



Amended September 2010

STANDING RULES

Any motion not bearing a date will automatically become a rule, if approved.

April 1982

ARTICLE 1 FOR STATE

Section 1.1 Financial

1.11 Dues and Fees

- A. Annual dues for Lambda State, which include the *Newscaster* subscription, shall be \$23 for active members and \$8 for reserve members. The chapter shall pay the *Newscaster* subscription for each chapter honorary and life member. Dues and subscription fees shall be paid to the state treasurer by November 10. 4/05
- B. State Convention
1. The chapter fee, based on membership as of the June 30 annual report of the chapter treasurer, shall be determined annually by the convention. The fee shall be paid to the state treasurer by November 15.
 2. Individual registration fee for state convention shall not exceed \$25.00. 9/09
- C. Leadership Development
1. To fund the leadership development program, each Lambda State chapter will pay a \$30 fee annually to the state treasurer by November 15. 9/06
 2. Fees for each Orientation for Chapter Leaders Workshop shall be determined by the Leadership Development Committee. 9/02
- D. Committees, with the approval of the state president, may assess a late fee for each meal/registration form postmarked after the designated due date. The late fee may not exceed twenty-five percent (25%) of the total meal/registration cost. 4/90

1.12 Allowance for Authorized TravelA. State Officers, Past State Presidents, and Related Personnel

1. All state officers, past state presidents residing in Illinois, and related personnel shall receive cost of transportation and one-half the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at state convention, State Executive Board meeting, and other meetings authorized by the state president. 4/92
2. The state president and state executive secretary shall receive cost of transportation and one-half the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at International Executive Board meetings, regional conference and/or international convention. 9/98
3. The state editor and state treasurer shall receive cost of transportation and one-half the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at regional conference and/or international convention. 9/98
4. The state president, state editor, state executive secretary, and the state treasurer shall receive compensation for registration and special meals at regional conference and/or international convention and special meals at Lambda State convention. 9/98
5. Past state presidents residing outside of Illinois shall receive the cost of transportation from their last place of residence in Illinois and one-half the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at state convention, State Executive Board meeting, and other meetings authorized by the state president. 4/92

1.12 Allowance for Authorized Travel

B. State Committee Chairs, Representatives, and Regional and International Program Participants

1. State committee chairs and representatives shall receive cost of transportation and one-half the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at a state convention, State Executive Board meeting, and other state meetings authorized by the state president. 9/96
2. The person in charge of instrumental music at the state convention shall be compensated for travel and lodging on the same basis as the chair of the Music Committee. 4/90
3. The state expansion representative shall receive cost of transportation and lodging for visits to chapters requesting expansion, with prior approval by the state president. 4/05
4. Lambda State Committee chairs who attend pre-regional conferences or pre-international convention workshops planned for them, or those planned within the framework of the aforementioned meetings, shall receive one-half of the transportation expense and one night's lodging (if needed for pre-conference only). 9/79

C. State Committee Members

1. Members of state committees shall receive cost of transportation and, if necessary, one-half the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at state committee meetings authorized by the state president. 10/83
2. Lambda State committee members required at the discretion of the president to attend an Orientation for Chapter Leaders Workshop shall receive the cost of transportation. 4/98

D. State Visitors/Mentors

1. The state shall pay the total expense of communication, transportation and lodging (if needed) for assigned state visitors to chapters. 9/98
2. The state shall pay the total expense of communication, transportation and lodging (if needed) for assigned state mentors to chapters. The mentors shall be assigned by the state president. 9/98

E. Employment/Employment Review

1. Candidates who are being considered for a Lambda State position shall be reimbursed for travel and lodging expense for the interview. 4/95
2. Employees shall be reimbursed for travel and lodging (if needed) for attendance at their performance appraisal meeting. 9/02

F. Chapter Presidents

Lambda State Executive Board shall meet annually in the fall. 4/05

1.12 Allowance for Authorized TravelG. New Chapters

1. The state shall pay one-half of the housing and travel expense incurred by presidents of new chapters during the first two years for attendance at state convention, Orientation for Chapter Leaders Workshop, and the State Executive Board. 9/98
2. For the first two years, travel expenses to chapter meetings shall be allowed for each advisor of a new chapter. Any additional expenses for the advisor must be approved by the state president. 9/98

Note: Refer to the Lambda State *Standing Rules*, Section 2.1 Installation of a New Chapter, for additional expenses. 9/92

H. Transportation and Insurance

1. Automobile costs at twenty cents per mile, bus, train, or airfare (ticket carbons to be attached), taxi, parking, and toll road fees shall be paid on official trips. For a long trip, air travel is recommended over travel by auto unless an insured passenger is sharing expenses. 9/04
2. When a choice of two or more modes of transportation can be made, the norm for reimbursement will be the least expensive mode of transportation unless prior arrangements have been made with the state president. 4/86
3. In the event that two or more persons who are entitled to transportation expenses travel in the same car, only the driver or owner shall be reimbursed. 9/73
4. State Executive Board members: officers elected and appointed, past presidents, state committee chairs and representatives, personnel, and webmaster, when on official business for the state, shall be covered by an officers' liability policy. 9/04
5. Lambda State shall be protected by a general liability policy from suits that may arise if someone is injured or someone's property is damaged at a Lambda State sponsored activity. 9/04

1.13 State Convention Expense

- A. Committees helping to plan a state convention shall present bills to the state president for all expenses, provided the expense has been approved in advance by the state president. 4/92
- B. The state shall pay for courtesy recognition for the international representative and/or a guest speaker. Other recognition must be approved by the state president. 9/98
- C. The state shall purchase the state president's pin and present it to her at the time of her installation. 9/96

1.14 General Procedures

A. Committees

1. Resources

Committee chairs who have resource materials for distribution to chapters shall designate a fee for each which includes postage. 9/96

2. Communications

Each state committee shall be funded sufficiently to allow two communications to chapter counterparts each year, if desired. 3/84

B. Initiation of State Honorary Members

The state assumes the expenses of the initiation of a state honorary member. The sponsoring chapter has no financial obligation unless it wishes to share in the costs. 3/81

1.14 General Procedures (cont'd)C. Payment of Bills

1. All reimbursable expenses occurring during the fiscal year must be presented to the president for approval by June 15 of that fiscal year, unless prior arrangements have been made with the state president. 4/87
2. Those responsible for bills from outside vendors shall submit bills with vouchers to the state president in a timely manner. 9/98

D. Transfer of Funds

1. The state treasurer, at her discretion, may transfer to a savings account any surplus funds in the Available Fund and withdraw as needed. 4/72
2. The treasurer, with the approval of the Lambda State Executive Committee, shall invest funds not needed for immediate use. 9/97

E. Check Signatures

All checks for \$1,000 or more, written against Lambda State accounts, shall have the signatures of the treasurer and the president. 3/84

F. Credit Card

1. Lambda State may authorize credit cards to be used for Lambda State business purposes. 9/09
2. Authorized cardholders shall be the state president, the state treasurer, and the executive secretary. 9/09

G. Legal Advice

Lambda State may retain a legal firm to advise the state in all matters when a legal opinion is deemed necessary. 4/05

H. Administration of Awards Funds

The cost involved in administering various Lambda State awards programs shall come from the respective awards funds. 4/08

Section 1.2 Special Funds and/or Awards1.21 The Blanche Cline Merwin Fund

The Blanche Cline Merwin Fund was established by a bequest in memory of Blanche Cline Merwin (Alpha Kappa). Some income from the investment of this fund shall be used for fellowship at state conventions, committee meetings, and conferences. 4/00

1.22 The Grace A. Chapman Award Fund

A. The Grace A. Chapman Award Fund, established from a \$20,000 endowment in memory of Grace A. Chapman, shall be administered by Iota Chapter. 10/83

B. The interest from the invested fund shall be used by Iota Chapter for recruitment grants. Annually, Iota Chapter shall report to the Lambda State Convention the amount of interest and its disposition. 10/83

1.23. The Florence A. Cook Recruitment Grant

A. The Florence A. Cook Recruitment Grant was established by a legacy of \$2,500 from Florence A. Cook (Alpha) and shall be administered by Lambda State. 4/87

B. The account may receive voluntary contributions from chapters or individuals. 4/04

C. The interest recorded at the end of the previous fiscal year from the invested fund combined with the proceeds of sales and contributions from chapters or individuals may be used by the Professional Affairs Committee for a recruitment grant(s). 4/04

D. The committee has the discretion of awarding grants of equal value to recipients with consideration given to the six areas of the state. 4/04

1.23 The Florence A. Cook Recruitment Grant (cont.)

E. Criteria for the Recruitment Grant

1. The recipient shall be a female, Illinois high school senior who is either a United States citizen or a legal resident of the United States. 4/06
2. The recipient shall rank in the upper twenty-five percent (25%) of the high school graduating class. 9/06
3. The recipient shall have successfully completed six semesters of high school study or its equivalent. 10/90
4. The recipient shall have provided the following information:
 - a. A completed application for the Lambda State Florence A. Cook Recruitment Grant; 10/90
 - b. A completed copy of the high school transcript with the rank in the graduating class; 10/90
 - c. Two letters of recommendation from the counselor, teacher(s) from the high school attended by the applicant, and/or a Delta Kappa Gamma member, not a relative; 9/00
 - d. A typed or computer generated, double spaced, one to two page essay of the applicant's desired contribution to the education profession; 4/07
 - e. An intent to enter the teaching profession following her completion of college or university study. 10/90
5. The applicant is encouraged to be present at the Lambda State Convention awards presentation to receive recognition. 4/99
6. The amount of the grant will be sent to the recipient upon verification of completing one grading period of full-time study. This verification shall be sent to the Lambda State Professional Affairs Chair. 9/06
7. If verification of completion of one grading period of full-time study is not received, the grant shall be awarded to the recipient of second choice. 9/06
8. Selection of the recipient shall be based on qualifications, not on need. 9/92
9. The recipient shall be willing to respond yearly to a brief follow-up questionnaire regarding progress in college and the entry into the teaching profession. 9/92

- 1.23 The Florence A. Cook Recruitment Grant (cont.) 2 c
- F. Procedures at the Chapter Level
1. Each chapter is responsible for seeking applicants from its local high school districts and for dissemination of application materials. 10/90
 2. The chapter shall require that the applicant meet the criteria and adhere to the requirements listed in Lambda State Standing Rule 1.23E. 9/92
 3. A chapter may have the Professional Affairs Committee submit not more than one applicant to be considered by the Lambda State Professional Affairs Committee, for the Florence A. Cook Recruitment Grant. 4/97
 4. The chapter must send the designated number of copies of the application, for the chapter finalist, to the Lambda State Professional Affairs Chair, postmarked no later than the specified date. 9/96
 5. The chapter is responsible for the recipient's presence at the Lambda State Convention awards presentation. 4/08
- 1.24 The Grant-in-Aid Fund
- A. The Grant-in-Aid Fund at the state level shall receive contributions from chapters, individuals, foundations or other income sources for the purpose of allocating the Lambda State Grant(s). 4/00
 - B. Monies received at the end of the fiscal year shall be distributed by the Personal Growth and Services Committee for the grant(s). The remaining money shall be reinvested. 4/05
 - C. The Lambda State Grant not to exceed \$2,000 may be given annually. 4/00
 - D. Criteria for the Grant
 1. The applicant must be a female and must be a full-time student attending a college or university in Illinois. 4/98
 2. She may be studying in the field of education. 10/81
 3. She must be an Illinois resident. 10/81
 4. She must be a recipient of either a chapter or state recruitment grant or grant-in-aid. 4/98
 5. She must submit her completed application by the specified date. 3/84

1.24 The Grant-in-Aid Fund (cont'd)

E. Procedures

- 1. The recipient(s) may receive a grant(s) for one year of college work. 4/00
- 2. The recipient is encouraged to attend the state convention. 3/84
- 3. The chapter chair of the Personal Growth and Services Committee is responsible for sending the designated number of copies for its one applicant to the chair of the Lambda State Personal Growth and Services Committee postmarked no later than the specified date. 4/02
- 4. In the second year of each biennium the Lambda State Personal Growth and Services Committee shall survey previous grant recipients for follow-up and membership recruitment purposes. 9/02

1.25 The M. Josephine O'Neil Arts Award

- A. Monies received by the Women in the Arts Fund from contributions and the Art Mart shall be used for the purpose of presenting the arts award(s); recipient(s) shall be designated by the Women in the Arts Committee. 4/80
- B. The M. Josephine O'Neil Arts Award shall be presented biennially to a student(s) in the arts. The Women in the Arts Committee shall recommend the criteria and amount of the award to the Lambda State Executive Board for approval at the fall meeting during the second year of the biennium. 4/99
- C. Award(s) not to exceed \$6,000 may be given biennially. 9/04
- D. Administrative costs for the M. Josephine O'Neil Arts Award shall be paid from the Women in the Arts Fund. 4/08

1.26 Literary Arts

The Women in the Arts Committee shall form a student Literary Arts Recognition Program for grades K-12 to be held in the odd-numbered years. 4/92

1.27 The Lambda State Achievement Award

- A. The Lambda State Achievement Award shall be given annually to a Lambda State member in recognition of distinguished service to the Society at the state level. 4/83
- B. Criteria for the Award
1. The prime consideration shall be the nominee's continual dedication to and participation in the Society at the state level including state conventions. 9/06
 2. Further consideration will be given to distinguished contributions to education outside of the Society only where such activities promote the purposes of the Society. 10/83
 3. A nominee shall not be serving Lambda State as an elected officer, committee chair or representative, or employee at the time of nomination. 4/83
 4. The past presidents of Lambda State should not be considered for this award. 10/83
 5. A member who has received the award is not eligible for consideration a second time. 3/84
- C. Procedures
1. Nominations may be made by chapters or individuals. 4/83
 2. Any individual or chapter that submits a nomination shall be responsible for sending the designated number of copies to the state chair of the Achievement Award Committee by the deadline. A copy of the form may be retained in the chapter Nominations Committee file. 9/05
 3. Nomination forms shall be postmarked no later than the specified date. 9/96
 4. The committee shall, on the basis of qualifications submitted, present no more than five nominees to the Lambda State Executive Board for preferential balloting. To be valid, voting must be completed according to instructions enclosed with the ballot. If there be but one nominee, election shall be by four-fifths vote. 9/99
 5. A certificate of award and pendant shall be presented to the recipient at the annual convention. 9/91

Section 1.3 Standing Committees

Procedures and duties of committees are specified in the *Bylaws*, Article IX, Sections 2 and 3.

1.31 Society Business

A. Chapter Visitation

1. State visitors may be elected state officers, past state presidents, treasurer, executive secretary, editor, and other members who have experience on the State Executive Board. 9/02
2. A training meeting shall be held for all state visitors for the first year of each chapter's biennium. A meeting shall be held the second year of the biennium for all state visitors and mentors to appraise the data and procedures for chapter visitations. Visitor packets shall be distributed at each of the meetings. 9/95
3. All chapters shall be visited the first year of the chapter biennium. Chapters not yet five years old shall be visited annually, with the chapter assuming its correct place in the visitation schedule with the fifth visit. 4/02
4. The state visitor is responsible for completing the chapter rules checklist at the time of her official visit. 9/01

B. Dates and Sites

1. In accordance with Lambda State *Bylaws* and the *International Constitution*, the Executive Board shall approve dates and sites for State Executive Board meetings and state conventions. These dates and sites should be determined at least two (2) years in advance. 9/10
2. The plan is to use central locations for the fall State Executive Board meetings, regional locations for the spring leadership training sessions and rotated, north, south, and central, locations for state conventions when adequate facilities are available. 10/89
3. The committee shall report to the State Planning Committee annually. 9/10

1.31 Society Business (cont'd)C. Finance

1. The chair shall have served as a member of the state Finance Committee. 4/75
2. The chair of the chapter Finance Committee shall send a copy of the chapter budget after approval as per Chapter Rules to the chair of the Lambda State Finance Committee before November 1, and the budget shall be reported on the standardized budget form. 4/09
3. State committees and personnel anticipating budget changes for the next fiscal year shall make the request to the state president and the state chair of the Finance Committee before January 15. 4/95
4. The annual financial audit/review of Lambda State shall be made by a certified public accountant or another qualified individual. 9/06
5. An amount shall be budgeted for attendance at professional conferences, workshops, meetings, or hearings where Lambda State is to be represented with prior approval of the state president. 4/85
6. Committees or individuals requesting budget consideration at State Executive Board meetings shall have the request in writing and given to the state president in time for inclusion in the monthly mailing prior to the meeting. 4/97
7. Committees or individuals requesting new programs, personnel, committees and/or personnel to committees shall accompany the request with a financial impact statement which shall be submitted to the state president and the parliamentarian in time for inclusion in the monthly mailing prior to the meeting designated for action on the motion. 4/97
8. Any proposal having budgetary impact which has not been included in a monthly mailing will require a two-thirds (2/3) vote of the assembly to be considered. 4/97
9. All requests for expenditures from the Permanent Fund greater than \$500.00 annually shall be reviewed by the Finance Committee. 4/91
10. Any request for equipment over the cost of \$500.00 from the Permanent Fund shall include a minimum of two (2) bids. 4/92
11. The Permanent Fund shall be maintained at a level not less than 30% of the Available Fund annual income. 9/97
12. Moneys from the Available Fund shall not be allocated to Lambda State special funds. 4/97
13. An amount equal to 5% of the annual income from dues and fees shall be transferred from the Available Fund to the Permanent Fund if necessary. 9/02

1.31 Society Business (cont'd)D. Leadership Development

The Leadership Development Committee shall plan and conduct:

1. Orientation for Chapter Leaders Workshops in the spring of even-numbered years for designated officers and committee chairs; 9/01
2. A transition-orientation meeting for incoming and outgoing state officers and committee chairs in early summer of the odd-numbered years. 4/95
3. The dates and sites of the Orientation for Chapter Leaders Workshops and the Transition Meeting for state chairs and officers shall be determined by the Leadership Development Committee and the Dates and Sites Committee in consultation with the current Lambda State President. 9/10

E. Membership

1. The state Membership Committee Chair shall inform the Necrology Representative of all Form 6's received, compile all biennial chapter Membership Forms, file a report with International, plan the Membership Luncheon for convention, and assist the Necrology Representative with the Celebration of Life Ceremony. 9/10
2. The Necrology Representative shall gather a database of information on Form 6's received and file a report with International, send information to the *Newscaster* quarterly for the deaths reported by chapters, send a note of sympathy to the designated person stated on the Form 6, and prepare the Celebration of Life Ceremony and the Necrology booklet for convention. 9/10
3. The Expansion Representative may be invited to visit chapters considering the possibility of sponsoring a new chapter. 4/05

1.31 Society Business (cont'd)F. Nominations

1. Areas as defined for purpose of representation on the Nominations Committee shall be as shown on the accompanying map. Chapters in each area shall be as follows:

Area 1:

7 Eta	42 Alpha Sigma	61 Beta Nu	75 Gamma Gamma
9 Iota	46 Alpha Chi	67 Beta Tau	81 Gamma Iota
10 Kappa	49 Beta Alpha	71 Beta Psi	91 Gamma Tau
28 Alpha Delta	50 Beta Beta	73 Gamma Alpha	

Area 2:

1 Alpha	32 Alpha Theta	56 Beta Theta	69 Beta Phi
6 Zeta	36 Alpha Mu	58 Beta Kappa	79 Gamma Eta
16 Pi	37 Alpha Nu	68 Beta Upsilon	86 Gamma Xi
29 Alpha Epsilon	51 Beta Gamma		

Area 3:

3 Gamma	20 Upsilon	72 Beta Omega	89 Gamma Rho
14 Xi	33 Alpha Iota	80 Gamma Theta	98 Delta Beta
17 Rho	65 Beta Rho	85 Gamma Nu	

Area 4:

2 Beta	19 Tau	30 Alpha Zeta	64 Beta Pi
11 Lambda	21 Phi	57 Beta Iota	66 Beta Sigma
15 Omicron	26 Alpha Beta	59 Beta Lambda	

Area 5:

8 Theta	18 Sigma	41 Alpha Rho	54 Beta Zeta
12 Mu	24 Omega	45 Alpha Phi	93 Gamma Phi
13 Nu	35 Alpha Lambda	53 Beta Epsilon	99 Delta Gamma

Area 6:

4 Delta	31 Alpha Eta	40 Alpha Pi	52 Beta Delta	78 Gamma Zeta
22 Chi	34 Alpha Kappa	43 Alpha Tau	55 Beta Eta	92 Gamma Upsilon
23 Psi	38 Alpha Xi	44 Alpha Upsilon	77 Gamma Epsilon	101 Delta Epsilon

4/09

2. Chapters shall recommend nominees for membership on the Nominations Committee. 3/79
3. When making a recommendation for an elective office, duplicated copies of the completed original form or a duplicated letter shall not be an acceptable endorsement of a candidate for an elective office. Letters supporting the official recommendation which provide additional pertinent information regarding the candidate are acceptable. 4/87
4. A member of the Nominations Committee shall complete her term before she can be considered by the Nominations Committee for another elected position. 9/97
5. In the year a member of the Foundation Board completes her term, she may be considered for an elected position. 9/97
6. The committee may place a name in nomination, with the approval of the nominee, for a position other than the one recommended. 4/99

**The Delta Kappa Gamma Society International
Lambda State Areas**

1.31 Society Business (cont'd)G. Personnel

1. The first contract for new employees shall be for a term of one year. Subsequent contracts shall be for one, two, or three years based upon the recommendation of the Personnel Committee. 4/91
2. The length of service for employed personnel of Lambda State shall be a maximum of ten consecutive years in the same position. 4/99
3. Salaries shall be determined by the State Executive Board upon recommendations from the Personnel Committee. The State Executive Board in like manner shall determine the additional benefits and other conditions of employment. 3/77
4. Professional staff shall be reimbursed for incidental expenses incurred while carrying out the day-to-day duties of their positions. 10/86
5. Any member of staff personnel planning to terminate her services is to notify the Lambda State president by September 1 of the year preceding the end of her contract. 3/81
6. Performance appraisals of employed personnel shall take place in the last year of each contract renewal year prior to the convention or earlier if deemed necessary by the state president. This shall be the responsibility of the state president, the immediate past state president, and the chair of the Personnel Committee. 9/97
7. The position of a staff member unable to perform her duties shall be declared vacant by the state officers and an interim named by the state president to serve until a successor is approved by the Executive Board. 4/96
8. Signed contracts for staff personnel shall be filed with the state president, state treasurer, chair of the Personnel Committee and the employee. The Personnel Committee shall prepare the contract forms. 9/99
9. All staff personnel shall prepare annual reports of their work for the Lambda State convention. 4/78
10. A qualified copy service or a rented copier shall be utilized for reproduction-ready copy. 4/95
11. Equipment being replaced will be disposed of as follows: (a) used by another employed staff member; (b) purchased at a fair market price by an employed staff member; (c) purchased by a Lambda State member through a *Newscaster* ad; (d) donated to a school or other agency. 4/99
12. Lambda State equipment shall be evaluated annually and upgraded as funds allow. 4/99

1.31 Society Business (cont'd)H. Rules

1. The executive secretary shall issue new pages for the published *Bylaws* and *Standing Rules* reflecting changes following each Executive Board meeting and/or convention. 9/02
2. When amendments to the bylaws and standing rules have been adopted, the Rules Committee shall make editorial changes in grammar and referencing to reflect the desires of the membership. 4/95
3. When changes in Lambda State *Bylaws* which affect Lambda State *Standing Rules* are made, the Rules Committee shall bring the Lambda State *Standing Rules* into conformity and report action to the Executive Board and/or convention. 4/97

I. State Planning

1. The members of the committee shall include the state officers, immediate past state president, and additional members at the discretion of the state president. The editor, executive secretary, and treasurer shall be ex officio members. 9/02
2. The committee shall meet when the state president deems it necessary. 4/87
3. Any state committee or combination of state committees may submit proposals for items for state sale to the State Executive Committee for approval. The State Planning Committee shall develop procedures and a form for submitting proposals. Proposals receiving approval by the State Executive Committee shall be submitted to the State Executive Board for final approval prior to state sale. 9/97

1.32 Program of WorkA. Program

1. All chapters shall send three (3) copies of the chapter yearbook to the state program chair by December 1. 4/99
2. The Lambda State Program Committee/Chair shall respond to each chapter upon receipt of its yearbook. 9/02

B. Personal Growth and Services

The Lambda State Personal Growth and Services Committee shall administer the Grant-in-Aid program, with the criteria for the grant(s) to be recommended by the committee. 4/95

C. Professional Affairs

1. The Lambda State Professional Affairs Committee (and former International Leadership/Management Seminar participants) shall sponsor, develop and conduct a self-funded Lambda State Leadership/Management Seminar to be held every odd-numbered year, if there is sufficient interest. 9/93
2. The Lambda State Professional Affairs Committee shall administer the Florence A. Cook Recruitment Grant Program. 4/92

D. Research

1. The Research Committee shall administer the Continuing Professional Development Unit(s) and the Continuing Education Unit(s) at Lambda State programs. 9/07
2. The Research Committee shall tabulate evaluation forms for identified Lambda State programs. 9/07

E. Legislation

1. The platform for legislative action includes:
 - a. Statement of the legislative positions:
 - (1) Legislative action of The Delta Kappa Gamma Society International is guided by the fourth purpose of the Society. It is therefore directed to the study of and action on issues which will improve education and the status of women. 4/79
 - (2) Legislative activity of the Society must be concerned with educational issues, not with candidates or political parties.
Standing Rules of The Delta Kappa Gamma Society International, 8.25 9/08
 - (3) All levels of the Society may cooperate with other organizations when the legislative activity helps to promote the purposes of the Society. 4/79
 - (4) Lambda State shall work for the passage of the Equal Rights Amendment to the Constitution of the United States. 4/94

1.32 Program of Work (cont'd)

b. Statement of our educational credo:

- (1) We believe that education exists for people of all ages. 4/79
- (2) We believe that education has the responsibility for the development of the whole person, guiding and aiding the person to become a contributing member of society. 4/79
- (3) We believe that to educate all the children of all the people as mandated by law, comprehensive programs must be offered to meet the options and needs of students of widely differing physical and mental abilities, talents, cultural backgrounds, and social skills. 4/79
- (4) We believe that there shall be academic freedom at all levels of education. 3/84

c. We support legislation which allows educators at all levels to establish, maintain, and enforce high standards for the education profession. 3/84

We therefore support legislation which:

- (1) Secures public education retirement systems through state funding as mandated and insures enlightened leadership and sound management of the systems; 4/79
- (2) Fully funds formulae for all state mandated and supported programs; 9/08
- (3) Advances and protects women's rights; 4/79
- (4) Optimizes an educational climate in which students and teachers can work effectively; 4/79
- (5) Provides protection from physical, social, and emotional abuse for children and teachers; 3/84
- (6) Advances the autonomy of the local school district or higher education governing board and obligates those boards to be responsive to their citizens; 4/79

1.32 Program of Work (cont'd)

- (7) Directs the efficient implementation of an effective state juvenile code; 4/79
 - (8) Protects academic freedom at all levels of education; 3/84
 - (9) Facilitates the conservation of energy resources, promotes the implementation of alternate energy sources, and protects our schools within our environment. 4/79
 - (10) Advocates free and public educational systems. 4/09
2. Lambda State shall present a certificate of appreciation, the Lambda State Legislative Award, to recognize Illinois State and Federal legislators whose support of current and on-going legislation improves education and/or advances and protects women's rights. 9/08
- a. Criteria for the Award
- (1) Positive voting record on legislation supported by The Delta Kappa Gamma Society International, Lambda State; 3/82
 - (2) Leadership in either chamber or committee in support of Delta Kappa Gamma goals; 3/82
 - (3) Exercise of influence for Delta Kappa Gamma goals; 3/82
 - (4) Responsiveness to local constituents; 3/82
 - (5) At least one full year of service as an Illinois legislator prior to recommendation. 9/92

1.32 Program of Work (cont'd)

b. Procedures

- (1) Chapters will submit a recommendation form with appropriate documentation to the Lambda State Legislation Committee by the specified date. 9/96
 - (2) Legislation Committee will review information and determine eligibility. 4/83
 - (3) Legislation Committee will communicate approval/disapproval of recommendation and notify chapters and state president by March 1. 4/83
 - (4) Certificates signed by the state president will be presented at the state convention or forwarded to chapters. 9/96
 - (5) Awards will be published in the Lambda State *Newscaster* and local media. 4/83
3. Lambda State shall present a Certificate of Commendation for exemplary support of educational or women's issues by State of Illinois elected or appointed officers. This certificate is to be presented at the state convention. 9/08

1.32 Program of Work (cont'd)

4. The Legislation Committee may recommend a candidate for the position of Legislative Consultant/Advocate, for the purpose of representing the legislative position of Lambda State to the legislative bodies of Illinois. This will be a contracted service, with approved expenses assumed by Lambda State, to fulfill the specified duties and responsibilities. 9/08
5. One member of the Legislation Committee shall be designated as the U.S. Forum Representative. The representative shall be responsible for the following:
 - a. Providing information to the chapters; 4/96
 - b. Surveying chapters in regard to issues/actions; 4/96
 - c. Communicating with Northeast Region Forum representative; 4/96
 - d. Preparing report for the state and the Northeast Region representative. 4/96

1.32 Program of Work (cont'd)F. Women in the Arts

1. Lambda State shall promote the performing, literary, and visual arts as essential components of a quality educational program for all students. 3/82
2. Creative Arts Retreat
 - a. Lambda State shall sponsor a self-supporting Creative Arts Retreat. 4/83
 - b. The date and site of the annual Creative Arts Retreat shall be secured one year in advance. 4/05
 - c. The cost of printing for the Creative Arts Retreat shall be paid from the Women in the Arts Fund. 4/92
3. Administrative costs for the M. Josephine O'Neil Arts Award shall be paid from the Women in the Arts Fund. 4/08

G. Music

1. The Music Committee will maintain a lending library of all music materials available for chapter use. 9/09
2. The music chair shall be responsible for the keyboard and accessories. 9/09

1.33 Educational ServicesA. Achievement Award

See Lambda State *Standing Rules* 1.27

B. Scholarships

1. The chair shall have served as a member of the State Scholarships Committee. 4/05
2. Scholarships shall be presented in memory and honor of deceased state presidents: Florence A. Cook, Cecile Coombs, Nadine Ewing, Margaret Hausen, Irene Hermann, Dr. Lucille Klauser-Batell, Marcella G. Krueger, Edna S. Lehman, Gertrude F. Mead, Helen R. Messenger, Wilma Nuttall, Katharine H. Obye, Dr. Rose E. Parker, Vera L. Peacock, Ruth Schneider, Carolyn Wones, and Lambda State Founder Erma F. Imboden. 4/09
3. The Emma Reinhardt Scholarship is in memory and honor of Emma Reinhardt, from the interest of a fund bequeathed by her to Lambda State. Applicants for other scholarships are considered. 3/77
4. The Emilie U. Lepthien Scholarship is in memory and honor of Emilie U. Lepthien, from the interest of a fund bequeathed by her to Lambda State. The scholarship shall be awarded to an applicant for the study of school administration. 4/98

1.33 Educational Services (cont'd)

5. Scholarships shall be given in the following categories:
 - a. For one academic year of full-time foreign or domestic study. A year when a full-time scholarship is not awarded, the designated amount may be divided and awarded at the discretion of Scholarships Committee to qualified candidates; 9/05
 - b. For a minimum of twelve (12) semester hours or the equivalent of foreign or domestic study; 9/04
 - c. For a minimum of six (6) semester hours for graduate work; 9/04
 - d. For special study stipends to develop skills which promote professional and personal growth. 4/08
6. Scholarship fund distribution:
 - a. The Lambda State scholarship fund shall maintain a \$50,000 minimum balance, excluding the Emma Reinhardt and Emilie U. Lepthien bequests. 4/98
 - b. The monetary amount is determined by the interest income of the previous fiscal year. 4/00
 - c. The monetary distribution and the number of annual scholarships shall be recommended by the Scholarships Committee to the state convention for adoption. 4/00
 - d. In a year when designated scholarship funds are not awarded, 75% of the funds not awarded may be made available for special study stipends. 4/00
7. Requirements for awarding State Scholarships:
 - a. Prior to the application deadline, an applicant for a scholarship shall be a member of Lambda State and have completed three (3) years of membership in The Delta Kappa Gamma Society International. 4/09
 - b. The applicant is responsible for duplicating and sending ten (10) copies of her scholarships application packet to the chair of the Scholarships Committee postmarked no later than the specified date. 9/05
 - c. The scholarships shall be used for study at a recognized and approved college or university: (1) to pursue a planned program for graduate study leading to a degree or certificate or (2) to further educational growth. 4/83
 - d. Scholarships shall be used within two (2) years of the date of the award. Full-time scholarships must be used within a consecutive twelve (12) month enrollment period. 9/04
 - e. The amount of the scholarship shall become available upon presentation to the Scholarships Chair of the recipient's college/university registration and proof of payment. 9/04
 - f. The selection of special study stipends shall become available upon presentation of appropriate documentation to the Lambda State Scholarships Chair. 9/97

1.33 Educational Services (cont'd)C. Communications

1. Encourage chapters to submit news for publication in the *NEWSCASTER*. 4/08
2. Encourage and support electronic communications. 4/08
3. Encourage the members of Lambda State to support the webmaster with an annual stipend. 4/08
4. Provide training and resources to facilitate effective communications. 4/08

D. International Projects

1. Inform members of all international projects. 9/04
2. Offer a travel experience at least once during each biennium. 9/04

E. Literacy

1. Inform chapters of an organized effort to fight illiteracy; 4/90
2. Assist chapters in establishing goals for literacy support; 4/90
3. Have chapters survey existing programs/activities in their regions and report them to the committee; 4/90
4. Encourage each chapter to monetarily support literacy agencies; 4/90
5. Encourage members to volunteer their services to local literacy agencies; 4/90
6. Disseminate information and serve as a resource for program/project suggestions; 4/90
7. Encourage support for literacy efforts in other states and at the International level; 4/90
8. Encourage members to participate in local tutor training workshops. 9/02

Section 1.4 Special Responsibilities1.41 Minutes

- A. The state president shall appoint a committee of three (3) members to approve the minutes of the Executive Board meetings and a committee of three (3) to approve the minutes of the convention business sessions. 4/76
- B. Only the name and chapter of the maker of the motion shall be included in the minutes. 10/83
- C. All adopted *Bylaws* and/or *Standing Rules* changes considered at the Executive Board meetings or convention business sessions must be included within or attached to the minutes. 4/09
- D. The minutes of any State Executive Board meeting and general business session of a convention shall be submitted to the state president within eight (8) weeks following the respective meeting. 4/80
- E. All minutes of the Lambda State Executive Board and general business sessions shall be mailed to the Executive Board members at least thirty (30) days prior to a forthcoming Executive Board meeting. 4/80
- F. The Lambda State recording secretary shall extract and forward to the chair of the Rules Committee, immediately following each convention or Executive Board meeting, a summary of the new standing rules or rule changes enacted. 4/85
- G. The minutes of Lambda State's Executive Board and convention business meeting shall be permanently bound. 4/85

1.42 Registration at State Meetings

The chair of registration for state meetings shall be appointed for each function by the state president. 10/81

1.43 Historian/Archives

- A. The historian shall keep a systematic and thorough recording of the activities accomplished and an on-going history of Lambda State. 10/90
- B. The historian shall organize and compile materials for the archives which shall be held in an approved place of permanent storage. 9/96

1.44 PublicationsA. Newscaster

- 1. Schedule for publication of the *Newscaster* shall be one issue per quarter. 4/86
- 2. Items concerning The Delta Kappa Gamma Society International and Lambda State, education and women's issues shall be considered for publication in the *Newscaster*. 4/95

B. Lambda State History

Lambda State's history of the first fifty (50) years shall be continued by a publication every ten (10) years of the significant events, achievements, and programs of that decade. 4/85

1.45 Convention Sales

- A. Items which may be sold at conventions include convention favors, convention decorations, Art Mart items, Chapter Bazaar items, and State Planning Committee approved items. 9/03
- B. Chapters in Lambda State shall be permitted to sell items at state conventions at a Chapter Bazaar in the years when the Art Mart is not being held. The participating chapters will contribute a minimum of twenty five percent (25%) of sale profits to a Lambda State fund or funds to be designated by the chapter(s). 9/03

Section 1.5 Lambda State Executive Board1.51 Rules Governing the Business

The following rules shall govern the business of the Lambda State Executive Board:

- A. All persons addressing the chair shall give name and chapter.
- B. All motions, amendments, and resolutions shall be presented to the chair in written form before a vote is taken and shall be signed by the individual or chair of the group presenting such a motion, amendment, or resolution.
- C. Debate shall be limited to ten (10) minutes for each question. In speaking to a motion each person shall be limited to two (2) minutes. No person shall speak more than twice to the same motion.
- D. Only those designated in Article VIII, Section 1, A. of the Lambda State *Bylaws* shall vote in the meetings of the Executive Board. 4/92

“The members of the Executive Board shall be the past state presidents who are members of Lambda State, elected officers, the chairs of all the standing committees, and the chapter presidents. The editor, executive secretary, historian, parliamentarian, treasurer, and designated representatives shall be ex officio members, without vote. Members who assume a nonvoting position in Lambda State shall relinquish their voting privilege while serving in that position. Each chapter president and state committee chair has the privilege of appointing an official representative to serve in her voting position.” 4/99
- E. A quorum for the Executive Board shall be a majority of its voting members. *Constitution*
- F. A majority shall be considered as more than half of those voting.
- G. The use of cell phones is prohibited during business meetings. 9/07

ARTICLE 2 FOR STATE AND CHAPTER

Section 2.1 Installation of a New Chapter

2.11 State Responsibilities

A. State President (or anyone she may designate)

1. Issues invitations to prospective members at least eight weeks before date of installation and sets deadline for replies to state president;
2. Secures charter and kit of materials for chapter;
3. Plans initiation and installation, designating participants in the ceremonies, in consultation with chapter president of the sponsoring chapter;
4. Plans program in cooperation with the sponsoring chapter and sends all program copy to the executive secretary at least three (3) weeks before the date of installation; 12/74
5. Arranges with the executive secretary and treasurer to conduct the orientation and organization of the new chapter on the day of installation; 3/79
6. Appoints an advisor for the new chapter. 12/74

B. State Executive Secretary

1. Arranges for printing of the program booklet;
2. Arranges for lettering of the membership certificates;
3. Prepares for duplication the list of names, addresses, telephone numbers, and teaching positions of the new members; sends this list to International;
4. Prepares the data manual for the new chapter president;
5. Supplies small brass candle holders, ritual books, and official song cards for the initiation. 12/74

2.11 State ResponsibilitiesC. State Treasurer

1. Orders and pays for all international supplies:
 - Invitations
 - Society Information Brochure
 - Order blanks for Keypin purchase
 - Membership Certificates
 - Membership cards
 - Constitution* (leather-bound); 4/94
2. Pays for roses and for meals or refreshments for initiates, not to exceed \$20 per initiate; 4/94
3. Pays the necessary facility rental fee; 10/83
4. Collects dues and fees from new members; gives these to chapter treasurer after she is appointed; 4/96
5. Assists the new treasurer in setting up her records;
6. Presents check from Lambda State for \$500 to the new chapter, if initiation equipment has not been given to the new chapter. This gift shall be applied on the purchase of the chapter's initiation equipment. 4/96

2.12 Sponsoring Chapter Responsibilities

- A. Selects knowledgeable chapter member(s) to confer with persons invited, as soon as the invitations are received, to explain the Society;
- B. Arranges place for the initiation events:
 - Orientation – by state on day of initiation
 - Rehearsal
 - Initiation ceremony and installation
 - Meal function or tea
 - Meeting to organize new chapter and install officers;
- C. Furnishes and sets up initiation equipment (with exception of small candle holders);
- D. Orders and arranges the roses;
- E. Sends to state president copy of material needed for program booklet at least four (4) weeks in advance of the installation date;
- F. Takes reservations from those planning to attend;
- G. Notifies initiates where and when they are to meet before the initiation ceremony;
- H. Provides chapter members as escorts and for additional assignments designated by state president;
- I. Arranges for complete initiation rehearsal;
- J. Pays for all expenses not stipulated as a state responsibility. 12/74

Section 2.2 Initiation of State Honorary Member2.21 State ResponsibilitiesA. State President (or anyone she may designate)

1. Issues invitation to membership; 3/81
2. Plans program for initiation (in consultation with sponsoring chapter); 3/81
3. Sends invitations or notices regarding initiation and program; 3/81
4. Arranges for orientation of honorary member. 3/81

B. State Executive Secretary

1. Arranges for printing of program for initiation; 3/81
2. Arranges for lettering of membership certificate; 3/81
3. Prepares *Constitution* statement to be signed by initiate. 3/81

C. State Treasurer

1. Orders and pays for:
 - Keypin for initiate
 - State honorary membership certificate 3/81
2. Pays for rose and for meal (or refreshment) for initiate; 3/81
3. Sends membership card to headquarters and pays publication fee. 3/81

2.22 Sponsoring Chapter Responsibilities

- A. Works with state Membership Committee to arrange place for initiation and meal function or tea; 3/81
- B. Assists in planning social reception; 3/81
- C. Takes reservations from those planning to attend; 3/81
- D. Furnishes and arranges initiation equipment; 3/81
- E. Orders and delivers flowers; 3/81
- F. Provides a chapter member to serve as escort for initiate; 3/81
- G. Participates in or assists with initiation ceremony as requested by state president. 3/81

ARTICLE 3 FOR CHAPTERS

Section 3.1 Initiation

Every chapter should have at least one initiation each year. 3/71

Section 3.2 Chapter Finances

- A. Since the president of the chapter is expected to attend State Executive Board meetings and state conventions, the chapter pays toward her expenses for these meetings. 3/71
- B. The chapter should consider contributing toward the expense of its president to regional conferences and international conventions. 3/71
- C. Chapter assessments levied beyond international, state, and chapter dues and scholarship fees may be used for special chapter projects. 9/96
- D. Chapters may purchase fifty (50) year pins for their members celebrating their fiftieth (50th) year of membership. Upon notification of the cost of the pin, the chapter treasurer will forward a check to the chair of the state Membership Committee by the specified date. 9/96

Section 3.3 Special Duties of Chairs

- A. The chair of the Finance Committee shall be the contact person for the Lambda State Foundation for Educational Studies, Inc. 9/91
- B. The chair of the Nominations Committee shall be the contact person for the Lambda State Achievement Award. 9/93

ARTICLE 4 FOR INDIVIDUAL MEMBERS

Section 4.1 Use of Membership for Advancement

Every member may include her work in The Delta Kappa Gamma Society International in the dossier by which she hopes for professional advancement or for election to office in another organization. She may ask members to work for her as individuals. She may not ask either the chapter or state organization to endorse her. 3/71

Section 4.2 Speaking for the Organization

A member may speak in the name of the Society only when so authorized or on a legislative measure on which the State or International Executive Board has taken a definite stand. 3/71

Section 4.3 Returning Society Jewelry

- A. A member who severs her connection with the Society should be encouraged to return her official Society jewelry to the chapter. 9/96
- B. A member is encouraged to provide instructions for the disposition of official Society jewelry upon her death. 4/05

ARTICLE 5 DISSOLUTION

Section 5.1 State

- A. When the state is considering dissolution, the state president shall notify, immediately, the international president. No vote shall be taken before notification and consultation with the international president. 4/92
- B. All members of the state shall be notified in the state's publication, the *Newscaster*. After members have been notified, a vote shall be taken by the Executive Board. 4/92

Section 5.2 Chapters

- A. When a chapter is considering dissolution:
 - 1. The state president shall be notified, immediately, by the chapter president, state visitor, or mentor. 9/95
 - 2. The state president or assigned designee shall meet with the chapter members to hear chapter concerns, explore options to resolve problems, develop strategies for resolution, and assist in implementing strategies. 9/95
 - 3. No official vote on dissolution shall be taken prior to this meeting. 9/95
 - 4. During this consultation period, the state president follows the international standing rules and closes transfer requests. 9/02
 - 5. When resolution cannot be achieved, the state president shall authorize the chapter dissolution vote by written ballot. 9/95
 - 6. All chapter members shall be notified, by mail, thirty (30) days prior to the meeting at which the dissolution vote will be taken. 9/95
 - 7. Following a majority vote of the chapter membership, the dissolution motion will be presented to the State Executive Board for action. 9/95

- B. When the chapter dissolution is approved by the State Executive Board:
1. The charter must be returned to the state organization to be forwarded to International Headquarters. 4/92
 2. Remaining chapter funds are to be sent to the state treasurer for state or international projects. 9/92
 3. Initiation paraphernalia, chapter records, and Society publications are to be sent to the state organization. 4/92
 4. Those members desiring to maintain membership shall transfer to other chapters upon application to International Headquarters. 4/95
 5. Other chapters may seek permission to send letters of invitation and transfer forms to members of the dissolving chapter after the dissolution vote has passed. 9/02
 6. The state Executive Board is responsible for deciding whether to reuse the Greek name of the dissolved chapter (International Standing Rules of The Delta Kappa Gamma Society, International 5.12). 9/92
 7. The Lambda State Executive Committee will determine biennially the disposition of future paraphernalia and possessions. The Official Register of Initiates of the dissolved chapter shall be placed in the Lambda State Archives. 9/02