

1 THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
2 OMICRON STATE ORGANIZATION  
3 ARIZONA  
4

5 Bylaws  
6

7 Article 1: NAME

8 Section A. The name of this state organization shall be Arizona State Organization  
9 of The Delta Kappa Gamma Society International, hereafter, known as  
10 either Omicron State or Arizona.  
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12 Section B. Each chapter in Omicron State shall be designated by a Greek letter or a  
13 combination of Greek letters, as assigned by the state organization.  
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15 Article II: OBJECTIVES

16 Section A. The objectives of Omicron State shall be  
17 1. to promote the Purposes, the Mission Statement, and the Vision  
18 statement of The Delta Kappa Gamma Society International as stated  
19 in the CONSTITUTION, Article II;  
20 2. to act as a liaison between the chapter and the international organization;  
21 3. to organize Delta Kappa Gamma chapters within the state;  
22 4. to provide leadership training for state and chapter leaders.  
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24 Article III: MEMBERSHIP

25 Section A. Membership  
26 1. Membership in Omicron State shall be composed of active and reserve members  
27 of chapters and honorary members of the chapters and the state.  
28 2. All membership is in accordance with the CONSTITUTION, Article III.  
29 3. Chapters in Omicron State shall have autonomy to act in matters of chapter  
30 membership in accordance with the CONSTITUTION, Article III.  
31 4. Chapters in Omicron State shall maintain a continuous record of the status of  
32 each of their members.  
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34 Section B. Classification  
35 1. An active member shall be a woman who is employed as a professional  
36 educator at the time of her election or has been retired from an  
37 educational position. An active member shall participate in the  
38 activities of the Society.  
39 2. Reserve membership shall be granted only to a member who is unable  
40 to participate fully in the activities of the chapter because of physical  
41 disability and/or geographic location.  
42 a. Reserve status shall be granted by a majority vote of the chapter.  
43 b. A reserve member, so requesting, shall be restored to active membership.  
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3. An honorary member shall be a woman 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. The initiation fee for state and chapter honorary members shall be \$49.50. (US)

Section C. Election

1. A candidate for active or honorary membership shall be voted upon at a chapter meeting in a manner to be determined by the chapter.
2. A candidate for state honorary membership shall be recommended by the State Membership Committee and elected by ballot of the State Executive Board. A four-fifths (4/5) vote of approval is required.

Section D. Transfer

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

Section E. Termination of Membership

Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.

Section F. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request.

Article IV: FINANCE

Section A. Annual Dues and Fees

1. Annual dues shall be paid by active and reserve members. If a chapter provides the international dues and Scholarship fees for a member, the state executive committee may waive the state dues upon written request.
2. Each active and reserve member shall pay a scholarship fee annually. All dues for the fiscal year must be paid no later than October 31. On November 1, a member shall be dropped for non-payment of dues and fees.
3. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer by November 15.
4. Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter, state organization, or international project in accordance with International Standing Rules 4.41.

Section B. Funds

1. Omicron State shall maintain an Available Fund, a Permanent Fund, and a Scholarship Fund in accordance with the CONSTITUTION, Article IV, Section F.
2. The state organization shall maintain a Permanent Fund. This shall

91 consist of twenty-five percent (25%) of its initiation fees and annual dues  
92 until the total of the current assets in its Permanent Fund is no less than  
93 thirty percent (30%) of its Available Fund annual income. At that  
94 time the State Executive Board may reduce or discontinue further  
95 allocations. The principal of the Permanent Fund may be used for  
96 purchase of articles and equipment of a permanent nature, rental space,  
97 furnishings, or buildings.  
98 3. Each Endowment Scholarship Fund shall be invested separately as an  
99 individual restricted fund. Endowment Scholarship Funds may be  
100 established in the name of a member.

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102 Section C. Financial Accounting

- 103 1. Fiscal Year  
104 The fiscal year of the state organization shall be July 1 – June 30 inclusive.  
105 2. Budget  
106 The Finance Committee shall submit a proposed budget annually for  
107 adoption by the State Executive Board.  
108 3. Audit  
109 The financial records of the state shall be submitted annually to an  
110 external certified public accountant. The Statement of Financial Position  
111 shall be reviewed and adopted by the State Executive Board and placed  
112 in the Omicron State files.  
113 4. Disbursement of Funds  
114 The state treasurer shall pay all bills upon presentation of an official  
115 voucher, including an itemized statement, which carries the written  
116 approval of the state president.

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118 Article V: ORGANIZATION

119 Section A. Chapters

- 120 1. Each chapter shall conduct its business in a manner consistent with  
121 the CONSTITUTION and International Standing Rules and the  
122 Omicron State Bylaws and Standing Rules.  
123 2. Each chapter shall have chapter rules which are consistent with the  
124 CONSTITUTION and International Standing Rules, and Omicron  
125 State Bylaws and Standing Rules.  
126 3. The chapter officers, except the treasurer, shall be elected in  
127 even-numbered years by a majority vote.  
128 a. The term of each elected officer shall be two years. No officer except the treasurer,  
129 may serve in the same office for longer than two terms in succession.  
130 b. The treasurer shall be selected by the Chapter Executive Board each biennium.  
131 4. The chapter president shall represent the chapter as a voting member of the State  
132 Executive Board.

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134 Section B. New Chapters

- 135 1. The State Executive Board shall determine chapter areas and approve  
136 the organizing of a new chapter.

137 2. Rules governing the installation of a new chapter shall be adopted by the  
138 State Executive Board. The state president and the State Expansion  
139 Committee Chairman are responsible for seeing that all requirements for  
140 securing a new chapter charter have been fulfilled in accordance with the  
141 CONSTITUTION, and International Standing Rules.

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143 Section C. Areas  
144 Areas for the purpose of rendering better service to the membership and  
145 for providing area representation on various committees shall be defined  
146 by the State Executive Board. [SR C. Organization, 1.]  
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148 Section D. Units  
149 Units for the purpose of equalizing the responsibilities for state  
150 conventions shall be defined by the State Executive Board. [SR C.  
151 Organization, 2.]  
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153 Section E. Coordinating Councils (Optional)  
154 1. Coordinating Councils may be organized in counties and/or cities where  
155 several chapters exist.  
156 2. The Coordinating Council shall meet to plan activities to benefit members  
157 in accordance with the International Standing Rules 5.11-5.14.  
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159 Article VI: OFFICERS AND RELATED PERSONNEL

160 Section A. State Officers  
161 1. The state officers, all of whom must be members of the Society, shall be  
162 a president, a first vice-president, a second vice-president, a recording  
163 secretary, a corresponding secretary (all elected) and a treasurer  
164 (selected by the State Executive Board).  
165 2. Each elected officer shall have served on the State Executive Board as a  
166 voting chapter president.  
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168 Section B. Related Personnel  
169 The parliamentarian, editor, and other personnel shall be approved by  
170 the State Executive Board upon the recommendation of the state  
171 president. It is desired that the appointed parliamentarian be a member.  
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173 Section C. Duties  
174 These officers and related personnel shall perform the duties as  
175 prescribed in the CONSTITUTION, Article VI, and as authorized by  
176 Omicron State Bylaws and Standing Rules.  
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178 Section D. Election and Term of Office  
179 1. Officers shall have a term of two (2) years, unless otherwise  
180 specified, or until a successor has been named.  
181 2. No officer, except the treasurer, may serve in the same office longer than  
182 two terms in succession.

183 3. Election shall be by ballot and a majority of votes cast. If there is but one  
184 nominee for an office, the election may be by voice vote. The  
185 Nominations Committee shall prepare the ballots and conduct the  
186 election.

187 4. All officers shall take office on July 1, following their election.  
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189 Section E. Vacancies

190 1. When a vacancy occurs in the office of president, the vice-presidents,  
191 in order, shall become president.

192 2. When a vacancy occurs in other elective or selective positions, the  
193 president shall name a successor with the approval of the State  
194 Executive Committee.  
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196 Article VII: BOARDS

197 Section A. State Executive Board

198 1. The members of the State Executive Board shall be the officers, the  
199 chapter presidents, and the past state presidents. The treasurer will  
200 serve as an ex officio member, without vote if under remunerative  
201 contract for her services. The parliamentarian and the editor of THE  
202 SAHUARO shall be ex officio members without vote.

203 2. State Executive Board duties shall be to  
204 a. recommend policies and procedures for consideration by  
205 the state convention or the chapters;  
206 b. examine, modify, if necessary, and adopt the state budget;  
207 c. select the treasurer, editor, and such other personnel as  
208 may be needed and prescribe their duties;  
209 d. approve dates and sites of state meetings;  
210 e. approve organization of new chapters;  
211 f. define the boundaries of geographic divisions within the  
212 state as needed;  
213 g. vote on state honorary members;  
214 h. act in the interim between conventions upon matters  
215 requiring an immediate decision;  
216 i. adopt the annual Statement of Financial Position; and  
217 approve criteria, number, and amount of scholarships upon  
218 recommendation of the Scholarships Committee and the  
219 Omicron State Treasurer.

220 3. Meetings of the State Executive Board shall be held at least once  
221 each year. Special meetings may be called by the president with a  
222 minimum of thirty (30) days' notice.  
223 a. The presence of the majority of the voting members of the Board  
224 constitutes a quorum at meetings. There shall be no voting by proxy.  
225 b. A chapter president unable to attend the State Executive Board  
226 meeting may appoint an official representative who shall have full  
227 privileges of participation.  
228 c. A vote by mail (postal or electronic) may be authorized when  
229 necessary, keeping a record of data for the state recording secretary.

230 Section B Chapter Executive Board  
231 Chapter Executive Boards shall function in accordance with the  
232 CONSTITUTION Article VII, Section C.

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234 Section C State Executive Committee  
235 The State Executive Committee is composed of the elected state officers.  
236 The treasurer will serve as an ex officio member, without vote if under  
237 remunerative contract for her services. The immediate past state  
238 president, the parliamentarian, and the editor will serve as ex officio  
239 members without vote. The State Executive Committee shall meet twice  
240 annually and may meet at other times upon the call of the president to  
241 act for the Executive Board between board meetings.  
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243 Article VIII: COMMITTEES

244 Section A. Committee Structure  
245 1. Standing Committees

- 246 a. Society Business  
247 Communications and Publicity\*  
248 Expansion for Chapter Development and Renewal  
249 Finance\*  
250 Leadership Development  
251 Membership\*  
252 Necrology\*  
253 Nominations  
254 Rules  
255 State Archives  
256 b. Society Mission and Purposes  
257 Achievement Award  
258 Arts  
259 Educational Excellence\*  
260 Latin American  
261 Legislative  
262 Life Experience Seminar  
263 Scholarship\*  
264 World Fellowship\*

265 \*The asterisks indicate that state organizations and chapters are responsible to  
266 international for the work of these committees.  
267 State and chapters have autonomy in establishing as few or as many committees  
268 as they may deem necessary.

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270 2. Elected Committees

- 271 a. The composition and responsibilities of elected committees  
272 shall be specified in the committee description.  
273 b. The State Nominations Committee shall be elected by  
274 members  
275 c. convened at a state convention.

- 276 3. Appointed Committees
- 277 a. The president shall designate the chairman and composition
- 278 of each approved committee unless otherwise specified in the
- 279 committee description.
- 280 b. The president shall serve as ex officio, without vote, on all
- 281 committees except the Nominations and Achievement
- 282 Award Committees.
- 283 c. Over all responsibilities of each committee shall be given
- 284 in the committee description. Detailed duties shall be specified in
- 285 the State Committee Procedures Manual.
- 286 d. Any committee project to be considered an official state
- 287 project shall be approved by the State Executive Board.
- 288 4. Special Committees
- 289 a. Special committees (e.g., ad hoc, task force) may be appointed by the
- 290 president at any time with the written authorization of the State
- 291 Executive Board. The Historical Data Committee shall be mandated
- 292 . [SR Section G. Special Committees, Historical Data]
- 293 b. After submitting the final report to the body that authorized it,
- 294 the committee shall be dissolved by that body.
- 295 5. General Responsibilities
- 296 a. Committee matters requiring immediate action may be voted upon
- 297 by mail (postal service) or electronic means. All members must be
- 298 notified.
- 299 b. Committees at the state and chapter level shall be responsible to
- 300 international for the work of committees designated with an asterisk (\*).
- 301 [ CONSTITUTION Article VIII, Sections B and C.]
- 302
- 303 Section B Society Business
- 304 1. Communications/Publicity (appointed)
- 305 a. The committee shall include the state editor and the state webmaster.
- 306 b. The committee shall provide support to chapters and members
- 307 in communicating effectively with all levels of the Society,
- 308 assist the state editor, maintain the state Web site, encourage
- 309 members to write articles for state and international publications,
- 310 and suggest ways to market and promote the Society.
- 311 2. Expansion and Chapter Development & Renewal (appointed)
- 312 a. The committee shall include a past state president and the state
- 313 membership chairman.
- 314 b. The committee shall be responsible for new chapter expansion and
- 315 the development and renewal of existing chapters in Omicron State.
- 316 3. Finance (appointed)
- 317 a. Each area as defined in the State Standing Rules shall be
- 318 represented on the committee. The state treasurer and the
- 319 state president shall serve as ex officio members without vote.
- 320 [SR Section C, Organization, 1.]
- 321 b. The committee shall be responsible for the supervision of the financial
- 322 affairs of Omicron State including preparing of the budget for adoption
- 323 by the State Executive Board and presenting the annual Statement of

- 324 Financial Position.
- 325 4. Leadership Development (appointed)
- 326 a. The committee shall consist of the immediate past state president
- 327 and five (5) members.
- 328 b. The committee shall plan and implement leadership training and
- 329 development for chapter presidents and parliamentarians.
- 330 c. The committee may be responsible for promoting the leadership
- 331 potential of all state members.
- 332 5. Membership (appointed)
- 333 a. The committee shall be chaired by the state second vice president
- 334 and shall include the Necrology Committee chairman.
- 335 b. The committee shall study and make recommendations related to
- 336 membership issues and challenges.
- 337 c. The committee shall plan and implement training for chapter membership
- 338 chairmen.
- 339 6. Necrology (appointed)
- 340 a. The committee shall consist of five (5) members, one representing
- 341 each area.
- 342 b. The purpose of this committee is to assist the Omicron State Editor
- 343 with "White Roses" name(s) for publication in THE SAHUARO and plan
- 344 the Memorial Service for state conventions.
- 345 c. In honor of a deceased past state president or current
- 346 state officer, a memorial from Omicron State of a red rose at services
- 347 and a donation to a Delta Kappa Gamma fund will be given in her honor.
- 348 The fund and the amount will be determined by the State Executive
- 349 Committee.
- 350 7. Nominations (elected)
- 351 a. The committee shall have the immediate past state president as chairman
- 352 and five (5) members who are elected at the state convention.
- 353 b. These members shall represent the five (5) areas of the state as defined
- 354 in the State Standing Rules. [SR Section F. Standing Committees, 1.c.]
- 355 c. The committee
- 356 1. shall publicize state office positions to be filled
- 357 2. Review the qualifications of all candidates;
- 358 3. submit at least one name for each elective position;
- 359 4. publish names of the nominees and their qualifications
- 360 5. in election (odd-numbered) years in THE SAHUARO prior to the
- 361 state convention;
- 362 6. present the slate at the state convention in odd-numbered years;
- 363 7. submit the report to the convention, but additional nominations may be
- 364 made from the floor with the consent of the qualified nominee;
- 365 8. hold an election and a majority of votes cast elects and if there is but
- 366 one nominee for an office the election may be by voice vote;
- 367 9. and prepare the ballots and conduct the election
- 368 8. Rules (mandated)
- 369 a. The committee shall consist of the five (5) immediate past state presidents
- 370 who are able to serve. The senior member shall serve as chairman.
- 371 No member shall serve as chairman more than one biennium. The



- 372 chairmanship shall continue in chronological order so that each past  
 373 state serves as chairman once.
- 374 b. The Rules Committee shall receive all proposals for amending the Bylaws  
 375 and Standing Rules of Omicron State and shall make recommendations  
 376 to the state convention for adoption.
- 377 c. When requested chapter rules shall be submitted to the chairman of the  
 378 Rules Committee for review by the committee.  
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- 380 9. State Archives (appointed)
- 381 a. The committee shall consist of five (5) members, one representing each  
 382 area in the state.
- 383 b. The committee shall collect and maintain any pertinent data, activities, or  
 384 materials for the state archival library.  
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- 386 Section C. Society Mission & Purposes
- 387 1. Arts (appointed)
- 388 a. The committee shall include the appointed music representative.
- 389 b. The committee may suggest appropriate arts activities for  
 390 members of Omicron State.
- 391 c. The committee may assist with state ceremonies and functions.
- 392 2. Achievement Award (appointed)
- 393 a. The committee shall include three (3) members, each of whom is  
 394 appointed each biennium for a term of six (6) years. One member shall  
 395 be a past state president, and the senior member shall be the chairman.
- 396 b. The purpose of the Omicron State Achievement Award is to recognize and  
 397 honor members in the state who through continuing and outstanding  
 398 service to Omicron State have promoted the Purposes and policies of  
 399 The Delta Kappa Gamma Society International.
- 400 c. Two awards may be made each year. The presentation of the award(s) shall  
 401 be made at a state function by the state president. The award will be a  
 402 gold guard, a small pin in the form of the state of Arizona with suitable  
 403 inscription. [SR Section F. 2. Society Mission & Purposes, a.]
- 404 3. Educational Excellence (appointed)
- 405 a. The committee shall be composed of nine (9) members. The first vice-president  
 406 shall serve as chairman with eight members.
- 407 b. The committee shall be organized to function as a committee of the whole or,  
 408 at the direction of the chairman, in groups to accomplish its responsibilities for  
 409 personal and professional growth.
- 410 c. The committee shall promote programs and projects for excellence in  
 411 education.
- 412 d. The committee shall disseminate suggestions of topics from international for  
 413 study, action, and implementation at the chapter level.
- 414 4. Latin American (appointed)
- 415 The committee shall promote interest in, support for, and financial assistance to a  
 416 member(s) in Costa Rica who attend(s) southwest regional conferences and  
 417 international conventions. [SR Section F. Standing Committees, 2. Society Mission &  
 418 Purposes, b.]
- 419 5. Legislative (appointed)

- 420 a. The committee shall promote and support legislation relating to the improvement  
 421 of education and the status of educators.  
 422 b. The committee shall provide current information on educational issues to  
 423 members. [International Standing Rules 8.100]  
 424 c. The committee shall request nominations for and select the Friend of Education  
 425 Award recipient.  
 426 d. The committee shall serve as a liaison with the U.S. Forum.  
 427 6. Life Experience Seminar (appointed)  
 428 The Committee shall be responsible for providing opportunities of varied and  
 429 unique experiences for all members through self-supporting activities.  
 430 7. Scholarship (appointed)  
 431 a. The committee shall consist of five (5) members.  
 432 b. The committee shall develop criteria for and award state scholarships as determined  
 433 by the State Executive Board [SR Section F. Standing Committees, 2. Society Mission &  
 434 Purposes, c.]  
 435 c. The committee shall promote interest in and support for international scholarships.  
 436 8. World Fellowship (appointed)  
 437 a. The committee shall suggest appropriate programs to chapters.  
 438 b. The committee shall encourage financial support for the international World  
 439 Fellowship program.  
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441 Article IX: MEETINGS  
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443 Section A. State Convention

- 444 1. Business of Omicron State shall be conducted at an annual convention held at a date and  
 445 site approved by the State Executive Board, for the purpose of receiving reports and  
 446 adopting policy, amending State Bylaws and Standing Rules, electing officers and  
 447 conducting other business which may properly come before the General Assembly.  
 448 2. A State Executive Board Meeting shall be held at the annual state convention.  
 449 3. Each member who is registered may vote. A roll call vote as specified in the  
 450 [CONSTITUTION, Article IX.B.2.C.1] may be ordered.  
 451 4. A quorum shall be a majority of those members who have registered at the convention.  
 452 5. There will be no voting by proxy.  
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454 Section B. Other State Meetings

- 455 1. Additional State Executive Board meetings may be held annually for the purpose of  
 456 transacting state business, disseminating Society information, and providing personal  
 457 and professional growth opportunities for members.  
 458 3. Workshops and retreats may be held for the purpose of disseminating Society  
 459 information, and providing personal and professional growth opportunities for members.  
 460 4. All meetings shall be approved by the State Executive Board.  
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462 Article X: PUBLICATIONS

463 Section A. Publications

- 464 1. A state newsletter, THE SAHUARO, shall be published three (3) times a year in print  
 465 and/or electronic form  
 466 2. The newsletter shall be sent to all state members, the international Executive Board,

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and the state organization editors.

- 3. The publication of special monographs and brochures shall be approved by the president.

Article XI: PARLIAMENTARY AUTHORITY

Section A. Robert’s Rules of Order Newly Revised, current edition, shall govern the proceedings of Omicron State and its chapters in all cases not provided for in the CONSTITUTION, International Standing Rules, other adopted Society Rules, or Omicron State Bylaws and Standing Rules.

Article XII: AMENDMENTS

Section A. These bylaws may be amended by the General Assembly at any state convention in odd-numbered years by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published no later than the winter issue of THE SAHUARO

Section B. Amendments to the State Bylaws

- 1. Proposed amendments to the State Bylaws may be submitted to the Rules Committee chairman by any member, committee, board, or chapter.
- 2. All proposals for amendments will be studied by the Rules Committee and presented to the convention with recommendations from the Rules Committee.
- 3. The adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

Section C. Amendments to the State Standing Rules

- 1. State Standing Rules may be amended or rescinded at any state convention in odd-numbered years by a majority vote, provided thirty (30) days previous notice has been given, or by a two-thirds (2/3) vote without previous notice.
- 2. The adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

Article XIII: DISSOLUTION

Section A. Omicron State

- 1. In the event of a dissolution of Omicron State, the net assets will be distributed as follows:
  - a. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made thereof in accordance with the Statutes of Incorporation for the State of Arizona as they are applicable to Omicron State.
  - b. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

Section B. Chapters

- 1. The State President shall be contacted one year prior to approval of chapter dissolution.
- 2. The approval of the State Executive Board shall be obtained for the dissolution of a chapter.

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3. Dissolution procedures shall be in accordance with the CONSTITUTION. Article XIX.
4. Any remaining funds in the checking account shall be sent to the state treasurer and deposited in the State Available Fund.