

**THE DELTA KAPPA GAMMA SOCIETY  
INTERNATIONAL**

**ALPHA IOTA STATE - MICHIGAN**

**BYLAWS AND  
STANDING RULES**

**May 2011**

# **Alpha Iota State – Michigan**

## **Bylaws and Standing Rules**

**Most recently revised  
May 2011  
Romulus, MI  
Updated January 5, 2013\***

### **Committee**

**Ann Elmer, Alpha Mu  
Sue Kruizenga, Gamma Theta  
Pat Little, Beta Kappa  
Dorothy Sample, Mu  
Char Wenham, Rho**

### **Ex-Officio**

**Jackie Smart, President  
Helen Popovich, Parliamentarian  
Sarah “Sally” Garrison, Executive Secretary**

**ALPHA IOTA STATE MICHIGAN  
OF THE DELTA KAPPA GAMMA  
SOCIETY INTERNATIONAL  
BYLAWS<sup>1</sup>**

**ARTICLE I  
NAME**

Section 1

The name of the state organization shall be Alpha Iota State-Michigan of The Delta Kappa Gamma Society International.

Section 2

Each chapter in Alpha Iota State-Michigan shall be designated by a Greek letter or a combination of Greek letters.

Section 3

The Bylaws and Standing Rules of Alpha Iota State-Michigan shall be consistent with the Constitution and International Standing Rules of the Delta Kappa Gamma Society International.

**ARTICLE II  
OBJECTIVES**

The objectives of Alpha Iota State-Michigan shall be to:

1. Promote the purposes of the Delta Kappa Gamma Society International as found in the Constitution, Article II.
2. Act as liaison between chapters and the International organization,
3. Organize chapters within the state.
4. Provide leadership training for state and chapter leaders.
5. Provide workshops/seminars for continuing education.

**ARTICLE III  
MEMBERSHIP**

Section 1

The membership of Alpha Iota State-Michigan shall be composed of active, reserve, and honorary members of chapters within the boundaries of the state and all state members. All membership is in accordance with the Constitution, Article III.

Section 2

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

Section 3

State honorary members

- A.State honorary members shall be recommended by chapters to the Expansion/Membership Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval is required.
- B.The state president and the chairman of the Expansion/Membership Committee shall assume responsibility for the orientation session and the initiation of the state honorary members.
- C.Initiation of the state honorary members should be conducted at a state convention whenever possible.

---

<sup>1</sup> Term use: Where “fall workshop” and “convention” appear in the Bylaws/Standing Rules, the term “fall workshop” shall be construed to read “fall workshop/conference” and “convention” shall be construed to read “convention/conference.”

## Bylaws

### Section 4

#### Termination of membership

- A. A complete record of all membership in Alpha Iota State-Michigan that has been terminated shall be maintained by the treasurer.
- B. The chapter shall file letters of resignation.

### Section 5

#### Reinstatement

- A. The chapter treasurer shall notify the state treasurer when a former member has been reinstated.

## **ARTICLE IV FINANCES**

### Section 1

#### Annual Dues

- A. Annual dues shall include international and state dues.
- B. The state annual dues shall be determined by a two-thirds (2/3) vote of the members registered at the state annual convention.
- C. All dues and a scholarship fee of \$1.00 shall be paid between July 1 and October 31 of each year. On November 1 members shall be dropped for nonpayment of dues.
- D. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer no later than the date designated by International.

### Section 2

#### Financial controls

- A. A projected annual budget shall be submitted to the Executive Board for approval at the spring meeting. A final annual budget shall be submitted to the Executive Board for approval at the fall meeting of the Executive Board.
- B. All expense vouchers shall be signed by the president before payment is made by the treasurer or by the first vice president if the president is unavailable.
- C. Checks for salary payment and/or reimbursement for expenses to employed staff shall be signed by the president or the first vice president.
- D. The report of the annual audit/financial review shall be submitted to the Executive Board at its fall meeting for approval. The annual audit/financial review shall be conducted by an external audit company. The cost of the annual audit/financial review shall be budgeted annually.

### Section 3

#### Funds

- A. The state shall maintain an available fund. The accrued annual interest from the available fund shall be utilized in the operating budget of the state.
- B. The state shall maintain a permanent fund. The annual interest from the permanent fund shall be deposited in the available fund.
- C. The state shall maintain a scholarship fund. The accrued annual interest from the scholarship fund and the total of the chapter contributions shall constitute the available monies for each year's scholarship awards.

### Section 4

#### Securities

- A. Recorded authorized signatures on all financial accounts and investments shall be the treasurer, the president, and the first vice president.
- B. Safety deposit box located in a federally insured financial institution shall contain all securities. Recorded authorized signatures shall be that of the treasurer, the president, and the first vice president.

## **ARTICLE V ORGANIZATION**

### Section 1

#### Chapters

- A. Each chapter shall conduct its business in a manner consistent with the Constitution and Standing Rules of the Delta Kappa Gamma Society International and the Alpha Iota-State Michigan Bylaws and Standing Rules.
- B. The chapter officers, except treasurer, shall be elected in even numbered years by a majority vote.
- C. The term of each elected officer shall be two years. No officer except the treasurer may serve in the same office longer than two terms in succession.
  - (1) All officers shall take office on July 1 following their election.
  - (2) The treasurer shall be selected by the chapter Executive Board each Biennium.
- D. The chapter president or her official designee shall represent the chapter as a voting member of the State Executive Board.

### Section 2

#### New Chapters

- A. The State Executive Board shall approve the organizing of new chapters.
- B. Recommendations for membership in new chapters shall be screened by the state Expansion/Membership Committee.
- C. The installation of a new chapter and the initiation of members shall follow the procedure as stated in ceremonies publications.

### Section 3

#### Areas

- A. Areas are for:
  - (1) Rendering better service to members, and
  - (2) Providing for representation for elected officers and committees.
- B. The geographic boundaries of areas are defined in Alpha Iota State-Michigan Standing Rules.

### Section 4

#### Coordinating Councils

- A. Coordinating Councils may be organized when several chapters exist in an area.
- B. The Coordinating Councils shall meet at least once a year for the purpose of planning activities of benefit to all, such as birthday luncheons, workshops, etc.

## **ARTICLE VI OFFICERS AND RELATED PERSONNEL**

### Section 1

#### Officers and Related Personnel

- A. The elected state officers all of whom must be members of the Society, shall be a president, a first vice president, a second vice president, a recording secretary and a corresponding secretary.
- B. The employed staff shall be a treasurer, an editor, and an executive secretary selected by the Personnel Committee and approved by the Executive Board. No individual may be employed by Alpha Iota State-Michigan for more than

## Bylaws

- a total of ten (10) years unless recommended by the Personnel Committee and approved by the Executive Board.
- C. The parliamentarian shall be appointed by the president.

### Section 2

#### Duties of Officers and Related Personnel

These officers and related personnel shall perform the duties as prescribed in the Constitution, Article VI and as authorized by Alpha Iota State-Michigan Bylaws.

##### A. President

- (1) Submit the following information and report to the International Executive Director and/or International President as required and on schedule (or in a timely manner):
  1. Lists of state committee chairmen, chapter presidents, and other data requested, and all corrections of such data;
  2. Annual state president's report summarizing the work of the state, and
  3. Names of members who merit help from the International Emergency Fund after it has been ascertained that there was a major loss.
- (2) Attend the regional leadership development conference, the regional conference and the international convention during the term of office, serve as official representative of the state at general sessions of the international convention and vote for the state in roll call votes and in the elections of international officers and elected committees.
- (3) Perform the following duties in the state:
  1. Execute, with the executive secretary or treasurer, all legal documents. Legal documents may be executed only when authorized by the appropriate state body, general membership and Executive Board. Legal documents are defined as agreements that obligate the state organization.
  2. Plan all aspects of state conventions, executive board meetings, and state and area workshops.
  3. Guide chapter work through regular correspondence and by making chapter and coordinating council visitations.
  4. Monitor state expenditures to maintain budgetary limitations,
  5. Direct expansion within the state,
  6. Distribute and coordinate the completion of all state level reports,
  7. Distribute completed minutes of Executive Board and general membership meetings to all members of the Executive Board four (4) weeks prior to the next Executive Board meeting,
  8. Guide the other officers and related personnel in the execution of their duties and responsibilities,
  9. Sign and dispense payment checks to all employed staff,
  10. Collect information cards designating committee personnel from each chapter president and forward such cards to the appropriate state committee chairman,
  11. Following her biennium, assume the duties of immediate past president as listed in Alpha Iota State-Michigan Standing Rules,
  12. After consultation with the Finance Committee, notify the chairman of committees disbursing funds (scholarship, Wilma Adams), the amount available by dates stipulated in the Alpha Iota State-Michigan Standing Rules.
  13. Notify recipients of state honorary membership.
  14. Write an historical summary of the state activities for her biennium. This is to be submitted no later than four (4) weeks after the end of the biennium to the history committee chair.
- (4) Encourage and stimulate chapter and member involvement and participation in social, civic, and professional activities so as to increase the visibility and effectiveness of the Society in Michigan.
- (5) Guide the activities of all state committees with specific responsibility for the committees of Society Business.
- (6) Appoint a designee when appropriate and/or required if unable to attend meetings or other functions.
- (7) Serve as chairman of the President's Advisory Council and convene this body according to the provisions set forth in Article VIII, Section 2, of the Alpha Iota State-Michigan Bylaws.
- (8) Appoint a committee at the Executive Board and general membership meetings to approve the minutes of these meetings.

## Bylaws

- (9) Appoint a coordinator of chapter visitations.
- (10) Conduct the annual evaluation of all employed personnel and act as the primary evaluator.
- (11) Name a successor when a vacancy occurs in an elective or appointive position.
- (12) When a vacancy occurs in an employed position, name an interim employee to serve until a permanent successor can be selected.
- (13) Perform all duties and responsibilities as directed by the Executive Board.

## Bylaws

### B. First Vice President

- (1) Serve as program chairman of the state and be responsible for activities of the committees for Programs of Work.
- (2) Assist the president in planning state conventions, Executive Board meetings, and state and area workshops.
- (3) Perform such duties and responsibilities as directed by the president and the Executive Board.

### C. Second Vice President

- (1) Serve as Liaison/coordinator of the activities of the Educational Services Committee and the Wilma Adams Fund.
- (2) Serve as chairman of the Distinguished Service Committee.
- (3) Perform such other duties and responsibilities as directed by the president and the Executive Board.

### D. Recording Secretary

- (1) Record attendance at meetings of the Executive Board and general membership meetings; determine when a quorum is present and inform the president that business may be conducted.
- (2) Abstract all action items related to the Bylaws and/or Standing Rules, attach to the minutes, and forward a copy to the Chairman of the Bylaws/Standing Rules Committee and state parliamentarian.
- (3) Complete and submit to the president the minutes of Executive Board and general membership meeting within four (4) weeks after each meeting, including the abstractions described in Section 2 above.
- (4) Perform such other duties and responsibilities as directed by the president and the Executive Board.

### E. Corresponding Secretary

- (1) Complete all correspondence as directed by the president.
- (2) Present all correspondence to the Executive Board and general membership as requested by the president.
- (3) Perform such other duties and responsibilities as directed by the president.

### F. Treasurer (employed)

- (1) Submit all reports to the International Executive Coordinator on or before the specified deadlines.
- (2) Submit recommendations for investments (as approved by the Finance Committee) to the State Executive Board for approval at the semi-annual meetings of the Board.
- (3) Maintain all required and specific funds as separate accounts.
- (4) Provide the president and the Finance chairman with detailed quarterly expenditure reports.
- (5) Execute state documents with state president as directed.
- (6) Provide all documents for an annual external audit/financial review.
- (7) Perform other duties and responsibilities as directed by the president, the Executive Board and as prescribed in the job description and contract.

### G. Executive Secretary (employed)

- (1) Maintain and arrange for the preservation of all archival materials. This is done in conjunction with the History Committee.
- (2) Make recommendations to the Executive Board regarding sites of state conventions, State Executive Board meetings, and state/area workshops.
- (3) Execute legal documents as directed by the president.
- (4) Perform other duties and responsibilities as directed by the president and the Executive Board and as prescribed in the job description and the contract.

### H. Editor (employed)

- (1) Prepare and publish four (4) issues of the Wolverine annually.
- (2) Perform other duties and responsibilities as directed by the president and the Executive Board and as prescribed in the job description and the contract.

### I. Parliamentarian (appointed)

- (1) Act as advisor to officers and members of the state organization in matters pertaining to the interpretation of the Constitution, state Bylaws and Standing Rules.
- (2) When requested, assist in providing parliamentary training to chapter officers.

## Bylaws

- (3) Provide written rules for the conduct of general membership and Executive Board meetings and read these rules to the membership at the appropriate times.
- (4) Perform other duties and responsibilities as directed by the president and Executive Board.

## Bylaws

### Section 3

#### Term of Office

- A. Officers, elected at the state convention in odd-numbered years shall have a term of two (2) years unless otherwise specified, or until a successor has been named, see Constitution, Article VI, Section D.
- B. No officer may serve in the same office longer than two terms in succession.
- C. All officers shall take office on July 1 following their election.
- D. The treasurer, executive secretary, and editor shall be recommended by the Personnel Committee and approved by vote of the Executive Board.

### Section 4

#### Vacancies

- A. When a vacancy occurs in the office of president, the order of succession shall be according to the Constitution, Article VI, Section C (2).
- B. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.
- C. Vacancies in employed positions shall be defined in Article VI of the Alpha Iota State-Michigan Standing Rules and shall be filled as stated in the same article.

### Section 5

#### Nominations and election

- A. Nominations for office shall be made by the Nominations Committee, composed of one member from each area, which shall include one past state president, one past chapter president, one current chapter president, and two members-at-large, one of whom has state level experience. The Nominations Committee shall be elected in accordance with the Alpha Iota State-Michigan Bylaws, Article VI, Section 5, B. Immediately following the election, the Committee shall meet and elect a chairman. The Committee shall be elected at the convention in odd-numbered years.
  - (1) The Committee shall submit the name of only one nominee for each elective office [see Alpha Iota State-Michigan Bylaws Article IX, Section 3, C, (9)]. The nominee for corresponding secretary shall be selected by the nominee for state president. Consent of each nominee must be obtained.
  - (2) The slate of officers, with candidate qualifications, shall be published in the March issue of the Wolverine.
  - (3) After the report of the Committee has been made to the convention, additional nominations (with consent of each nominee) may be made from the floor.
- B. Elections shall be by ballot and a majority of the votes cast elects. The Nominations Committee shall prepare a ballot and conduct the election. When there is but one nominee for each office, the election may be by voice vote.
- C. Election procedures shall be included in Convention Rules of odd-numbered years.

## **ARTICLE VII MEETINGS**

### Section 1

#### Conventions

- A. Business of the state, such as the following, may be conducted annually at the spring convention held at a time and place as determined by the Executive Board for the purpose of:
  - (1) Receiving reports,
  - (2) Adopting policy,
  - (3) Amending Bylaws (odd years) and Standing Rules each year.
  - (4) Holding an election, and
  - (5) Conducting other business which may be properly brought to the floor.

## Bylaws

- B. Every member who is registered for the convention and present at the general membership meeting may vote. A roll call vote as specified in the Constitution, Article IX, B, (2), c, may be ordered.
- C. The quorum at the general membership meeting shall be a majority of those members who have registered at the convention.

### Section 2

#### Additional Meetings

- A. At least two area workshops shall be held in even-numbered years for the purpose of leadership training and the dissemination of Society information. One of these may be held in conjunction with the fall State Executive Board meeting. If leadership training for chapter officers occurs at two or more sites in the state, the Executive Board may vote to approve a single fall workshop in even-numbered years.
- B. The State workshop shall be held in odd-numbered years and may be held in conjunction with the fall Executive Board meeting.
- C. Executive Board meetings - see Alpha Iota State-Michigan Bylaws, Article VIII, Section 1, C.

## **ARTICLE VIII BOARDS**

### Section 1

#### Executive Board

- A. The members of the Executive Board shall be the elected officers, all past state presidents, chapter presidents, and all state committee chairmen. Each chapter and each committee shall have one vote. The executive secretary, the treasurer, the editor and the parliamentarian shall be ex-officio members without vote.
- B. The duties of the Executive Board shall be as specified in the Constitution, Article VII, Section B, 2.
- C. Meetings of the Executive Board must be held at least twice each year. Special meetings may be called by the president with thirty (30) days notice.
- D. The presence of a majority of the voting members of the Executive Board constitutes a quorum at meetings.
- E. Chapter presidents who are unable to attend the State Executive Board meeting may appoint a designee who shall have full privileges of participation.

### Section 2

#### President's Advisory Council

- A. This body shall be composed of elected, employed, and appointed state officers, state committee chairmen, three current chapter presidents appointed by the state president for her biennium, and the immediate past state president.
- B. It shall meet at least five (5) times during a biennium. The purpose shall be to generate new ideas and to further the purposes of the Society within the state.
- C. It shall take no action reserved for the Executive Board or general membership.

### Section 3

#### Chapter Executive Boards

- A. Chapter executive boards shall function in accordance with the Constitution, Article VII, Section C.

## **ARTICLE IX COMMITTEES**

### Section 1

Standing Committees shall be:

- A. Society Business
  - (1) Approval of Minutes
  - (2) Bylaws/Standing Rules
  - (3) Chapter/Council Visitations
  - (4) Expansion/Membership
  - (5) Finance
  - (6) History
  - (7) Leadership Development
  - (8) Necrology
  - (9) Nominations
  - (10) Personnel
  - (11) Strategic Planning
- B. Program of Work
  - (1) Legislation/U.S. Forum
  - (2) Music
  - (3) Personal Growth and Services
  - (4) Professional Affairs
  - (5) Program
  - (6) Research
  - (7) Women in the Arts
- C. Educational Services
  - (1) Communications
  - (2) Coordinating Councils
  - (3) Distinguished Service Award
  - (4) Funding Our Purposes
  - (5) Historical Document Storage
  - (6) Scholarships/Grants
  - (7) Technology
  - (8) Wilma Adams Fund
  - (9) World Fellowship
- D. Special

### Section 2

General Procedures

- A. All committees shall be appointed by the president except the Nominations Committee which is elected. The Strategic Planning Committee shall be composed of past state presidents/officers and/or individuals with a broad Society knowledge base and experience in chapter, state and international operations.
- B. The president shall be an ex-officio member of all committees except the Nominations Committee. She will not be counted to determine the quorum.
- C. Matter requiring immediate committee action may be voted on by mail, all members being notified.

## Bylaws

- D. All committees shall have a minimum of five appointed members including the chairman, with the exception of committees to approve minutes, and Distinguished Service Award, which are limited to three members each.
- E. All committees shall meet at least once annually other than at convention and/or workshops.
- F. Committee members shall be involved at convention and/or area workshops.
- G. Any committee recommendation for action involving expenditure of funds must be submitted to the state finance chairman by February 1.

### Section 3

#### Duties

##### A. Committee Chairman's Responsibilities

- (1) Maintain and use a file containing communications and materials received from the current international chairman, materials prepared during the past biennium, recommendations of previous chairmen, and copies of current supplies, i.e. Constitution, Handbook, Society Information Brochure, Alpha Iota State-Michigan Bylaws and Standing Rules, and other publications relative to the committee. This file is to be passed on to the next chairman.
- (2) Make an annual report.

##### B. Committee Member's Responsibilities

- (1) Review the sections on committee responsibilities in the International and State governing documents and the Handbook.
- (2) Attend committee meetings.
- (3) Devote time and energy without conflict with other commitments.
- (4) Be interested in and enthusiastic about the specifics of the committee's work.
- (5) Be bound in fellowship and loyalty to work cooperatively with other committee members, exemplifying "the work of each for all."
- (6) Remember that a committee member becomes the committee's image.

##### C. Committees for Society Business

- (1) Approval of Minutes (appointed). This Committee shall be responsible for approving the minutes of the Executive Board and general membership meetings.
- (2) Bylaws/Standing Rules (appointed)
  - 1. This Committee shall receive, review, and recommend changes in the State Bylaws and Standing Rules. The parliamentarian shall be an ex-officio member of this Committee.
  - 2. This committee shall review the minutes of Executive Board and general membership for provisions to be added to the Standing Rules as a result of actions taken at official meetings.
- (3) Chapter/Council Visitations (appointed). This Committee shall arrange for official state visits to chapters and councils.
- (4) Expansion/Membership (appointed). This Committee shall be responsible for expansion (within the state only) and state and honorary memberships.
- (5) Finance (appointed). This Committee shall be responsible for the supervision of financial affairs of the state organization, including recommendations for the expenditure and investment of funds, preparation of a budget for adoption by the State Executive Board and arranging with the treasurer for the annual audit/financial review. The Finance Committee members shall be:  
One past state president and four other members, one of whom shall have experience as a chapter president and one of whom may have experience as chapter treasurer, and two additional members. The state president, state executive secretary, and state treasurer shall be ex-officio members.
- (6) History (appointed). This Committee, in conjunction with the executive secretary, shall be responsible for keeping the state history up-to-date.
- (7) Leadership Development (appointed). This Committee shall plan and implement programs for leadership development for Society members. This Committee shall also be responsible for the planning, in conjunction

## Bylaws

with the immediate past state president, the Society leadership training of new chapter presidents and first vice-presidents.

- (8) Necrology (appointed). This committee shall be responsible for forms and reports concerning death of a member and for a necrology service at state convention. \_\_\_
- (9) Nominations (elected) This committee shall be responsible for:
  1. The nomination of state officers as defined in Alpha Iota State-Michigan Bylaws, Article VI, Section 1 A.
  2. The nomination of members of the state Nominations Committee.
  3. The presentation of international nominations to the Executive Board for approval.
- (10) Personnel (appointed). This Committee shall be responsible for screening and recommending persons for the positions filled by employment. The procedures are stipulated in the Alpha Iota State-Michigan Standing Rules, Article IX, Section 2, B, (10).
- (11) Strategic Planning (appointed). This Committee shall evaluate current practices and recommend future actions to the state organization.

### D. Committees for Program of Work

- (1) Legislation/U.S. Forum (appointed). This Committee shall study and recommend action on professional problems and initiate action in the field of legislation to improve education and the status of women educators
- (2) Music (appointed). This Committee shall promote the use of music at state and chapter levels and plan and provide the direction of music at the state convention.
- (3) Personal Growth and Services (appointed) This Committee shall be dedicated to improving the quality of daily living through enriching the personal lives of members and through participating in community services.
- (4) Professional Affairs (appointed). This Committee shall be dedicated to improving the quality of education by fostering a climate of mutual respect and cooperation within the profession.
- (5) Program (appointed).

The chairman of the Program Committee is the state first vice-president. Other members are the chairmen of the Personal Growth and Services, Professional Affairs, Research, Music, and Legislation/U.S. Forum and Women in the Arts Committees. This Committee shall be responsible for planning, coordinating, supervising, and assessing programs. The responsibility of this Committee is comprehensive and includes programs at conventions and seminars as well as the activities included in the committee work, special projects, and individual commitments in related activities.
- (6) Research (appointed). This Committee shall be responsible for initiating and conducting appropriate research. The Committee is responsible for investigating issues and disseminating information to the members.
- (7) Women in the Arts (appointed). This Committee shall manage all aspects of the Women in the Arts retreat.

### E. Committees for Educational Services

- (1) Communications (appointed). This Committee shall prepare and circulate among chapter chairmen materials that will be useful in promoting publicity and to distribute and encourage the use of materials prepared by the International Committee.
- (2) Coordinating Councils (appointed). This Committee shall encourage the formation of coordinating councils in areas where several chapters have been organized. \_
- (3) Distinguished Service Award (appointed). The Committee shall solicit nominations for the Distinguished Service Award and select the recipient from those nominated.
- (4) Funding Our Purposes (appointed). This committee shall be in charge of generating non-dues revenue, which will be divided equally among World Fellowships, Grants, and Members Supporting Members Fund.
- (5) Historical Document Storage (appointed). This Committee shall place state historical documents into permanent storage.
- (6) Scholarships/Grants (appointed). This Committee shall have charge of the state graduate scholarships and other financial assistance to members for study and attendance at conferences and conventions.
- (7) Technology (appointed). This Committee shall provide training and guidance for chapter/state technology and oversee the state website. \_
- (8) Wilma Adams Fund (appointed). This Committee shall receive and award monies from the Wilma Adams Fund according to the guidelines in the Standing Rules.
- (9) World Fellowship (appointed). This Committee shall assist in promoting the work of the International World Fellowship Committee; encourage contributions to the World Fellowship Fund; and make and maintain contact with World Fellowship recipients who are studying in the state.

## Bylaws

### F. Special Committees

- (1) Special committees shall be appointed by the president for her biennium as authorized in the Constitution, Article VI, Section C, 1, a, (4). Special committees shall continue to function until the assigned task(s) are completed.
- (2) The elected officers acting as a committee shall have the authority to approve positions for the state organization on pending legislation between meetings of the executive board or general membership.

## ARTICLE X AREAS OF ACTIVITY

### Section 1

#### Scholarships/Grants

- A. The number of scholarships and the amount of each are stipulated in the Alpha Iota State-Michigan Standing Rules, Article IX, Section 2, D, (6).
- B. Rules governing the administration of the scholarships/grants program are included in Alpha Iota State-Michigan Standing Rules.
- C. There will be a written agreement between the recipient of each scholarship and Alpha Iota State-Michigan.

### Section 2

#### Publications

- A. The Wolverine is the official state publication.
- B. The plans for publication of special monographs and brochures of the state shall be referred to the Communications Committee, submitted to the president, and then approved by the Executive Board.

### Section 3

#### Electronic Communication

- A. The Alpha Iota State organization shall adhere to the most recent electronic policies adopted by the International Executive Board
- B. Electronic communications shall be permitted for the Alpha Iota State organization's business and publications except when mailed copies are required as mandated in the BL/SR and for those that require a signature.
- C. If a member prefers paper copies, upon her request, paper copies shall be distributed to that individual in lieu of the electronic version.

### Section 4

#### Special Funds

##### A. Wilma Adams Fund

- (1) The purpose of this fund is to:
  1. Provide emergency assistance to members.
  2. Provide money to chapters, coordinating councils, and state for special projects.
- (2) Total distribution for the current fiscal year shall be limited to the accrued interest income as of January 15 of the previous fiscal year.
- (3) The committee shall be composed of five members appointed by the president with consideration to geographical location. The state president and state treasurer shall be ex-officio members.

##### B. Leadership Development Fund.

- (1) A certificate of deposit shall be maintained for this fund.
- (2) The interest shall be used in odd-numbered years to provide a leadership development activity available to all

## Bylaws

members.

C. Past Presidents Fund.

(1) A certificate of deposit shall be maintained.

(2) The interest shall be used to support the expenses of the past presidents in attendance at State Executive Board meetings.

### Section 5

#### Special Awards

A. Employees of the state organization shall not be eligible for state awards, grants, or scholarships during their period of employment.

B. Woman of Distinction. This award is administered by the Personal Growth and Services Committee and recognizes distinctive service to the Society. It is presented at the state convention.

C. Newsletter. This award is administered by the Communications Committee and recognizes outstanding work in the area of communications.

D. The Distinguished Service Award. This award shall be given to individuals who have provided exemplary service to education and/or educators in Michigan.

(1) Educators, including members of The Delta Kappa Gamma Society International, are excluded as recipients.

(2) This award is competitive, with chapters making nominations and the state committee selecting the award recipient(s).

(3) The award is administered by the Distinguished Service Award Committee, comprised of the second vice-president as chairman and two other members selected by the state president.

(4) No more than two awards can be given each year.

(5) Expenses for the recipients' travel, one night's lodging, and the meal function at which the award is presented shall be included as a separate budget item in the annual convention budget.

E. The State Teacher of the Year shall be recognized at the annual state convention. A plaque will be presented. Expenses for the plaque, the recipient's transportation, one night's lodging, and the meal function at which the award is presented, shall be included in the annual convention budget.

F. Friend of Education Award This award recognizes community members who support Education.

G. President's Award This award recognizes chapters meeting or surpassing membership growth and diversity goals.

H. Award of the Rose This award recognizes chapters that distinguish themselves through attendance, merit and participation at state and international activities. This award will be given each year and will recognize chapters' efforts for one year only.

## ARTICLE XI PARLIAMENTARY AUTHORITY

ROBERTS RULES OF ORDER, NEWLY REVISED, Current Edition, shall govern the proceedings of Alpha Iota State-Michigan and its chapters in all cases not provided for in the Constitution and/or the Alpha Iota State-Michigan Bylaws and Standing Rules.

## ARTICLE XII AMENDMENTS

### Section 1

Bylaws may be amended at the odd-year convention by two-thirds (2/3) vote of registered members voting provided notice of proposed amendments shall have been published for members in the March issue of the Wolverine.

### Section 2

## Bylaws

Standing Rules may be amended or rescinded at any annual convention by a majority vote of those registered members present provided notice of proposed amendments shall have been published for members in the Wolverine and or electronically.

### Section 3

Proposed amendments to the Bylaws or Standing Rules may be submitted to the Bylaws/Standing Rules Committee by any member, committee, board, or chapter. Proposed amendments must be submitted in writing to the Bylaws/Standing Rules Committee and postmarked no later than November 1.

### Section 4

All proposed amendments to the Bylaws or Standing Rules shall be reviewed by the Executive Board before being submitted to the general membership.

### Section 5

These Bylaws shall be amended automatically to comply with The Delta Kappa Gamma International Constitution, Standing Rules and Handbook.

## **ARTICLE XIII**

### **DISSOLUTION**

- A. In the event of the dissolution of Alpha Iota State-Michigan, the net assets of the corporation shall be distributed as follows:
- (1) All liabilities and obligations shall be paid and adequate provision shall be made therefore.
  - (2) The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursements of funds.
- B. The dissolution of chapters shall follow the procedures as stated in International Standing Rule 5.12. The state organization is responsible for chapter dissolution.

## **ARTICLE XIV**

### **INDEMNIFICATION**

The officers and members of the Executive Board as directors of a non-profit organization are indemnified under the provisions of Michigan Public Act 170 of 1987.



## Standing Rules

# ALPHA IOTA STATE-MICHIGAN OF THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL STANDING RULES

## ARTICLE IV FINANCES

### Section 1

#### Annual State Dues

Annual state dues shall be:

1. State active members - \$23.00
2. State reserve members - \$11.00

### Section 2

#### Financial Controls

1. The Finance Committee shall provide copies of the proposed annual budget to all members of the Executive Board four (4) weeks prior to the meeting at which action would be taken on the budget.
2. All expense vouchers with receipts attached shall be forwarded to the president for approval or to the first vice-president if the president is unavailable.
3. Committee expense requests for reimbursement shall be submitted to the president when incurred but no later than June 15 of each year.
4. Officer expense requests for reimbursement shall be submitted to the president within thirty (30) days of the date of the incurred expense.
5. Expense allowances are authorized for:
  - A. State officers and past state presidents
    - (1) The state president shall receive reimbursement for travel, registration, lodging, and meals when in attendance at state conventions, Executive Board meetings and state workshops, Northeast Regional Conference, and International Convention.
    - (2) The state first vice president shall receive reimbursement for travel, registration, lodging, and meals when in attendance at state conventions, Executive Board meetings and state workshops, Northeast Regional Conference and International Convention.
    - (3) When in attendance at any of the meetings named in (1) above, the state treasurer, state executive secretary, and editor, shall receive reimbursement as stated in their contracts and included in the annual budget.
    - (4) When in attendance at state conventions, State Executive Board meetings, state workshops, and other meetings authorized by the state president, other elected state officers shall receive reimbursement for registration, transportation, lodging, and group meals where business and/or official celebrations take place.\*
    - (5) When in attendance, the immediate past state president and state parliamentarian shall be reimbursed on the same basis as the officers listed in (4) above.
    - (6) The immediate past state president shall receive reimbursement for registration, banquet, transportation, and lodging when in attendance at the Northeast Regional conference which follows her term of office because her presence is requested by International.
    - (7) When in attendance at state convention and/or State Executive Board meetings, all past state presidents shall be reimbursed for registration, group meals where business and/or official celebrations take place,\* transportation within Michigan, and lodging. When a workshop is held in conjunction with an Executive Board meeting this provision applies to the workshop as well.
  - B. Expansion/Membership Chairman

## Standing Rules

- (1) When the chairman is requested to attend the Northeast Regional for membership meetings on the day prior to the beginning of these conferences, 20% of the travel expenses shall be paid by the state organization.
  - (2) When conducting orientation for and installation of a new state chapter that is located more than 150 miles from the home of the chairman, reimbursement shall be made for travel and lodging.
- C. State Committee Chairmen
- (1) Monies allocated to state committees in the annual state budget may be spent at the discretion of each committee for expenses such as duplicating, mailing, transportation, etc.
- D. Presidents of New Chapters
- (1) The state shall pay for the lodging and transportation of presidents of new chapters during the first two years for attendance at state convention, State Executive Board meetings, state workshops, and other meetings authorized by the state president.
  - (2) After the two-year period, the chapter shall be responsible for these expenses.
- E. State Visitations
- (1) Chapters are eligible for an official visit once each biennium.
  - (2) The state shall pay for transportation and lodging (if needed) for official visitations to chapters.
  - (3) Chapter shall assume the expenses of the state president, or any other state representative, when inviting her to visit the chapter unless she is assigned as the chapter's official state visitor.
  - (4) Fifty dollars (\$50) per year for two years shall be allowed by the state for visitation expenses of each advisor of a new chapter. The state president must approve any additional expenses for the advisor.
  - (5) When the president determines that a chapter, other than a new chapter, needs an advisor, expenses of the advisor will be paid, but not to exceed \$50 per year per chapter.
- F. State Scholarship Recipients
- State scholarship recipients shall be the guests of the state at the function at the state convention at which the scholarships are awarded.
- G. Travel Costs
- (1) When travel is by automobile, reimbursement shall be at the most current IRS business rate per mile for up to the first 150 miles of a round trip and 10 cents per mile for any additional miles.
  - (2) When travel is by automobile, the reimbursement is not to exceed the cost of coach air fare.
  - (3) In the event two or more persons who are entitled to transportation expense travel in the same automobile, only the driver or owner of the car shall be reimbursed.
  - (4) Lodging for convention, State Executive Board, conferences, and workshops shall be reimbursed at one-half, one-third, or one-fourth of a double room, depending upon the number of occupants. The lowest negotiated rate will be the basis for reimbursement.
  - (5) The use of complimentary rooms provided by the meeting site for state conventions and workshops shall be restricted to state officers, state employees, event chairs, registrar, and treasurer, if needed, and state guests.
  - (6) At state events during which Executive Board meets, if state event funds are available, the event chair/s, registrar, and treasurer shall be reimbursed for lodging from the event funds.
  - (7) The state shall purchase a corsage for the state president for each state convention and the incoming state president in odd years. Corsages shall be purchased for the state president at international conventions, the state president and immediate past president at regional conferences.
- H. The state treasurer shall be bonded by IOS-M and shall be in charge of all state funds. She shall disburse those funds by action of the State Executive Board. The treasurer shall provide all required documents to the external auditor. The review of the financial report shall be presented to the fall Executive Board.
- I. Chairmen and treasurers of state workshops, Executive Board meetings, and conventions shall submit their financial report to the state president, executive secretary, and state treasurer no later than ninety (90) days after the event. The report to the treasurer must include a check for the unspent balance of funds.
- (1) All state convention and workshop expenses not already covered in this Article (including speaker, material, duplication, and other related costs) shall be paid from collected registration fees. If any funds remain in the account after all bills are paid, those funds must be returned to the state treasury.

## Standing Rules

- (2) Vouchers must be submitted to the event treasurer within two weeks of any state event. All vouchers must be paid within one month of the event. Written checks must be cashed within one month of issue.
- (3)

## **ARTICLE V ORGANIZATION**

### Section 1

#### New Chapters

1. The sponsoring unit (through the State Expansion/Membership Chairman) of a new chapter shall submit a list of prospective members at the same time the chapter application is sought from International. This list shall meet the minimum requirement of members as set forth in the Constitution.
2. The state president shall appoint an advisor to all new chapters installed. Such advisor shall be a member of the sponsoring chapter, if possible, and shall serve for a two-year period. The advisor should attend the orientation session for the new chapter, the installation of the new chapter, and the regularly scheduled meetings of the new chapter.
3. New chapters shall be given \$75.00 from the state treasury as soon as the new chapter has established a bank account. These funds may be used at the discretion of the new chapter.
4. New chapters are also entitled to a state president's visit for assistance during each of the first two years at no expense to the chapters. After that period they follow the plan provided by the state for all chapter visitations.

### Section 2

#### Areas

##### Geographical Definition of Areas:

- Area A: Counties of Monroe, Wayne, Oakland, Macomb, St. Clair, and Sanilac (to M-46)
- Area B: East boundary of Washtenaw County to Lake Michigan, south boundary to state line, and north - the boundary of counties through which 1-94 passes.
- Area C: From west boundary of Sanilac County south of M-46 to Lake Michigan; south boundary will be north boundary of counties through which 1-94 passes. Does not include Saginaw and Bay City chapters.
- Area D: South boundary will be M-46 and will include remainder of lower peninsula and all of upper peninsula. (See Addendum #1 and #2).

## **ARTICLE VI OFFICERS AND RELATED PERSONNEL**

### Section 1

#### A. Employed Staff

- (1) A vacancy occurs when any of the following conditions exist:
  - (a) Expiration of a contract period. The incumbent is eligible to reapply if the ten (10) year limitation is not exceeded at the time of the contract. The limitation may be exceeded if recommended by the Personnel Committee and approved by the Executive Board.
  - (b) Termination according to the terms of a contract.
  - (c) Resignation of the employee.
  - (d) Certified medical disability which precludes the individual from carrying out the responsibilities of the position.
  - (e) Death of the employee.
- (2) The personnel committee shall submit announcements of openings for publication in the Wolverine.
- (3) Contracts shall be submitted to the Executive Board for approval. These shall be made in triplicate, signed by the president and employee and distributed as follows:
  - (a) Original copy to permanent file.
  - (b) Duplicate to employee.
  - (c) Triplicate to state president's file.

## Standing Rules

- (4) Salary payments shall be made on a quarterly basis, payable on the last business day of the quarter for which services were rendered or as prescribed in the contract.
- (5) Requests for reimbursement of expenses shall be submitted to the president within thirty (30) days of the incurred expense.

### Section 2

Duties of Officers and related personnel in addition to duties listed in the Bylaws:

#### A. Duties of the President

##### (1) Additional duties mandated:

- (a) Upon the death of a member of the State Executive Board, the state president shall send one dozen roses to the funeral home or an equivalent amount of money to The Delta Kappa Gamma Educational Foundation.
- (b) Upon the death of any member, the state president shall send a sympathy card to the chapter president and to a close friend or relative as listed.
- (c) Upon the hospitalization or extended illness of a past state president or current state officer, the state president shall send an appropriate floral remembrance from the state.

#### B. Duties of the immediate past president:

- (1) Present the chapter presidents at the next two state conventions during her term as immediate past president. Expected dress, corsages, rehearsals, etc. are her responsibilities.
- (2) Contact state president regarding a rose parade prior to March 1. The cost of roses is a convention expense paid by the state.
- (3) Plan the leadership training on Society business for incoming chapter presidents in conjunction with the Leadership Development Committee. This training is to take place in the even-numbered years.

### Section 3

Nominations and election

- A. When there are nominations from the floor for any state office, the floor nominee or her representative may speak (2-3 minutes) as there will not have been a write-up in the Wolverine. Then, unless the previously selected nominee or her representative wishes to speak (2-3 minutes), the chairman of the Nominations Committee will read that nominee's write-up from the Wolverine to voting members.
- B. "Majority of votes cast" means the majority of votes cast by members registered at the convention and present at the general membership meeting when the election takes place.

## ARTICLE VII MEETINGS

### Section 1

Conventions

- A. A roll call vote shall give each chapter president one (1) vote for each five (5) active chapter members, or major fraction thereof. The recording secretary will prepare a chapter list specifying the number of votes each chapter president may cast. This listing will be added to the convention report booklet.

### Section 2

Additional Meetings

- A. One workshop shall be held for newly-elected chapter presidents and first vice-presidents on Society business. This shall be organized by the immediate past state president in conjunction with the Leadership Development Committee. This workshop is a state expense as budgeted.

### Section 3

State Meetings

- A. No state meetings will be scheduled for holiday weekends.
- B. State conventions will rotate on a four year cycle to locations within the four geographical areas as defined in

## Standing Rules

Standing Rules, Article V, Section 2.

### Section 4

#### Sale Items

- A. Items can be sold at Alpha Iota State events only with the permission of the State President. All sales of items are to be in accordance with the International Guidelines for Sale of Items.
- B. It is the responsibility of the selling member/chapter to account for and pay any required sales tax. Seller must pay sales tax to the appropriate state(s) office.
- C. Society members/chapters wishing to sell items at Society events may do so only if all proceeds (profit) go to a Society fund, chapter scholarship/grant-in-aide or service project.
- D. Society members at Society events may not advertise for businesses or services, nor offer favors or advantages to those with whom there might be a personal and/or business connection.

### Section 5

#### Speaker Reimbursement

- A. Society members who present and/or perform at Society events shall not be compensated, except for materials and transportation, if budgeted.
- B. Nonmembers who are invited as speakers or presenters at Society events may receive a stipend or keep the proceeds of items they wish to sell for profit. Nonmember speakers or presenters may donate some or all of their profits to any approved Society fund, if desired.

## **ARTICLE VIII EXECUTIVE BOARD**

### Section 1

- A. A Chapter president who is unable to attend a State Executive Board meeting shall inform the state president, in writing, designating her official representative fifteen (15) days prior to the meeting. In the event of an emergency, which prevents the chapter president or her designee from attending, notification of an alternate shall be presented in writing to the state president prior to the beginning of the meeting.
- B. The responsibility for state-supported nominations for International positions rests with the State Executive Board.

## **ARTICLE IX COMMITTEES**

### Section 1

#### General Procedures

It is recommended that at least one member be carried over from previous committee.

### Section 2

#### General Duties

- A. Each committee chairman shall:
  - (1) Keep a complete record of chapter chairmen in Alpha Iota State.
  - (2) Maintain contact with chapter chairmen through workshops, written communications and interpretation of suggestions received from International and presentations of ideas and suggestions from the chapter level to International.
  - (3) Prepare an annual report for the state president and biennial report, where applicable, for the international chairman. A copy shall be retained for the committee file for use by succeeding chairmen.
- B. Committees for Society Business
  - (1) Approval of Minutes
  - (2) Bylaws/Standing Rules
    - 1. Review the Bylaws and Standing Rules annually, prior to the general membership meeting.

## Standing Rules

2. Present proposed changes in the Bylaws and Standing Rules to the Executive Board and the general membership.
  3. Forward a copy of the current Bylaws/Standing Rules to the International Constitution Committee chairman in odd numbered years for review.
  4. Notify chapters when to submit standing rules for review.
- (3) Chapter/Council Visitations
1. Facilitate between chapter and coordinating council's official state visits by the state president or any other state representative.
  2. Written notification to chapters who are eligible for official state visits.
  3. Record all official state visitations made by the state president or any other state representative.
  4. Accompany state officers on official state visits when requested.
- (4) Expansion/Membership
1. Publicize/support International and state membership initiatives, assist chapters with membership concerns and chapter strengthening.\*
  2. Have charge of selection of state honorary members (not necessary each year).
    - a. Soliciting nominations, securing information concerning candidates, investigating credentials, submitting names of persons having proper qualifications, with pertinent data to the State Executive Board for vote.
    - b. Provide the state president the information necessary for her to notify the recipient of the honor.
  3. Identify areas of the state where expansion is needed, and identify potential members (see Alpha Iota State-Michigan Bylaws, Article V, Section 2).
  4. Order all necessary supplies from International for the installation of a new chapter.
  5. The state Expansion/Membership chairman shall send the names, addresses, and telephone numbers (including area code) of the officers of new chapters to the state president immediately following the organization of the new chapter.
- (5) Finance
1. Supervise all uses of the permanent Fund.
  2. Send copies of the proposed annual budget to all members of the State Executive Board for review no later than four (4) weeks prior to the convention
  3. Supervise all investments of the funds of the state.
  4. Perform other duties determined by the State Executive Board.
- (6) History
1. Maintain an account of the history of the Society chapters in the state. Provide guidelines for the chapters to report contributions of members to education and to Delta Kappa Gamma. This is done in conjunction with the state Executive Secretary.
  2. Obtain and retain each president's summary of the state activities for her biennium.
  3. Update and maintain biographies of all state presidents.
- (7) Leadership Development
1. Plan and implement leadership programs for state and chapter officers and committee chairmen.
  2. Provide leadership training for new chapter officers prior to July 1 of even- numbered years. This leadership training shall not be held during\* the State Executive Board meeting.
  3. Utilize appropriate state personnel to assist with the Society business portion of the training (in conjunction with the immediate past state president). All newly elected chapter presidents and first vice presidents shall attend this leadership training session following their election. Other chapter members interested in leadership are welcome to attend. In alternate years, training will be available for chapter members.
- (8) Necrology
1. Encourage chapter presidents to report deaths promptly on Form 6 to Headquarters, the state president, the state treasurer and the state Necrology Committee.
  2. Prepare an annual alphabetical necrology report for the international chairman, international executive director and a state committee file for use by succeeding chairmen.

## Standing Rules

3. Be responsible for the necrology service that is conducted at the state convention.
  4. Provide necrology information to be published in the Wolverine.
- (9) Nominations
1. Solicit from chapters and individual members recommendations for state officers and the Nominations Committee. The committee is not restricted to these nominations.
  2. After the election of the Nominations Committee, the president will direct its members to convene for the purpose of electing a chairman.
- (10) Personnel
1. Prepare job descriptions for employed staff and submit to Executive Board for approval.
  2. The selection process shall adhere to the following sequence:
    - a. Publication of announcement of opening in the Wolverine and a mailing of the announcement to all chapter presidents.
    - b. Screening of all written applications to verify qualifications.
    - c. Selecting a maximum of three for interview.
    - d. Conducting a face-to-face interview with those identified above.
  3. Recommend a candidate for each vacancy to the Executive Board for approval.
  4. Prepare contracts for employed staff following job descriptions.
  5. Prepare an evaluative instrument for use in the annual review of employed staff. The evaluation is to be conducted as prescribed in the contract.
  6. Prepare copies of job descriptions and contracts for employed staff for the Bylaws/Standing Rules committee, to be enclosed with but not become a part of, the printed Bylaws and Standing Rules.
  7. Copies of all evaluations of employed personnel shall be made in triplicate and distributed as follows: one (1) copy to the president's file, one (1) copy to the Personnel Committee file, one (1) copy to the employee.
- (11) Strategic Planning
1. Provide and implement a system of periodic evaluation and strategic planning for state organization.
  2. Offer information and guidance to chapters regarding evaluation and strategic planning.
  3. Make appropriate recommendations to state organization regarding membership, communication, program, leadership, technology, and other Society related topics.
  4. Provide incoming Alpha Iota State officers training each biennium.
- C. Committees for Program of Work
- (1) Legislation/U.S. Forum
1. Plan and coordinate seminars pertaining to legislative issues related to education and/or women educators.
  2. Disseminate to chapters information related to current legislation.
  3. Recommend action to encourage legislation favorable to education and/or women educators.
  4. Assume responsibility for encouraging action by chapters and/or individual members on issues related to education and/or women educators.
- (2) Music
1. Promote and provide music opportunities and songs at state meetings.
  2. Provide chapters with information and media to be used at chapter meetings.
- (3) Personal Growth and Services
1. Support and promote the International program and projects relating to the personal growth of members and services to others.
  2. Recognize the needs of members and provide opportunities for personal growth and leadership within the state.
  3. Determine the annual criteria and provide for nominations for the annual Woman of Distinction Award.
  4. Encourage study of state economic, social, political, and educational issues in order to develop greater understanding and cooperation among cultural groups within the state.
- (4) Professional Affairs
1. Support the state Program Committee in planning and organizing program sessions at the state conventions and fall workshops.
  2. Recruit and organize presiders and scribes for program sessions at the state conventions and fall

## Standing Rules

- workshops.
  - 3 Foster chapter interest and participation in activities designed to improve the professional status of women.
  - (5) Program
    - 1. Promote an appropriate Program of Work within the state. The Program of Work shall cover a wide spectrum of activities which follow the yearly theme.
    - 2. Assist chapter committees to develop worthwhile programs in line with the International program theme.
    - 3. Coordinate the Program of Work with the Personal Growth and Services, Professional Affairs, Research, Music, Legislation/U.S. Forum and Women in the Arts Committees.
    - 4. Encourage each chapter Program Committee to prepare useful, attractive, and accurate yearbooks as the yearbook represents one of the historical documents for the chapter.
    - 5. The chapter shall send three (3) copies of the yearbook to the state executive secretary prior to December 1 of each year.
  - (6) Research
    - 1. Initiate at least one research project each biennium.
    - 2. Cooperate in any research project authorized by the International Society.
    - 3. Call attention of chapters to significant educational research and help chapters enrich their program of work in this area.
    - 4. Distribute to chapter committee chairmen information about research projects and coordinate efforts requiring cooperation among chapters in the state.
  - (7) Women in the Arts
    - 1. Promote art appreciation by conducting workshops at state meetings.
    - 2. Women in the Arts Retreat
      - a. Alpha Iota State shall sponsor a self-supporting Women in the Arts Retreat.
      - b. The date and site of the annual Women in the Arts Retreat shall be secured one year in advance.
- D. Committees for Educational Services
- (1) Communications
    - 1. Advise and assist the editor of the Wolverine and other publications authorized by the Executive Board when requested.
    - 2. Assist the local chairman in the preparation of state convention publicity and in arrangements for radio and television coverage when requested.
    - 3. Encourage capable writers in our state to submit articles to the International Editor for publication.
    - 4. Encourage widespread and effective use of Society publications and keep a file of state and International publications for reference.
    - 5. Conduct programs, discussion groups, and workshops as requested.
  - (2) Coordinating Councils
    - 1. Maintain a directory of council officers and member chapter officers.
    - 2. Assist the councils in planning program and activities.
  - (3) Distinguished Service Award
  - (4) Funding Our Purposes
    - 1. Be responsible for awarding the Member Supporting Member Grants.
    - 2. Apply for the necessary state license for raffles.
    - 3. Work with the World Fellowship chair and the Scholarships/Grants chair in the fund raising activities.
  - (5) Historical Document Storage shall collect Executive Board minutes, General Membership minutes, yearly budget and audits and transfer them to permanent storage medium.
  - (6) Scholarships/Grants
    - 1. Scholarships (for Graduate study only, see Purpose 5)
      - a. Award the state graduate scholarships and other financial assistance for one (1) year. Each award is for study in the academic year beginning July 1 following the date of the grant.
        - (a) Two (2) \$1,000 scholarships may be awarded annually for degree study. One shall be named the Effie M. Downer scholarship. One shall be named the Ola B. Hiller scholarship.
        - (b) One \$800 Past Presidents' Scholarship may be awarded annually for graduate study.

## Standing Rules

- (c) Two (2) \$500 scholarships may be awarded annually for re-training and/or additional endorsement in education.
  - (d) In the event available funds exceed the total of (a) and (b) above, the committee will make additional awards. If the available funds are less than the total of (a) and (b) above, the committee may reduce the number of awards to expend only the funds available. The size of the awards may also be adjusted to conform to the funds available.
  - (e) Applicants must:
    - (i) Have been members of The Delta Kappa Gamma Society International for at least two (2) years prior to making application for a state scholarship.
    - (ii) Be enrolled in an accredited college or university which confers graduate degrees.
    - (iii) Complete a scholarship application form which includes a plan of study for the scholarship year.
  - (f) Recipients must:
    - (i) Accept the scholarship in person at the state convention unless, because of extenuating circumstance, the scholarship committee agrees otherwise.
    - (ii) Continue their membership in the Society for at least five (5) years following the scholarship year.
    - (iii) Submit a transcript of work completed during the scholarship year to the scholarship chairman by September 1 following the year of the grant. This may be combined with the submission as described below.
  - (g) Monies will be dispersed in the following manner:
    - (i) One third (1/3) of the award upon submission of proof of enrollment for the first session to the scholarship chairman.
    - (ii) Two thirds (2/3) of the award upon submission of the grade report from the first session and proof of enrollment in the second session to the scholarship chairman.
    - (iii) In the event of an emergency, a recipient may request an extension of time beyond one year, but no extension shall be longer than one year. The request for extension must be submitted to the scholarship chairman by March 31, which is ninety (90) days before the end of the grant year (June 30).
    - (iv) The scholarship chairman shall submit the payment vouchers to the president for approval.
  - (h) The monies available for the future year (July 1 - June 30) will be the sum of the chapter scholarship fees for the current year, donations to the fund since the last awards were made, and the scholarship fund interest accrued from January 1 through December 31 of the previous year. The scholarship chairman will be informed of the amount available by January 15 of each year.
2. Grants
- a. Award the Purposeful Living Seminar Grant and administer it as follows:
    - (a) A grant amounting to no less than \$500 is available for an active member to participate in the International Seminar for Purposeful Living sponsored by the Educational Foundation, preceding the International Convention in even-numbered years.
    - (b) The recipient of the grant is to report to the State Executive Board after participation in the seminar and to speak at chapter meetings upon request (chapter is to pay her mutually agreed upon expenses).
    - (c) The committee shall:
      - (i) Receive the applications (due April 1).
      - (ii) Screen the applicants for service to the Society, financial need, and purpose of participation.
      - (iii) Select a winner.
      - (iv) Announce the winner at the state convention.
    - (d) Should there be no recipient for the Purposeful Living Seminar Grant for a given year, the amount reverts to the available fund.
    - (e) No member may receive the grant more than one time within a six year period.

## Standing Rules

- b. Award the Katherine Keeling Memorial Grant and administer it as follows:
    - (a) A grant of up to \$500 is available for an active Alpha Iota State member.
    - (b) The grant may be used for summer institutes, credit/non-credit courses, workshops, seminars, research, or other work that significantly contributes to her professional development and/or effectiveness in advocacy for and support of education. The grant will be available for fees, transportation, housing, supplies, and food in order to complete the specified activity.
    - (c) An applicant must:
      - (i) Be an active member of The Delta Kappa Gamma Society International.
      - (ii) Agree to accept the grant personally at the State convention.
      - (iii) Agree to provide a summary report to the Scholarship/Grants committee within sixty days of completing the authorized project.
    - (d) The committee shall:
      - (i) Receive applications (postmarked by April 1).
      - (ii) Screen the applicants.
      - (iii) Select a winner.
      - (iv) Announce the winner at the state convention.
    - (e) Should there be no recipient for the Katherine Keeling Memorial Grant for a given year, the funds revert to the Katherine Keeling fund.
    - (f) No member may receive the grant more than one time within a five-year period.
  - c. Award the Kathy Cashen Northeast Regional Conference Grant and administer it as follows:
    - (a) A grant is available one time only for one member from each chapter to subsidize registration fees for attendance at a Northeast Regional Conference.
    - (b) The money available will be divided equally between all chapters applying.
    - (c) The committee shall:
      - (i) Receive applications (postmarked by April 1) of the given year.
      - (ii) Notify applicants by June 1 (of the given year) of the amount of each grant.
    - (d) Should there be no recipient for the Kathy Cashen Northeast Regional Conference Grant the funds revert to the Kathy Cashen Northeast Regional Conference Grant fund.
  - d. Award the International Convention Grant and administer it as follows:
    - (a) A grant is available one time only for one member from each chapter to subsidize registration fees for attendance at an International Convention.
    - (b) The money available will be divided equally between all chapters applying.
    - (c) The committee shall:
      - (i) Receive applications (postmarked by April 1) of the given year.
      - (ii) Notify applicants by June 1 (of the given year) of the amount of each grant.
    - (d) Should there be no recipient for the International Convention Grant the funds revert to the International Convention Grant fund.
3. Work with the Funding Our Purposes chair and World Fellowship chair in fund raising activities, including at least one per year.\*
- (7) Technology
1. Encourage/facilitate chapter website creation and continuing operation.
  2. Direct/coordinate with Alpha Iota State website.
  3. Provide website technical support.
  4. Be responsible for equipment, maintenance, storage, set up and site security of any equipment purchased by the state for use at any Society functions.
- (8) Wilma Adams Fund - See Article X, Section 4 of the Alpha Iota State-Michigan Bylaws.
1. Award funds according to the following criteria:
    - a. The available monies will be allocated for emergency assistance to members and/or special projects of chapters, councils, or state.

## Standing Rules

- b. A total distribution for the current fiscal year shall be limited to the accrued interest income as of January 15 of the previous years.
  - c. The fund shall be limited to a \$10,000 certificate of deposit and \$5,000 in accrued interest and new contributions. When the accrued interest limitation is exceeded the surplus shall be credited to the permanent fund.
  - d. When the permanent fund is at or above the required level, (not less than thirty percent (30%) of the state's available fund annual income), the surplus shall be credited to the available fund.
  - e. No grant may exceed \$300. If funds remain at the end of the year, additional money, up to \$200 may be granted to those who have been previously funded to the \$300 limit and have need of additional funds.
2. Receive and act upon all requests for emergency assistance. Requests may be made at any time.
  3. Receive and act upon all requests for money for projects from chapters, councils, and the state. All applicants will be considered on merit. Monies for an approved grant will be available no later than two (2) months following approval by the committee. A report of the activities of the committee shall be given at the state convention.
  4. If the project generates income in excess of \$500, 50% of the income shall be returned to the Wilma Adams Fund, not to exceed the amount of the original grant.
  5. Receive monies resulting from the sale of convention favors.

### (9) World Fellowship

1. Maintain contact with International Fellowship recipients living in Alpha Iota State. Invite them to attend the State Convention. Cost shall be a convention expense.
2. Work with the Funding Our Purposes chair and Scholarships/Grants chair in fund raising activities, including at least one per year.\*

## **ARTICLE X AREAS OF ACTIVITY**

### Section 1

#### Publications

The Wolverine is the state publication to be published four (4) times annually. Deadlines for materials for each issue shall be announced by the editor and/or the state president.

### Section 2

#### Special Awards

##### A. Friend of Education Award

1. The local chapter shall establish criteria, nominate, confirm and present this award.
2. Alpha Iota State supports chapters' awards by providing Friend of Education Certificates.
3. Suggested guidelines for the Friend of Education Award:
  - (a) The recipient should not be an educator or be working in education.
  - (b) Individuals or groups that have an ongoing presence in one's community in their support of education might be awarded.
  - (c) People in elected office can be recognized with this award when they demonstrate ongoing support of education, above and beyond the requirements of their elected office.
  - (d) Society awards cannot be seen as endorsements or demonstrate partisan support.

## **ARTICLE XII AMENDMENTS**

### Section 1

When two or more proposed amendments to the Bylaws and/or Standing Rules are presented by the Bylaws/Standing Rules Committee for printing and distribution, they shall be numbered.

## Standing Rules

### Section 2

When two or more proposed amendments to the Bylaws and /or Standing Rules are in both and associated, they shall be presented as a single item for discussion and vote.

# Addendum Section

Area A - 22 Chapters

1	Alpha
6	Zeta
8	Kappa
9	Lambda
21	Omega
23	A Beta
24	A Gamma
26	A Zeta
31	A Mu
33	A Omicron
37	A Phi

Midpoint: 130 miles

41	B Delta
42	B Epsilon
43	B Eta
44	B Theta
48	B Xi
51	B Rho
53	B Tau
55	B Chi
57	G Alpha
59	G Gamma
60	G Delta

Area B - 13 Chapters

2	Beta
3	Gamma
5	Epsilon
11	Nu
12	Omicron
13	Pi
14	Rho

Midpoint: 140 miles

25	A Epsilon
34	A Rho
39	B Alpha
40	B Beta
61	G Zeta
63	G Theta

Area C - 14 Chapters

10	Mu
15	Sigma
17	Upsilon
20	Psi
22	A Alpha
27	A Eta
28	A Theta

Midpoint: 155 miles

29	A Kappa
30	A Lambda
36	A Upsilon
38	A Omega
47	B Lambda
49	B Omicron
58	G Beta

Area D - 14 Chapters

4	Delta
7	Iota
16	Tau
18	Phi
19	Chi
32	A Xi
35	A. Tau

Midpoint: 160 miles

45	B Iota
46	B Kappa
50	B Pi
52	B Sigma
54	B Phi
56	B Omega
62	G Eta



### **International Guidelines for Sale of Items**

The following guidelines are in compliance with articles of the *Constitution* and *International Standing Rules* dealing with the sale of items and the use of Society symbols. The Delta Kappa Gamma Society is a not-for-profit organization classified under Section 501 (c) (6) of the U.S. Internal Revenue Code. The Society is not exempt from payment of sales tax. State organizations should investigate the sales tax requirements in their respective states, provinces and countries and adhere to them. Failure to comply with sales tax requirements will put the Society in jeopardy of losing its not-for-profit, 501 (c) (6) status.

Many state organizations have developed sale items to support activities congruent with the purposes and projects of the Delta Kappa Gamma Society International. These items provide visibility for the Society and should reflect a professional image.

#### **Guidelines:**

1. Sale of items by vendors should be scheduled at times other than Society general sessions or business meetings.
2. Items should be of high quality, reflecting the professional image of the Society.
3. The Society key should not be used on items designed for sale by members, chapters, state organizations, and any other vendors.
4. Items may be advertised in state organization or chapter newsletters or brochures, consistent with postal regulations.
5. Society Web sites will include no direct advertising except for international non-dues-revenue partnerships or fundraising by members that benefit state organizations and/or chapters. (International non-dues-revenue partnerships include the Society jeweler, insurance partners, and approved international affiliates. Fundraising by individual members does not include third-party business agreements.)
6. All vendors are responsible for obtaining all required governmental (state, province, county, city, country) sales tax numbers in the location where the event is held. All vendors are responsible for paying all applicable sales taxes to the governmental unit.
7. Permission must be obtained for any materials protected by copyright.

The Delta Kappa Gamma Society International has adopted the following governing rules pertaining to the sale of items: *Constitution*, Article X, Section A

#### **3. On-Site Sales**

- a. Favors and decorations or items officially approved by the Administrative Board or the Executive Board may be sold at international conventions or regional conferences. State organizations desiring to sell their Society items shall follow the *International Guidelines for Sale of Items*.
- b. A fee in the amount determined by the Administrative Board shall be charged to any state organization, chapter, or other vendors who receive permission from the board to sell items at regional conferences or international conventions. A list of all approved vendors shall be forwarded to the convention/conference steering committee.
- c. International committee members selling official Society documents shall not be charged a fee. *International Standing Rule 1.04* The key of the Society may be used on official Society materials such as stationery, yearbooks, Web sites, and programs.

*Adopted by Administrative Board – November 17, 2010*