
Bylaws
Standing Rules
Procedures
Courtesies
Mu State
Delta Kappa Gamma
April 30, 2011

MU STATE BYLAWS

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APRIL 30, 2011

MU STATE BYLAWS

ARTICLE I NAME AND EMBLEMS

Section A.

The name of this state organization shall be Mu State Florida of the Delta Kappa Gamma Society International, hereinafter also referred to as the Society.

Section B.

Each chapter in Mu State shall be designated by a Greek letter or a combination of Greek letters.

Section C. Emblem

1. The key is the official symbol of membership.
2. The key shall be a vertical ellipse. Across its center the ΔΚΓ shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge.
3. The official seal of the Society shall be a circle. On the circle the ΔΚΓ shall signify key women educators. Above the letters a wreath of laurel leaves shall signify

honor. Below the letters a cup shall signify knowledge. The name of the society shall be on the perimeter of the seal.

4. The coat of arms consists of a red shield with a band of gold. Three Tudor roses on the band symbolize the Society's ideals of friendship, loyalty, and helpfulness. The flaming lamp and the open book on the shield signify scholarship and knowledge. The laurel sprays are the traditional symbols of achievement. The official coat of arms is displayed on the Society flag.

Section D. Anthem

The song composed by Dr. Annie Webb Blanton and Mrs. Cora M. Martin is the official anthem of the Delta Kappa Gamma Society International.

Section E. Jewelry

Official jewelry shall be the keypin; international, state, or chapter president's pin; founder's pin; and International Achievement Award medallion.

ARTICLE II OBJECT

The object of Mu State shall be

1. to promote the purposes and mission statement of The Delta Kappa Gamma Society International as stated in the *Constitution*, Article II.
2. to act as liaison between chapters and the international organization.
3. to organize chapters within the state.
4. to provide workshops and meetings for chapter members and leadership training for state and chapter leaders.

ARTICLE III MEMBERSHIP

Section A. Membership

The membership of Mu state shall be composed of chapters within the boundaries of the state. All membership is in accordance with the *Constitution*, Article III and International Standing Rule 3.

Section B. Classification

1. An active member shall be a woman who is employed as a professional educator or is retired from an educational position. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve membership shall be granted by a majority vote of the chapter.
3. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service.

Section C. Chapter Membership

Chapters in the state shall have full power to act in matters of chapter membership.

Section D. State Honorary Members

1. Honorary members shall be recommended by chapters to the state membership committee and elected by the executive board. Nominations to be presented shall be submitted to members of the executive board at least fifteen (15) days prior to the executive board meeting.
2. Initiation of state honorary members may be conducted under the direction of the state membership committee at any state or chapter meeting.

Section E. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request.

**ARTICLE IV
FINANCE**

Section A. Annual Dues

1. Each active and reserve member shall pay annual dues. The state annual dues shall be an amount recommended to the state executive board and approved at the state convention.
2. Chapter dues shall be an amount determined in accordance with the policies set by the chapter.
3. Annual dues and scholarship fees shall be paid no later than October 31 of each year. On November 1, a member shall be dropped for nonpayment of dues and fees.
4. A member requesting transfer into another chapter must have the annual dues paid on October 31.
5. The chapter treasurer shall collect all dues and fees. State and International dues and fees shall be forwarded to the state treasurer.
6. Chapter assessments shall be waived for a reserve member.

Section B. Financial Controls

1. A budget shall be adopted annually by the state executive board.
2. An annual audit/financial review of the state financial records shall be conducted by an accountant not affiliated with the Society. The report of this audit/financial review shall be submitted at the annual fall executive board meeting for adoption.
3. The state treasurer shall provide information necessary for a fidelity bond to the amount of one-hundred thousand dollars (\$100,000.00), the cost to be paid by the Mu State organization.
4. The state president shall sign all expense vouchers.
5. The Mu State executive board must approve any proposed expenditures not contained in the adopted budget.
6. The president, treasurer, executive secretary, and headquarters administrative assistant shall use the Mu State credit card only in instances where immediate payment is required and funds for the expenditure have already been budgeted. The full credit card bill must be paid immediately upon receipt.

7. The free air travel earned by use of the Mu State credit card will be used for the Mu State president's travel.
8. Each chapter shall adopt its own budget procedures and establish guidelines for an annual review or audit of the books.

ARTICLE V ORGANIZATION

Section A. Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the Mu State Bylaws, and both the International and Mu State Standing Rules.
2. Each chapter shall govern the conduct of its business that is unique and individual to the chapter by a set of Chapter Standing Rules. These Chapter Standing Rules must be consistent with the *Constitution*, the International Standing Rules, the Mu State Bylaws, and the Mu State Standing Rules.
3. The chapter president shall represent the chapter as a voting member of the state executive board.

Section B. New Chapters

1. The state executive board shall approve the organizing of a new chapter.
2. The state membership committee shall serve as the organizer of a new chapter.
3. A new chapter shall be organized with twelve (12) or more charter members.

Section C. Districts

1. There shall be six (6) districts in Mu State based on geographical location.
2. Each district, at the district meeting by a majority ballot of members present from that district, shall elect a director who shall serve a two (2) year term. She shall be a voting member of the state executive board.
3. The district director shall take office on July 1 following the district meeting at which she was elected.
4. District meetings will be held in even-numbered years.

Section D. Coordinating Councils

1. A coordinating council may be organized in any area where two (2) or more chapters exist.
2. The coordinating council shall meet at least once a year.
3. The organization of the council shall be determined by the member chapters.
4. A coordinating council shall exist to serve the following purposes:
 - a. to act as a clearinghouse for prospective members chosen by the individual chapters.
 - b. to act on transfers into the area who have not chosen specific chapters.
 - c. to plan activities that shall be of benefit to all members and all chapters.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. State

1. The state officers, all of whom must be members of the Society and elected by the general membership, shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary.
2. A parliamentarian shall be appointed by the state president.
3. A treasurer shall be employed subject to the approval of the state executive board.
4. An executive secretary
 - a. shall be contracted subject to the approval of the state executive board.
 - b. shall be classified as a professional contracted specialist.
5. A headquarters administrative assistant
 - a. shall be contracted subject to the approval of the state executive board.
 - b. shall be classified as a professional contracted specialist.
6. A webmaster
 - a. shall be contracted subject to the approval of the state executive board.
 - b. shall be classified as a professional contracted specialist.
7. An editor of the *Florida Rays*
 - a. shall be contracted subject to the approval of the state executive board.
 - b. employed in the future to fill this position shall be classified as a professional contracted specialist.

Section B. Duties of Officers and Related Personnel

These officers and related personnel shall perform the duties as prescribed in the *Constitution*, Article VI, as authorized by these Mu State Bylaws.

1. President
 - a. The president shall
 - (1) act as presiding officer at regular and called meetings and direct the activities of the state;
 - (2) act as chairman of the executive board;
 - (3) appoint a parliamentarian from the membership;
 - (4) appoint standing and special committees, except the nominations committee;
 - (5) approve all expenditures with the executive board adopted budget;
 - (6) approve all Mu State publications;
 - (7) fill by appointment all vacancies in office;
 - (8) represent the Society at meetings, conferences, and other events;
 - (9) take action, with the advice and approval of the executive board, on matters that cannot be deferred until the next convention;
 - (10) supervise the Mu State executive secretary;
 - (11) supervise the publication of the *Florida Rays*;
 - (12) supervise the Mu State Web site;
 - (13) serve as a member of the international executive board; and
 - (14) serve as ex-officio member of all committees except the nominations committee and the awards committee.
2. First Vice-president

The first vice-president shall serve as presiding officer in the absence of the president. In the event of the resignation or death of the president she shall succeed to the presidency and serve until the next regular election of

- officers. The first vice-president shall perform such other duties as the president shall assign to her.
3. Second Vice-president
The second vice-president shall serve as presiding officer in the absence of the president and the first vice-president. In the event of the resignation or death of the president and the first vice-president, she shall succeed to the office of president and serve until the next regular session. The second vice-president shall perform any other duties designated by the president.
 4. Recording Secretary
The recording secretary shall keep minutes of all meetings of the state executive board and the state conventions. She shall forward copies to the board within two months of each meeting. The recording secretary shall attend to any other duties as designated by the president.
 5. Corresponding Secretary
The corresponding secretary shall assist the president with any correspondence delegated to her. She shall attend to any other duties as designated by the president.
 6. Treasurer
 - a. The treasurer shall
 - (1) receive and pay out all monies belonging to Mu State;
 - (2) keep an accurate account of receipts and expenditures;
 - (3) keep a file of receipts, bills, and bank statements;
 - (4) present a financial report at the close of each fiscal year;
 - (5) file tax reports;
 - (6) submit the accounts of Mu State for an annual audit/financial review;
 - (7) serve as an ex-officio member, without vote, on the state executive board, the finance committee, and the scholarship committee;
 - (8) serve as trustee for any trusts established and/or administered by Mu State; and
 - (10) provide information necessary for a fidelity bond in the amount of one-hundred thousand dollars (\$100,000.00), the cost to be paid by the Mu State organization.
 7. Parliamentarian
 - a. The parliamentarian shall
 - (1) assist the president in the preparation for meetings;
 - (2) advise only when requested by the president;
 - (3) call the attention of the chair to any error in the proceeding that may affect the substantive rights of any member; and
 - (4) serve as an ex officio member (without vote) on the Mu State executive board.
 8. Executive Secretary
The executive secretary shall perform those duties specified in the job description and approved by the executive board. She shall serve as an ex officio member (without vote) on the executive board.
 9. Headquarters Administrative Assistant
The headquarters administrative assistant shall perform those duties specified in the job description and approved by the executive board. She shall serve as an ex officio member, without vote, on the executive board.

10. The webmaster shall perform those duties specified in the job description approved by the executive board.

Section C. Term of Office

1. Officers elected by the state convention in odd-numbered years shall have a term of two (2) years or until a successor is named.
2. No officer may serve in the same office longer than two (2) terms in succession.
3. The parliamentarian, treasurer, editor of the *Florida Rays*, state executive secretary, and state webmaster may serve in the same office longer than two (2) terms in succession.
4. All officers shall take office on July 1 following their election.

Section D. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in the office of president and the first vice-president simultaneously, the second vice-president shall become president.
3. In the event that a member holding an elective or appointive position at the state or chapter level is unable to perform her duties, the position shall be declared vacant by the respective officer and a successor named by the respective president.

Section E. Nominations and Elections

1. Officers shall be elected at the convention in odd numbered years.
2. The nominations committee shall meet face-to-face to consider nominations for officers.
3. The nominations committee shall present one nominee for each elective office.
4. 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(s).
5. Election shall be by ballot, and a majority of votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
6. The nominations committee shall prepare the ballot and conduct the election.

ARTICLE VII BOARDS

Section A. State Executive Board

1. The members of the executive board shall be the elected officers, the past state presidents, past international presidents who are members of Mu State, the district directors, the chapter presidents, and the committee chairmen of standing committees. The treasurer, if under remunerative contract for her services, the parliamentarian, headquarters administrative assistant, executive secretary, and the editor of the *Florida Rays* shall be ex officio members without vote.
2. Duties
 - a. The duties of the executive board shall be
 - (1) as specified in Article IV, Section 3. of the *Constitution*;
 - (2) to recommend policies for consideration by the state convention or the chapters;

- (3) to examine, modify if necessary, and adopt the state budget;
- (4) to select the treasurer, headquarters administrative assistant, executive secretary, editor of the *Florida Rays*, webmaster, and such other personnel as may be needed, prescribe their duties, fix their salaries or remunerations, and determine their terms of office;
- (5) to establish the procedure for development and approval of the budget, and for the supervision of state finances;
- (6) to determine the time and place of meetings;
- (7) to set the date and secure convention facilities for the executive board meeting immediately following the end of its tenure;
- (8) to receive reports of committees;
- (9) to act in the interim between convention upon matters requiring immediate attention;
- (10) to vote on motions presented by standing and ad hoc committees with the exception of the bylaws, nominations, and awards committees;
- (11) to establish the number of districts and the boundaries of each, subject to ratification by vote of the convention;
- (12) to approve the organizing of a new chapter;
- (13) to elect state honorary members;
- (14) to determine the need for, function of, and termination of ad hoc committees;
- (15) to approve the establishment of new scholarships, subject to ratification by the general membership;
- (16) to approve the establishment of special funds and their disbursement.;
- (17) to approve the establishment of trusts for special bequests and memorials; and
- (18) to approve all state projects.

3. Meetings

- a. Meetings of the executive board shall be held at least once a year. Special meetings may be called by the president with thirty (30) days notice.
 - (1) The presence of a majority of the voting members of the board constitutes a quorum at meetings. Each voting member shall be entitled to one vote.
 - (2) Chapter presidents who are unable to attend the state executive board meeting may appoint an official representative who shall have full privilege of participation, provided notification has been sent to the state president.
- 4. A vote by mail (postal or electronic) is authorized when necessary. Votes counted shall be the votes received by a stated deadline.

Section B. Chapter executive boards shall function in accordance with Article VII, Section C, of the *Constitution*.

**ARTICLE VIII
COMMITTEES**

Section A. Standing Committees

1. Society Business
 - a. Bylaws
 - b. Communications and Publicity*
 - c. Finance*
 - d. Headquarters Administrative
 - e. Leadership Development
 - f. Membership/Expansion*
 - g. Nominations
 - h. Personnel
2. Society Missions and Purposes
 - a. Awards
 - b. Educational Excellence*
 - c. Scholarship*
 - d. World Fellowship*

*State organization and/or chapters are responsible to international for the work of these committees.

Section B. General Procedures

1. All committees shall be appointed by the president except the nominations committee. This committee shall be elected as provided in Article IX, Section C.3., and Article VIII, Section C.8.a. of these bylaws.
2. The president shall be an ex officio member of all committees except the nominations committee and the awards committee.
3. Committee meetings shall be held only after thirty (30) days prior notice and with the approval of the president, or by consensus of all committee members and with the approval of the president.
4. Committee chairmen shall bring recommendations of their committees to the executive board.
5. Chairmen shall submit copies of all materials to the president for approval prior to distribution.
6. Motions to be presented by a committee at an executive board meeting or convention shall be the recommendation of the committee and shall be published as stated in Article IX, Section A.1. and Section B.1. of these bylaws.
7. Projects involving expenditures of money shall be approved by the state executive board.
8. The chairmanships of committees shall be distributed throughout the districts.
9. All meetings shall be held within Mu State and at a time and place convenient for members.
10. If any member, including the chairman, of an appointed committee is unable to complete her term or does not participate in committee work, the president shall appoint a replacement to complete the unexpired term.

Section C. Duties of Committees

1. Awards

- a. The state awards committee shall administer the Sara B. Ferguson Mu State Achievement Award.
 - (1) The committee shall make the membership aware of the nature of the award and shall solicit recommendations for each year of the biennium.
 - (2) The committee shall make the presentation of the awards at the state convention.
 - (3) The committee shall be composed of one member from each district and shall be appointed by the state president.
 - b. The state awards committee shall administer the Hall of Fame Awards.
 - (1) The recipients shall be selected from nominations made by past Mu State presidents, state elected officers, state committee chairmen, and present and immediate past district directors.
 - (2) The committee shall make the presentation of the awards at the state convention.
2. Bylaws
- a. The state bylaws committee shall draft bylaws changes and present them for the approval of the members at the state convention.
 - b. The committee shall screen all suggested changes from individuals, committees, chapters, or officers. Such changes shall be submitted to the bylaws committee in writing no later than the November 1 preceding the state convention.
 - c. The committee shall be composed of two state officers, one past state president and three (3) members of the Society who have served or are serving as a chapter president. The parliamentarian shall be an ex officio member, without vote.
 - d. The bylaws committee shall review the most recent Chapter Standing Rules in order that any inconsistencies with the most recent edition of the *Constitution*, International Standing Rules, and Mu State Bylaws may be brought to the attention of the chapter officers and members.
 - e. The bylaws committee shall submit the most recent state bylaws to the international constitution committee for review after each state convention. An addendum may be submitted.
3. Communications and Publicity
- a. The communications and publicity committee shall prepare and circulate among chapter chairmen materials that will be useful in promoting publicity and shall distribute and encourage the use of all materials and information prepared by the international committee.
 - b. The state committee shall assist the local chairmen in the preparation of state convention publicity and in arrangements for radio, television, and web page coverage.
 - c. The state committee shall encourage the widespread and effective use of Society publications.
 - d. The state committee shall include the editor of the *Florida Rays*, the corresponding secretary, and the webmaster.
4. Educational Excellence
- a. The educational excellence committee shall keep the members informed of current vital issues and support desirable legislation in the interest of education and of women educators at all levels.
 - b. The U.S. Form representative shall serve on this committee.

- c. The committee shall support and promote the international programs and projects relating to personal growth of members and services to others.
 - d. The educational excellence committee shall assess the needs of Native Americans in the state of Florida and make recommendations to the executive board for action.
 - e. The educational excellence committee shall designate a coordinator of the Emergency Relief Fund and activities when need arises.
 - f. The committee shall encourage programs of selective recruitment and retention of qualified educators and shall foster activities designed to improve the professional status of women.
 - g. The committee shall establish criteria for selection of grant-in-aid recipients, cooperate with chapters that are involved, and will follow guidelines recommended by donors.
 - h. The state committee shall assist chapter committees in developing worthwhile programs.
 - i. The state music representative shall provide appropriate music for state meetings and direct the Mu State chorus at the convention. She shall cooperate with the president, treasurer, and convention chairman in obtaining permission to use copyrighted music and lyrics.
5. Finance
- a. The state finance committee shall be responsible for the supervision of the financial affairs of Mu State, including recommendations for the expenditure and investment of funds, and shall prepare the budget for adoption by the executive board.
 - b. Members of Mu State, as appointed by the state president, shall constitute the finance committee. The committee shall consist of one member from each of the six (6) districts, the Mu State president (ex officio member with vote), the Mu State treasurer (ex officio member without vote), and the Mu State executive secretary (ex officio member without vote).
 - c. The finance committee members, with the exception of the state president and state treasurer, shall serve four (4) years with staggered terms. Three (3) members shall be appointed at the beginning of each biennium. At the beginning of the 2011 - 2013 biennium, the president shall appoint three (3) members of the current 2009 - 2011 finance committee to serve two (2) more years. Three (3) new members will be appointed for four (4) years (2011 - 2015) and three (3) new members appointed each biennium thereafter as three (3) members leave. The Mu State president shall appoint as chairman one (1) of the continuing members.
 - d. Finance committee members, with the exception of the ex officio members, may not serve consecutive terms.
 - e. No actions of the finance committee shall conflict with policies or actions of the Society in accordance with the *Constitution*, the International Standing Rules, and Mu State Bylaws.
6. Leadership Development
- a. The state leadership development committee shall plan and implement leadership programs for the membership. These programs shall be presented at the request of the state president.

- b. The Leadership/Growth Seminar shall be the responsibility of the leadership development committee. Should the seminar be held after June 30 of the first year of the biennium, the committee from the preceding biennium shall have full responsibility for the planning and implementation of the seminar.
7. Membership/Expansion
- a. The state membership/expansion committee shall keep the chapter membership chairman informed of all pertinent information received from the international chairman.
 - b. The state committee shall prepare an annual alphabetical necrology report in quadruplicate for the international chairman, the international executive coordinator, the state president, and the state committee file.
 - c. The state committee shall plan and conduct a memorial service for deceased members at the state convention.
 - d. The state committee shall be responsible for expansion within the state.
8. Nominations
- a. The state nominations committee shall consist of one (1) member from each of the districts who is elected by the membership at the district meeting. The chairman shall be elected by the committee from among its members.
 - b. A nominee for the nominations committee must have attended district and state meetings within the previous five (5) years.
 - c. The committee shall submit one (1) name as a nominee for each elective office.
 - d. The slate, with the qualifications of each nominee, shall be published in the Spring Issue of the *Florida Rays*.
9. Personnel
- a. The personnel committee shall review the job descriptions of paid Mu State employees and professional contracted specialists, conduct a performance review for each employee, conduct a job search when a position becomes vacant, and make recommendations to the executive board regarding job performance, hiring, and retention of said employees.
 - b. The state committee shall consist of the two (2) most immediate past Mu State presidents who are willing and able to serve and the chairman of the Mu State headquarters committee. The most immediate past Mu State president will serve as chairman.
10. Scholarship
- a. The state scholarship committee shall have charge of the state graduate, postgraduate, and doctoral scholarships.
 - b. The state committee shall establish the criteria for the selection of recipients.
 - c. The state committee shall publicize state and international graduate, postgraduate, and doctoral scholarships.
 - d. The state committee shall monitor scholarships maintained by chapters.
 - e. The state committee shall be composed of one (1) member from each of the districts of the state. The chairman of this committee shall have

served on a prior scholarship committee. The state president and the state treasurer are ex officio members without vote.

- f. The state committee shall cooperate with the international committee and urge state members to apply for scholarships.
- g. Scholarship recipients are eligible for one (1) Mu State scholarship per degree.

11. State Headquarters Administrative Committee

- a. Members of Mu State, as appointed by the state president, shall constitute the headquarters administrative committee. The committee shall consist of one (1) member from each of the six (6) districts, the Mu State president (ex officio member with vote), the Mu State treasurer (ex officio member without vote), and the headquarters administrative assistant (ex officio member without vote).
- b. Committee members, with the exception of the state president and the state treasurer, shall serve for six (6) staggered terms. Two (2) members shall be appointed at the beginning of each biennium. A chairman shall be appointed from the remaining four (4) members. Headquarters administrative committee members, except ex officio members, may not serve consecutive terms. The chairman of the headquarters administrative committee shall have had at least two (2) years of experience on the headquarters administrative committee. The chairman shall be appointed by the state president in odd-numbered years and shall serve a two (2) year term.
- c. No actions of the headquarters administrative committee shall conflict with policies or actions of the Society in accordance with the *Constitution*, the International Standing Rules, and Mu State Bylaws.
- d. The chairman of the headquarters administrative committee shall submit a headquarters budget to the finance committee for inclusion in the Mu State budget.
- e. The Mu State executive board delegates to the headquarters administrative committee the authority to supervise the headquarters administrative assistant, the salary and payroll taxes to be paid from the available fund.
- f. The headquarters administrative committee shall supervise and maintain all Mu State records entrusted to its care and shall take such actions as necessary to ensure the availability and preservation of those records.
- g. If the chairman of the headquarters administrative committee or the state president is unavailable or otherwise unable to deal with an emergency at headquarters, the executive secretary is authorized to handle the emergency. Such action will be reported to the president or to the chairman of the headquarters administrative committee immediately.
- h. Regular meetings of the headquarters administrative committee shall be held at least annually before the Mu State executive board meeting. Special meetings may be called by the Mu State president or by the headquarters administrative committee chairman, or by at least two (2) voting members of the headquarters administrative committee. The headquarters administrative committee chairman may authorize mail or teleconference voting by the committee. If a mail ballot is used, a

majority vote consists of one (1) over half of those returned ballots that contain a legal vote.

12. World Fellowship

- a. The state world fellowship committee shall assist in promoting the work of the international committee.
- b. The state committee shall create awareness of the world fellowship program.
- c. The state committee shall encourage personal contact with any recipient located in the state or immediate area.

Section D. Ad Hoc Committees

Ad hoc committees shall be appointed by the president as authorized by the executive board. Each committee shall function only as long as deemed necessary by the executive board. The terms “ad hoc,” “task force,” and “special committees” shall be synonymous.

ARTICLE IX MEETINGS

Business of the state may be conducted at a state convention or at an executive board meeting held at a time and place determined by the executive board.

Section A. Convention

1. Biennial conventions in the odd-numbered years shall be for the purpose of approving reports, adopting policy, adopting and/or amending bylaws, electing officers, and other business, which may properly come before them. Convention sites shall be selected at least two (2) bienniums ahead of date. Motions to be presented by committees shall be published in the *Florida Rays* prior to the convention.
2. Every member who is registered may vote. A roll-call shall be taken when sustained by a majority vote of those present or when requested by five (5) chapter presidents. Only a chapter president or an official designee shall respond on a roll-call vote. See Article IX, Section B.2. of the *Constitution*.
3. The election of officers shall be held as specified in Article VI, Section E. of these bylaws.
4. A quorum shall be a majority of those members who have registered at the convention.

Section B. Executive Board Meetings

1. There shall be an executive board meeting each fall and preceding the biennial convention for the purpose of conducting business as is delegated to it by Article VII, Section A.2. of these bylaws. Motions to be presented by committees shall be submitted to members of the executive board at least fifteen (15) days prior to the meeting.
2. Only members of the state executive board or official designees may vote on items at this time. Article VII, Section A.1. of these bylaws defines membership on this board.

Section C. District Meetings

1. A district meeting shall be held in each district during the spring of each even-numbered year.
2. Plans for district meetings shall be outlined by the spring of the odd-numbered year by the incoming state president and the district directors.
3. At each district meeting, the current district director shall conduct elections of a new district director and the member of the state nominations committee.
4. Items of business may be discussed for the enlightenment of members, but no decisions may be made.
5. Workshops for new presidents, program chairmen, treasurers, and leadership training for all members shall be a part of the district meeting.

ARTICLE X ACTIVITIES

Section A. Scholarships

1. The scholarships to be given by Mu State are as follows:
 - a. Annually
 - (1) The Past Presidents' Scholarship
 - (2) The Mu State Founders' Scholarship
 - (3) The Martha Robertson Harris Scholarship in Southern History
 - (4) The Mu State Scholarship(s)
 - b. Biennially
 - (1) The Margaret Boutelle Scholarship
 - (2) The Eunah Temple Holden Scholarship
 - (3) The Dorothy Oliver Scholarship
2. A new or named scholarship must be recommended by the state scholarship committee, approved by the executive board, and voted on by the general membership.

Section B. Publications

1. A state publication called the *Florida Rays* shall be published not fewer than four (4) times each year and sent to all the members in the state.
2. Special publications of Mu State shall be approved by the president and plans submitted to the executive board for financial approval.

Section C. Funds

1. The available fund shall be the operating fund and shall require a budget. This Fund shall consist of dues, contributions, and miscellaneous income. Expenditures may be made as authorized by the executive board, upon recommendation of the finance committee. The Mu State executive board shall adopt the budget annually.
2. The permanent fund shall be maintained as authorized by the *Constitution*, Article IV, F. 3. 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.

Investment income from the state permanent fund may be allocated to the available fund by vote of the state executive board.

3. The scholarship fund shall be a permanent fund established from the scholarship fees and contributions as authorized by the *Constitution*, Article IV, F.2. The interest may be used for scholarship awards or for reinvestment as directed by the executive board upon recommendation of the scholarship committee.
4. The headquarters fund shall consist of contributions to the fund, income from the fund, and the annual allotment from the available fund for the operation of headquarters. The headquarters fund shall be used for expenditures in excess of the budgeted amount to maintain the operation of headquarters. Any capital outlay for the establishment, expansion, or improvement of a Mu State Headquarters shall come from this fund and shall not involve mortgages or other debts.
5. Special funds and trusts may be established by the executive board.

Section D. The Achievement Award

1. The Sara B. Ferguson Mu State Achievement Award is awarded for each year of the biennium and is presented at the state convention. This award is named in honor of Sara B. Ferguson who was the first Mu State president and chairman of the first Mu State achievement award committee.
2. The awards committee shall be responsible for the final selection of the recipients. If there be but one nominee for each award, the committee shall decide whether to meet either face to face or electronically.
3. Recommendation shall be by chapter on the prescribed form.

**ARTICLE XI
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Mu State and its chapters in all cases not provided in the *Constitution*, International Standing Rules, Mu State Bylaws, and Mu State Standing Rules.

**ARTICLE XII
AMENDMENTS**

Section A.

These bylaws may be amended at the Mu State convention by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published to members at least sixty (60) days before convening the convention.

Section B.

Proposed amendments to the bylaws may be submitted to the bylaws committee by any member, committee, board, chapter, or coordinating council.

Section C.

Standing Rules may be amended or rescinded at any designated convention by a majority vote of the members present.

Section D.

The bylaws committee is authorized to make any editorial corrections in spelling, punctuation, and grammar that occur in the current printing of the Mu State Bylaws, Standing Rules, Procedures, and Courtesies.

**ARTICLE XIII
DISSOLUTION**

Section A. State Organization

In the event of the dissolution of Mu State or the dissolution of a chapter within Mu State, such dissolution shall be carried out in accordance with the incorporation statutes of the State of Florida by which this state organization was chartered.

Section B. Chapter

1. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.
2. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available.
5. The charter must be returned to the state organization to be forwarded to the Society headquarters.
6. The state organization executive board shall decide if the Greek name shall be reused.

APRIL 30, 2011

MU STATE STANDING RULES

A. Achievement Award

1. A nomination for the Sara B. Ferguson Mu State Achievement Award shall be made directly to the state committee without the knowledge of the person being nominated.
2. A Mu State Achievement Award medallion returned to the Society upon the death of the honoree shall be presented to a future recipient.

B. Committees

1. A member of the nominations committee shall not be eligible for nomination for any office for the ensuing biennium.

2. All committees should use the teleconference when at all possible, with the exception of the awards and nominations committees.
- C. Coordinating Council
The delegates recommended for a coordinating council are the current chapter president, the immediate past chapter president, and current membership chairman.
- D. Death
The death of a state leader, founder, past state president, current officer, current state chairman, or current district director shall be observed by a thirty-five dollars (\$35) contribution to a society program designated by the president or in some other way which the president deems appropriate. A contribution of twenty dollars (\$20) may be made to a Society program designated by the president or in another way the president deems appropriate on the death of a member of the immediate family and/or household of any of the above.
- E. Executive Board
The state executive board may authorize a vote by mail when necessary. In such cases, the executive board shall be fully informed of the deadline necessitating such a vote. The board shall have the opportunity of canceling such a vote if they do not agree to the necessity.
- F. Finances
Copies of all audits/financial reviews shall be filed in the state headquarters and with the state treasurer
- G. Membership
1. Candidates for active membership shall be voted upon in a manner to be determined by the chapter.
 2. Transfer members are accepted without vote by the chapter. Chapters may not accept any members until they have received the official Application for Transfer, No. TR-A from Society Headquarters. The transferring member initiates the procedure herself.
 3. A record of attendance at chapter meetings shall be kept.
 4. The chapter shall file letters of resignation showing the exact date a request was acted upon. A report of members terminated shall be a part of the minutes of a chapter executive board and/or chapter meeting. A complete file of terminations shall be kept in coordinating council files where a council exists.
- H. Officers
1. The chapter president may send an alternate to represent her at the state executive board meeting, provided notification has been sent to the state president.
 2. At all levels, officers are elected from the most qualified, not by automatic progression.
 3. The immediate past president is automatically a member of the executive board at the chapter level. Elective offices shall be filled by other candidates.
- I. President's Pin

The state/chapter president's pin shall be presented by her state/chapter at the time of her installation to the respective office. Presidents' pins returned to the state organization or a chapter may be given or sold to presidents in office or to past presidents.

J. Grants-in-aid

Grants-in-aid, such as recruitment grants, are given to non-Delta Kappa Gamma members for furthering their education. These grants are given at the state or chapter levels in order to provide financial aid to outstanding high school graduates entering teacher preparation programs, worthy college students completing their professional preparation to become educators, or non-Delta Kappa Gamma members reentering the teaching profession. Funds from the one-dollar (\$1.00) scholarship fee shall not be used for a grant-in-aid.

K. Scholarships

Treasurers of chapters retaining scholarship monies (sixty [\$0.60] cents of the one dollar (\$1.00) scholarship fee) shall report annually on Form 15 with a copy sent to the state scholarship chairman.

L. Special Funds

Special funds for some specific purpose(s) may be recommended to the executive board by a standing or an ad hoc committee.

1. The state executive board must approve the establishment of such a fund by a two-thirds (2/3) vote of those present.
2. All monies for special funds shall be deposited in an interest-bearing account until such time as specific disbursements are determined.
3. Disbursement shall be recommended by the appropriate committee and/or the finance committee and approved by the state executive board.

a. Gilkey Fund

- (1) The interest from the Gilkey sisters' estate not to exceed five-hundred dollars (\$500) will be used for social expenses for out of state functions.
- (2) The interest from the Gilkey sisters' estate in excess of five-hundred dollars (\$500) will be used to defray expenses of Mu State members who have prior approval of the Mu State president to perform special duties such as coordination of chapter visits.

b. Sara Lavinia de Keni Memorial Fund

- (1) The interest from the Sara Lavinia de Keni Memorial Fund will be used to pay expenses annually up to two-thousand dollars (\$2000) for members to attend the US Form Legislative Seminar in Washington, D.C., with the balance of the interest not used to be placed in the Mu State operating budget.
- (2) The interest from the Sara Lavinia de Keni Memorial Fund in excess of two-thousand dollars (\$2000) will be used to help defray the costs of past Mu State presidents for registration, one-half (1/2) of the room cost, and transportation in

attending state meetings. Each attendee will receive no more than one-hundred- fifty dollars (\$150) per meeting.

M. Special Needs Committee

Each chapter shall have a committee that is to be notified in case of a member's illness, trouble, or need. The committee is responsible for notifying other members.

N. Standing Rules

Chapters shall take prompt action to keep their standing rules current, as well as consistent with the most recent revisions in the *Constitution*, International Standing Rules, Mu State Bylaws, and Mu State Standing Rules.

O. Travel Allowance

1. The state president shall have a travel allowance in the budget to attend chapter meetings. Several chapters shall plan a joint meeting for an official visit when possible. The chapter shall offer to pay travel expenses for committee chairmen, district directors, and state officers when invited to chapter meetings.
2. The Mu State mileage rate allotment for in-state travel shall be thirty (\$0.30) cents per mile.

P. Policies Regarding the Use of Mu State Headquarters

1. State officers, state committees, and chapters can use the Mu State Headquarters facilities after confirmation of the date and plans for such use in accordance with the *Regulations Governing the Use of Mu State Headquarters*, which shall be posted in the headquarters facility.
2. Arrangements for and confirmation of use of the Mu State Headquarters shall be handled by the headquarters administrative committee chairman and the executive secretary.
3. *Regulations Governing the Use of Mu State Headquarters* will be posted in the headquarters facility. These regulations shall be approved, revised, and updated by the headquarters administrative committee as necessary. The chairman of the headquarters administrative committee can add to or otherwise modify the regulations temporarily, subject to as early as possible ratification by the headquarters administrative committee

Q. Electronic Communication

Mu State will maintain a presence on the World Wide Web and other forms of electronic communication.

APRIL 30, 2011

MU STATE PROCEDURES

A. District Directors

Responsibilities of the district directors are as follows:

1. to plan and preside at the district meeting;
2. to work with the state president in planning for workshops for new presidents, treasurers, and program chairmen;
3. to work with the chairman of the state leadership development committee in planning activities for other members in attendance;
4. to help in obtaining and organizing materials for a state directory if one is mandated by the executive board;
5. to serve as an advisor to the chapters in her district as requested;
6. to aid in the organization of coordinating councils in her district;
7. to attend chapter meetings in her district when invited;
8. to send appropriate communications to the district chapters as requested by the state president; and
9. to serve as guest speaker or installing officer as requested by chapters.

B. Expansion

The state membership/expansion committee shall serve as the organizer. This committee shall

1. determine the Greek letter name in correct sequence according to the date of the organization;
2. issue invitations to prospective members at least six (6) weeks in advance of installation;
3. provide orientation sessions;
4. prepare the installation and initiation carefully;
5. secure the charter on Form 21 from international through the state treasurer;
6. forward a list of all charter members to the international executive coordinator, the state president, and the state treasurer. Each member shall be identified as a transfer, initiate, or reinstatement;
7. preside over the election of officers and forward the names of officers to the international executive coordinator;
8. order the materials furnished by the Society, including *Our Heritage*, Volumes I and II;
9. screen the recommendations for membership and submit the approved names to the state president if the new chapter is not sponsored by an existing one;
10. issue the invitations after a sponsoring chapter has voted on members;
11. develop expansion by division of existing chapters/chapter or formation of new chapters;
12. see that the purpose for establishing another chapter, the number of eligible prospective members in the area, and the composition of membership in each chapter before and after expansion are considered; and
13. encourage area chapters to assist the new chapter either financially, by having local leaders serve as advisors, or by sharing meetings and paraphernalia.

C. Initiation

1. The procedure outlined in the *Ceremonies* or the *Rituals* book shall be followed for initiation.

2. The stipulation that only members may attend an initiation has been removed. Chapters shall use great discretion in allowing other persons to be present.
3. Chapters are encouraged to initiate at least once a year.
4. The ceremony shall be dignified. Pictures will not be taken.
5. Orientation shall take place prior to the initiation. The responsibility of membership is stressed, as well as the honor.
6. Reorientation shall be repeated continually throughout the year.

D. Insignia

1. The President's Pin
 - a. The pin shall be presented at the installation of the president.
 - b. The chapter or state treasurer shall order the pin.
2. The Keypin
 - a. The keypin is purchased immediately after initiation, or the sponsor may present it at initiation.
 - b. The keypin is usually returned to the chapter upon the death of a member.
 - c. The keypin should be returned to the chapter upon termination of membership.
 - d. The returned keypin may be sold or given to initiates or to members who have lost their keypins.
 - e. The keypin and other official pins may be worn on a ribbon.
3. The Key and Crest Designs
 - a. The key design is limited to the membership pin, yearbooks, official stationery, and programs.
 - b. The crest design is placed on favors, programs, informal notes, costume jewelry, and paraphernalia.
 - c. The banner bearing the crest is an attractive background for rituals, ceremonies, and important meetings of the Society.
 - d. The crest or Greek letters are included in some manner at Society functions.
4. Delta Kappa Gamma Letters

The Greek letters or "DKG" may be used to signify Delta Kappa Gamma.

E. Chapter Membership

1. The procedure for presentation of names for membership shall be
 - a. names shall be submitted to the membership committee on the official form No. 11;
 - b. the membership committee will screen the candidates to insure that candidates meet the qualifications of membership;
 - c. the report of the membership committee shall be given prior to the meeting before the date designated for voting;
 - d. there shall be a method of rotating candidates in areas where a coordinating council exists, in the event that chapters duplicate a request for a candidate;
 - e. the membership chairman shall present to the chapter the approved names with brief oral or written resumes. Written resumes are collected and destroyed; and

- f. there is an opportunity at this time for members to speak for or against a candidate.
 - 2. A record of all members whose membership has terminated shall be maintained in the files of the chapter treasurer.
- F. Publication of Amendments to the Mu State Governing Documents
 - 1. Amendments to the Mu State Bylaws and/or Mu State Standing Rules, that pass during each biennium shall be printed as an addendum and distributed to all members of Mu State.
 - 2. An addendum will be reviewed each biennium to determine if the number of amendments warrant the reprinting of the entire Mu State Bylaws, Mu State Standing Rules, and Mu State Procedures.
- G. Special Occasions
 - 1. The three (3) special occasions of each year are the Initiation of New Members, the Birthday Celebration, and the Founders' Day observance.
 - 2. The Birthday Celebration is observed at the chapter, state, and international levels.
 - 3. The President's and Founders' Day Banquet is held on the closing night of the state and international conventions. The Founders' Day observance at the chapter level shall be informative and inspirational.
- H. A Mu State Directory shall be prepared and distributed every four (4) years.

APRIL 30, 2011

MU STATE COURTESIES

- A. Chapter Officer Expenses
 - 1. Chapter budgets shall provide for all or partial expenses for the president or her representative to attend international, state, regional, and district meetings.
 - 2. Every chapter shall furnish its officers and committee chairmen with current copies of the *Constitution* and International Standing Rules, and Handbook. Other members are urged to buy personal copies.
- B. Corsages

Corsages shall be eliminated at special functions at the chapter and state level.
- C. Death
 - 1. A Mu State condolence card is sent to families of deceased members promptly after the necrology reports are received by the membership chairman.
 - 2. Each chapter should have a policy concerning contributions to be made upon the death of chapter members and officers.

3. The ritual for an indoor funeral service and a commitment service is found in *Rituals*, available from the international office.
- D. Florida Night, Florida Luncheon, Florida Breakfast
The state president or her representative plans the Florida “get together” at all International and Southeastern Regional meetings.
 - E. Head Table Seating
The presiding officer, usually the president, is seated at the center of the head table. To her right is the speaker. (At state convention, the speaker is almost always the representative from International.) Next to her right, is the person who will introduce the speaker. Continuing to the right and to the left of the center shall be persons of highest rank, with those of lower rank seated toward the ends.
 - F. Programs
 1. Music
 - a. Music shall be a part of every meeting.
 - b. Each member shall memorize the *Delta Kappa Gamma Song*.
 - c. The *Delta Kappa Gamma Song* shall be sung during each meeting.
 - d. The music representative shall encourage participation in a large number of Delta Kappa Gamma songs and a wide variety of appropriate music.
 2. Speakers
 - a. Chapters are urged to use Delta Kappa Gamma members for speakers.
 - b. A guest speaker is invited several months in advance, and detailed information about her participation is provided at that time.
 - c. Information is provided for transportation and lodging, and arrangements are made if needed.
 - d. A non-member speaker shall be informed of the Purposes of the Society.
 - e. Biographical material shall be requested for publicity.
 - f. The hostess shall arrange for transportation and see that a welcome is in the room—flowers, candy, fruit, and/or newspaper.
 - g. A small gift is usually presented. Size should be considered if it must be carried in the luggage.
 - h. The president or program chairman shall write a note of appreciation shortly after the meeting.
 - G. Thoughtful Deeds
 1. Letters, cards, or telegrams are sent to founders and past state presidents when they are unable to attend meetings.
 2. Chapter members shall be urged to visit shut-ins. Flowers, fruit, signed copies of chapter newsletters, or cards are welcome gifts.
 3. Chapter members shall offer transportation to older members or those who cannot drive to meetings.
 - H. The “Order of the Orange Blossom” will be presented to each outgoing Mu State president at the Southeast Regional Conference following her biennium. The previous state president will be in charge of the presentation.

