

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

Alpha Kappa State
Connecticut

Bylaws

April 25, 2015

BYLAWS
Connecticut Alpha Kappa State Organization
The Delta Kappa Gamma Society International

ARTICLE I NAME

- Section A. The name of this state organization shall be Alpha Kappa State, Connecticut of The Delta Kappa Gamma Society International.
- Section B. Each chapter in Alpha Kappa State shall be designated by a Greek letter or combination of Greek letters.

ARTICLE II MISSION AND PURPOSES

The objectives of Alpha Kappa State shall be to:

1. promote the mission, vision and 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 A. The membership of Alpha Kappa State shall be composed of active, reserve, and honorary members of state of Connecticut chapters. All membership classifications and practices are in accordance with the *Constitution*, Article III.
- Section B. Chapters in the state shall have full power to act in matters of chapter membership. All chapter membership records shall be kept at the chapter level.
- Section C. State honorary members shall be recommended in even years by the Membership Committee and approved by the Executive Board by a four-fifths (4/5) vote.
- Section D. A former member shall be reinstated to membership by the chapter receiving the request.

ARTICLE IV FINANCE

Section A. Annual Dues and Fees

1. Each active and reserve member shall pay annual dues and fees no later than October 31 of each year. On November 1, a member shall be dropped for non-payment of dues and fees.
2. A member initiated on or after April 1 and before July 1 shall pay only the initiation fee at the time of initiation. A member reinstated on or after April 1 and before July 1 shall pay no fees at the time of reinstatement. Dues and scholarship fee for the ensuing year shall be paid no later than October 31.
3. All dues and fees shall be collected by the chapter treasurer. State and international portions of the dues and fees shall be sent to the state treasurer, in a timely manner.
4. 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 B. Funds

1. The Available Fund shall be the operating fund and shall require a budget.
2. The Permanent Fund shall be maintained and utilized as authorized by the *Constitution*, Article IV, F 3, and the Executive Board, upon recommendation of the Finance Committee.
3. The Alpha Kappa State Scholarship Fund shall be established from the scholarship fees as authorized by the *Constitution*, Article IV, F 2, moneys to be allocated to state scholarship(s) upon recommendation of the Finance Committee and adoption by the members of the state convention.

Section C. Finance Committee

1. 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.
2. The First and Second Vice-Presidents shall be ex-officio with vote. The Treasurer and Assistant Treasurer (if under remuneration) shall be ex-officio without vote.

ARTICLE IV FINANCE (Cont.)

Section D. Financial Accounting

1. The Finance Committee shall submit a proposed budget annually to the Executive Board.
2. The Executive Board shall approve the budget by two-thirds (2/3) vote of the members present.
3. All expense vouchers shall be signed by the president before payment is made by the treasurer.
4. The report of the annual financial review shall be submitted to the Executive Board for adoption.

ARTICLE V ORGANIZATION

Section A. State

1. The state organization shall consist of chapters within the state and members holding membership within the state.
2. The state organization shall have bylaws which are consistent with the *Constitution* for the governance of the state organization and its chapters.

Section B. Chapter

1. Chapters shall be organized in accordance with state organization bylaws. Each chapter so organized shall have no fewer than twelve (12) members.
2. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
 - a. 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.
 - b. The treasurer shall be approved by the Executive Board each biennium, upon the recommendation of the president.
3. The chapter president or a designated alternate shall represent the chapter as a voting member of the State Executive Board.
4. Each chapter shall have chapter Standing Rules which are consistent with the *Constitution* and Alpha Kappa State Bylaws.

ARTICLE V ORGANIZATION (Cont.)

Section C. New Chapter

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

ARTICLE VI OFFICERS

Section A. State officers and duties

1. The state officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, a recording secretary (all elected); a treasurer, an assistant treasurer, an executive secretary (selected by the Executive Board upon recommendation of the president) and a parliamentarian (appointed by the president).
2. These officers shall perform the duties as prescribed and applicable in the *Constitution*, Article VI and as authorized by Alpha Kappa State Bylaws and/or Standing Rules.
3. The first vice-president shall succeed to the presidency for the ensuing biennium.

Section B. Term of Office

1. 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.
2. No officer, except the treasurer, assistant treasurer and executive secretary, May serve in the same office longer than two (2) terms in succession.
3. All officers shall take office on July first following their election.

Section C. Vacancies

1. When a vacancy occurs in the office of the president, the first vice-president shall become president.
2. When a vacancy occurs in other elective (except first vice-president) or appointed positions, the president shall name a successor with the approval of the Executive Board.

ARTICLE VI OFFICERS (Cont.)

Section C. Vacancies (Cont.)

3. 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 D. Nominations and Elections

1. 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.
 - a. The committee shall submit the name of one nominee for each elective position. Consent of the nominee must be obtained.
 - b. 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.
 - one finance committee member from within each of the three geographical regions.
 - c. 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.
2. The Nominations Committee shall prepare the ballot and conduct the election.
3. 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 A. Convention

1. 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 bylaws. In the odd-numbered years officers shall be elected and the amount of dues established.
2. The quorum shall be a majority of the members who have registered at the Convention.
3. Every member who is registered may vote. A roll call vote as specified in the *Constitution*, Article IX, Section B. 2c may be ordered.

Section B. Other Meetings

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

ARTICLE VIII EXECUTIVE BOARD

Section A. State Executive Board

1. The voting members of the Executive Board shall be the elected officers, the immediate past state president, the standing committee chairs, elected committee members, and state members of International Committees for the length of their term on those committees. Each chapter is also entitled to two votes on the Executive Board. The chapter president casts one vote. The additional chapter vote is cast by a second member of the chapter. The state offices of treasurer, assistant treasurer, executive secretary, and the parliamentarian shall be ex-officio members, without vote.
2. 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 Bylaws and Standing Rules.

ARTICLE VIII EXECUTIVE BOARD (Cont.)

Section A. State Executive Board (Cont.)

3. 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.
 - a. The presence of a majority of the voting members of the Board shall constitute a quorum at meetings. Each voting member shall be entitled to one [1] vote. There shall be no proxy voting.
 - b. Chapter presidents and committee chairs who are unable to attend the State Executive Board meeting may appoint an official representative who shall have full privileges of participation. Committee chairs will appoint a member of their committee to act as chair and vote in her stead for that meeting. Chapter presidents will appoint a member of their chapter to vote on behalf of the chapter at that meeting.
4. A vote by postal and electronic mail is authorized when necessary. If a vote is taken by electronic mail, a paper ballot should also be mailed to document the vote.

Section B. Executive Committee

1. The members of the Executive Committee shall be the elected officers: president, vice presidents, recording secretary and Immediate Past President.
2. 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. Any emergency action taken by telephone call vote must be ratified at the next committee meeting.

ARTICLE IX COMMITTEES

Section A. Committee Structure

1. Standing Committees
 - a. Society Business
 - Archivist
 - Bylaws and Standing Rules
 - Communications
 - Finance
 - Historian
 - Leadership Development
 - Membership
 - Nominations
 - Non-Dues Revenue
 - Publications
 - Website
 - b. Society Mission and Purposes
 - Educational Excellence
 - Achievement Award
 - Curriculum of Hope for a Peaceful World
 - Educational Impact
 - Fine Arts
 - International Funds
 - Legislation
 - Margaret H. Croft Honorary Fund
 - Outstanding Service Award
 - Personal Growth and Services
 - Professional Affairs
 - Scholarships
2. Elected Committees
 - a. The following state committees shall be elected at the spring convention by the attendees:
 - Finance
 - Nominations
 - b. The composition of each elected committee shall be specified in the committee description.

ARTICLE IX COMMITTEES (Cont.)

Section A. Committee Structure (Cont.)

3. Appointed Committees
 - a. The following state committees shall be appointed by the president:
 - Achievement Award
 - Archivist
 - Bylaws and Standing Rules
 - Communications
 - Educational Impact
 - Fine Arts
 - Historian
 - International Funds
 - Leadership Development
 - Legislation
 - Margaret H. Croft Honorary Fund
 - Membership
 - Non-Dues Revenue
 - Outstanding Service Award
 - Personal Growth and Services
 - Professional Affairs
 - Publications
 - Scholarship
 - Website

Each appointed committee shall be composed of members from various parts of Alpha Kappa State and one member who has served in the previous biennium.

- b. Special committees (e.g., ad hoc, task force) may be appointed by the president at any time with the authorization of the executive board. After submitting a biennium report to the body that authorized it, the committee shall be dissolved by the authorizing president. The committee may be reappointed by the succeeding president if needed.

Section B. General Procedures

1. All state committee chairs shall be appointed by the president and approved by the Executive Board except the Nominations and Finance Chairs, who shall be appointed by the President from the continuing elected members.
2. The president shall be an ex-officio member of all committees, with vote, except the Nominations Committee.
3. Committee meetings shall be held with the knowledge of the president.
4. Official committee meetings may be face-to-face or through electronic communications.

ARTICLE IX COMMITTEES (Cont.)

Section B. General Procedures (Cont.)

5. All members being notified, matters requiring immediate committee action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding committee member's vote. A majority vote of committee members shall be required for action.
6. Reports of the work of standing committees shall be prepared by the chairs on forms supplied by International Headquarters and submitted to the persons designated on the form.

Section C. Committee Responsibilities

Duties of each committee shall include all responsibilities that are applicable to the state by the *Constitution*, Article VIII, Sections B and C and the Alpha Kappa State Bylaws and/or Standing Rules.

Section D. Related Personnel

Chapter Ambassadors: Past Alpha Kappa State Presidents who choose to participate shall be considered Chapter Ambassadors.

ARTICLE X ACTIVITIES

Section A. Alpha Kappa State Member Scholarships

1. Scholarships
 - a. These scholarships shall be:
 - i. The Camella R. Maiewski Scholarship;
 - ii. The Ella E. Rice Scholarship;
 - iii. The Joan C. Lee Scholarship.
 - b. The amount of each shall be recommended by the Scholarship Committee to the Executive Board and adopted by the members of the Convention.
 - c. These scholarships may be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board.
 - d. Rules governing the administration of the scholarship programs shall be recommended by Scholarship Committee and adopted by the Executive Board.

ARTICLE X ACTIVITIES (Cont.)

Section A. Alpha Kappa State Member Scholarships and Loans (Cont.)

2. The Margaret H. Croft Honorary Fund
 - a. This fund shall be used to honor specified members of the Society, to provide a grant for purposes of personal growth or professional advancement and to provide monetary assistance for a member in extenuating circumstances.
 - b. This fund shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board.
 - c. Rules governing the administration of the fund shall be recommended by the Margaret H. Croft Honorary Fund Committee and adopted by the Executive Board.

Section B. Recruitment Grants

1. University Recruitment Grants
 - a. These grants are given in honor of the following:
 - i. The Vera Butler Recruitment Grant at Central CT State University;
 - ii. The Flora Lister Recruitment Grant at Western CT State University;
 - iii. The Mary Mahoney Recruitment Grant at the University of Connecticut;
 - iv. The Helen Moroney Recruitment Grant at Southern CT State University;
 - v. The Ida Seidel Recruitment Grant at Eastern CT State University.
 - b. These grants shall be awarded annually to Connecticut residents who are junior/senior university students enrolled in an education program and who show evidence for future leadership in education.
 - c. These grants shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board.
 - d. Rules governing the administration of the fund shall be recommended by the Professional Affairs Committee and adopted by the Executive Board
2. The Rheta A. Lange Grant
 - a. This grant shall be awarded to a junior/senior student enrolled in an elementary education program at Southern Connecticut State University.
 - b. This grant shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board.
 - c. Rules governing the administration of the fund shall be recommended by the Professional Affairs Committee and adopted by the Executive Board.

ARTICLE X ACTIVITIES (Cont.)

Section B. Recruitment Grants (Cont.)

3. High School Grants

a. The Hannah C. Griswold Grant

- i. This grant shall be awarded to a graduating Connecticut minority high school student entering a planned program in education.
- ii. This grant shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board.
- iii. Rules governing the administration of this grant shall be recommended by the Professional Affairs Committee and approved by the Executive Board.

b. The Elizabeth C. Sonier Grant

- i. This grant shall be awarded to a graduating Connecticut high school student entering a planned program in music education.
- ii. This grant shall be maintained by voluntary contributions and moneys from other sources as may be determined by the Executive Board.
- iii. Rules governing the administration of this grant shall be recommended by the Professional Affairs Committee and approved by the Executive Board.

c. The Lee P. Formica Grant

- i. This grant shall be awarded to a graduating Connecticut high school student entering a planned program in education.
- ii. This grant shall be maintained by voluntary contributions and moneys from other sources as may be determined by the Executive Board.
- iii. Rules governing the administration of this grant shall be recommended by the Professional Affairs Committee and approved by the Executive Board.

d. The Margaret Rose Nielsen Grant

- i. This grant shall be awarded to a graduating Connecticut high school student entering a planned program in science, math or technology education.
- ii. This grant shall be maintained by voluntary contributions and moneys from such other sources as may be determined by the Executive Board.
- iii. Rules governing the administration of this grant shall be recommended by the Professional Affairs Committee and approved by the Executive Board.

ARTICLE X ACTIVITIES (Cont.)

Section C. Special Activities

1. The Curriculum of Hope for a Peaceful World shall be maintained as follows:
 - a. By stipends budgeted annually by the Alpha Kappa State Finance Committee and approved by the Alpha Kappa State convention;
 - b. By allotting twenty-five percent (25%) of the total earning received from the annual fund raiser, held at the Alpha Kappa State convention;
 - c. By donations from members and other individuals.
2. The Dr. Virginia S. James Arts Presentation Fund shall be maintained by voluntary contributions and moneys from other sources as may be determined by the Executive Board.
3. Additional special activities may be recommended by the Executive Board and approved in convention.

Section D. Publications

1. A state newsletter *The Keynote* shall be published (in print and/or electronic Form) four times a year. Print versions will be mailed to members.
2. Publication of special monographs, brochures and official publications shall be approved by the Executive Board.

Section E. Special Awards

1. Alpha Kappa State Achievement Award
 - a. The Alpha Kappa State Achievement Award Committee shall be responsible for naming the recipient(s) in the odd-numbered years.
 - b. The award shall be presented at the State Convention.
 - c. The committee shall follow the adopted guidelines for the award. The award may be made posthumously.
2. Outstanding Service Award
 - a. The Alpha Kappa State Outstanding Service Award Committee shall be responsible for naming the recipient(s) of the award in even-numbered years.
 - b. The recipient(s) shall be an outstanding community member(s) recognized for his/her/their volunteer service whereby he/she/they devote(s) time, energy and caring attention to the children and youth of Connecticut without thought of recompense.
 - c. The committee shall follow the adopted guidelines for the Outstanding Service Award.

ARTICLE X ACTIVITIES (Cont.)

3. Additional special awards may be recommended by the Executive Board and approved by members in convention.

ARTICLE XI DISSOLUTION

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

1. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.

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

2. The Executive Board shall determine specific procedures for liquidating the remaining assets and shall supervise the disbursement of funds.

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

Section C. Dissolution of a Chapter.

1. Upon approval of the State Executive Board, a chapter may be dissolved.
2. After all of the chapter's liabilities have been paid, any remaining funds in the chapter's account shall be sent to the state treasurer and deposited in the available fund.
3. The State Membership Committee shall facilitate the transfer of members of the dissolved chapter to other chapters. International procedures must be followed.
4. The chapter charter shall be returned to the state president who shall forward it to International Headquarters.
5. 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.
6. 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 chapters in all cases not provided for in the *Constitution*, State Bylaws and Standing Rules. Chapter Presidents shall be responsible for sending Chapter Standing Rules to the state for review by Alpha Kappa State Bylaws Committee whenever there has been a change at the State level.

ARTICLE XIII AMENDMENTS

Section A. Bylaws may be amended.

1. The Bylaws may be amended at the annual convention by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published (in print and/or electronic form) to members at least 30 days before convening the convention.
2. Proposed amendments to the Bylaws may be submitted by any member, committee or chapter to the parliamentarian for review and presentation to the Executive Board.
3. Bylaws shall be reviewed whenever new amendments for the *Constitution* are proposed and accepted at the International Convention.

Section B. Standing rules may be amended or rescinded.

1. A standing rule may be amended at the annual convention by a majority vote, a quorum being present, provided notice of proposed amendments shall have been published (in print and/or electronic form) to members at least 30 days before convening the convention.
2. An amendment that has not been published will require a two-thirds (2/3) vote, a quorum being present, to be adopted or rescinded.