

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

Alpha Kappa State
Connecticut

By-Laws

January 10, 2009

BY-LAWS
Connecticut Alpha Kappa State Organization
The Delta Kappa Gamma Society International

ARTICLE I - NAME

- Section 1. The name of this state organization shall be Alpha Kappa State, Connecticut of The Delta Kappa Gamma Society International.
- Section 2. Each chapter in Alpha Kappa State shall be designated by a Greek letter or combination of Greek letters in the order in which the chapter is chartered following the sequence of the Greek alphabet.

ARTICLE II - OBJECT

The object of Alpha Kappa State shall be to:

1. promote the purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II.
2. act as liaison between chapters and the International organization.
3. organize chapters within the state.
4. provide leadership training for state and chapter leaders.

ARTICLE III - MEMBERSHIP

- Section 1. The membership of Alpha Kappa State shall be composed of active, reserve, and honorary members of chapters within the boundaries of the state. All membership is in accordance with the CONSTITUTION, ARTICLE III.
- Section 2. Chapters in the state shall have full power to act in matters of chapter membership. All chapter membership records are kept at the chapter level.
(amended January 12, 2008)
- Section 3. State honorary members.
- A. State honorary members shall be recommended by the Membership Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval is required.

ARTICLE III – MEMBERSHIP (Cont.)

- B. Initiation of state honorary members shall be the responsibility of the Membership Committee.

Section 4. Reinstatement of membership shall be in accordance with the CONSTITUTION, ARTICLE III, Section E.

ARTICLE IV - FINANCES

Section 1. Annual dues.

- A. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer.
- B. Annual dues and scholarship fee shall be paid between July 1 and October 31 of each year. On November 1 members shall be dropped for non-payment of dues and fees.
- C. The state annual dues shall be determined, upon recommendation of the Finance Committee, by a two-thirds (2/3) vote of the registered members present at the annual business meeting at the convention in the odd numbered years.

Section 2. Finance Committee.

- A. The Finance Committee shall be composed of two elected members of the three designated state regions. Each biennium one member from each region shall be elected for a term of four years. The President shall be a voting member and shall appoint one of the three continuing members as chairman for the biennium. The Treasurer, First Vice-President, and Immediate Past President shall be members ex-officio with vote. (amended April 29, 2006)

Section 3. Financial Controls.

- A. The Finance Committee shall submit a proposed budget annually to the Executive Board.
- B. The Executive Board shall approve the budget by two-thirds (2/3) vote of the members present.
- C. All expense vouchers shall be signed by the president before payment is made by the treasurer.

ARTICLE IV – FINANCES (Cont.)

- D. The report of the annual audit shall be submitted to the Executive Board for adoption. CONSTITUTION ARTICLE VI, Section B 7 A (6).

ARTICLE V - ORGANIZATION

Section 1. Chapter.

- A. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION and Alpha Kappa State By-Laws and Standing Rules.
- B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
 - 1. The term of each elected officer shall be two years. No officer except the treasurer may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election.
 - 2. The treasurer shall be approved by the Executive Board each biennium, upon the recommendation of the president.
- C. The chapter president or a designated alternate shall represent the chapter as a voting member of the State Executive Board.

Section 2. New Chapter.

- A. The state Executive Board shall determine chapter areas, after consultation with representatives of all chapters which may be involved in change.
- B. New chapters shall be recommended by the Expansion Committee and approved by the Executive Board.

ARTICLE VI - OFFICERS

Section 1. State officers and duties.

- A. The state officers shall be a president, a first vice-president, a second vice-president, a recording secretary (all elected); a treasurer, and a parliamentarian, approved by the Executive Board upon recommendation of the president.

ARTICLE VI – OFFICERS (Cont.)

- B. These officers shall perform the duties as prescribed and applicable in the CONSTITUTION, ARTICLE VI and as authorized by Alpha Kappa State By-Laws and/or Standing Rules.
- C. The first vice-president shall succeed to the presidency for the ensuing biennium.

Section 2. Term of Office.

- A. Officers, elected by the state convention in odd-numbered years shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
- B. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
- C. All officers shall take office on July first following their election.

Section 3. Vacancies.

- A. When a vacancy occurs in the office of the president, the first vice-president shall become president.
- B. When a vacancy occurs in other elective (except first vice-president) or appointive positions, the president shall name a successor with the approval of the Executive Board.
- C. A vacancy in the office of first vice-president shall be filled by the second vice-president until the next regular election of officers.

Section 4. Nominations and Elections.

- A. Nominations for office shall be made by the Nominations Committee at the convention in odd-numbered years. The Nominations Committee shall be composed of two elected members from each of the three designated state regions. Each biennium one member from each region shall be elected for a term of four years. The president shall appoint one of the three continuing members as chairman for the biennium. (amended April 28, 1990)

1. The committee shall submit the name of one nominee for each elective position. Consent of the nominee must be obtained. (amended April 28, 1990)

ARTICLE VI – OFFICERS (Cont.)

2. The slate with candidate qualifications shall be published in the Keynote prior to the state convention. The report shall contain the name of one nominee for each of the following:

president

first vice-president

second vice-president

recording secretary

one nominations committee member from within each of the three geographical regions. (amended April 28, 1990)

one finance committee member from within each of the three geographical regions. (amended May 4, 1991)

3. After the report of the committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee.
- B. The nominations Committee shall prepare the ballot and conduct the election.
- C. Elections shall be by written ballot and a majority of the votes cast elects. If there is but one nominee for an office, a motion may be entertained for the secretary to cast one ballot for the slate.

ARTICLE VII - MEETINGS

Section 1. Convention.

- A. Business of Alpha Kappa State shall be conducted annually at a convention held at a time and place approved by the Executive Board, for the purpose of taking action on reports, adopting policy, adopting the budget and amending By-Laws. In the odd-numbered years officers shall be elected and the amount of dues established.
- B. Every member who is registered may vote. A roll call vote as specified in the CONSTITUTION, ARTICLE IX, Section A 2 d may be ordered.
- C. The quorum shall be a majority of the members who have registered at the Convention. (amended January 12, 2008)

ARTICLE VII - MEETINGS

Section 2. Other meetings.

- A. A biennial Leadership Development Workshop shall be held to train chapter leaders.
- B. An annual Professional Conference shall be held for the general membership, preferably in the fall.

ARTICLE VIII - EXECUTIVE BOARD

Section 1. State Executive Board.

- A. The voting members of the Executive Board shall be the elected officers, the past state presidents, the standing committee chairmen, elected committee members, and the chapter presidents (one vote per chapter). The treasurer, the secretary to the president, and the parliamentarian shall be ex-officio members, without vote. CONSTITUTION, ARTICLE VII, Section B 1 (amended April 28, 1990)
- B. The duties of the Executive Board shall be as specified in the CONSTITUTION, ARTICLE VII, Section B 2 and as authorized by Alpha Kappa State By-Laws and Standing Rules.
- C. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president or by a written request of ten (10) members of the Executive Board.
 - 1. The presence of a majority of the voting members of the Board shall constitute a quorum at meetings.
 - 2. Chapter presidents who are unable to attend the State Executive Board meeting may appoint an official representative who shall have full privileges of participation.
- D. A vote by mail and electronic mail is authorized when necessary. (amended April 27, 2002) If a vote is taken by electronic mail, a paper ballot should also be mailed to document the vote. (amended January 12, 2008)

Section 2. Executive Committee.

- A. The members of the Executive Committee shall be the elected officers: president, vice presidents, and secretary. (amended January 12, 2008)

ARTICLE VIII - EXECUTIVE BOARD

- B. The Executive Committee shall meet as necessary to conduct business delegated to it by the Executive Board or to take action on matters requiring immediate decision. Recorded minutes should be distributed to the Executive Board in a timely fashion. (amended April 28, 1990) Any emergency action taken by telephone call vote must be ratified at the next committee meeting. (amended January 12, 2008)

ARTICLE IX - COMMITTEES

Section 1. Standing Committees shall be:

A. Society Business.

1. Expansion
2. Leadership Development
3. Finance
4. Membership
5. Nominations
6. Historian
7. Archivist

B. Program of Work.

1. Program
2. Personal Growth and Services
3. Professional Affairs
4. Research
5. Legislation
6. U. S. Forum
7. Curriculum of Hope for a Peaceful World
8. Fine Arts (elimination of music and art as separate committees)

C. Educational Services.

1. Communications
 - a. Publications
 - b. Publicity
2. Editorial Policies

3. Scholarships
4. Margaret H. Croft Honorary Fund
5. International Funds
6. Achievement Award (amended April 28, 1990)
ARTICLE IX – COMMITTEES (Cont.)

7. The Outstanding Service Award (implemented 1996) (amended April 27, 2002)

Section 2. General Procedures.

- A. All state committee chairmen shall be appointed by the president and approved by the Executive Board except the Nominations and Finance Chairmen, who shall be appointed by the President from the continuing elected members. (amended April 28, 1990)
- B. The president shall be an ex-officio member of all committees, except the Nominations Committee.
- C. Committee meetings shall be held with the knowledge of the president.

Section 3. Duties of each committee shall include all responsibilities that are applicable to the state by the CONSTITUTION, ARTICLE VIII, Section A 1 (d), 2, the HANDBOOK, under the general heading COMMITTEES, and Alpha Kappa State By-Laws and/or Standing Rules.

Section 4. Ad Hoc Committees shall be appointed by the president as authorized. After submitting a biennium report to the body that authorized it, the Ad Hoc Committee shall be dissolved by the authorizing president. The committee may be reappointed by the succeeding president if needed.

ARTICLE X - ACTIVITIES

Section 1. Alpha Kappa State Member Scholarships and Loans. (amended April 27, 2002)

- A. Scholarships. (amended April 27, 2002)
 1. These scholarships shall be: (amended April 27, 2002)
 - a. The Camella Maiewski Scholarship (amended April 27, 2002)
 - b. The Ella Rice Scholarship (amended April 27, 2002)
 - c. The Joan Lee Scholarship (amended April 27, 2002)
 - d. The Founders Scholarship (amended April 27, 2002)

2. The amount of each shall be recommended by the Scholarship Committee to the Executive Board and adopted by the members of the Convention. (amended April 27, 2002)
3. Funds for these scholarships may be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board. (amended April 27, 2002)
4. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board. (amended April 27, 2002)

B. The Margaret Croft Fund. (amended April 27, 2002)

1. This fund shall be used to honor specified members of the society, to provide for a grant and/or loan for purposes of personal growth or professional advancement and to provide monetary assistance for a member in extenuating circumstances. (amended April 27, 2002)
2. This fund shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board. (amended April 27, 2002)
3. Rules governing the fund shall be recommended by the Margaret Croft Committee and adopted by the Executive Board. (amended April 27, 2002)

Section 2. Recruitment Grants-in-Aid. (amended April 27, 2002)

A. College/University Recruitment Grants. (amended April 27, 2002)

1. Connecticut University Recruitment Grants. (amended April 27, 2002)
 - a. These grants are given in honor of the following: (amended April 27, 2002)
 - (1) The Vera Butler Recruitment Grant (amended April 27, 2002)
 - (2) The Flora Lister Recruitment Grant (amended April 27, 2002)
 - (3) Mary Mahoney Recruitment Grant (amended April 27, 2002)
 - (4) Helen Moroney Recruitment Grant (amended April 27, 2002)
 - (5) Ida Seidel Recruitment Grant (amended April 27, 2002)
 - b. These grants shall be awarded annually, one at each of the five Connecticut Universities, to Connecticut residents who are junior/senior university students enrolled in an education program and who show evidence for future leadership in education. (amended April 27, 2002)

- c. The fund shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board. (amended April 27, 2002)

ARTICLE X – ACTIVITIES (Cont.)

- d. Rules governing the funds for these grants shall be recommended by the Professional Affairs Committee and approved by the Executive Board. (amended April 27, 2002)

2. The Rheta A. Lange Grant. (amended April 27, 2002)

- a. This grant shall be awarded to a junior/senior student enrolled in an elementary education program at Southern Connecticut State University. (amended April 27, 2002)
- b. The funds for this grant shall be maintained by voluntary contributions and moneys from other sources as may be determined by the Executive Board. (amended April 27, 2002)
- c. Rules for this fund shall be recommended by the Professional Affairs Committee and approved by the Executive Board. (amended April 27, 2002)

B. High School Grants. (amended April 27, 2002)

1. The Hannah C. Griswold Grant. (amended April 27, 2002)

- a. This grant shall awarded to a graduating minority high school student entering a planned program of education. (amended April 27, 2002)
- b. Funds for this grant shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board. (amended April 27, 2002)
- c. Rules governing this fund shall be recommended by the Professional Affairs Committee and approved by the Executive Board. (amended April 27, 2002)

2. The Elizabeth C. Sonier Grant. (amended April 27, 2002)

- a. This grant shall be awarded to a graduating Connecticut high school student entering a planned program of music education. (amended April 27, 2002)

- b. Funds for this grant shall be maintained by voluntary contributions and moneys from other sources as may be determined by the Executive Board. (amended April 27, 2002)

ARTICLE X – ACTIVITIES (Cont.)

- c. Rules governing this fund shall be recommended by the Professional Affairs Committee and approved by the Executive Board. (amended April 27, 2002)
3. The Lee P. Formica Grant. (amended April 27, 2002)
- a. This grant shall be awarded when fully funded. (amended April 27, 2002)
 - b. The funds for this grant shall be maintained by voluntary contributions and moneys from other such sources as may be determined by the Executive Board. (amended April 27, 2002)
 - c. Rules governing this fund shall be recommended by the Professional Affairs Committee and approved by the Executive Board. (amended April 27, 2002)

Section 3. Special Funds. (amended April 27, 2002)

- A. The Available Fund shall be the operating fund and shall require a budget. (amended January 12, 2009)
- B. The Permanent Fund shall be maintained as authorized by the CONSTITUTION, ARTICLE X, Section 8 B, and the Executive Board, upon recommendation of the Finance Committee. Expenditures may be made for capital purchases, approved by the Finance Committee and authorized by the Executive Board.
- C. The Scholarship Fund shall be established from the scholarship fees as authorized by the CONSTITUTION, ARTICLE X, Section 9. (amended April 28, 1990)
- D. Curriculum of Hope for a Peaceful World Funding (amended April 29, 2006)

Monies for Curriculum of Hope shall be maintained as follows: (amended April 29, 2006)

- 1. By stipends budgeted annually by the Alpha Kappa State Finance Committee; (amended April 29, 2006)

2. By 25% of the total earnings received from the Annual Raffle held at the Alpha Kappa State Spring Convention; (amended April 29, 2006)
 3. By donations from members and other individuals. (amended April 29, 2006)
- E. Special funds may be recommended by the Executive Board and approved in convention. (amended April 29, 2006)

Section 4. Publications. (amended April 27, 2002)

- A. A state newsletter The Keynote shall be published four times a year. (amended January 12, 2009)
- B. Publication of special monographs, brochures, and official publications shall be approved by the Executive Board.

Section 5. Special Awards may be recommended by the Executive Board and approved by members in convention. (amended April 27, 2002)

ARTICLE XI - DISSOLUTION

Section 1. Alpha Kappa State. In the event of a dissolution the net assets of the state organization shall be distributed as follows:

- A. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefor.
- B. The Executive Board shall determine specific procedures for liquidating the remaining assets and shall supervise the disbursement of funds.

Section 2. Dissolution shall be in accordance with the incorporation statutes of the State of Connecticut.

Section 3. Dissolution of a Chapter.

- A. The State Executive Board may, upon the recommendation of the State Expansion Committee, approve the dissolution of a chapter.
- B. After all of the chapter's liabilities have been paid, any remaining funds shall be sent to the state treasurer.
- C. The State Membership Committee shall facilitate the transfer of members of the dissolved chapter to other chapters.

- D. The chapter charter shall be returned to the state president who shall forward it to International Headquarters.

ARTICLE XI – DISSOLUTION (Cont.)

- E. The dissolved chapter's records, Society publications, and other historical materials shall be retained in the state archives. The chapter's paraphernalia shall be available for purchase or loan with the approval of the State Executive Board.
- F. The state Executive Board shall determine whether the name of the dissolved chapter shall be used again.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (Current Edition) shall govern the proceedings of Alpha Kappa State and its chapter in all cases not provided for in the CONSTITUTION, State By-Laws and Standing Rules.

ARTICLE XIII - AMENDMENTS

- Section 1. These By-Laws may be amended at the annual convention by a two-thirds (21/3) vote, provided notice of proposed amendments shall have been published to members at least 30 days before convening the convention. (amended April 28, 1990)
- Section 2. Proposed amendments to the By-Laws may be submitted by any member, committee or chapter to the parliamentarian for review and presentation to the Executive Board.
- Section 3. Standing rules may be amended or rescinded.
 - A. A standing rule may be amended or rescinded by a majority vote, a quorum being present, if the notice of the proposed change has been published in the Keynote. (amended January 12, 2008)
 - B. An amendment that has not been published will require a two-thirds (2/3) vote, a quorum being present, to be adopted or rescinded. (amended January 12, 2008)
- Section 4. By-Laws shall be reviewed at least every ten years.

Approved by: International Constitution Committee
Date: February 26, 1984

ARTICLE XIII – AMENDMENTS (Cont.)

Adopted by: Connecticut Alpha Kappa State Convention
Date: April 30, 1983

Amended by: Connecticut Alpha Kappa State Convention
Date: April 28, 1990

Amended by: Connecticut Alpha Kappa State Convention
Date: May 4, 1991

Amended by: Connecticut Alpha Kappa State Convention
Date: May 1, 1993

Amended by: Connecticut Alpha Kappa State Convention
Date: April 27, 2002

Amended by: Connecticut Alpha Kappa State Convention
Date: April 29, 2006

Amended by: Connecticut Alpha Kappa State Executive Board
Date: January 12, 2008