

GREAT BRITAIN STATE ORGANISATION BYELAWS

AIMS

The aims of the **GREAT BRITAIN STATE ORGANISATION** Byelaws are:-

1. To clarify the Constitution and Standing Rules of the Delta Kappa Gamma Society International.
2. To fulfil the specific needs of the State Organisation.
3. To fulfil the cultural, legal and parliamentary requirements of Great Britain and European Community legislation.

References

Constitution and SR Standing Rules

ARTICLE I. NAME.

Section 1 The name of this state organisation shall be

GREAT BRITAIN STATE ORGANISATION of the Delta Kappa Gamma Society International.

(I-B)

Section 2 Each chapter in GREAT BRITAIN STATE **ORGANISATION** shall be designated by a Greek letter or a combination of letters.

(I-B)

ARTICLE II. OBJECTIVES

A To promote the purposes of the Delta Kappa Gamma Society International.

- 1 To unite women educators of the world in a genuine spiritual fellowship.
- 2 To honour women who have given or who evidence a potential for distinctive service in any field of education.
- 3 To advance the professional interest and position of women in education.
- 4 To initiate, endorse and support desirable legislation or other suitable endeavours in the interests of education and of women educators.
- 5 To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators
- 6 To stimulate the personal and professional growth of members and to encourage their participation in appropriate programmes of action.
- 7 To inform members of current economic, social, political and educational issues so that they may participate effectively in a world society. (II.A)

B Act as a liaison between Chapters and the International organisation.

C Give professional support to members, and adequately meet their professional needs at times of development and structural reorganisation.

ARTICLE III. MEMBERSHIP.

Section 1 The membership of GREAT BRITAIN STATE ORGANISATION shall be composed of active, reserve and honorary members within the State boundaries

All membership is in accordance with the Constitution

(III.B1,2,3)

Section 2. Chapters in the State shall have full power to act in matters of Chapter membership

Membership records shall be kept at the chapter level.

(III)

Section 3 State Honorary Members.

A State honorary members shall be recommended by Chapters or members and elected by the State Executive Board. A four-fifths (4/5) vote of approval is required. III.C.2.b)

B Initiation of State honorary members shall be conducted at a State Meeting and a nominated, local Chapter shall maintain contact with her.

Section 4 Termination of Membership.

Chapters shall file notice of resignation. (III.E)

Section 5 The Chapter Chairman of the Membership Committee shall notify the State Secretary and the State Treasurer when a former member has been reinstated.

(111.F.)

ARTICLE IV FINANCES.

For the purposes of financial administration in the GREAT BRITAIN STATE ORGANISATION the following terminology shall apply:-

a) The **Available Fund** is our operating fund placed in a current/business /deposit account to our best financial advantage.

b) The **Permanent Fund** is a small amount of capital as defined in the Constitution, the interest from which may be used as part of the Available Fund. It is held within the High Interest Account. (X.I, 8, 9.)

c) The Canterbury High Interest Account holds the monies for the **Canterbury Award Fund** and the GB **State Organisation Scholarship Fund**

Section 1 **Annual Dues.**

A. The State annual dues shall be determined by a two-thirds (2/3) vote of the members present at the Conference in the odd-numbered years. (IV.B.2.)

B. Annual dues shall be paid between 1 July and 31 October of each year. On 1 November members shall be dropped for non-payment of dues. (IV.F.1)

C. All dues shall be collected by the Chapter Treasurer. State and International dues shall be forwarded to the State Treasurer. (V.F.2.)

Section 2. **Financial Controls** [see State Finance Policy].

A. A Finance Committee shall submit an annual written budget, to be distributed with the convening note, for consideration and adoption by the State Organisation Executive Board.

B. All claims for expenses shall be signed by the President/Vice President before payment is made by the Treasurer. (VI.C.I.a {5})

B. The report of the annual audit shall be submitted to the State Executive Board for adoption.

VI.C.9.a.6)

ARTICLE V ORGANISATION.

Section 1 **Chapters**

A. Each Chapter shall govern the conduct of its business in a manner consistent with the Constitution and the Great Britain State Organisation Byelaws. (V.B.1)

B. The Chapter officers (President and Vice-President) shall be elected in even-numbered years by a majority vote.

a) The term of office of each elected officer shall be two years or until a successor is named.

No officer may serve in the same office longer than two terms in succession.

The Chapter Treasurer shall be an officer **selected** by the Chapter Officers.

All officers shall take office on 1 July following their election.

b) The names of the new officers shall reach the State Organisation President by 1 June in even-numbered years.

C. The Chapter President shall represent the Chapter as a voting member of the State Organisation Executive Board.

Section 2 . **New Chapters**

A. The State Organisation Executive Board shall determine Chapter areas and shall approve the organising of a new Chapter. (V.B.1.2.)

B. Applications of candidates for membership in a new Chapter shall be screened by the Executive Board/Membership Committee and subject to the approval of the State President.

C. The Expansion Committee Chairman, the State Secretary and the State President shall assist in the installation of a new Chapter. The Treasurer shall reimburse them for expenses.

Section 3. **Areas.**

The State Executive Board shall define the Chapter boundaries when necessary.

(V.A.2.)

Section 4. **Coordinating Councils.**

A. When there are areas in which more than one Chapter exists, coordinating councils may be formed.

B. The coordinating councils shall meet at least once a year for the purpose of clearing prospective new members, acting on transfers, and collaborating on inter-chapter programmes. (SR 5.21.)

ARTICLE VI. OFFICERS AND RELATED PERSONNEL.

Section 1. **State**

A. The State elected officers shall be a President, a Vice President.

An Executive Secretary shall be **selected** by the Executive Board. She shall have the vote.

A Treasurer shall be **selected** by the Executive Board. She shall have the .vote

Other officers may be appointed by the State Organisation Executive Board. There are no members under remunerative contract in the State Organisation. (VI.A.2)

Section 2. **Duties of Officers.**

These officers shall perform the duties as prescribed in the Constitution and as authorised by Great Britain's State Organisation Byelaws and the Guidelines/ Supportive Document approved by the State Executive Board. (VI.C)

Section 3. **Terms of Office.**

A Officers, elected at the State Conference in odd-numbered years, shall have a term of two years, unless otherwise specified, or until a successor has been named. (VI.D.2.c)

B It shall be deemed advantageous to designate a period of apprenticeship for the State Treasurer-Elect during the last year of office of the retiring Treasurer. The Great Britain Guidelines/Supportive Document shall clarify the arrangements for apprenticeship and allow a degree of flexibility in deciding how many terms each officer shall serve in the same office in succession. All officers shall take office on 1 July following their election.

Section 4. Vacancies.

- A. When a resignation or death occurs in the office of the President, the Vice-President shall become the President. (V1.E.2)
- B. When a vacancy occurs in other elective or appointive positions, the President shall name a successor.

Section 5. Nominations and Election.

- A. Nominations for the offices of President, Vice-President and Secretary shall be made by the Chapter, Chapter Presidents or by individual members to the Nominations Committee and a detailed résumé of the member's contribution to the Society shall be circulated with the nomination. The consent of the nominee must be obtained.
- B. Supervision and arrangements for the election shall be made under the jurisdiction of the Nominations Committee.
- C. Elections shall be organised by post or e-mail ballot and the results declared at the State Organisation Conference in odd-numbered years. (VI.D.2)
- D. Where more than one nomination exists, election is by the majority of votes cast.

ARTICLE VII. EXECUTIVE BOARD.

Section 1. The State Board.

- A. The members of the Executive shall be the elected officers, the immediate past State Organisation President and the Chapter Presidents. The Parliamentarian shall be an ex-officio member without vote. (VII.B.1)
Past State Presidents and Founder Members of Great Britain State shall be included as Executive Board Members without vote.
- B. The duties of the Executive Board shall be as specified in the Constitution. (VII.B.2)
- C. Meetings of the Executive Board shall be held at least once a year. Special meetings may be called by the President with 14 days notice. (VII.B.S.a)
- D. An Executive Board Committee, consisting of the elected officers, may be convened by the President in an emergency.
- E. In emergencies or special circumstances, postal communications with mandatory responses to the agenda, may be made in lieu of meetings. A vote by mail/e-mail is authorised when necessary. VII.B.5.)
- F. Chapter Presidents who are unable to attend the State Executive Board Meeting may appoint an official representative who shall have full privileges of participation. (VII.B.3b)
- G At meetings the presence of a majority of the voting members of the Board constitutes a quorum. VII.B.3c)

Section 2. **Chapter Executive Boards** shall function in accordance with the Constitution. .. (VII.C)

ARTICLE VII11. STANDING COMMITTEES.

Standing Committees may be formed for all of the following:- VIII.A.2)

Section 1. Committees

- | | |
|----------------|-------------------|
| Byelaws | Membership |
| Communications | Nominations |
| Conference | Programme of Work |
| Expansion | Research |
| Finance | Scholarship |

Section 2. **General Procedures.**

- A. All committees shall be appointed by the President as required. (VI.C.1.4)
- B. The President shall be an ex-officio member of all committees except the Nominations Committee.
- C. Matters requiring immediate committee action may be voted upon by e-mail or tele-conference (all committee members having been notified) and then ratified by vote at the next appropriate committee meeting.
- D. Committee meetings shall be held with the approval of the President.

Section 3. **Duties of Committees.**

Overall responsibilities and duties of each committee are as specified in the Handbook of the Delta Kappa Gamma Society International and the Great Britain Guidelines/Supportive Document. (VIII.A.2a)

Reports of work accomplished shall be prepared on forms supplied by Society Headquarters.

The size of committees will be determined by the Executive Board.

Section 4. An **Ad Hoc Committee** may be appointed by the President as authorised by the State Executive Board. After the final report it shall be dissolved.**ARTICLE IX. CONFERENCES.**Section 1. **Great Britain State Organisation Conference.**

- A. The business of the State shall be conducted at a State Conference at least in odd-numbered years, at a time and place as determined by the Executive Board, for the purpose of receiving reports and adopting policy, amending Byelaws, electing officers and attending to any other business which may properly come before it. (IX.A.2.a)
- B. Presentations by International and State members of the Society, together with contributions from eminent members of the community, shall form a major part of the Conference programme.
- C. Invitations to British Conferences shall be extended to Presidents and members of other State Organisations.
- D. Guests of honour shall be the International President of the Delta Kappa Gamma Society International, or her nominee, the Regional Director for Europe, and Presidents and members of other State Organisations.
- E. Every Great Britain member who is registered may vote. A roll call vote as specified in the Constitution may be ordered. (IX.A.2.C)
- F. The quorum shall be a majority of the members from Great Britain who have registered at the Conference. (IX.A.2b)
- G. The date and venue of each State Conference shall be planned during the **preceding year** and members notified well in advance by means of the Great Britain News and GB Web Site.

Section 2. **Other Meetings.**

- A. Other meetings shall be arranged when needed by the State Executive Board, provided that adequate funds are available.
- B. State workshops may form an integral part of a Conference programme, or may be arranged at State meetings in alternate years.

Section 3. A quorum for Chapter meetings shall be determined by the Chapter. (IX.A.3)

ARTICLE X . ACTIVITIES.

Section 1. **Funds.**

The money to support **the Canterbury Award** shall be derived from the Canterbury **Fund** as determined by the State Executive Board.

The 80 cents per member which is paid to the **State Organisation Scholarship Fund** shall be paid annually into the **Canterbury Account**. The two funds shall be held separately within this account. (X.9.a)

The Executive Board makes all decisions relating to the use of these two funds

Section 2. **Publications.**

- A. GREAT BRITAIN NEWS (the State newsletter) shall be published three times a year and sent to all members in the State according to the Great Britain Guidelines/Supportive Document. (1X.B.2)

An editor shall be appointed by the Executive Board at the beginning of the biennium. Great Britain News shall be funded by an additional payment to the dues.

The amount to be decided by the Executive Board.

- B. **GB WEB SITE.** The web site shall provide information about the State Organisation and its events. It shall be run in accordance with Society Rules and shall be approved annually by the International Communications Committee. (SR.App.V4)
The GB Web-site shall be funded by a payment from the State Organisation Available Fund as is determined annually by the Executive Board.

- C. The publication of special brochures and programmes shall be approved by the President. Plans shall be submitted to the State Executive for financial approval.

Section 3. **Special funds.**

Special funds donated to the State shall be administered by the State President and the Finance Committee.

Section 4. Special awards shall be approved by the State Organisation Executive Board. (X.9.e)

ARTICLE XI. AMENDMENTS.

Section 1. These Byelaws may be amended at the State Conference by a majority vote, provided notice of proposed amendments shall have been circulated to members thirty days before convening the Conference.

A proposed amendment that has not been circulated will require a quorum being present and a two-thirds vote to be adopted or rescinded. (XI.B5)

Section 2. Proposed amendments to the Byelaws may be submitted to the State President or Secretary by any member, or by any Committee, Board or Chapter.

Section 3. All proposed amendments shall have been approved by a two-thirds (2/3) vote of the State Organisation Executive Board before being submitted to the Conference.

Section 4. Policy decisions are standing rules. Standing Rules may be amended or rescinded at any Conference by a two-thirds (2/3) vote.

Section 5. The Parliamentarian, with the approval of the State President, shall be responsible for checking the State Byelaws to ascertain that they are consistent with the Constitution and Standing Rules of the Society.

ARTICLE XII DISSOLUTION.

The dissolution of a Chapter shall be decided by secret ballot of the Chapter members (a 2/3 majority is required) and be approved by the State Organisation Executive Board.

The dissolution of the State Organisation shall be decided by secret ballot involving all members of the State Organisation. A 2/3 majority is required. This decision

must then be submitted to the International Executive.

In the event of the dissolution of a Chapter or of the State of Great Britain, the following shall occur:

A. All liabilities and obligations shall be paid or satisfied.

B. In the case of Chapter dissolution all assets shall be forwarded to the State Organisation Available Fund.

C. In the case of the dissolution of the GB State Organisation then assets shall be shared equally between the other European State Organisations.

(XI 1.2.) and [SR.5.12]

ARTICLE XIII PARLIAMENTARY AUTHORITY.

Robert's Rules of Order Newly Revised and/or the recognized parliamentary procedures in Great Britain govern the proceedings of the State Organisation and its Chapters in all cases not provided in the Constitution, Standing Rules and the State Byelaws. (XIII. 2)

The responsibility for submitting the State Byelaws to the International Constitution Committee shall be the State Organisation President in conjunction with the State Parliamentarian.

The State Bye Laws shall be revised every fourth year after the Constitutional Review at International Convention.

Revised: February 2011 by Gloria Redston

Approved by the membership voting electronically: March 2011

Diane Billam,

President, Great Britain State Organisation