

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

4
5 **Standing Rules**
6 (Revised 5/9/2017)
7

8 **INTRODUCTION TO STANDING RULES**

9 Standing Rules are related to the details of the administration and are intended to
10 promote order in Society business. The spirit of these rules should provide each member
11 with opportunities for open participation and cooperation. Standing Rules may be
12 amended or rescinded by a majority vote in odd numbered years, provided thirty (30)
13 days previous notice has been given, or by a two-thirds (2/3) vote without previous
14 notice.
15

16 **Section A. - MEMBERSHIP**

- 17 1. Chapters shall have full authority when deciding whom to invite to membership.
18 2. Each chapter shall be responsible for orientation of prospective initiates.
19 3. Each chapter shall include reorientation for members at least once a biennium.
20 4. A complete record of each member in Omicron State who has terminated her
21 membership shall be maintained by the state treasurer. The record shall include the
22 reason and date of termination.
23 5. Chapters in Omicron State shall maintain a continuous record of the status of their
24 members.
25 6. The chapter shall maintain a file of letters of resignation.
26 7. The chapter treasurer shall notify the state treasurer when a former member has
27 been reinstated.
28

29 **Section B. - FINANCE**

- 30 1. Omicron State dues (effective July 1, 2010) shall be as follows:
31 a. Active members \$25.00
32 b. Reserve members \$10.00
33 2. The amount of state dues shall be set by the State Executive Board upon
34 recommendation of the Finance Committee and approved by the convention.
35 3. Unless otherwise instructed, all funds for state, regional, and international
36 functions shall be sent to the state treasurer so that the Omicron State
37 organization shall have a complete record of all funds.
38 4. The state treasurer shall invest in government-secured investments.
39 5. All bills must be submitted by June 20th to the state treasurer before the close of
40 the fiscal year.
41 6. The state organization shall secure a blanket bond for the state and chapter
42 treasurers. The cost will be borne by the state.
43 7. State committees and chapters may sell items at state events to raise funds to
44 support state, chapter, and Society projects and activities.

45

46 **Section C. - ORGANIZATION**

47 1. Area divisions for Omicron State shall be as follows:

- 48 a. Area I: Gamma, Eta, Tau, Alpha Eta, Alpha Chi
- 49 b. Area II: Beta, Omicron, Rho, Sigma, Phi, Chi, Omega, Alpha Alpha, Alpha
50 Beta, Alpha Delta, Alpha Epsilon, Alpha Iota, Alpha Xi, Alpha Sigma
- 51 c. Area III: Delta, Zeta, Iota, Alpha Zeta
- 52 d. Area IV: Alpha, Lambda, Nu, Xi, Upsilon, Alpha Rho
- 53 e. Area V: Epsilon, Kappa

54 2. Unit divisions for Omicron State shall be as follows:

- 55 a. Unit 1: Chi, Alpha Delta, Alpha Xi, Alpha Sigma, Alpha Chi
- 56 b. Unit 2: Iota, Nu, Upsilon, Alpha Rho
- 57 c. Unit 3: Beta, Gamma, Eta, Tau, Alpha Alpha, Alpha Eta,
- 58 d. Unit 4: Omicron, Sigma, Omega, Alpha Beta, Alpha Iota
- 59 e. Unit 5: Zeta, Rho, Phi, Alpha Epsilon, Alpha Zeta
- 60 f. Unit 6: Alpha, Delta, Epsilon, Kappa, Lambda, Xi

61 3. New chapters will be added to the appropriate geographical area and unit.

62

63 **Section D. - OFFICERS AND RELATED PERSONNEL DUTIES**

64 1. **The State President shall**

- 65 a. notify the Arizona State Corporation Commission of the elected officers
- 66 within thirty (30) days of taking office;
- 67 b. make arrangements for state functions at regional conferences and
- 68 international conventions;
- 69 c. request recommendations from chapters for potential state committee
- 70 appointees by February 1, of her second year in office and submit these
- 71 recommendations to the incoming president following the election; and
- 72 set the date for the receipt of reports from state committee chairmen for
- 73 distribution at board meetings.

74 2. **The State First Vice-President shall**

- 75 a. serve as chairman of the Educational Excellence Committee;
- 76 b. be responsible for leadership training of chapter first vice-presidents and/or
- 77 Educational Excellence chairmen; and may assist the president in planning
- 78 workshops and programs for state meetings.

79 3. **The State Second Vice-President shall**

- 80 a. serve as chairman of the Membership Committee;
- 81 b. be responsible for leadership training of chapter second vice-presidents
- 82 and/or membership chairmen;
- 83 c. be responsible for recognition of fifty (50) year and fifty plus (50+)
- 84 year members at state conventions; and
- 85 d. be responsible for attendance awards at state meetings.

86 4. **The State Recording Secretary shall**

- 87 a. Provide the State President and Editing Committee with copies of the
- 88 minutes for approval within 14 days of the State Executive Board meeting;

- 89 b. send to all State Executive Board members by mail (postal or electronic) a
90 copy of the minutes within forty-five (45) days of the meeting; and be
91 responsible for the Presidents' Processional at the state convention.
- 92 **5. The State Corresponding Secretary shall**
- 93 a. assist the president with state correspondence;
- 94 b. compile and publish the State Officers and Committees Directory every odd-
95 numbered year to be distributed by the fall workshop or no later than
96 October 30;
- 97 c. compile and publish the Chapter Officers Directory every even-numbered
98 year to be distributed by the fall workshop or no later than October 30; and
99 assist the recording secretary with organizing the Presidents' Processional at
100 state conventions.
- 101 **6. The State Treasurer shall**
- 102 a. serve as the statutory agent of Omicron State (Arizona) as stated in the
103 Articles of Incorporation;
- 104 b. disburse funds after the expense vouchers have been signed by the
105 president;
- 106 c. maintain a record of receipts, bills, and bank statements; and
- 107 d. comply with all Federal and State regulations to insure non-profit status.
- 108 **7. The State Parliamentarian**
- 109 The parliamentarian shall act as advisor to the state officers and members in
110 matters pertaining to the interpretation of the international and state governing
111 documents and to parliamentary usage.
- 112 **8. The State Editor shall**
- 113 a. be responsible for the publication of *THE SAHUARO*;
- 114 b. set the deadline dates for the submission of articles to *THE SAHUARO*; and
- 115 c. serve on the Communications and Publicity Committee.
- 116 **9. The Chapter President shall**
- 117 a. serve as a member of the State Executive Board;
- 118 b. encourage incoming chapter presidents to attend State Executive Board
119 meetings as observers;
- 120 c. encourage chapter financial support of state and international projects;
- 121 d. encourage chapter members to attend workshops, conferences, and
122 conventions on all levels of the Society; and
- 123 e. refer to the international and state governing documents for additional
124 responsibilities.

125

126 **Section E. COMMITTEES –GENERAL**

- 127 1. Committees shall be appointed as outlined in the *CONSTITUTION* and/or
128 *International Standing Rules*.
- 129 2. All state committee communiqués prepared for distribution to chapters shall be filed
130 with the state president.
- 131 3. State committee chairmen shall submit recommendations for action at the state
132 convention or State Executive Board meeting to the state president no later than
133 thirty (30) days prior to the meetings.

134 **Section F. STANDING COMMITTEES**

135 **1. SOCIETY BUSINESS**

136 **a. Communications and Publicity**

- 137 1) The committee shall send a letter to chapter communications chairmen
138 to define duties.
139 2) The committee shall remind chapters of the “Red Roses” column in *THE*
140 *SAHUARO* and have this information to the editor by September 1,
141 February 1, and May

142 **b. Finance**

- 143 1) The committee shall review semi-annually all investments and make
144 recommendations to the State Executive Board.
145 2) The committee shall prepare a written budget to be distributed to
146 the members annually.
147 3) The committee shall monitor the budget so that expenses do not
148 exceed income to include the following:
149 4) a designated amount, not to be exceeded, for each state officer to
150 defray state, regional, or international expenses;
151 5) a stipend for the state treasurer, editor, co-editor, and copy
152 technician; and
153 6) a fixed amount for the immediate past state president to attend the
154 next Southwest Regional Conference.

155 **c. Nominations**

- 156 1) The committee shall give consideration to securing nominees from
157 all geographical areas of the state.
158 2) The chairman shall submit the committee’s nominees for the
159 ensuing biennium to the state president and the state editor no later
160 than January 25th.
161 3) Qualifications for state members serving on the Nominations
162 Committee shall be the following:
163 4) Members must have held a state office or served on a state
164 committee.
165 5) Members must have attended a state convention and a state
166 executive board meeting.
167

168 **2. SOCIETY MISSION AND PURPOSES**

169 **a. Achievement Award**

170 Criteria for selection of nominee(s) for the Achievement Award:

- 171 1) The nominee(s) must be an active member of an Omicron State chapter.
172 2) The nominee(s) must have a minimum of five (5) years membership in
173 the Delta Kappa Gamma Society International.
174 3) The nominee (s) must have made outstanding contributions to Omicron
175 State.
176 4) Each chapter has the privilege each year of nominating one member of
177 Omicron State for this honor.

- 178 5) Chapters have the privilege of submitting names of previous
179 nominees or submitting no nominees.
180 6) A nomination form shall be sent to each chapter president by November
181 1, and it shall be returned to the chairman of the Achievement Award
182 Committee postmarked no later than February 1.
183 7) No state president shall be eligible for the Achievement Award during
184 her term of office.

185

186 b. **Latin American**

- 187 1) Duties shall include
188 a) determining amount to be awarded;
189 b) prepaying registration(s), official meals, and some lodging;
190 and
191 c) inviting Costa Rica attendee(s) to special Arizona events at
192 conferences and conventions.

193 c. **Scholarship**

- 194 1) Duties shall include
195 1. reviewing criteria, amount of scholarships, and procedures as
196 needed;
197 2. preparing and distributing application forms to chapter presidents
198 no later than October 1;
199 3. publishing scholarship information in Fall Issue of THE SAHUARO;
200 4. reviewing applications;
201 5. making the selection of recipients and inviting them to the state
202 convention;
203 6. notifying all applicants of the committee's decision;
204 7. informing the state president and state treasurer of the scholarship
205 awards recipients; and
206 8. announcing recipients at the state convention.

207 3. **State Scholarship Awards**

- 208 a) **Omicron State Founders' Scholarship(s)** shall be
209 awarded annually on a yearly rotation basis. Omicron State's share
210 of the international Scholarship Fee plus interest from the restricted
211 State Scholarship Fund shall be used for the designated amount of
212 the award(s).
213 c) **Endowment Scholarship(s)** shall be awarded when a designated
214 amount of interest and donations has accrued for the awarding of an
215 individual endowment scholarship(s).
216 d) **State Archives**
217 1) Each area representative is responsible for contacting the
218 chapters in her assigned area to obtain any pertinent
219 information, activities, or materials needed for the archival
220 library.
221 2) The committee may meet as often as necessary to update and
222 maintain the state archival library.
223

- 224 **Section G. SPECIAL COMMITTEES**
- 225 **Historical Data**
- 226 a. This committee is mandated every ten (10) years with Omicron State
- 227 history based upon the histories compiled by each chapter.
- 228 b. July 1, 2007-June 30, 2017 shall be the next ten (10) year period.
- 229
- 230 **Section H. MEETINGS - GENERAL**
- 231 1. Sites for state conventions and State Executive Board meetings shall be
- 232 projected for two years, and contracts for the facilities shall be signed by the
- 233 current state president. A state convention rotation schedule shall be assigned
- 234 to units as follows:
- 235 Unit 1 2012 convention 2018 convention
- 236 Unit 2 2013 convention 2019 convention
- 237 Unit 3 2014 convention 2020 convention
- 238 Unit 4 2015 convention 2021 convention
- 239 Unit 5 2016 convention 2022 convention
- 240 Unit 6 2017 convention 2023 convention
- 241 2. All expenses related to the state convention are to be budgeted and paid from
- 242 the convention account.
- 243 3. A separate Omicron State convention account shall be established to be
- 244 managed by the convention business manager, with six thousand dollars
- 245 (\$6,000) of any remaining funds to be carried over for the following year(s). Any
- 246 amount over six thousand dollars (\$6,000) will go into the Omicron State
- 247 Available Fund.
- 248 4. When the convention account does not have a balance of six
- 249 a. thousand dollars (\$6,000) by July 15, prior to the convention,
- 250 b. Omicron State shall provide seed money to the hostess chapters, to
- 251 bring the convention account up to six thousand dollars (\$6,000), no
- 252 later than July 15, prior to the convention. This seed money is to be
- 253 returned to Omicron State by June 15, following the convention.
- 254 5. Annually the convention business manager shall be responsible for establishing
- 255 an internal audit by at least three (3) people.
- 256 6. When the internal audit is completed, the business manager shall submit the
- 257 audit along with records and accounts to the Omicron State Treasurer for her
- 258 records by June 25.
- 259 7. The incoming convention business manager shall receive a budget and a copy
- 260 of actual income and expenses for the immediate past convention by July 1.