

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

Alpha Kappa State
Connecticut

Standing Rules

April 25, 2015

STANDING RULES
Connecticut Alpha Kappa State Organization
The Delta Kappa Gamma Society International

I. Duties of Officers and Related Personnel

A. President

1. Provide leadership for Alpha Kappa State, its officers, committees and chapters.
2. Represent the Society with other professional groups and at public meetings and oversee work of all officers and committee chairs, especially the work of the Society Business Committees.
3. Act as presiding officer at regular and called meetings.
4. Act as chair of the State Executive Committee and State Executive Board.
5. Encourage creative chapter activities through effective communications, resources and visitations.
6. Appoint a parliamentarian and recommend a treasurer, assistant treasurer and executive secretary for selection by the Executive Board.
7. Appoint standing and ad hoc committees.
8. Serve as ex-officio member, with a vote, of all committees except Nominations.
9. Fill by appointment all vacancies in office except the first vice-president.
10. Approve for payment all expense claims.
11. Approve final plans of all state meetings and convention meetings.
12. Approve all publications (hard copy and electronic).
13. Represent the Society at meetings, conferences, and other events.
14. Increase the effectiveness of the Society in social, civic and professional circles.
15. Name an official representative for meetings she is unable to attend.

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

A. President (Cont.)

16. 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.
17. Send to International requested data and lists of state committee chairs and chapter presidents.
18. Notify International of changes in state officers and committee chairs.
19. Report to International the names of members who may merit help from the Emergency Fund.
20. Attend the International Leadership Development Workshop, the Northeast Regional Conference, and the International Convention.
21. Serve as the voting member of the International Executive Board and participate in its meetings at the International Convention.
22. 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.
23. Shall be responsible for updating continuing executive secretaries immediately following leadership development training.
24. Serve, ex-officio, with a vote, in the process of budget development and monitor all budgetary expenditures.
25. Execute, with the executive secretary or treasurer, legal documents pertaining to Alpha Kappa State. A legal document may be executed only when it has been authorized by the state convention or executive board.
26. 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.

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

B. First Vice-President (Cont.)

3. Serve as Chair of the Educational Excellence Committee which will plan the programs for the state meetings in conjunction with the president.
4. Serve on the Finance Committee as an ex-officio member with a vote.
5. Make arrangements and act as on-site manager at state meetings, conferences and conventions.
6. Attend the State Leadership Development Workshop, the Northeast Regional Conference and the International Convention.
7. Serve at the discretion of the president as presiding officer of ad hoc committees.
8. Perform such other duties as directed by the president or the executive board.

C. Second Vice-President

1. Shall not automatically succeed to the office of First Vice-President.
2. Shall serve as the presiding officer in the absence of both the president and first vice-president.
3. In the event of the resignation or death of either the president or first vice-president, she shall succeed to the office of first vice-president and serve until the next regular election of officers.
4. Arrange and act as on-site manager and accept reservations and payments for Executive Board Meetings.
5. Serve on the Finance Committee as an ex-officio member with a vote.
6. Encourage and coordinate state regional chapter meetings.
7. Serve as chair of the Alpha Kappa State Achievement Award Committee in odd numbered years.
8. Perform such other duties as directed by the president or the executive board.

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

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 with the cogent discussion and resolution.
 - b. Include summary of treasurer's reports.
 - c. Summarize committee reports.
 - d. Summarize significant information.
2. Mail draft of minutes to members of the review committee and the president within ten (10) days. Draft may be in postal or electronic form.
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. Minutes may be in postal or electronic form.
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.
6. Shall carry on such correspondence as may be delegated to her by the president.

E. Treasurer (recommended by the president, selected by the executive board)

1. Perform all duties as outlined in the *Constitution*, Article VI, Section C.
2. Secure president's signature on all expense claims.
3. Serve as financial advisor to the president.
4. Order 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.

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

F. Assistant Treasurer (recommended by the president, selected by the executive board)

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 (appointed by the president)

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. Act as consultant to the Bylaws/Standing Rules Committee.
4. Review the Bylaws/Standing Rules, recommend changes and clarify language.
5. It is desired that the appointed parliamentarian be a member of the Society. If a specially trained parliamentarian is needed, Alpha Kappa State may utilize the service of a non-member who has the desired skills.
6. Shall serve as a member ex-officio, without a vote, on the state executive board.
7. A past state president serving as parliamentarian at the state level shall relinquish her voting privilege during her term of service except during a ballot vote.

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

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. Executive Secretary (recommended by the president, selected by the executive board)

1. Type and mail letters, notices and agendas 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. First-term executive secretaries shall attend the two-day (2) International Leadership Development Workshop prior to the regional conference. Continuing executive secretaries may be invited to attend, by the International Leadership Development Committee, at the expenses of Alpha Kappa State or the individual.
6. Shall serve as a member ex-officio, without a vote, on the international and state executive boards.
7. Perform such other duties as directed by the President.

II. Duties of Standing Committees

A. Society business

1. Archivist: The committee 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.

2. Bylaws: The committee shall:
 - a. Keep Alpha Kappa State Bylaws and Standing Rules up to date and in agreement with the *Constitution*;
 - b. Submit the current Bylaws to the International Constitution Committee each time they are revised. Revisions should occur promptly and, if necessary, after each International Convention in which amendments to the Constitution are adopted;
 - c. Be responsible for making sure that chapter rules are kept up to date and in agreement with the *Constitution* and the Bylaws of Alpha Kappa State.

3. Communications: The Committee members shall include the Communications chair, the Keynote editor, the assistant editor, webmaster and approved members-at-large.

The Communications Committee shall assist and advise the webmaster and the editor of the KEYNOTE. They shall be in charge of the publicity of the Society, promote the use of publications, encourage the effective flow of information and establish all Alpha Kappa State editorial policies. In the event the editor, assistant editor or webmaster are unable to function, they will be responsible for the KEYNOTE and/or the website.

 - 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. Website: The committee shall be chaired by the webmaster who is responsible for creating, managing and maintaining the website. The committee shall offer input regarding the website design and content as well as any updates that may be necessary for Society business.
 - c. Publicity: Publicity for the organization shall be the responsibility of the state and chapter communication chairs.

II. Duties of Standing Committees (Cont.)

A. Society business (Cont.)

4. Finance: The members elected to this committee shall be responsible for supervision of the financial affairs of the organization. It shall recommend the expenditure and investment of funds, prepare and present to the Executive Board a budget based on Program Goals and arrange for an annual financial review. In addition, the Finance Committee shall recommend the distribution of monies raised by the Spring Conference annual fund raiser.
5. 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.
6. Leadership Development: The committee shall plan and implement programs for state and chapter officers and committee chairs at appropriate times. This committee shall be available to the chapter presidents to assist in Leadership Development within their chapters.
7. 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 state honorary membership and submit the names of those qualified, to the Executive Board for action. All tasks related to state honorary members shall be the responsibility of the Membership Committee. The committee shall facilitate the transfer of members of dissolved chapters to other chapters.
8. Nominations: The members elected to this committee shall act in accordance with the Bylaws Article VI, D.
9. Non-Dues Revenue: The committee shall plan and implement fundraising programs that will raise funds to supplement the revenue in the Available Fund and will be used by the Finance Committee to plan an annual budget for the Alpha Kappa State Organization. The committee shall present plans to the President and the Executive Board for approval. All funds raised by this committee shall be submitted to the Treasurer to be included in the Available Fund.

II. Duties of Standing Committees (Cont.)

B. Society Mission and Purposes

The Educational Excellence Committee may work as a committee of the whole or, at the discretion of the chair, in groups to accomplish its responsibilities for personal and professional growth. This committee also promotes programs and projects for excellence in education including the Alpha Kappa State conferences and conventions.

The committee shall consist of the chairs of all Educational Excellence Committees, as listed below, and will be chaired by the First Vice-President. The Educational Excellence Committee Chair shall have input into the planning of programs for all state meetings.

1. Educational Impact: 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. The Committee will coordinate the planning of programs and projects emphasizing excellence in education for the AKS conferences and conventions.
2. Achievement Award: The Alpha Kappa State Achievement Award Committee shall be responsible for naming the recipients 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.
3. 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. Responsibilities and activities to promote peace, to protect the environment and to celebrate diversity are to:
 - a. discuss peace, environmental and diversity issues;
 - b. publish and distribute three newsletters;
 - 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;
 - e. promulgate resources related to peacemaking, environmental protection and celebrating diversity.

II. Duties of Standing Committees (Cont.)

B. Society Mission and Purposes (Cont.)

4. Fine Arts: The committee shall initiate and develop programs in the Arts and assist the chapters as appropriate. The committee shall also provide music at state meetings. The committee shall manage the Dr. Virginia S. James Arts Presentation Fund. The committee recommends expenditures according to approved guidelines.
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.
6. Legislation: The committee shall initiate action in the field of legislation to improve education and the status of women educators, to assist in program planning and to inform chapters of legislative activity. In addition, the committee shall keep the state and local levels informed of the priority issues determined by its members at the Regional Conference and the International Conventions. The committee shall be responsible for initiating state projects that reflect those priority issues and shall provide opportunities for local chapters to share their projects and involvement. Advocacy for children and education shall be promoted on all Society levels.
7. Margaret H. Croft Honorary Fund: The committee shall act in accordance with the Bylaws ARTICLE X, Section A, 2.
8. 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. 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.
9. Personal Growth and Services: Assist in developing and implementing programs designed to enrich the lives of members.
10. 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 grants to non-members according to approved guidelines.
11. Scholarship Committee: The committee shall promote interest and support for state and international scholarships. It shall recommend member recipients for state scholarship awards in accordance with state guidelines.

II. Duties of Standing Committees (Cont.)

C. Related Personnel

Chapter Ambassadors: The Chapter Ambassadors shall consist of Past Alpha Kappa State Presidents who choose to participate. Whenever possible, they will assist by doing the following:

- a. promote chapter growth and strength;
- b. support and mentor chapter leaders;
- c. assist chapters in revitalization efforts;
- d. identify and support potential state leaders;
- e. provide chapters with International and State information and perspectives;
- f. encourage individual members to be involved in fulfillment of Society purposes;
- g. act as consultants in support of the State President;
- h. respond to additional tasks as requested by the State President.