

THE DELTA KAPPA GAMMA
SOCIETY INTERNATIONAL

Alpha Kappa State
Connecticut

Standing Rules

January 10, 2009

ALPHA KAPPA STATE STANDING RULES

Statement Concerning Adoption of Standing Rules:

The By-Laws and Standing Rules Committee members reviewed the existing state policies, revised policies needing clarification, and added rules which conform to state operating policies and the adopted and approved By-Laws.

Editorial changes will be made as required in punctuation, renumbering of sections if items are deleted or additions made, cross references, and such other technical and conforming changes as may be necessary to reflect the intent of the Executive Board. If an amendment is adopted, it will be automatically amended wherever it appears in the STANDING RULES.

I. Duties of Officers and Related Personnel

A. President

1. Provide leadership for Alpha Kappa State, its officers, committees and chapters.
2. Oversee work of all officers and committee chairmen, especially the work of the Society Business Committees.
3. Act as presiding officer at regular and called meetings.
4. Act as chairman of the State Executive Committee and State Executive Board.
5. Encourage creative chapter activities through effective communications, resources and visitations.
6. Appoint a parliamentarian, treasurer, and secretary to the executive board with the approval of the Executive Board.
7. Appoint standing and ad hoc committees.
8. Serve as ex-officio member of all committees except Nominations.
9. Fill by appointment all vacancies in office except the first vice-president.
10. Participate in the budget making process and monitor all budgetary expenditures.
11. Approve for payment all expense claims.

12. Approve final plans of all state meetings and convention meetings.

I. Duties of Officers and Related Personnel (Cont.)

13. Approve publications.

14. Represent the Society with other professional groups and at public meetings and conferences.

15. Increase the effectiveness of the Society in social, civic and professional circles.

16. Name an official representative for meetings she is unable to attend.

17. Take action, with the advice and approval of the Executive Committee on matters which cannot be deferred until the next Executive Board meeting or state meeting.

18. Direct expansion of the Society within the state in cooperation with the state Expansion Committee.

19. Send to International requested data and lists of state committee chairmen and chapter presidents.

20. Notify International of changes in state officers and committee chairmen.

21. Report to International the names of members who may merit help from the Emergency Fund.

22. Attend the International Leadership Development Workshop, the Northeast Regional Conference, and the International Convention.

23. Serve as the voting member of the International Executive Board and participate in its meetings at the International Convention.

24. Serve as official representative of Alpha Kappa State in the general sessions of the International Convention and cast the vote for the state whenever there is a roll call or election of International officers and of elected committee members.

25. Perform such other duties as may become necessary.

B. First Vice-President

1. Shall automatically succeed to the presidency at the completion of the president's term or upon the death or resignation of the president.

2. Preside at regular and called meetings in the absence of the president.

B. First Vice-President (Cont.)

3. Serve as Chairman of the Program of Work Committee which will plan the programs for the state meetings in conjunction with the president.
4. Make arrangements and act as on-site manager at state meetings, conferences and conventions.
5. Attend the State Leadership Development Workshop, the Northeast Regional Conference and the International Convention.
1. Serve at the discretion of the president as presiding officer of ad hoc committees.
1. Perform such other duties as directed by the president.

C. Second Vice-President

1. Shall not automatically succeed to the office of First Vice-President.
2. Oversee the work of the Educational Services Committees.
3. Arrange and act as on-site manager and accept reservations and payments for Executive Board Meetings.
4. Arrange for the preparation and distribution of the state directory in even-numbered years.
5. Encourage and coordinate state regional chapter meetings.
6. Perform such other duties as directed by the president.
7. Serve as chairman of the Alpha Kappa State Achievement Award Committee in odd numbered years.

D. Recording Secretary

1. Record and sign minutes of each business meeting, Executive Board, Executive Committee, and Annual Meetings.
 - a. Record all motions verbatim with names of maker and seconder and the cogent discussion and resolution.
 - b. Include summary of treasurer's reports.
 - c. Summarize committee reports.

d. Summarize significant information.

D. Recording Secretary (Cont.)

2. Mail draft of minutes to members of the review committee and the president within ten (10) days.
3. Mail reviewed minutes to all members of the appropriate board and/or committee, so members will receive them prior to the next meeting of the board and/or committee.
4. File approved minutes, signed by the president, with the attendance and all official reports attached.
5. Send two copies of all state minutes to the historian for filing in the archives.

E. Treasurer

1. Perform all duties as outlined in the Constitution, ARTICLE VI, Section B, and current Handbook.
2. Secure president's signature on all expense claims.
3. Serve as financial advisor to the president.
4. Order key-pins for state honorary members and state president's pin.
5. Receive and deposit all checks from the person(s) responsible for the Fall Conference, Spring Convention, and Board Meetings. Persons in charge of registration shall send the checks to the treasurer.
6. Acknowledge the receipt of donations and memorial gifts to the donor and/or the family of the recipient.

F. Assistant Treasurer

1. Assist the treasurer in maintaining accounts and paying vouchers/bills within 30 days.
2. Carry out the duties of the treasurer in the event that the treasurer is out of the country, ill, or cannot be reached in an emergency situation.
3. Assist the treasurer in whatever way the treasurer directs to prepare the books of Alpha Kappa State for audit.

G. Parliamentarian

1. Attend all meetings and resolve any parliamentary procedures using Roberts Rules of Order and the Constitution, By-Laws and Standing Rules of Alpha Kappa State and The Delta Kappa Gamma Society International.
2. Prepare the Rules of Order for the Spring Convention, present them at that time and determine a quorum.
3. Chair the By-Laws/Standing Rules Committee.
4. Review the By-Laws/Standing Rules, recommend changes and clarify language. Present the proposed changes to the Executive Board and the membership. Upon approval distribute the revised copies to the membership.

H. Immediate Past President

1. Work closely with the new president and executive board in making the transition from one biennium to another.
2. Attend State Executive Board meetings.
3. Serve on or chair a committee that uses her area(s) of expertise.
4. Represent Alpha Kappa State when the president requests her help.

I. Secretary to the President/Executive Board (appointed by the president with the approval of the Executive Board)

1. Type and mail letters, notices, and agenda to all members of appropriate boards and/or committees.
2. Reproduce all reports and lists as directed by the State President.
3. Assist chapters by reproducing necessary materials related to chapter responsibilities for the Fall Conference, Spring Convention and committees designated by the Executive Board and/or President during the fiscal year.
4. Order Alpha Kappa State stationery and supplies for distribution to Board members for official state business.
5. Perform such other duties as directed by the President.

J. Chapter Ambassadors (amended April 29, 2006)

The Chapter Ambassadors shall consist of all Past Alpha Kappa State Presidents who are members of the State Executive Board. Whenever possible, they will assist by doing the following: (amended April 29, 2006)

1. Promote chapter growth and strength. (amended April 29, 2006)
2. Support and mentor chapter leaders. (amended April 29, 2006)
3. Assist chapters in revitalization efforts. (amended April 29, 2006)
4. Identify and support potential state leaders. (amended April 29, 2006)
5. Provide chapters with International and State information and perspectives. (amended April 29, 2006)
6. Encourage individual members to be involved in fulfillment of Society purposes. (amended April 29, 2006)
7. Act as consultants in support of the State President. (amended April 29, 2006)
8. Respond to additional tasks as assigned by the State President. (amended April 29, 2006)

II. Duties of Standing Committees:

A. Society business

1. Expansion: Committee shall be responsible for expansion within the state, in cooperation with local chapters and the state membership committee.
2. Leadership Development: The committee shall plan and implement programs for state and chapter officers and committee chairmen at appropriate times. This committee shall be available to the chapter presidents to assist in Leadership Development within their chapters.
3. Finance: The members elected to this committee shall be responsible for the supervision of the financial affairs of the organization. It shall recommend the expenditure and investment of funds, prepare and present to the Executive Board

Spring a budget based on Program Goals and arrange for an annual audit. In addition, the Finance Committee shall recommend the distribution of monies raised by the Conference Raffle. (amended April 29, 2006)

A. Society business (Cont.)

4. Membership: The committee shall study and make recommendations related to membership. In the even numbered years it shall receive the recommendations of the candidates proposed for honorary membership and submit the names of those qualified, to the Executive Board for action.

The committee shall work cooperatively with the Expansion Committee.

5. Nominations: The members elected to this committee shall act in accordance with the By-Laws Article VI, Section 4.
6. Historian: The historian shall receive two copies of the State Board minutes and the chapter histories for each biennium and with the help of the archivist compile material necessary for the state history, which shall be updated and published periodically.
7. Archivist: The archivist shall:
 - a. Maintain the proper storage of the records/paraphernalia of Alpha Kappa State.
 - b. File State Board minutes and any reference materials that are pertinent to the functioning of the state organization.
 - c. Provide biographical data for state founders, honorary members, state presidents, and achievement award awardees in cooperation with the state historian.

B. Program of Work

The committee shall consist of the chairman of all Program of Work Committees, chaired by the First Vice-President. The Program of Work Committee Chairman shall have input into the planning of programs for all state meetings.

1. Program: Assist chapters with program materials and suggestions and acquaint chapter committees with the plans of the international committee and of the state committee utilizing the International Program Manual.
2. Personal Growth and Services: Assist in developing and implementing programs designed to enrich the lives of members.

3. Professional Affairs: Assist the chapters with materials and suggestions of a professional nature and acquaint chapter committees with plans of the international committee and of the state committee. The committee recommends recipients of recruitment grants according to approved guidelines.

B. Program of Work (Cont.)

4. Research: Assist chapters with materials and suggestions of a research nature. The committee shall conduct appropriate research and shall publicize studies of the Society and other research pertinent to education and women.
5. Legislation: Shall initiate action in the field of legislation to improve education and the status of women educators. The committee chairman shall inform chapters of legislative activity and assist in program planning.
6. United States Forum: The United States Forum committee shall promote the roll of advocacy for children and education on the state and chapter levels. It shall keep the state and local levels informed of the priority issues determined by the United States Forum members at the Regional Conferences and International Conventions. The committee shall be responsible for initiating state projects that reflect the priority issues and shall provide opportunities for local chapters to share their projects and involvement.
7. Curriculum of Hope for a Peaceful World: The focus of the committee is to promote peace, to protect the environment, and to celebrate diversity. The committee shall study and promote critical thinking, conflict resolution and cooperative learning skills toward a more peaceful world. Committee members volunteer. The chair is selected by the committee each biennium. (amended April 29, 2006)

Responsibilities and activities to promote peace, to protect the environment, to celebrate diversity. (amended April 29, 2006)

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- (a) Discuss peace, environmental and diversity issues. (amended April 29, 2006)
- (b) Publish and distribute three newsletters. (amended April 29, 2006)
- (c) Present workshops and exhibits at Delta Kappa Gamma Chapter meetings and State, Regional and International Conferences and Conventions.
- (d) Develop peace, environmental and diversity programs for children and adults. (amended April 29, 2006)
- (e) Promulgate resources related to peacemaking, environmental protection and celebrating diversity. (amended April 29, 2006)

8. Fine Arts Shall initiate and develop programs in the Arts and assist the chapters as appropriate. The committee shall also provide music at state meetings.

C. Educational Services

1. Communications Committee: Committee members shall include the Communications chairman, the Keynote editor, the assistant editor, approved members-at-large, and the treasurer, ex-officio. The committee shall promote the use of publications, be in charge of the publicity of the Society, encourage the effective flow of information, and establish all editorial policies for the Society in the state, in accordance with the Seven Purposes of the Society, the goals of the state and International Communications Committee.
 - a. Publications - KEYNOTE and other publications: The KEYNOTE will be the responsibility of the editor and assistant editor. Other publications shall be the responsibility of ad hoc chairs.
 - b. Publicity: Publicity for the organization shall be the responsibility of the state and chapter communication chairs.
 - c. Editorial Policies Committee: The committee shall: (amended April 27, 2002)
 - (1) Assist and advise the editor of the KEYNOTE.
 - (2) Establish, with the editor, editorial policies for the KEYNOTE, and review them biennially.
 - (3) Be responsible for the KEYNOTE in the event the editor and/or assistant editor is unable to function.
3. Scholarship Committee: The committee shall promote interest and support for state and international scholarships. It shall recommend recipients for state scholarship awards in accordance with state guidelines. (amended April 27, 2002)
4. Margaret Croft Fund: The committee shall act in accordance with the By-Laws ARTICLE X, Section 2 (a). (amended April 27, 2002)
5. International Funds: The committee shall inform the state and chapters of the need, purposes, promotion, and awarding of all international funds, i.e., Educational Foundation, World Fellowship, and Emergency Fund. (amended April 27, 2002)
6. Alpha Kappa State Achievement Award: The Alpha Kappa State Achievement Award Committee shall be responsible for naming the recipient of the award in odd-numbered years. The award shall be presented at the State Convention held at the end of each biennium. The recipients shall be recognized for their total commitment

and contributions to the seven purposes of Delta Kappa Gamma. The committee shall follow the adopted guidelines for the Alpha Kappa State Achievement Award. The award may be made posthumously. (amended April 27, 2002)

C. Educational Services (Cont.)

7. The Outstanding Service Award: The Alpha Kappa State Outstanding Service Award Committee shall be responsible for naming the recipient(s) of the award in the even numbered years at the State Convention in the middle of the biennium. The recipient(s) shall be outside community members recognized for their volunteer service whereby they devote time, energy, and caring attention to the children and youth of Connecticut without thought of recompense. The Committee shall follow the adopted guidelines for the Outstanding Service Award. (amended April 27, 2002)

D. By-Laws and Standing Rules.

1. The By-Laws Committee is responsible for keeping Alpha Kappa State By-Laws and Standing Rules up to date and in agreement with the Constitution. (amended January 12, 2008)
2. The By-Laws Committee is responsible for submitting the current By-Laws to the International Constitution Committee at least every 10 years. (amended January 12, 2008)
3. The By-Laws Committee is responsible for making sure that chapter rules are kept up to date and in agreement with the Constitution and the By-Laws of Alpha Kappa State. (amended January 12, 2008)

Adopted By: Connecticut Alpha Kappa State Convention
Date: April 29, 1995

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