



## **Bylaws of DKG New Brunswick**

### **Chapter – Beta**

## **The Delta Kappa Gamma Society International**

Revised January 2024

## **Article I - Name**

**Section 1:** The name of this organization shall be **DKG New Brunswick**.

**Section 2:** Each chapter in New Brunswick shall be designated by a Greek letter or a combination of Greek letters, a geographical area, or by a country name. Each chapter shall be named by the provincial organization.

## **Article II – Mission and Purposes**

The purposes of **DKG New Brunswick** shall be to:

1. Promote the vision, mission and 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 or supervise the organization of Delta Kappa Gamma chapters within the province.

## **Article III – Membership**

**Section 1:** The membership of **New Brunswick** shall be composed of active, reserve, collegiate and honorary members within the boundaries of the province. All membership is in accordance with the ***Constitution, Article III***.

**Proposed Membership:** Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the international Society in addition to a state organization and/or a chapter.

**Membership Begins:** An individual becomes a member of the Society when she pays her dues.

**Active Membership:** An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.

**Reserved Membership:** A reserved member shall be a woman who is unable to be an active member due to distance in location or illness. A reserved member is unable to serve as an officer of the Executive.

**Section 2:** Chapters in the province shall have full power to act in matters of chapter membership. Membership records are kept at chapter level.

**Section 3: Provincial honorary members:**

- A. Provincial honorary members shall be recommended by the Provincial Membership Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval is required.
- B. Initiation of provincial honorary members may be held at any provincial area or chapter meeting. The provincial president and chairman of the provincial membership committee shall organize the orientation session and the initiation. Attendance of the initiate(s) is required.

**Section 4: Collegiate members:**

Classification: Collegiate members shall be undergraduate or graduate students who meet the following criteria: a. Undergraduate student collegiate members shall (1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and (2) be enrolled within the last two years of their undergraduate education degree. b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

- A. Collegiate members are not required to pay induction or scholarship fees.
- B. Collegiate member dues shall be determined by the chapter but are not excluded from paying other chapter assessments.
- C. A woman who is or who has been an employed educator is eligible for active membership, not for collegiate membership. Therefore, graduate assistants who are paid to teach are eligible for active membership. A teacher who is taking graduate courses is eligible for active membership. Upper level or graduate student teachers who are not paid to teach are eligible for collegiate membership.

**Section 5: Termination of Members**

Termination of members shall be in accordance with the ***Constitution, Article III***. A complete record of all membership in ***New Brunswick*** that has been terminated shall be maintained by the provincial treasurer. The chapter shall file letters of resignation with the chapter membership chairman.

## **Section 6: Reinstatement to Membership**

Reinstatement to membership shall be in accordance with the ***Constitution, Article III***. The chairman of the chapter membership committee shall notify the provincial treasurer when a former member has been reinstated.

## **Article IV – Finance**

### **Section 1: Available, Permanent and Scholarship Funds**

- A. The provincial annual dues shall be determined by a two-thirds vote of the members at the annual convention.
- B. Payment of dues:
  - 1. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
  - 2. There is no induction fee for new members. For membership or reinstatement commencing between July 1 and December 31, the member shall pay dues and the scholarship fee for the current year. For membership commencing on or after January 1, 2023 the member shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
  - 3. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state organization treasurer who then forwards the dues payment to DKG International, Austin, TX.
  - 4. The international portion of the dues and fees shall be sent between July 1 and September 30.
  - 5. A member who fails to complete payment of international dues shall be dropped as of October 1.
- C. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. On November 1, members may be dropped for non-payment of dues and fees. All dues and fees shall be collected by the chapter treasurer. Provincial and international dues and fees shall be forwarded to the provincial treasurer.
- D. The available fund shall be the operating fund and requires a budget. The permanent fund shall be maintained according to the Constitution.
- E. The provincial organization maintains a scholarship fund according to Society guidelines.

- F. The number of scholarships and the amount of each shall be recommended by the scholarship committee and adopted by members at the convention. Rules governing the administration of the scholarship program shall be recommended by the scholarship committee and adopted by the executive board.
- G. Beyond those given above, financial controls include state president's approval of expenses prior to payment and requirement of a financial review or audit.

## **Section 2: Financial Controls**

- A. The finance committee shall submit a proposed budget annually for adoption by the Executive Board.
- B. There shall be an annual financial review.
- C. All approved expenses may be paid by the treasurer upon presentation of receipts.
- D. Two of three officers may sign cheques. These officers shall be the president, the vice president and the treasurer. The provincial president will approve all expenditures before payment is made.

## **Article V – Organization**

### **Section 1: Chapters**

- E. Each chapter shall govern the conduct of its business in a manner consistent with the **Constitution** and By-Laws of New Brunswick and responsibility for submitting provincial By-Laws lies with the president. The executive shall be responsible for checking chapter rules to ascertain that they are consistent with the **Constitution** and the provincial organization bylaws. Chapter representation on the state/provincial executive board is required. State by-laws are to be submitted to the Constitution Committee by the State President as required.
- F. It is the responsibility of the province to support chapters by monitoring chapter progress, providing leadership training for chapter leaders, sharing/demonstrating strategies for strengthening chapters, and implementing an intervention plan when chapters show signs of stagnation or cease to thrive.
- G. The chapter officers, except the treasurer, shall be elected for even-numbered years, by a majority vote.
  - 1. The term of each elected officer shall be two years, or until a successor is named. No officer except the treasurer or secretary may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election.
  - 2. The treasurer shall be elected by the Executive Board each biennium.

### **Section 2: New Chapters**

- A. The provincial executive board shall determine chapter areas and shall approve the organizing of a new chapter. The procedure needs to be consistent with the Constitution.

- B. Applications for candidates for membership in a new state/provincial chapter shall be screened by the provincial expansion and/or membership committee.
- C. Rules governing the initiation of new members and the installation of a new chapter shall be recommended by the expansion committee and approved by the executive board.
- D. The state executive shall provide leadership training, strategies for growth and implementing an intervention plan if required.
- E. The progress of the new chapter shall be monitored by the state executive.

## **Article VI – Officers and Related Personnel**

### **Section 1: Officers**

The provincial officers, all of whom must be members, shall be President, a First Vice-President, a Second Vice-President, a Secretary (all elected). A Treasurer shall be selected by the executive board. A Parliamentarian shall be a Past President of New Brunswick and is appointed by the president. Both treasurer and parliamentarian are ex officio without vote.

### **Section 2: Duties of Officers**

These officers shall perform the duties as prescribed in the *Constitution, Article VI* and as authorized by the By-Laws of New Brunswick.

### **Section 3: Term of Office**

- A. Officers, elected by the provincial convention in odd-numbered years shall have a term of two (2) years or until a successor has been named.
- B. No officers, except the treasurer, may serve in the same office longer than two (2) terms in succession.
- C. All officers shall take office on July 1 following their election.
- D. The treasurer is bonded to guarantee that she will honestly and faithfully perform the duties of her appointed office. Note: Since DKG New Brunswick presently has only one chapter with full disclosure of all financial records certified each year by a Chartered Accountant, the DKG NB Executive has decided to have the treasurer released from the bonding process at this time. In the event of expansion, then the treasurer shall require bonding as required by DKG International.

### **Section 4: Vacancies**

- A. When a vacancy occurs in the office of president, the first vice-president shall become president.

- B. When a vacancy occurs in other elected or appointed positions, the president shall name a successor.

## **Section 5: Nominations and Elections**

- A. Nominations for office shall be made by a nominating committee of one member from each chapter, elected by ballot at the provincial convention. The chairman shall be appointed by the president from the elected members.
  - i. The committee shall submit the name of one nominee for each elective office. Consent of the nominee must be obtained.
  - ii. After the report of the committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee.
- B. Election shall be by ballot and a majority of votes cast elects. If there is but one nominee for an office the election may be by voice vote. DKG NB will permit electronic (non-secret) voting for officers and other elected personnel when the election is held at an electronic meeting.
- C. The nomination committee shall prepare the ballot and conduct the meeting.
- D. After all the positions have been filled, the presiding officer shall entertain a motion that the ballots be destroyed.

## **Article VII – Executive Board**

### **State/Provincial Executive Board**

- A. The members of the provincial executive board shall be the elected officers, the immediate past provincial president, the chapter presidents and any founders and past provincial presidents in attendance. The treasurer and the parliamentarian shall be ex officio members without vote.
- B. The duties of the executive board shall be consistent with the ***Constitution***:
  - i. To recommend policies and procedures for consideration by the provincial convention or the chapters.
  - ii. To examine, modify if necessary, and adapt the annual budget.
  - iii. To select the treasurer and such other personnel as may be needed; prescribe their duties and determine their terms of office. Establish the procedure for budget development and approval and for the supervision of finances. (The president and the treasurer shall serve, ex officio, in this process.)
  - iv. To determine the time and place of provincial meetings.

- v. To act in the interim between conventions upon matters requiring immediate attention.

### **Article VIII – Committees**

1. State organizations and chapters may establish committees that fulfill their constitutional responsibilities.
2. All reports of work accomplished will be prepared in the format specifies by Society Headquarters.
3. The state organization president is member ex officio on all committee except nominations.
4. Tasks that require immediate action shall be addressed by the State Executive and ad hoc committees.

#### **Section 1: Standing Committees:**

##### **A. Society Business**

- i. Communication
- ii. Webmaster
- iii. Newsletter
- iv. Finance
- v. Leadership Development
- vi. Membership
- vii. Nominations
- viii. Rules

##### **B. Society Mission and Purposes**

- i Educational Excellence
- ii Scholarship

#### **Section 2: General Procedures for Standing Committees**

Committee organization and work will follow the guidelines as stated Constitution Article VII; International Standing Rules 8.022.



- A. All committees except the nominations committee shall be appointed by the president who will serve as an ex officio.
- B. (i) The nominations committee shall consist of the immediate Past President and the first Vice President. The chairman shall be named by the President.  
(ii) In the event that the 2 members are from the same chapter, a 3rd member from the second chapter shall be named by the President.
- C. The president shall be an ex officio member of all committees with vote except nominations.
- D. Matters requiring immediate committee action may be voted upon by mail/e-mail all members being notified.
- E. Special committees shall be appointed by the president as authorized. After submitting the final report to the body that authorized it, the committee shall be dissolved.
- F. Committee meetings shall be held with the approval of the president.
- G. Reports of work accomplished shall be prepared on forms supplied by Society Headquarters.

### **Section 3: Duties of Standing Committees**

#### **Society Business:**

##### **A. Communication**

###### **I. Objective:**

To inform all members of DKG issues, presidential notices and up-coming events via e-mail, postal services or telephone.

###### **II. Duties:**

- i. Follow the *Guidelines for Chapter Communications and Publicity Committee Chairs* as written by DKG International.
- ii. Email notices of provincial meetings, minutes, and DKG issues as required by the provincial president.
- iii. Notify members of serious illnesses of members.
- iv. Forward information and pictures to the Newsletter Committee for publication.
- v. Request permission to copy or forward all emails and attachments to members as required,
- vi. Publish articles regarding NB Province of DKG whenever possible.

###### **III. Records:**

Save pictures and important notices as backup for minute reference.

##### **B. Webmaster**

###### **I. Objectives:**

To share with members the vision, mission, statement, president's perspective, DKG purposes, members of the provincial board, founders, past presidents, points of interest from the chapters, NB projects, and newsletters on our website.

- II. **General Duties:**
  - i. Comply with the *Standards Checklist for Society Website Certification*.
  - ii. Complete Form 74 *Web-space Rental* and submit it as required.
  - iii. Obtain permission for publication: *Website Release Form*.
  
- III. **Specific Duties:**
  - i. Update the website as required.
  - ii. Post the date of revision on each page of the website.
  - iii. Encourage all members to view all state websites to learn about about DKG.
  - iv. Share information regarding website issues and knowledge gained at International Conventions, Regional Conferences and Canadian Forums.
  - v. Contact DKG International regarding website questions and concerns.
  
- IV. **Records:** Archives on the website will be saved and available for viewing.

## C. Newsletter

- I. **Objective:**

To develop a newsletter 3 times per year (Fall, Winter, Spring) to be distributed to the members and other selected individuals.
  
- II. **General Duties:**
  - i. The committee will communicate via email, by phone or in person the content, timelines and responsibilities of the newsletter.
  - ii. The committee will develop each edition of the newsletter by: 1. Authoring or soliciting authors to report on issues relevant to DKG NB members; 2. Requesting reports or information from the Provincial President or Canadian Area Representative; 3. Obtaining current updates from chapter communication chairs; 4. Requesting updates on the Educational Foundation grants received by the chapters when applicable; 5. Acquiring updated information on the Canadian Project and International Projects.
  - iii. A committee update will be provided throughout the year when deemed necessary by the chapter meetings and formally presented at the Annual General Meeting.
  
- III. **Specific Duties:**
  - i. Ensure the newsletters adhere to the guidelines outlined in *Guidelines for State Organization and Chapter Communications and Publicity Committee Chairs and 85 Years and Beyond: Advancing Key Women Educators for Life:2015 Pre-Conference Training Editors*. Electronic Format.
  - ii. Ensure newsletters are sent to the appropriate committee chairs for distribution to the membership.

**IV. Procedures:**

- i. Prepare the newsletter on Desktop Publishing Software (i.e. MS Publisher) and convert to a PDF using Adobe Acrobat Reader.
- ii. Submit it for review to the newsletter committee members who are assigned the task of reviewing and proofreading prior to distribution to the members.
- iii. Identify each issue of the newsletter with a volume (year) and issue number. Include in each issue the DKG mission statement, vision, official name of the society, and list of executive members.
- iv. Maintain electronic copies of the newsletter and any related documents, files, graphics and photographs deemed appropriate in order to facilitate continued design, layout and content responsibilities.
- v. Ensure all members receive a copy of the newsletter either electronically or in print format. Newsletters may also be sent to other selected individuals (i.e. authors who submit educational articles on request and prior to their submissions to ensure they are familiar with the expectations of the newsletter committee).

**V. Records:**

Provide one copy of the newsletter to the Provincial Archives in Fredericton, NB.

**Permission to Publish Considerations**

- i. Be familiar with and exercise practice of DKG International's Hold Harmless Policy,
- ii. Adhere stringently to the guidelines set out by DKG International on the use of DGK Logos. The proprietary rights of these logos belong to International and must not be altered in any way. Use of images from the DKG website, other than those in the logo, is strictly forbidden unless permission is obtained from the copyright holder.

**D. Finance:**

**I. Objectives:**

To manage the financial affairs of the organization.

**II. Committee Membership:**

The finance committee shall consist of six members; the president, the treasurer (ex officio), the two members of the scholarship committee, and the two chapter treasurers, one of this group to be designated as chairman.

III. **General Duties:**

The finance committee shall be responsible for the supervision of the financial affairs of the institution.

IV. **Specific Duties:**

- i. The supervision of all expenditures, record of receipts, bills, bank statements and investments of funds.
- ii. The preparation of a budget for review, modification and adoption by the executive board.
- iii. The provision of an annual budget.

## **E. Leadership Development:**

I. **Objectives:**

To promote leadership skills through review, comprehension and development of executive officers and committee members within DKG New Brunswick.

II. **General Duties:**

- i. Follow the *Leadership Development Guidelines* as stated by DKG International.
- ii. Assist in the transition of vice-president to the office of president.
- iii. Support our President in her leadership skills as required and support her in understanding the DKG International Constitution and concerns of the Society.

III. **Specific Duties:**

- i. Attend the Leadership Breakout Session at DKG International Conventions and Regional Conferences in the absence of our President, as required.
- ii. Encourage members to accept executive positions.
- iii. Encourage members to participate as committee members.
- iv. Encourage members to work within our communities as volunteers to create a DKG presence.
- v. Mentor and guide the 1<sup>st</sup> Vice President in a review of our state By-Laws, Standing Rules and Strategic Action Plan.
- vi. Attend the Canadian Forum and share relevant information as required.
- vii. Contact DKG International regarding questions and concerns regarding leadership issues.

## **F. Membership:**

I. **Objective:**

To actively address retention of members and encourage growth of chapter membership.

**II. General Duties:**

- i. Communicate regularly via email with chapter membership chairs.
- ii. Utilize the International Membership Committee's *Membership Memo*.
- iii. Inspire sustained commitment to our Society through Orientations and Re-Orientations.
- iv. Share information about the opportunities provided through DKG membership that will attract new members and entice former members to reinstate.

**III. Specific Duties:**

- i. Complete and submit DKG Necrology - State Organization Annual Reports (Form 3-due March 1<sup>st</sup> of even years) and DKG Membership – State Organization Biennial Reports (Form 35 – due March 1<sup>st</sup> of even years) to international and maintain Provincial Records.
- ii. Complete an annual report and present it at the Province's Spring Conference/Convention.
- iii. Update current Membership Biographical Information biennially.
- iv. Provide brochures and orientation materials to share with prospective members.
- v. Participate in orientation for prospective members and offer re-orientation programs for current members.

**G. Nominations:**

**I. Objective:**

To ensure that the work of DKG New Brunswick is continuous through election of officers to a Provincial Executive Board.

**II. Duties:**

Follow the *Guidelines for Nominations Committee Chairs* as written by DKG International.

- i. Nominate candidates for the Provincial Executive Board that shall consist of a President; a 1<sup>st</sup> Vice-President; a 2<sup>nd</sup> Vice-President and a Secretary.
- ii. Solicit from Chapters and individual members recommendations for nominees. All nominees must be members in good standing for either chapter.
- iii. Ascertain that each member is willing to accept the nomination.
- iv. Present to the Provincial Spring Convention in odd-numbered years, a slate of one candidate for each elective office. Nominations may be made from the floor. If an election is necessary, it will be conducted by the Nominations Committee. Each DKG New Brunswick member in attendance shall have one vote.
- v. Report names and addresses of Provincial Officers to the DKG International Executive following their installation.
- vi. File a report of the election with the Provincial Secretary for future reference.

## **H. Rules**

### **I. Objective:**

To address all proposals for amendment or revision of DKG-NB By-Laws as written.

### **II. General Duties:**

To follow the *Rules Committee Guidelines* as stated by DKG International.

### **III. Specific Duties:**

- i. To accept and submit all proposals for amending or revising the Provincial By-laws to the provincial Executive prior to the Provincial Conference/Convention for vote.
- ii. To submit the most current edition of By-laws to DKG International Constitution Committee as required.
- iii. To respect the advice of the Provincial Parliamentarian who serves as a consultant to the committee.

## **Society Mission and Purposes:**

### **A. Educational Excellence:**

#### **I. Objective:**

To promote programs and projects for excellence in education.

#### **II. General Duties:**

- i. To identify long term and short-term programs and projects that focus upon topics adopted by the Society.
- ii. To support programs of action that promotes the personal well-being, intellectual growth, and global awareness of women educators. Encourage a focus on the arts at international conventions, regional conferences and state organizations and develop strategies that will enable chapters to encourage members to become leaders.

#### **III. Specific Duties:**

- i. To empower women through leadership opportunities.
- ii. To promote educational excellence through programs and projects.
- iii. To change global awareness through collaboration worldwide.

#### **IV. DKG Supporting Documents:**

- i. EEC Hot Topics Programs and Activities
- ii. Collection of programs, projects and activity ideas
- iii. Beginning Teacher Attrition and Mobility

## **B. Scholarship:**

### **I. Objective:**

To present provincial scholarships (namely *The Isabel Kane Scholarship*) as required. The Scholarship account would remain as an umbrella account with two parts:

- i. Scholarship/Bursary Funding for academic study (\$1000 maximum over a three year period as previously set). \$1000 is to always remain as previously mandated available for academic purposes.
- ii. Alternate Funding for Beta members attending DKG International Conventions and DKG Regional Conferences (\$1000 maximum funding Canadian per year to be divided as required).

Members who attend DKG Cross Border Conferences will receive payment upon receipt of proof of attendance for registration, car-pooling gas receipts and shared accommodation for the DKG event. Meals and additional expenses not included at the conference do not qualify for reimbursement. (\$1000 maximum funding Canadian per year to be divided as required).

### **II. General Duties:**

To follow the *Scholarship Committee Guidelines* as determined by DKG International and DKG New Brunswick.

### **III. Specific Duties:**

- i. To recommend the rules governing the administration of the scholarship program for adoption by the provincial executive board.
- ii. To recommend the number and amount of each scholarship for the year in question.
- iii. To submit the funding proposal to the provincial treasurer following the adoption of the scholarship recommendation by the members in attendance at the spring conference.
- iv. To share information and necessary forms to be completed for the *Isabel Kane Scholarship*.

### **IV. *Isabel Kane Scholarship for Academic Study* - Guidelines:**

- i. The *Isabel Kane Scholarship* is for women educators who have been members in good standing in DKG New Brunswick for at least one year and who are currently pursuing studies which may enhance their teaching career. The program is designed to reward those who hold a New Brunswick Teaching Certificate or its equivalent and who have demonstrated leadership potential as teachers. Awards vary from \$250 to \$1000. Successful applicants may receive up to \$1000 over a three year period.
- ii. This application requires a letter of recommendation from the chapter president or 1<sup>st</sup> vice-president.

- iii. One name for references is required from a professional person who can give a knowledgeable appraisal of current work.
- iv. In the event that an applicant is a member of the Scholarship Committee, she shall abstain from the decision-making process.
- v. The competition deadline is January 31<sup>st</sup> of the year of study.
- vi. Reimbursement will be given upon proof of academic registration for coursework throughout the year as required.
- vii. The application will be presented in written form, sent via postal service or scanned via email to either chair of the scholarship committee.
- viii. Payment will be made by cheque by the provincial treasurer.
- ix. The chairs of the scholarship committee will inform all members of the chapters regarding approved applications following the deadline.

**V. *Isabel Kane Scholarship for Alternate Funding - Guidelines:***

- i. First time DKG New Brunswick attendees may be reimbursed half the cost of the cumulative registration fee upon receipt of proof of attendance following the International Conference/Convention. If the registration fee is separate, then the total requested registration fee will be covered by DKG NB.
- ii. Other DKG – New Brunswick members who are not first time attendees may receive proportional reimbursement for funding (to a maximum of \$1000 Canadian funds divided for attendees) upon receipt of proof of attendance following the International Conference/Convention.
- iii. Each alternate attendee will be expected to give a brief written report about one meaningful workshop or what she learned from a presenter to be published in the DKG NB newsletter Chickadee Chatter.
- iv. The application will be presented in written form, sent via postal service or scanned via email to either chair of the scholarship committee.
- v. Payment will be made by cheque by the provincial treasurer.
- vi. The chairs of the scholarship committee will inform all members of the chapters regarding approved applications following the event.

**Article IX– Meetings**

**Section 1: Conference/Convention**



Conferences shall be held on even numbered years and conventions on odd numbered years. The state convention shall be held at least once during each biennium. Business of the province shall be conducted annually at a time and place as determined by the executive board, for the purpose of receiving reports and adopting policy, amending by-laws, electing officers and other business which may properly come before it.

- A. Every member who is registered may vote.
- B. The quorum shall be a majority of those members who have registered at the convention.

## **Section 2: Executive Board**

- i. The executive board shall meet at least once each year.
- ii. The board may meet at other times upon the call of the president for meetings and workshops.
- iii. A chapter president who is unable to attend the provincial executive board meeting may appoint an official representative who shall have the full privileges of participation.
- iv. A quorum shall be a majority of the voting members of the board.
- v. Each voting member shall be entitled to one vote.

## **Section 3: Electronic Meetings**

- A. Business of the state organization and all of the bodies governed by its bylaws may be transacted electronically as long as all members are able to hear each other simultaneously and can actively participate in the meeting.
- B. Virtual meetings include one or more of the following as deemed necessary:
  - i. full-featured Internet, or a combination of internet/telephone meeting services with audio and optional video.
  - ii. telephone meetings for conducting secret votes.
  - iii. speakerphone in the meeting room to allow members who are not physically present to participate via telephone.
  - iv. telephone meetings without internet support and no central meeting room.
  - v. additional details are stated in DKG NB Standing Rules 9, 11 and 12.

## **Article X– Parliamentary Authority**

*Robert's Rules of Order, Newly Revised*, shall govern the proceedings of DKG New Brunswick and its chapters in all cases not provided in the Constitution, Provincial By-Laws and Standing Rules.

## **Article XI – Amendments**

### **Section 1:**

These By-Laws may be amended at any annual convention by two-thirds (2/3) vote, provided notice of proposed amendments shall have been published to members by the rules committee at least thirty (30) days before convening the convention to comply with the DKG Constitution and By-laws. Notice of automatic amendments shall be published in the fall or winter issue of the DKG NB newsletter Chickadee Chatter.

DKG New Brunswick bylaws and standing rules shall be amended automatically by the State Executive to comply with the DKG International Constitution and International Standing Rules.

By-Laws are reviewed during every two year period on the odd numbered years following the Spring Convention by the Executive, chaired by the First Vice President.

### **Section 2:**

Amendments take effect immediately following approval at convention.

Proposed amendments to the by-laws may be submitted to the rules committee at least sixty (60) days before the convention by any member, and by any committee, board or chapter.

### **Section 3:**

All proposed amendments shall have been approved by a two-thirds (2/3) vote of the executive board before being submitted to the convention.

### **Section 4:**

Standing Rules may be amended or rescinded at any annual convention by a two-thirds (2/3) vote.

## **Article XII - Dissolution**

All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore. The executive board, upon notification by the former executive of the chapter to be dissolved, shall follow specific procedures for liquidating remaining assets and shall supervise disbursement of funds as stated in the DKG Constitution. The dissolution must occur in New Brunswick where the chapter was chartered.

- A. Should a chapter show signs of stagnation or cease to thrive, it shall be the duty of the Executive Board to implement an intervention plan that presents options for continuation. Assistance is available from DKG International for revitalization suggestions. No chapter shall be dissolved without the approval of the state/provincial organization executive board in accordance with the state/provincial charter.
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to the other chapter(s). Procedures from the Society must be followed.
- C. Any remaining funds in the chapter account shall be sent to the provincial organization treasurer and deposited in the available fund.
- D. Chapter paraphernalia, Society publications, and chapter records shall be retained in the provincial organization archives and made available for use.
- E. The charter must be returned to the provincial organization to be forwarded to the Society Headquarters.
- F. The provincial organization executive board shall decide whether the Greek name shall be reused.