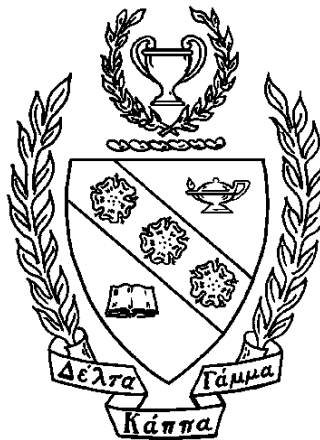


ALPHA NU STATE MANUAL

Alpha Nu State Idaho



The Delta Kappa Gamma Society International

2013

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ALPHA NU STATE MANUAL

INTRODUCTION

The *Alpha Nu State Manual* is comprised of:

- *Bylaws*
- *Standing Rules*

The *Bylaws and the Standing Rules* are the governing documents of the Alpha Nu State Organization of The Delta Kappa Gamma Society International. The *Policies* explain, describe, and help interpret the *Bylaws and the Standing Rules*. The *Policies* outline recommended procedures to be followed by the members in order to successfully carry out the State's activities.

1. For convenience and economy of administration, communication, and meeting, Alpha Nu State has been arbitrarily divided into geographic areas. See the maps and information on the following pages.
2. In July 2007, the *Alpha Nu State Manual* was published electronically and posted on the Alpha Nu State website thus eliminating the cost of printing and disseminating paper copies throughout the state. The manual is now readily available to members. Those without internet access should contact their chapter president for help in accessing the manual or for getting a paper copy if desired.
3. The *Alpha Nu State Manual* shall be reviewed and updated if necessary by the state rules committee each biennium, particularly after amendments and revisions to the *International Constitution, Standing Rules, and Handbook* have been made at International convention.
4. The policies and procedures of The Delta Kappa Gamma Society International, as set forth in the *International Constitution, Standing Rules, and Handbook*, shall prevail in case of any conflict.

ALPHA NU STATE AREAS

1. Areas shall be determined by geographic location.
2. Areas shall be numbered in succession.
3. A prospective member shall be employed as a professional woman educator at the time of her election or be retired from an educational position.
4. The areas are comprised of the following counties:
 - Area 1: Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin,
 - Area 2: Blaine, Camas, Cassia, Elmore, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls;
 - Area 3: Adams, Canyon, Gem, Idaho, Owyhee, Payette, Valley, and Washington;
 - Area 4: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and
 - Area 5: Ada and Boise.
5. Chapter areas are comprised of the following counties:
 - Alpha: Ada, Boise
 - Beta: Bannock, Oneida, Power
 - Gamma: Cassia, Minidoka, Twin Falls
 - Delta: Bonneville, part of Jefferson
 - Eta: Canyon, Owyhee
 - Theta: Blaine, Gooding, Jerome, Lincoln
 - Kappa: Gem, Payette, Washington
 - Mu: Ada, Boise
 - Xi: Twin Falls
 - Omicron: Ada, Boise
 - Upsilon: Bonner, Boundary
 - Phi: Ada, Boise
 - Chi: Canyon, Owyhee
 - Omega: Bannock, Power
6. In case of chapter dissolution, members from the dissolved chapter may go out of their area to join an existing chapter.

See maps in separate section entitled Appendix of Maps.

ALPHA NU STATE BYLAWS

ARTICLE I NAME

Section A.

The name of this state organization shall be Alpha Nu State Idaho of The Delta Kappa Gamma Society International hereafter known as Alpha Nu State.

Section B.

Each new chapter in Alpha Nu State shall be named by the State Executive Board.

ARTICLE II MISSION, VISION, AND PURPOSES

Section A. Mission Statement

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Section B. Vision

Leading women educators impacting education worldwide.

Section C. Purposes

The purposes of Alpha Nu State shall be:

1. To promote the purposes of The Delta Kappa Gamma Society International as found in the *International Constitution*, Article II (Mission and Purposes).
2. To act as a liaison between chapters and the International organization.
3. To organize The Delta Kappa Gamma Society International chapters within the state.
4. To provide leadership training for state and chapter leaders.
5. To cooperate with other organizations of similar purpose(s).
6. To provide a voice in the state for education and for women.

ARTICLE III MEMBERSHIP

Section A. Classifications

The membership of Alpha Nu State shall be composed of active, reserve, and honorary members of chapters within the boundaries of the state. All membership is in accordance with the *International Constitution*, Article III (Membership).

Section B. Chapter Authority

Chapters in the state shall have full power to act in matters of chapter membership. The chapter membership records shall be kept at the chapter level.

Section C. State Honorary Members

1. State honorary members shall be recommended by members and/or chapters to the state membership committee. The state membership committee shall screen the recommendations for state honorary membership and make recommendations to the state executive board.
2. State honorary members shall be elected by four-fifths (4/5) vote of the state executive board.
3. Initiation of state honorary members may be conducted at any meeting, such as convention, area meeting, coordinating council, or chapter meeting. The state president and the chairman of the state membership committee shall organize the orientation session and the initiation.

Section D. Records

1. Membership Records
An accurate up-to-date record of all chapter members shall be maintained by the chapter treasurer.
2. Historical Records
An accurate account of the history of the Society in Idaho, the contribution of its members to education and to The Delta Kappa Gamma Society International shall be maintained by the state historian.
3. Death Records
Immediately after the death of a member, the chapter president shall submit the death notice to the International executive coordinator, the state president, the state treasurer, the state membership chairman, and keep a report for the chapter files.

Section E. Orientation

An orientation program with current information shall be maintained and implemented throughout the state by the state membership committee.

Section F. Termination of Membership

1. A complete record of all memberships terminated in Alpha Nu State shall be maintained by the state treasurer.
2. The record shall include the reason and the year of termination of membership.
3. A complete record of members whose membership is terminated shall be kept by the chapter. The record shall include the reason and date of termination. A report of members terminated shall be part of the minutes of a chapter executive board and/or chapter meeting.

Section G. Reinstatement

The chapter treasurer shall notify the state treasurer when a former member is reinstated.

ARTICLE IV FINANCES

Section A. Funds

1. Permanent Fund
The state shall maintain a permanent fund. This fund shall be used for the purchase of paraphernalia and articles and equipment of a permanent nature.
2. Scholarship Fund
The state shall maintain a scholarship fund. This fund shall be used only for scholarships.
3. Available Fund
The state shall maintain an available fund. This fund shall be the operating fund and shall require a budget.

Section B. Annual Dues and Fees

1. Each active and reserve member shall pay annual dues. An active member shall pay an initiation fee at the time of initiation.
2. The amount of state annual dues for active and reserve members can be obtained from the state treasurer. The amount includes \$3 for Communications, \$1 for the state Scholarship Fund, and \$2 for the state Convention Per Capita Fund.
3. The state annual dues shall be determined by a two-thirds (2/3) vote of the members present at a state convention general session, upon recommendation of the state finance committee and the state executive board.
4. Chapter dues shall be an amount determined with the rules set by each chapter.
5. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for non-payment of dues and fees.
6. All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded to the state treasurer.

Section C. Financial Controls

1. The state finance committee shall submit a proposed Available Fund budget annually for adoption by the state executive board.
2. All expense vouchers shall be signed by the state president before payment is made by the state treasurer.
3. Expenses not budgeted shall receive prior approval of the state finance committee before payment may be made from state funds.
4. The report of an annual financial review arranged by the state president shall be submitted to the state executive board for adoption.

ARTICLE V ORGANIZATION

Section A. Chapters

1. Each chapter shall have chapter rules, which are consistent with the *International Constitution, Standing Rules, and Handbook* and with Alpha Nu State *Bylaws* and *Standing Rules*.
2. By December 1 of each even-numbered year, the chapter president will submit to the state rules committee, a copy of the chapter rules to ascertain compliance with *the International Constitution, Standing Rules, and Handbook*, and Alpha Nu State *Bylaws* and *Standing Rules*.
3. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
 - a. The term of each elected officer shall be two (2) years. No officer except the treasurer may serve longer than two consecutive terms in the same office.
 - b. The chapter treasurer shall be selected by the chapter executive board each biennium.
4. The chapter president shall represent the chapter as a voting member of the state executive board.
 - a. A chapter member may vote for the chapter president if she has a statement signed by the chapter president designating her as the chapter's official representative.
 - b. The statement must be presented to the state recording secretary prior to the voting.

Section B. New Chapters

1. The state executive board shall determine chapter areas and shall approve the organizing of a new chapter.
2. Recommendations of candidates for membership in a new chapter shall be screened and selected by the state membership committee or the membership committee of the sponsoring chapter subject to the approval of the state president.
3. Rules governing the initiation of new members and the installation of a new chapter shall follow International guidelines as set forth in *International Constitution, Standing Rules, and Handbook*.

Section C. Areas

1. Areas have been established for the purpose of rendering better service to the membership.
2. The state executive board has the authority to redefine the boundaries of the areas and designate the chapters to each area.
3. When area workshops are planned, a workshop coordinator shall be appointed by the state president.

Section D. Coordinating Councils (Optional)

Alpha Nu State may decide whether or not to organize chapters into coordinating councils. If coordinating councils are organized, the councils must adhere to the rules established by International Standing Rules, Section 5.1.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. State Officers and Related Personnel

1. The state officers, all of whom must be members of the Delta Kappa Gamma Society International, shall be a president, a first vice president, a second vice president, a recording secretary, a corresponding secretary (all elected) and a treasurer (selected by the state executive board).
2. Related personnel shall be a parliamentarian, historian, Alpha Nus editor, and webmaster.
3. The treasurer, editor, and webmaster, all of whom must be members of the Society, shall be selected by the state executive board.
4. The state parliamentarian shall be appointed by the president. It is desired that the parliamentarian be a member of the Society.
5. The state historian, who is a member of the Society, shall be appointed by the state president.

Section B. Duties

These officers shall perform the duties as prescribed in the *International Constitution*, Article VI and further explained in the *Standing Rules* and *Handbook*, and as authorized by the *Alpha Nu State Bylaws* and *Standing Rules*.

1. President
The president shall:
 - a. File Articles of Incorporation report with the Secretary of the State of Idaho before July 1 of each year.
 - b. Visit chapters and assign other chapter visitations to the first vice president and second vice president of Alpha Nu State.
 - c. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.
2. First Vice President
The first vice president shall:
 - a. Serve as Alpha Nu State educational excellence chairman.
 - b. Assist the state president in chapter visitations making a written progress report to the state president following the visit.
 - c. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.
3. Second Vice President
The second vice president shall:
 - a. Serve as Alpha Nu State membership chairman.
 - b. Assist the state president in chapter visitations making a written progress report to the state president following the visit.
 - c. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.

4. Recording Secretary

The recording secretary shall:

- a. Record the proceedings of all executive board and convention meetings during her biennium.
- b. Provide for the safe keeping of all Alpha Nu State official minutes and records.
- c. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.

5. Corresponding Secretary

The corresponding secretary shall:

- a. Assist the state president with correspondence.
- b. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.

6. Treasurer

The treasurer shall:

- a. Serve as an ex-officio member of the state finance committee.
- b. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.

7. Historian

The historian shall:

- a. Maintain the state scrapbooks.
- b. Notify chapter presidents in April of even-numbered years to submit their chapter histories recording their biennium.
- c. Add the chapter history additions to the binders where the histories are kept.
- d. Bring the histories and scrapbooks to State Convention for display so members can view them.
- e. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.

8. State Editor

The state editor shall:

- a. Prepare copy of the *Alpha Nus*.
- b. Keep on permanent file a copy of each issue of *Alpha Nus*.
- c. Be responsible for the binding of the *Alpha Nus* issues.
- d. Fulfill other duties as listed in Alpha Nu State *Standing Rules*.

9. State Webmaster

The state webmaster shall:

- a. Maintain the Alpha Nu State website in accordance with International guidelines.
- b. Serve as consultant to chapters wishing to construct a chapter website and link the chapter sites to Alpha Nu State website.
- c. Add content to the website under the direction of the state president.
- d. Work with the state rules chairman to maintain the Alpha Nu *State Bylaws, Standing Rules, and Policies* on the website.
- e. Work with the state second vice president to maintain the State Directory on the website.
- f. Ensure that all names and pictures posted on the website are done with the written consent of the individual.
- g. Secure and post pictures on the website for Alpha Nu State functions.

10. Parliamentarian

The parliamentarian shall:

- a. Act as a consultant to the state rules committee.
- b. Assist the state president in expediting the business of the general sessions at state convention and the executive board meetings.

Section C. Term of Office

1. Officers, elected by the state convention body in odd-numbered years, shall have a term of two (2) years, or until a successor has been named.
2. No elected state officer may serve in the same office longer than two (2) consecutive terms.
3. The treasurer, parliamentarian, historian, editor, and webmaster may serve in the same office more than two (2) consecutive terms. These positions are limited to five (5) consecutive terms.
4. All officers and related personnel shall take office on July 1 following their election or appointment.

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 other elective or appointive positions, the president shall name a successor.

Section E. Nominations and Elections

1. Nominations for officers and the nominations committee shall be made by the nominations committee. The nominations committee consists of one member from each area who is elected by ballot at the state convention in odd-numbered years. The chairman shall be designated by the state president.
 - a. Names to be considered for nomination as an officer or nominations committee member shall be solicited from the chapters or general membership by the nominations committee. The nominator needs to sign the recommendation for nomination form and forward it to the nominee's chapter president.
 - (1) The chapter president's signature indicates the nominee to be in good standing with the chapter and qualified for the position.
 - (2) If the chapter president determines the nominee does not meet the standards, she should not sign the recommendation for nomination form, but shall return it to the nominator stating reasons for not signing.
 - b. The nominations committee shall submit the name of one nominee for each elective office and one nominee from each area for the nominations committee. Consent of the nominees must be obtained.
 - c. The slate of officers with candidate qualifications shall be published in the April issue of *Alpha Nus*.
 - d. The name and chapter of the nominations committee members shall be published in the April issue of *Alpha Nus*.
 - e. After the report of the nominations committee has been made to the state convention body, additional nominations may be made from the floor with the consent of the nominee.
2. Term of Office
 - a. Nominations committee members, elected by the state convention body in odd-numbered years, shall have a term of two (2) years, or until a successor has been named.
 - b. No nominations committee member may serve longer than two (2) consecutive terms.
3. Election is by written ballot.
 - a. The nominations committee shall prepare the ballot and conduct the election.

- b. All registered members of the state convention body in attendance may vote.
- c. A majority of those registered for State Convention must affirm the candidates for election.

ARTICLE VII MEETINGS

Section A. Convention

1. Business of the state shall be conducted annually at a state convention.
 - a. The purpose of state convention is to receive reports, adopt policy, amend *Bylaws* and *Standing Rules*, elect officers, and conduct other business, which may properly come before it.
 - b. The time and place of the state convention shall be recommended by the hostess chapter and the state president for affirmation by the state executive board at least two years in advance of the convention.
2. Every member who is registered may vote.
3. A roll call vote may be ordered.
 - a. A roll call vote shall be taken when sustained by a majority vote of those present or when requested by five (5) chapter presidents.
 - b. The chapter president or her official representative shall cast the vote for the chapter—one vote for each five active and reserve members or major fraction thereof within the chapter. The vote may be divided.

Section B. Other meetings

1. Area workshops will be held on a rotational basis during the even-numbered years for the purpose of leadership training and dissemination of Society information. The rotation will be as follows: beginning with Area 2, Area 3 and 5, Area 4, and Area 1.
2. Joint chapter meetings may be held in areas at least once a year. A state officer will usually make an official visit during this meeting once a biennium.
3. A Spring Seminar may be held in the spring of the year under the direction of the first vice president and the educational excellence committee.

Section C. Quorum

1. A quorum for state convention meetings shall be a majority of the members who have registered and checked in at the convention.
2. A quorum for the state executive board shall be a majority of the voting members of the board.
3. A quorum for chapter meetings shall be determined by the chapter. The quorum must be defined in chapter rules, which must be approved by the state rules committee.

ARTICLE VIII EXECUTIVE BOARD

Section A. State Executive Board

1. Members

The members of the state executive board shall be the elected state officers, the past state presidents, and the chapter presidents.

- a. The treasurer and the parliamentarian shall be ex-officio members without vote.
- b. The state committee chairmen are NOT members but:
 - (1) May attend the meetings.
 - (2) May bring reports and recommendations (not motions) on behalf of their committees to the state executive board.
 - (3) Are without vote.
- c. Chapter presidents who are unable to attend may appoint an official representative who shall have full privileges of participation.

2. Duties

The duties of the state executive board shall be:

- a. As specified in *International Constitution*, Article VII, Section B. 2.
 - (1) To recommend policies and procedures for consideration by the state convention or chapters.
 - (2) To examine, modify if necessary, and adopt the state budget.
 - (3) To select the state treasurer, *Alpha Nus* editor and state webmaster.
 - (4) To establish the procedures for budget development and approval and for the supervision of state finances. (The president and treasurer shall serve ex officio in this process.)
 - (5) To approve the dates and sites of state meetings.
 - (6) To act in the interim between conventions upon matters requiring immediate decision.
- b. To define the areas and the chapters in each area.
- c. To approve the formation of new chapters.
- d. To elect state honorary members.

3. Meetings

- a. The state executive board shall meet at least once at each state convention.
- b. The state president may communicate with the state executive board via email, mail, or phone as needed between meetings.
- c. A vote by mail or email is authorized when necessary between meetings.
- d. A quorum for the state executive board shall be a majority of the voting members of the board.
- e. Each voting member shall be entitled to one vote.

4. State Executive Committee

- a. The members of the state executive committee shall be the elected state officers.
- b. The state executive committee may meet at least once a year between meetings of the state executive board to conduct business delegated to it by the state executive board and to take action on matters requiring immediate decision.

Section B. Chapter Executive Board

1. Members
The members of the chapter executive board shall be the elected officers of the chapter and the immediate past president. The treasurer and the parliamentarian shall be ex-officio members. The treasurer may have a vote if not receiving remuneration for her services. The parliamentarian is without vote.
2. Duties
Chapter executive boards shall have the following duties:
 - a. To select the chapter treasurer.
 - b. To act in matters requiring immediate action and decision.
 - c. To recommend policies and procedures for consideration by members.
 - d. To establish rules for budget development and approval and for the supervision of chapter finances.
3. Meetings
 - a. Meetings of the chapter executive board shall be held at least twice annually. The board may meet at other times upon the call of the chapter president.
 - b. A quorum shall be a majority of the voting members of the board.

**ARTICLE IX
COMMITTEES****Section A. Committee Structure**

1. Society Business
 - a. Leadership Development
 - b. Finance
 - c. Financial Review
 - d. Membership
 - e. Rules
 - f. Nominations
 - g. Communications
 - h. Convention
2. Society Mission and Purposes
 - a. Scholarship and Awards
 - b. Educational Excellence
 1. International Projects
 2. Educational Law and Policy
 3. Global Awareness
 4. Personal and Professional Pride
 5. Music and Arts

Section B. General Procedures

1. All committees shall be appointed by the president except the nominations committee, which is elected at the time of the election of officers.
2. The president shall serve as an ex-officio member of all committees, with vote, except the nominations committee.

3. The state president shall appoint one of the members of the committee to serve as chair for the biennium.
4. Committee meetings shall be held with the approval of the president. Official committee meetings may be face-to-face or through electronic communications.
5. Matters requiring immediate committee action may be voted upon by mail (postal or electronic). All committee members (including the state president) must be notified.
6. The quorum for a meeting is a majority of the members.
7. A member shall serve no more than two (2) consecutive terms on the same committee.
8. A member may serve on only one state committee during the biennium.
9. Chapter committee chairs shall prepare and submit the required reports to the state committee chairs.
10. State committee chairs shall prepare and submit the required reports to the International committee chairs.
11. State committee chairs shall send at least two communications to each chapter counterpart each year—one in the spring with information for the coming year and one in the fall with updated information. Copies of all communications are also sent to the state president.

Section C. Duties of the State Committees

1. **The Leadership Development Committee**
The leadership development committee shall be responsible for designing leadership opportunities, maintaining a list of Known Chronological Deadlines, arranging university credit for all state conferences, and supporting other leadership-related endeavors as directed by the Alpha Nu State officer team
2. **The Finance Committee**
The finance committee shall be responsible for monitoring the financial affairs of the state including recommendations for the expenditure and investment of funds, preparation of the budget for adoption by the state executive board, and reviewing the annual financial review.
3. **The Financial Review Committee**
The financial review committee shall be responsible for providing an annual financial review to the state finance committee and executive board.
4. **The Membership Committee**
The membership committee shall be responsible for establishing new chapters, supervising membership including nomination, election, and initiation of state honorary members; necrology; orientation programs; and preparing the State Directory for electronic publication on the state website.
5. **The Rules Committee**
The rules committee shall be responsible for receiving all proposals for amending the Bylaws and Standing Rules, making recommendations for changes to the Executive Board and presenting approved proposals to the membership at state convention for vote.
6. **The Nominations Committee**
The nominations committee shall be responsible for seeking qualified candidates for state officers and elective positions, preparation of recommendation forms, preparation of ballots, and conducting elections.

7. The Communications Committee
The communications committee shall be responsible for the policies and procedures for all Alpha Nu State publications and publicity.
8. Convention Committee
The convention committee shall be responsible for planning the State convention.
9. The Scholarship and Awards Committee
The scholarship and awards committee shall be responsible for promoting interest and support for scholarships, awarding scholarships for graduate study and/or Road Scholar programs, and selecting a recipient of the annual Achievement Award.
10. The Educational Excellence Committee
The educational excellence committee shall be responsible for informing chapter committees about the plans of the International educational excellence committee. (International Projects, Educational Law and Policy, Global Awareness)
11. The International Projects Committee
The international projects committee shall be responsible for identifying and promoting short-term and long-term programs and projects that focus upon topics adopted by the Society.
12. Educational Law and Policy Committee
The educational law and policy committee shall be responsible for initiating, endorsing, and supporting legislation for the improvement of education and promotion of equality for women educators.
13. Global Awareness Committee
The global awareness committee shall inform members concerning the World Fellowship Fund program and encourage participation by all chapters.
14. The Personal and Professional Pride Committee
The personal and professional pride committee shall be responsible for implementing the plans of the International Educational Excellence committee and developing such related programs as the executive board may direct or may be of local importance and interest.
15. The Music and Arts Committee
The music and arts committee shall be responsible for providing the music for State Convention and encouraging support in the arts.

Section D. Special Committees

Special committees shall be appointed by the state president as authorized. After submitting the final report to the body that authorized it, the committee shall be dissolved.

ARTICLE X ACTIVITIES

Section A. Scholarships

1. The number of scholarships and the amount of each stipend shall be determined by the scholarships committee within the budgeted amount for scholarships.
2. Applications for graduate study shall be considered first.
3. Up to 35% of the budgeted amount may be awarded to Road Scholar applicants.
4. Rules governing the administration of the scholarship program shall be recommended by the scholarships committee, approved by the executive board, and adopted by members in convention.

Section B. Publications

1. The *Alpha Nus* shall be electronically published four (4) times each year, placed on the state website and emailed to all members in the state.
2. The printing of other materials for general distribution shall be approved by the state president and submitted to the finance committee for financial approval.

Section C. Special Awards

1. The Achievement Award is given to a member of Alpha Nu State in recognition of distinguished service to the state organization, with consideration given to service on chapter and International levels.
2. The award recipient shall be selected by the scholarship and awards committee from nominations by individual members or chapters.
3. The award, upon the recommendation of the scholarship and awards committee and the state president, shall be presented at State Convention.

ARTICLE XI AMENDMENTS

Section A. Amendments to Bylaws

1. Proposals for amending the *Bylaws* shall be considered every two years (even-numbered) at State Convention.
2. Proposals for amending
 - a. Proposals may be submitted to the chairman of the rules committee by any member, committee, board, or chapter.
 - b. Proposals shall be studied by the rules committee and recommendations for change referred to the state executive board for approval (2/3 vote required) before they are submitted to a vote at the State Convention.

- c. Proposals that have been rejected by the rules committee and/or the executive board, shall be submitted to a vote of the convention when such a request is made in writing by one-third (1/3) or more of the chapter presidents. Such a request shall be submitted to the state president by February 1 of the convention year.
3. All proposed amendments shall be approved by a two-thirds (2/3) vote of the state executive board before being submitted to the convention.
4. Notification of proposed amendments
All amendments to be voted upon by the convention shall be presented to the membership in printed form in the April issue of the *Alpha Nus*.
5. Approval by two-thirds (2/3) of the votes cast, a quorum being present, by the registered members in attendance at the convention general session shall be required for the adoption of an amendment to the *Bylaws*.
6. The adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

Section B. Amendments to Standing Rules

1. Proposals for amending the *Standing Rules* may be considered at each State Convention.
2. Proposals may be submitted to the chairman of the rules committee by any member, committee, board, or chapter.
3. Proposals will be studied and edited for correct form by the committee before presentation to the state executive board for review.
4. Notification of proposed amendments
Amendments to be voted upon by the convention may be presented to the membership in printed form in the April issue of the *Alpha Nus*.
5. Vote for adoption
 - a. A standing rule may be amended or rescinded by a majority vote of the registered members in attendance at the convention general session, a quorum being present, if the notice of the proposed change has been published.
 - b. An amendment that has not been published will require a two-thirds (2/3) vote, a quorum being present, to be adopted or rescinded.
6. The adopted amendments will take effect immediately upon adoption unless a proviso states otherwise.

ARTICLE XII DISSOLUTION

Section A. Dissolution of the State Organization

In the event of the dissolution of Alpha Nu State, Idaho, the state executive board shall authorize the payment of all the liabilities of Alpha Nu State and dispose of all assets of the state organization by dividing the assets equally among the four-year state universities/colleges for scholarships for women educators.

Section B. Dissolution of a Chapter

1. The Alpha Nu State president and membership committee chairman shall be notified of the possibility of the chapter's request for dissolution.
2. Notification to all chapter members of the intent to determine the status of the chapter shall be made in a timely fashion, either by a chapter officer or a state officer.
3. A vote shall be taken at the specified chapter meeting to determine if the chapter will request dissolution from Alpha Nu State executive board.
4. If the chapter votes to request dissolution, a letter of request signed by the chapter president will be sent to Alpha Nu State president.
5. Before a chapter is dissolved, the approval of the state executive board must be obtained.
6. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
7. The Alpha Nu State executive board, in consultation with the chapter members, shall determine the distribution of assets.
8. Any remaining funds in the chapter account shall be sent to the state treasurer for deposit in the State Available Fund.
9. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state archives and made available for use.
10. The charter must be returned to Alpha Nu State to be forwarded to the International Headquarters.
11. The state executive board shall decide whether the Greek name shall be reused or not.
 - a. The Greek name will be kept in the area in which it was originally assigned.
 - b. If interest arises in forming a new chapter in the area of previous dissolution, the newly formed chapter may use the Greek name designated in the Alpha Nu State manual for that area.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

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

ALPHA NU STATE STANDING RULES

I. FINANCES

Section A. Permanent Fund

1. The principal of this fund shall be used for the purchase of paraphernalia and articles and equipment of permanent nature.
2. One-fourth of the initiation and annual dues shall be set aside for this fund until current assets of the fund equal 30 percent (30%) of the Available Fund annual income, at which time the state executive board may reduce or discontinue further allocations to the fund.
3. Interest income from the State Permanent Fund may be allocated to the Available Fund or Scholarship Fund by vote of the state executive board.

Section B. Scholarship Fund

1. Money from this fund must be used only for scholarships.
2. The scholarship fee paid by a member shall be divided as follows:
 - a. \$.20 to the international fund
 - b. \$.80 to the state fund if the chapter does not maintain a chapter scholarship fund or \$.20 to the state fund if the chapter does maintain a chapter scholarship fund
 - c. \$.60 retained by the chapter having a chapter scholarship fund.
3. Interest income from the investments of this fund shall be reinvested only in the Scholarship Fund.
4. Interest income from the Permanent Fund and money from the Available Fund may be transferred to the Scholarship Fund.
5. Gifts and memorials will be accepted for deposit.

Section C. Available Fund

1. All operating expenses shall be paid from this fund under the budget adopted for a given fiscal year.
2. The budget is based upon the anticipated revenue for the Available Fund, including dues, interest on Available Fund investments, interest earned by the Permanent Fund, and undesignated contributions.
3. Special projects and all continuing funds shall be kept as separate accounts in the treasurer's books.

Section D. Budget

1. The finance committee shall propose a budget for Alpha Nu State expenses for the following year at the spring meeting.
2. The budget form shall coincide with the columnar headings of the Alpha Nu State treasurer's books insofar as possible.

Section E. Expenditures

1. All Alpha Nu State members shall use the voucher system exclusively. Expense vouchers must be submitted as soon as possible to the state president for approval and no later than June 30 before payment can be made by the state treasurer.
2. Bills or invoices from commercial or business offices shall be accompanied by vouchers signed by members incurring the expenses before submission of bills or invoices to the state president.

Section F. Financial Provisions for Communications

1. The finance committee shall budget the expenses for *Alpha Nus* and the State Website from the Communications Dedicated Fund. The budgeted amount shall cover all communication costs.
2. Payment of the *Alpha Nus* editor's and webmaster's stipends shall be made from the Communications Dedicated Fund.

Section G. Financial Provisions for Alpha Nu State Convention

1. The state finance committee shall recommend to the state executive board the amount needed for the expense of the Alpha Nu State Convention.
2. The expenses of the state officers and state committee chairs for the Alpha Nu State Convention shall be included in the annual budget.
3. The host convention chapter shall send its expense report to the state finance committee chair, and the state president by September 1 following the convention.
4. Those members eligible to receive compensation for attending Alpha Nu State Convention Must be present at Bothe general sessions and both executive board meetings to receive said compensation.

Section H. Financial Provisions for Area Workshops

1. Travel costs for officers conducting Area Workshops shall be paid by Alpha Nu State. Vouchers for such costs shall be submitted to the state president within sixty(60) days following workshops.
2. Other expenses incurred should be pro-rated among all chapters who participated in the workshop.

Section I. Projects Requiring Funds

1. State projects requiring unbudgeted funds must be presented to the state executive board for approval.
2. The Alpha Nu State Convention body must approve the project before referring the project to the chapters for approval and funding.
3. Money received for a project must be placed in a special fund specifically named.
4. Expenditures of funds remaining from a special project shall be approved by the Alpha Nu State Convention body.

II. SELECTION PROCESS

Section A. Selection of Officers and Related Personnel

1. The president, first vice-president, second vice-president, recording secretary and corresponding secretary are elected in odd-numbered years.

2. The parliamentarian and the historian are appointed by the state president each biennium.
3. The treasurer, editor, and webmaster are selected by the state executive board each biennium.

Section B. Process to Select Treasurer, Editor, and Webmaster

1. Selection of the treasurer, editor, and webmaster shall be made using applications.
 - a. Applications and job descriptions for the positions of treasurer, editor, and webmaster shall be available on the Alpha Nu State website no later than April 1 of odd-numbered years. (See the appendix for job descriptions.)
 - b. Call for applications shall be announced in the April issue of *Alpha Nus* in odd-numbered years.
 - c. Candidates shall submit completed applications to the state president by May 1 of odd-numbered years.
 - d. If no applications are received for a position, recruitment efforts shall ensue.
2. Selection
 - a. The executive board shall vote on each position separately.
 - b. The president shall appoint two people to prepare and count the ballots.
 - c. A majority vote of the attending members of the state executive board shall be required to affirm each candidate.
 - d. Announcement of the selected personnel shall be made as soon as all the candidates for each position can be notified.

III. OFFICERS AND RELATED PERSONNEL

Section A. General

A past president serving as treasurer or parliamentarian at the state level shall relinquish her voting privileges during her term of service, except during a ballot vote.

Section B. The State President shall:

1. Record her signature on all state bank accounts and investments no later than September 1 of each new biennium.
2. Approve all vouchers with her signature before submitting them to the state treasurer for payment.
3. Submit vouchers to the state treasurer for all withdrawals from the President's Fund.
4. Appoint a committee of three (3) members to review and approve the State Convention minutes submitted by the State Recording Secretary.
5. Appoint a parliamentarian and historian.
6. Ensure that chairs have been appointed for each convention of her biennium.
7. Serve as a member of the International Executive Board.
8. Keep in her possession:
 - a. The copy of the Articles of Incorporation;
 - b. The treasurer's bond;
 - c. The duplicate key to the Safety Deposit Box;
 - d. The files of the convention minutes;
 - e. The files of *Alpha Nus*;
 - f. The copies of *Our Heritage*, Volume I and II; and
 - g. A copy of the *Convention Planning Book*.

9. Submit vouchers for travel expenses, lodging, registration, meals, and miscellaneous expenses while officially representing Alpha Nu State.
 - a. Reimbursement for lodging expenses during State Convention, Regional Conferences, and International Convention is limited to \$60 per night.
 - b. Reimbursement for meal expenses during State Convention, Regional Conference, and International Convention is limited to scheduled meal functions on the registration forms.
10. Work with chapter officers in planning Area Workshops.
11. Notify all committee chairs that their written reports for the State Convention are to be sent to the Alpha Nu State recording secretary.
12. Notify all chapter presidents that their written reports for the State Convention are to be sent to the Alpha Nu State recording secretary.
13. Make arrangements with the state treasurer to order the state president's pin in the spring of odd-numbered years.
14. Ensure the *Convention Planning Book* is complete and up to date.
15. Fulfill all duties listed for the State organization president in the *International Handbook*.

Section C. The State First Vice President shall:

1. Submit vouchers for travel expenses, lodging, registration, and meals while officially representing Alpha Nu State.
 - a. Reimbursement for lodging expenses during State Convention, Regional Conferences, and International Convention is limited to \$60 per night.
 - b. Reimbursement for meal expenses during State Convention, Regional Conference, and International Convention is limited to scheduled meal functions on the registration forms.
2. Evaluate the chapter yearbooks and submit an evaluation to the chapters, rating the conformities with the programs suggested by the International Educational Excellence Committee.
3. Assist the state president in planning the State Convention.
4. Work with the Educational Excellence committees to plan and promote a Spring Seminar.
5. Be responsible for the development and dissemination of yearbook pages containing contact information for state officers, state committee chairs, and chapter presidents. Chapters should receive a copy by October 1.

Section D. The State Second Vice President shall:

1. Submit vouchers for travel expenses, lodging, registration, and meals while officially representing Alpha Nu State.
 - a. Reimbursement for lodging expenses during State Convention, Regional Conferences, and International Convention is limited to \$60 per night.
 - b. Reimbursement for meal expenses during State Convention, Regional Conference, and International Convention is limited to scheduled meal functions on the registration forms.
2. Be responsible for compiling, updating, and sending the directory files to the webmaster so that the State Directory can be electronically published on the website.

The State Directory will include:

- a. A listing by chapter of current members with their addresses, email addresses, and phone numbers.

- b. A listing by chapter of chapter officers and chapter committee chairs;
 - c. A listing of the state officers with their email addresses;
 - d. A listing of the past state presidents;
 - e. A listing of state committees including the chairs and the members; and
 - f. A link to the International website to obtain contact information for the administrative board members and the Headquarters professional staff.
3. Collect and maintain a file of Website Permission Forms for each member and share that information with both the editor and webmaster.

Section E. The State Recording Secretary shall:

1. Compile reports from all state committee chair and all chapter presidents to be distributed at Alpha Nu State Convention at the time of registration to all those members registered for convention.
2. Record the proceedings of all state executive board and State Convention meetings during her biennium.
3. Submit a copy of the minutes of the State Convention to a committee of three (3) members appointed by the state president for approval within six weeks after State Convention.
4. Send one copy of the approved minutes to the state president for the State file by October 1st.
5. Send a copy of the State Convention minutes (or a summary report) to members of the state executive board by October 1.
6. Provide for the safekeeping of all Alpha Nu State official minutes and records.
7. Be responsible for the typing of all required materials.
8. Submit vouchers for all secretarial expenses.
9. Place one copy of the approved State Convention minutes and state executive board minutes in the permanent file by October 1.

Section F. The State Corresponding Secretary shall:

1. Send thank-you notes to State Convention participants.
2. Submit vouchers for all secretarial expenses.

Section G. The State Treasurer shall:

1. Inform the state president of the expirations dates of investment funds so that she may include the disposition of such funds on the agenda for the state executive board meeting prior to the expiration dates.
2. Secure the signature of the incoming state president on all investments in any bank or company holding fund or certificates.
3. Submit quarterly reports to the state president and to the state finance committee chair on October 1, January 1, April 1, and the convention date of each year and to send a voucher with her quarterly report to the state president for authorization of payment of her stipend.
4. Send to the state president, vouchers for all expenses incurred by the treasurer's office.

5. Facilitate preparation of the budget by informing the state finance committee and the state president of current income, expenditures, and balances, quarterly.
6. Order supplies, including stationery, vouchers, business forms, and other needed materials for state officers and state committee chairs.
7. Notify the state president and state committee chair of monetary contributions to any funds, including Scholarships and World Fellowships.
8. Order the state president's pin by March 1 of odd-numbered years to be presented at the installation ceremony for the state president.
9. Fulfill all duties listed for the state organization treasurer in the *International Handbook*.

IV. COMMITTEES

SOCIETY BUSINESS

Section A. Leadership Development Committee

1. Personnel
 - a. There shall be four (4) members, two (2) of whom shall be appointed each biennium for a four-year term.
 - b. The state president shall appoint one of the members to serve as chair for the biennium.
 - c. The committee members must have an understanding of and have actively participated in the total work of the Society.
 - d. Appointees must have served on the state and chapter levels as officers and chairs or members of the committees.
2. The leadership development committee shall:
 - a. Design leadership opportunities through the use of Chapter of Distinction criteria, which include:
 1. planning and reporting
 2. educational excellence
 3. business
 4. attendance
 - b. Maintain, distribute, and publish a chapter-level chronological list of know deadlines.
 - c. Act as an advisory committee to the Alpha Nu State president at her request.
 - d. Assist chapters with leadership development when requested by the chapter executive board.
 - e. Review Alpha Nu State *By-laws* and *Standing Rules* and make leadership-related recommendations when necessary.
 - f. Assist the state officer team with implementing leadership-related workshop activities when invited to do so.
 - g. Arrange university credit opportunities for all Alpha Nu State Conventions.

Section B. Finance Committee

1. Personnel
 - a. There shall be four (4) members, two (2) of whom shall be appointed each biennium for a four-year term.
 - b. The state president shall appoint one of the members to serve as chair for the biennium.
 - c. The state president shall serve as an ex-officio voting member.
 - d. The state treasurer shall serve as an ex-officio non-voting member.
2. The finance committee shall:
 - a. Supervise expenditures from all funds and investments.

- b. Decide matters of finance that cannot await convention action.
- c. Advise the state president and the state treasurer on matters of finance.
- d. Meet at least twice annually.
- e. Consult with the financial review committee.
- f. Study the financial review report and forward copies of the financial review and any comments to the state president.
- g. Review convention expenditures and make recommendations at the fall meeting to the host chapter general chair.
- h. Submit a proposed budget for recommendations to the pre-convention state executive board meeting; to the business meeting of the convention for suggestions; and to the post-convention meeting of the state executive board for final approval.
- i. Budget for the financing of *Alpha Nus* and any Alpha Nu State publications and recommend to the state executive board any changes in amounts needed.
- j. Indicate in the proposed budget, beginning with the fall quarter, that all stipends be paid quarterly.
- k. Inform the state scholarship committee by letter after the fall meeting, of the funds budgeted for the annual scholarships and balances of the various scholarship funds.
- l. Maintain a balance of \$200 in the Convention Per Capita Fund of the Dedicated Fund.
- m. Review investments in the spring meeting.
- n. Indicate on each voucher which funds will be used to pay the vouchered expense.
- o. Advise chapters on bonding procedures.
- p. Budget for the leadership development committee members.
- q. Review the budget and financial statement of the host chapter of the immediate past convention at the fall meeting of the finance committee.

Section C. Financial Review Committee

1. Personnel
There shall be two (2) appointed members.
2. The financial review committee shall:
 - a. Provide an annual review of state finances.
 - b. Endorse or reject the state treasurer's records.
 - c. Inspect investments and bank balances of both savings and checking accounts.
 - d. Check membership statistics.
 - e. Verify that all expenditures are supported by documentation and were approved by the state president.
 - f. Suggest improved methods in the accounting system.
 - g. Submit copies of the financial review to the state president, executive board and the finance committee chair by September 1.

Section D. Membership Committee

1. Personnel
 - a. There shall be three (3) appointed members.
 - b. The state second vice president shall serve as the chair.
2. The membership committee shall:
 - a. Compile and update the State Directory in the fall each year in conjunction with the state webmaster.
 - b. Inform chapter membership chairs of their responsibility to submit to the state membership chair, a list of chapter officers and members or updates for the State Directory in the fall each year.
 - c. Submit a "Memorial" or "Remembrance" column for each issue of *Alpha Nus*.
 - d. Gather and study information on schools and areas not represented in Alpha Nu State or areas where population growth warrants additional new chapters.
 - e. Recommend expansion if warranted.
 - f. Work with the organizer if requested by the state president in implementing the procedures of

- organizing and installing a new chapter.
- g. Recommend the assignment of areas and chapters to the state executive board with recommendations from the leadership development committee.
- h. Serve as advisor or organizer within the area if requested by the state president.

Section E. Rules Committee

1. Personnel
 - a. There shall be four (4) members, two (2) of whom shall be appointed each biennium for a four-year term.
 - b. The state president shall appoint one of the members to serve as chair for the biennium.
 - c. The state parliamentarian shall act as a consultant.
2. The rules committee shall:
 - a. Revise and update the *Bylaws*, *Standing Rules*, and *Policies* of Alpha Nu State as specified in the bylaws.
 - b. Ascertain that the *Bylaws* and *Standing Rules* are in accordance with the *International Constitution*, *Standing Rules* and *Handbook*.
 - c. Accept and make suggestions for proposed amendments and changes.
 - d. Study the proposed changes and make recommendations to the state executive board.
 - e. Publish proposed changes to the *Bylaws* in the April issue of *Alpha Nus* prior to state convention in even-numbered years.
 - f. Publish proposed changes to the *Standing Rules* in the April issue of *Alpha Nus* prior to state convention.
 - g. Present proposed changes to the *Policies* to the executive board for vote.
 - h. Present proposals for change to the *Bylaws* and *Standing Rules* to the membership for vote at convention.
 - i. Following a state convention, the rules committee is authorized to:
 1. Correct article and section designations;
 2. Make editorial changes as required in punctuation, numbering, cross referencing;
 3. Make such other technical or conforming changes as may be necessary to reflect the intent of the convention decisions in connection with the adopted amendments to the *Bylaws* and *Standing Rules*.
 - j. Communicate all changes made to the *Bylaws*, *Standing Rules*, and *Policies* to the membership after convention via *Alpha Nus*.
 - k. Following revisions, submit the Alpha Nu State *Bylaws* and *Standing Rules* to the International constitution committee for review.
 - l. Work with the state webmaster for publishing the *Bylaws*, *Standing Rules*, and *Policies* on the Alpha Nu State website.
 - m. Notify chapter presidents in even-numbered years that chapter rules must be submitted to the state rules committee.
 - n. Review the most recent chapter rules, in order that any inconsistencies with the most recent edition of State and International governing documents may be brought to the attention of the chapter officers and members.

Section F. Nominations Committee

1. Personnel
 - a. Members shall be elected.
 - b. The committee shall consist of five (5) members.
 - c. The state president shall appoint one of the members to serve as chair for the biennium.
 - d. When a nominations committee member is nominated as an officer, the nominee may resign from the nominations committee and the state president may appoint an alternate member to complete the nominations committee responsibilities.

2. The nominations committee shall:
 - a. Publish a notice in the November issue of *Alpha Nus* indicating that Recommendation for Nomination Forms are available from the nominations chair and must be postmarked before February 20.
 - b. Submit to state officers and chapter presidents, a Recommendation for Nomination Form for Alpha Nu State elective officers and nominations committee members.
 - c. Obtain written verification from the chapter executive board of the selected nominee's chapter that she meets the requirements for the nomination.
 1. The chapter president's signature indicates the nominee to be in good standing with the chapter and qualified for the position.
 2. If the chapter president does not feel the nominee meets the standards, she should not sign the Recommendation for Nomination Form, but will return it to the nominator stating reasons for not signing.
 - d. Solicit nominations if response from chapters is insufficient.
 - e. Determine if selected nominee can fulfill all personal and professional qualifications of the office.
 - f. Select the nominees from different regions of the state.
 - g. Refer the nominee for state president to the *Alpha Nu State Manual* on the website so she can be aware of her duties and the rules for carrying out her responsibilities in a timely manner.
 - h. Submit by publication deadline (March 20) in odd-numbered years, the slate of nominees for state officers with pictures and biographical data for publication in the April issue of *Alpha Nus*.
 - i. Submit by publication deadline (March 20) in odd-numbered years, the slate of nominees for the nominations committee including their names and their chapters.
 - j. Arrange for the voting by secret ballot at the State Convention.
 - k. Arrange an installation of new officers at State Convention.
 - l. Report names and addresses to the International Headquarters immediately after the installation of the officers.

Section G. Communications Committee

1. Personnel
 - a. There shall be three (3) appointed members.
 - b. The state president shall appoint one of the members to serve as chair for the biennium.
 - c. The *Alpha Nus* editor and the webmaster are ex-officio, non-voting members.
2. The communications committee shall:
 - a. Encourage chapters to submit articles for *Alpha Nus* at least twice a year.
 - b. Suggest ways to promote the Society at the local level through media and non-media outlets.
 - c. Recognize chapters at state convention who submit articles to *Alpha Nus*.
 - d. Assist chapters to build their own webpage link from the Alpha Nu State website.
 - e. Collect data regarding the effectiveness of *Alpha Nus* and Alpha Nu State website.

Section H. Convention Committee

1. Personnel:
 - a. General chair(s) selected by the chapter executive board of the current hostess chapter.
 - b. General chair(s) selected by the chapter executive board of the upcoming hostess chapter.
 - c. Secretary, treasurer, registrar, and any necessary committee chairs.
 - d. Other related personnel selected by the general chair(s).
2. The convention committee shall:
 - a. Use the State Convention Planning Book as a guide.
 - b. Recognize that all plans are subject to the approval of the state president.
 - c. Present a proposal to the state executive board with the dates and location two years prior to the event.
 - d. Extend an invitation to the Alpha Nu State convention one year prior to the convention.

- e. Send the convention registration form to the Alpha Nus editor and the webmaster by March 1.
- f. Bond the convention treasurer.
- g. Open a checking account when needed.
- h. Budget the projected income and expenses of the convention.
- k. Send a financial summary to the state president and state finance chair by September 1.

SOCIETY MISSION AND PURPOSES

Section I. Scholarship and Awards Committee

1. Personnel
There shall be four (4) appointed members, one of whom has served as an officer at the state level.
2. The scholarship and awards committee shall:
 - a. Determine the number of Alpha Nu State scholarships and the amount of each based on the money available as recommended by the state finance committee.
 - b. Solicit applicants by sending application information to chapter presidents and through publication in the November issue of *Alpha Nus*.
 - c. Maintain an up-to-date file of the names and pertinent data of each Alpha Nu State recipient.
 - d. Solicit recommendations from members of the state executive board by providing each a copy of the Achievement Award Recommendation Form.
 - e. By consensus select the recipient from the recommendations.
 - f. Maintain the Achievement Award Album.
3. Selection of scholarship recipients
 - a. Consider only applicants who have been members of the Society in Idaho for at least two (2) years.
 - b. Inform scholarship applicants that scholarships shall be used before the end of the following school year.
 - c. Accept applications up to and including May 1.
 - d. Notify the recipient by May 20 and to request a written reply by June 1.
 - e. Choose an alternate, if necessary, who shall be asked to reply by June 10.
 - f. Award the scholarship(s) at the state convention.
 - g. Inform scholarship recipient(s) that she will send a report to the scholarship committee prior to state convention the next year providing information on her field of study and the use of the scholarship award.
 - h. Verify with chapter officers to determine the applicant's activities and attendance in her chapter.
 - i. Acknowledge contributions to the Scholarship Fund.
4. Selection of Achievement Award Recipients
 - a. The current Alpha Nu state president and committee members are ineligible for the award.
 - b. By March 1, send to each chapter president and member of executive board forms for nominations for the award.
 - c. Advise chapter presidents that the nominee need not be a member of the recommending chapter.
 - d. Consider all completed recommendations received by the April 15 deadline.
 - e. Select a recipient by consensus of the committee.
 - f. Keep confidential the name of the recipient until the Achievement Award is presented at Alpha Nu State Convention.
 - g. After presentation of the award, submit a news article and picture of the recipient to the editor for publication in the next edition of *Alpha Nus*.

Section J. Educational Excellence Committee

1. Personnel
 - a. The members are the chairs of the international projects, educational law and policy, global awareness, personal and professional pride, and music and arts committees.
 - b. The state first vice president shall serve as the chair.
2. The educational excellence committee shall:
 - a. Coordinate the educational excellence committees. (International Projects, Educational Law and Policy, Global Awareness, Personal and Professional Pride, Music and Arts)
 - b. Communicate to the chapters how to plan, assess, and develop worthwhile programs in line with the International theme.

Section K. International Projects Committee

1. Personnel

There shall be two (2) appointed members
2. The international projects committee shall:
 - a. Encourage programs and activities that promote International projects.
 - b. Encourage programs and activities that promote the DKG/UN relationship.
 - c. Encourage chapters to support early-career educators.
 - f. Report chapter activities related to International projects.
 - g. Contact chapters several times each year to promote involvement.

Section L. Educational Law and Policy Committee

1. Personnel

There shall be two (2) appointed members.
2. The educational law and policy committee shall:
 - a. Disseminate to chapters information on legislative issues relating to education.
 - b. Coordinate activities for promoting legislative issues.

Section M. Global Awareness Committee

1. Personnel

There shall be two (2) appointed members.
2. The global awareness committee shall:
 - a. Distribute and publicize materials from International emphasizing the World Fellowship Program.
 - b. Encourage chapter committees to present information in chapter meetings on the current recipients concerning their study, country, and life style.
 - c. Suggest specific ways in which to raise funds for the World Fellowship program.

Section N. Personal and Professional Pride Committee

1. Personnel

There shall be two (2) appointed members.
2. The personal and professional pride committee shall:
 - a. Communicate volunteer opportunities and community services contributing to personal growth to each chapter.
 - b. Challenge chapters to make their members "stars."
 - c. Promote the improvement of the professional status of women through study and action.
 - c. Inform members about educational trends and issues that affect education.
 - d. Encourage members to participate in professional and civic organizations.

Section O. Music and Arts Committee

1. Personnel
There shall be two (2) appointed members.

2. The music committee shall:
 - a. Provide music at state convention.
 - b. Organize a choir at state convention.
 - c. Encourage support for community musical and cultural arts activities.

Alpha Nu State Idaho Job Description

Position: State Treasurer

Supervised by: State executive board, state president

Position Summary: Serve as ex-officio member of the state finance committee and fulfill other duties as listed in the standing rules and policies that deal with dues and other money receipts and disbursements approved by the state president and finance chair.

Term of Office: Two years with a limit of five consecutive terms.

Compensation: Stipend set by the state finance committee annually depending on budget.

Responsibilities: Be a member in good standing in the Alpha Nu State, Idaho organization.

- Responsibilities
 - Receive and pay out all moneys belonging to Alpha Nu State as approved by vouchers, signed by the president and financial chair.
 - Keep an accurate monthly account of receipts and disbursements.
 - Keep a file of receipts, bills and bank statements.
 - Reconcile bank statements monthly.
 - Prepare and present a quarterly report to the president and finance chair.
 - Submit for annual financial review all accounts of Alpha Nu State.
 - Send all dues, fees and chapter information, including form 20 to International prior to January 15.
 - Maintain accounts for the available fund, scholarships, and the permanent fund in addition to the Ameriprise investments.
 - Purchase a fidelity bond when authorized by Alpha Nu State.
 - Serve as consultant in budget development and supervision of finances.
 - Order the state president's bar pin to be presented to the incoming state president.
- Compilation of Records
 - Keep a file of receipts, bills, and bank statements.
 - Collect form 15 (annual reports) from all chapters and prepare form 16 for International with that information immediately after July 1.
 - Encourage all chapters to file the IRS form 990-N and file the form 990-N for the state organization before the due date of November 15.
 - Keep files of chapter form 18 and 18A.
 - Collect information on new initiates, transfers, and reinstatements and forward to International with fees and dues.
- Communication
 - Answer promptly all correspondence concerning finances and other pertinent business of the state organization.
 - Correspond with chapter treasurers concerning due dates and accuracy of reports.
 - Communicate with webmaster and editor concerning changes in membership.
- Collaboration and Participation
 - Serve as ex-officio member (without vote) on state finance committee.
 - Attend state executive board meetings and state conventions.
 - Attend, when possible, international conventions and regional conferences especially financial workshops and training sessions.
 - Present workshops to chapter treasurers or other topics of interest at state organization meetings.

Alpha Nu State Idaho

Job Description

- Report on year's activities as state treasurer with a written report presented to the executive board and the general assembly at convention.
- Assist in any manner as requested by the state president.

Position Requirements:

- **Knowledge of the Society**
 - Familiarize self with knowledge of the Society structure at chapter, state, and international levels.
 - Familiarize self with historical knowledge of state leaders, programs, and initiatives.
 - Understand job responsibilities of chapter treasurer (preferably have served in the position).
- **Computer Skills**
 - Must have computer, scanner, and copier to maintain records of all receipts and disbursements.
 - Maintain email account and working knowledge of email and distribution lists.
 - Possess or acquire working knowledge of computer online banking procedures.
 - Learn the STEF-18 program to check accuracy of Form 18 reports and assist chapters in making any necessary adjustments.
- **Math Skills**
 - Possess functional math and record keeping skills.
 - Work with high degree of mathematical accuracy.
 - Scrutinize reports to maximize error-free submissions.
- **People Skills**
 - Work with a variety of people in a cooperative and effective manner.
 - Communicate needs, ideas, and essential information to individuals, groups, and in workshop settings.
 - Problem-solve with members, state officers, liaisons, and committees.
 - Work under pressure of time deadlines.

Alpha Nu State Idaho Job Description

Position:	State Editor
Supervised by:	State executive board, state president
Position Summary:	Compile, edit, and disseminate the state newsletter, <i>Alpha Nus</i> , electronically four times a year. Proofread and revise (as needed) all materials for publication.
Term of Office:	Two years with a limit of five consecutive terms.
Compensation:	Stipend set by the state finance committee annually depending on budget.
Responsibilities:	Be a member in good standing in the Alpha Nu State (Idaho) organization. <ul style="list-style-type: none">• Publication<ul style="list-style-type: none">○ Publish electronically four issues of <i>Alpha Nus</i> each year.○ Maintain permanent file paper copy of each issue of <i>Alpha Nus</i>.○ Maintain CD of electronic issues of <i>Alpha Nus</i>.• Compilation and Editing<ul style="list-style-type: none">○ Procure and edit submitted materials.○ Encourage submission of articles by chapters, officers, and committee chairs.○ Review international documents and website for information for inclusion.○ Write and edit articles to fit space.○ Take (or arrange for the taking) of pictures at key state organization events as well as regional conferences and international conventions.• Dissemination<ul style="list-style-type: none">○ Send newsletter to the state webmaster to post on state website.○ Disseminate to all Idaho members with current email addresses.○ Distribute state organization newsletter to other state organizations and international officers.○ Maintain and correct email distribution lists.○ Gather media permissions from members and guests.• Communication and Visibility<ul style="list-style-type: none">○ Assist public relations efforts in state organization.○ Develop special publications as required by state organization president.○ Assist in implementing relevant actions of the state organization's strategic action plan.• Collaboration and Participation<ul style="list-style-type: none">○ Serve as ex-officio member (without vote) on state communications committee.○ Attend state executive board meetings and state conventions.○ Attend, when possible, international conventions and regional conferences especially editorial workshops and training sessions.○ Present workshops on chapter newsletters or other topics of interest at state organization meetings.○ Set annual goals for the position.○ Report on year's activities as editor with written report sent to recording secretary prior to convention.○ Assist in any manner as requested by the state president.

Alpha Nu State Idaho

Job Description

Position Requirements:

- **Knowledge of the Society**
 - Familiarize self with knowledge of the Society structure at chapter, state, and international levels.
 - Familiarize self with historical knowledge of state leaders, programs, and initiatives.

- **Computer Skills**
 - Maintain access to computer, office suite software, digital camera, photography software.
 - Maintain email account and working knowledge of email.
 - Understand the development and maintenance of distribution lists.
 - Possess or acquire working knowledge of software program for newsletters production.
 - Possess or acquire working knowledge of Word, Excel, Outlook, Photoshop or similar programs.
 - Possess knowledge of layouts, photos, headlines, graphics, and professional written language conventions.

- **Writing Skills**
 - Maintain essence of information through editing process.
 - Communicate messages effectively through attractive newsletters, brochures, press releases, forms, etc.
 - Scrutinize copy to maximize error-free publications.

- **People Skills**
 - Work with a variety of people in a cooperative and effective manner.
 - Communicate needs, ideas, and essential information to individuals, groups, and in workshop settings.
 - Problem-solve with members, state officers, liaisons, and committees.
 - Work under pressure of time deadlines.

Alpha Nu State Idaho Job Description

- Position:** Alpha Nu State Webmaster
- Supervised by: State executive board, state president
- Position Summary: Design, edit, proofread, and transfer (FTP) the Alpha Nu State website, at least four times a year or when new information is sent by state officers, committees, or chapters.
- Term of Office: Two years with a limit of five consecutive terms.
- Compensation: Stipend set by the state finance committee annually depending on budget.
- Responsibilities: Be a member in good standing in the Alpha Nu State (Idaho) organization.
- Collaboration
 - Assist as requested by the state president.
 - Encourage and/or assist chapters to design websites.
 - Present workshops for chapter web pages or on other topics of interest at state meetings.
 - Assist with public relations efforts in state organization.
 - Communicate needs, ideas, and essential information to individuals and groups.
 - Communicate with officers, committees, and members to maximize receipt of information.
 - Engage in problem-solving activities with members, state officers, liaisons, and committees.
 - Interact with a variety of people in a cooperative, effective manner.
 - Dissemination
 - Assist in implementing relevant actions of the state organization's strategic action plan and transfer (FTP) the requested info to the web.
 - Assist with and transfer special web pages as required by state president.
 - Assist, update, and transfer submitted information and/or online forms from state officers and committee chairs.
 - Design and transfer convention information and pictures into a pleasing format.
 - Transfer and make the links for state officers/committees and chapter officers/committees web directories, which are prepared by the second vice president. Offer assistance to said officer with creation of PDF password-protected files.
 - Transfer and make the links for the web membership directory, which is prepared by the second vice president with each member's correct name, email, phone, and address. Offer assistance to said officer with creation of PDF password-protected files.
 - Transfer the *Alpha Nus* to the state website and make the links.
 - Maintain file copies of media and/or directory permission forms from each member and guest procured by the second vice president.

Alpha Nu State Idaho

Job Description

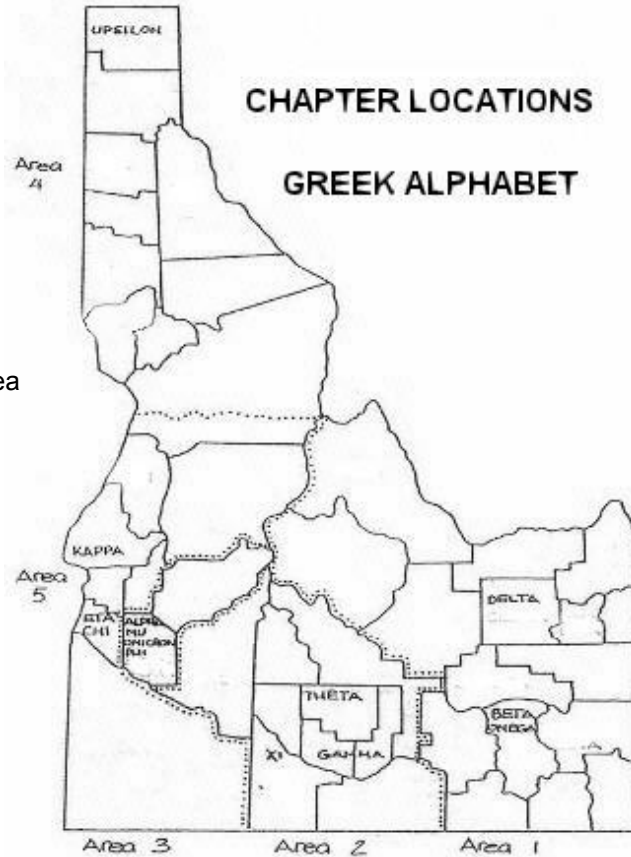
- Organization
 - Arrange for or take photos at key state organization events, regional conferences, and international conventions.
 - Direct treasurer to pay international site fee.
 - Maintain a backup of website files.
 - Maintain essence of information through the design process.
 - Submit report on website-related yearly activities to recording secretary prior to convention.
 - Maximize attention to detail and time management.
 - Renew annual site certification.
 - Review international website information for including and/or adding a link.
 - Set annual goals for the position.
- Participation
 - Attend, when possible, international conventions and regional conferences especially communication workshops and web training sessions whenever possible.
 - Attend state executive board meetings and state conventions.
 - Serve as ex-officio, non-voting member on state communications committee.

Position Requirements:

- Societal Knowledge
 - Familiarize self of current slate of officers, committees, and members.
 - Familiarize self with historical data regarding state leaders, programs, and initiatives.
 - Familiarize self with Society mission, vision, purpose, and structure at chapter, state, and international levels.
- Technology-Related Skills
 - Acquire working knowledge of a PDF program, its many file formats, and the password protection of files.
 - Acquire working knowledge of layouts, photos, captions, headlines, graphics, and hot links for emails and URLs to produce professional-looking web pages.
 - Acquire working knowledge of spreadsheet program to assist the second vice president with directories.
 - Exercise a working knowledge of related software (Front Page, Web Studio, HomeSite, or a similar program).
 - Maintain an email account.
 - Possess working knowledge of email, browser(s), file management, HTML language, and FTPing.
 - Possess a digital camera with photography software and related ability to crop and resize pictures.

Maps

- A** Alpha: Boise area
- B** Beta: Pocatello, American Falls area
- Γ** Gamma: Burley, Rupert area
- Δ** Delta: Idaho Falls, Rexburg area
- H** Eta: Caldwell, Nampa area
- Θ** Theta: Jerome, Gooding area
- K** Kappa: Emmett, Weiser, Fruitland, Payette area
- M** Mu: Boise area
- Ξ** Xi: Twin Falls, Buhl area
- Ο** Omicron: Boise area
- Υ** Upsilon: Bonners Ferry, Sandpoint area
- Φ** Phi: Boise area
- Χ** Chi: Caldwell, Nampa, Parma area
- Ω** Omega: Pocatello, American Falls area



Area 1:
Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power, Teton

Area 2:
Blaine, Camas, Cassia, Elmore, Gooding, Jerome, Lincoln, Minidoka, Twin Falls

Area 3:
Adams, Canyon, Gem, Idaho, Owyhee, Payette, Valley, Washington

Area 4:
Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, Shoshone

Area 5:
Ada and Boise.

