Executive Board each biennium.
 - c. The President or her designate shall represent the Chapter as a voting member of the State Executive Board.
 - d. There shall be at least four meetings per year which follow the International theme.
 - e. Chapter Rules Legislation shall be passed by a majority vote of those present.
 - f. Chapters may participate in a coordinating council; the president and a chapter member serve on the Joint Cleveland Council (JCC)

ARTICLE VI- OFFICERS AND RELATED PERSONNEL

Section A. - Officers

1. Officers
 - a. The chapter officers shall be President, First Vice-President, Recording Secretary, who are elected and a Treasurer who is selected by the President. Executive Board
Chapters may have an elected second vice-president and corresponding secretary.
 - b. The Parliamentarian shall be the outgoing President.

2. Terms of office

- a. Officers shall be elected for a two year term, or until a successor is named, for each office, except that of treasurer.
- b. The First Vice-President shall become President in the event the President is unable to complete her term.
- c. When a vacancy occurs in appointive positions, the President shall appoint a successor.

3. Nominations and Elections

- a. The nomination committee shall be appointed by the President in September of the second year of the biennium, with elections held in even-numbered years.
- b. The nomination committee shall report a slate of officers to the President before the Spring meeting of the biennium
- c. After the report of the nominations chairman has been made at the spring meeting, additional nominations may be made from the floor with the consent of the committee.
- d. Elections must be secret ballot if there is more than one candidate for an office. The election may be by voice if there is only one candidate for an office.
- e. The nomination committee shall prepare the ballot and conduct the election.

4. Duties of officers

The officers and related personnel shall perform the duties prescribed in the Constitution and as authorized by the Ohio State Organization Bylaws, the handbook and the chapter policies and procedures.

a. Duties of the President

- 1) Preside at the chapter meetings.
- 2) Attend State executive Board Meetings and State Conventions or send a delegate.
- 3) Attend Joint Cleveland Chapters meetings or send a delegate.
- 4) Communicate to the membership all information from State and International personnel.
- 5) Appoint Committee Chairmen.
- 6) Serve as an ex-officio member of all committees except Nomination Committee.
- 7) Send in annual reports to State on time, including the annual Necrology report.
- 8) Send a minimum of two newsletters a year to membership.

b. Duties of the First Vice President

- 1) Perform the duties of the President in the absence of the President.
- 2) Arrange for the year's meeting programs.
- 3) Prepare and mail meeting notices to the membership
- 4) Consult the Constitution and the Handbook of Delta Kappa Gamma International.
- 5) Write thank you notes to speakers, restaurant contacts and members who have hosted a meeting at their home, and for other special reasons.

c. Office of the Second Vice President has been dissolved 6/20/19 by an unanimous vote of the Executive Board and the duties of the Second Vice President will be taken over by the Membership Chairman. The Scholarship Dinner will be assumed by the Scholarship Committee with the help of the First Vice President.

d. Duties of the Recording Secretary

- 1) Record the minutes of each chapter meeting and each Executive Board Minutes
- 2) Furnish the President with a copy of the minutes.
- 3) Record the attendance at chapter meetings.

e. Duties of the Treasurer

- 1) Receive and pay out all moneys belonging to the organization.
- 2) Keep an accurate account of receipts and expenditures.
- 3) Keep a file of receipts, bills, and cancelled checks and bank statements.
- 4) Present a report at each regular meeting.
- 5) Serve as an ex-officio member of the Executive Board.
- 6) Be responsible for planning a budget for the Chapter which will be presented at the Executive Board for approval.
- 7) Present a membership deletion list of members who have resigned, died, or dropped for non-payment. A copy is to be given to the President, First Vice President, and Recording Secretary.
- 8) Communicate with State Treasurer regarding Chapter finances.
- 9) Order the present President's pin. She should wear it during the entire biennium.
- 10) Order materials from Headquarters with President's approval.

f. Duties of Parliamentarian

- 1) Act as advisor to officers and members in matters pertaining to interpretation of the Constitution and parliamentary procedure.
- 2) Serve as ex-officio member of the Executive Board and Joint Cleveland Chapter
- 3) The outgoing president shall serve as the Parliamentarian, although not an officer, she may be appointed or a collegiate or honorary member.

ARTICLE VII – EXECUTIVE BOARD

Section A. – Members shall be elected officers, Parliamentarian (who is the immediate past president) and the Treasurer and such other members as designated.

a. Duties of the Executive Board

1. Appoint the Treasurer for the biennium. If the treasurer is paid for her services, she serves without vote.
2. Act in matters requiring immediate action and decision.
3. Meet at least twice a year but it may meet more often.
4. Recommend policies and procedures for consideration by members.
5. Establish rules for budget development and approval.
6. The parliamentarian serves without vote.
7. A quorum is the majority of the voting members.

ARTICLE VIII – STANDING COMMITTEES

Section A. The following committee chairmen will be appointed by the President.

- a. Historian- collect, organize, and update pertinent information, programs, and pictures for a chapter “Memory Book”
- b. Nominations
 - 1) Committee of three to be appointed to prepare slate of officers by spring of second year of the biennium.
 - 2) Election will be held at the spring meeting.
- c. Personal Growth and Services – Develop Chapter Interests and participation in activities designed to improve the well being of members
- d. Scholarship
 - 1) Committee of at least two to be selected by President.
 - 2) Establish criteria for awarding chapter scholarships.
 - 3) Select the recipients for the scholarships.
 - 4) Send a congratulatory letter to each recipient in the event the recipient

is unable to attend the May meeting.

- 3) The Ohio Tau member scholarships will be granted from the Ohio Tau Scholarship fund.
- 4) Plan and Prepare the Scholarship Meeting and Dinner with the help of the First Vice President

e. World Fellowship

- 1) Encourage contributions to the World Fellowship Fund
- 2) Report to Chapter on current information regarding State Fund.

f. Membership

- 1) Encourage members to seek qualified prospective members.
- 2) Prepare the membership booklet assisted by the previous Second Vice President.
- 3) Hold orientation meeting with initiates and sponsors.
- 4) Prepare for Initiation Service
- 5) Any new member must pay their \$10.00 Initiation fee.

g. Sunshine

- 1) Cards will be sent to a Tau member hospitalized or seriously ill.
- 2) A \$35.00 memorial gift which could be a contribution to the scholarship fund or flowers will be sent in memory of a deceased Tau member and a card sent to the family.
- 3) Flowers and cards will be sent upon the death of a member's immediate family, spouse, child, and parent.

h. Special (Ad Hoc) committees may be appointed by the president from time to time to complete some task. When the task is completed, the committee disbands.

i. The president serves as member ex officio on committees except Nominations.

ARTICLE IX – INTERNATIONAL STANDING RULES

Section A. At least four business meetings are held each year; other meetings/excursions may be scheduled. A quorum will be one half of members present.

ARTICLE X – FUNDS

Section A. Special Funds

1. Alpha Delta State Ohio Educational Fund (ADSOEF) – established as an educational corporation with the meaning of 501(3)(6) of the Internal Revenue Code.
2. A. Margaret Boyd Overseas Foundation will amend articles of incorporation and allow a doing business as Name Change with the meaning of 501(c)(3) of the Internal Revenue Code.
3. The Ohio Organization transfers ownership of the following funds to ADSOEF
 - a. Annie Webb Blanton Scholarship Fund and annual collections/member
 - b. Esther Strickland Student Teaching Grant Fund
 - c. Biennial Seminar Fund
 - d. Memorial Leadership Fund
 - e. Margaret Boyd Overseas Foundation
4. A scholarship may be awarded to a Tau member in good standing, after two years membership, for graduate credit. The amount is to be voted upon annually by membership.
2. Ruth Warnke Scholarship Fund Certificate of Deposit (CD)
 - a. Interest from this CD may be awarded to high school graduates who are preparing for a career in education and are recommended by the Scholarship Committee.
 - b. Funds shall be raised for this purpose by a special fund-raising activity or member donations.
3. Leedy-Irwin Scholarship Funds I & II (CD)
 - a. Shall be used only for Student & Member Scholarships
4. Convention fund for the President
 - a. President shall be given funds to offset convention expenses, depending on the the availability of funds.
5. The Esther A. Strickland Student Teaching Grant donation is presented annually at the state convention.
6. A contribution will be made annually to the Joint Cleveland Chapters (JCC)

from the general fund.

7. An honorarium for speakers shall be paid from the general fund.

Section B. Contributions

1. Yearly contributions to funds and foundations at both the State and International levels will be included in the budget; individual members may chose to offset Ohio Tau budget donations with personal contributions to The Ohio Organization initiatives. all other contributions will be voted upon by membership.

a. Information about such funds will be distributed to all new members at their orientation meeting.

b. There will be a periodic review of these funds and foundations and their purposes at general membership meetings.

c. Individuals will be encouraged to remember these funds and foundations in their wills.

Section C. Projects

Any project will be voted upon the Chapter membership.

ARTICLE XI – COMMUNICATONS / PUBLICATIONS

Section A. The President approves publications; the name and number of issues are specified. The name of the chapter newsletter shall be “Tau Tales”, issued each season. Unless there is a volunteer writer-editor, the responsibility rests with the Ohio Tau President. There will be six issues a year, beginning in August and published every other month ending in June of the following year.

Section B. Ohio Tau chapter may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meetings.

❖ **Section C.** Ohio Tau chapter shall have a webmaster whose purpose and responsibility is to develop and maintain a website for the Ohio Tau Chapter. The website keeps members updated on yearly programs and events. The webmaster is a biennium appointed position.

❖ **Section D.** In accordance with The Ohio Organization policy, and that of Delta Kappa Gamma International, any OhioTau member can have her name in any printed or website publication, if that member has signed a The Ohio Organization Release Form. The Release Form dissemination is the responsibility of the webmaster, to new or established members who request inclusion.

ARTICLE XII - PARLIAMENTARY AUTHORITY

There may be times when parliamentary authority is needed for the governance of the chapter when the authority is not inconsistent with the Constitution or other adopted Society rules.

ROBERT'S RULE OF ORDER (current edition) shall govern Ohio Tau chapter proceedings in instances in which authority is not consistent with the *Constitution* or other adopted Society rules.

ARTICLE XIII– AMENDMENTS

Section A. Notification

Chapter rules may be amended in odd numbered years by two-thirds (2/3) of the votes cast at a Tau designated meeting, provided notice of proposed changes have been published to Tau members at least thirty (30) days before the meeting. Chapter Rules are updated to align to changes made by International Constitution and Standing Rules that effect the chapter level.

Section B. Proposed Amendments

All proposed Tau Chapter rule changes may be submitted to the Amendment Committee by any chapter member. Proposals must be submitted by June 1 of even-numbered years.

All proposed Tau Chapter rule changes shall be thoroughly studied by the Amendment Committee for review before being submitted

Notification of action taken by the Amendment Committee shall be sent to the originator(s) of the proposal by September 1 of even numbered years.

At the times when Delta Kappa Gamma, Ohio Tau Chapter makes revisions to chapter rules, the Amendment Committee shall have the authority to make the necessary

changes in the Rules and will announce such changes to The Ohio Organization Executive Board.

ARTICLE XIV – DISSOLUTION

In the event of the dissolution of Delta Kappa Gamma, Ohio Tau, the net assets of the organization shall, in accordance with the incorporation statutes of the state of Ohio, be distributed as follows:

1. The Ohio Organization

- a. All liabilities and obligations shall be paid and satisfied, or adequate provisions shall be made thereof.
- b. The Ohio Organization Executive Board shall determine specific procedures for liquidating assets and shall supervise disbursement of funds.

2. Chapters

The Ohio Organization Executive Board shall grant permission for the dissolution of a Chapter.

If granted:

- a. The charter shall be returned to the state president for forwarding to International Headquarters;
- b. Remaining chapter funds shall be sent to the state treasurer;
- c. Initiation paraphernalia and all chapter records shall be sent to the The Ohio Organization State President;
- d. Members desiring to maintain membership will transfer to other chapters; and
- e. The Ohio Organization Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

