

1 The Delta Kappa Gamma Society International

2  
3 *Eta State Bylaws*

4  
5 Revised April 29, 2005

6  
7 Amended April 28, 2007

8 Amended April 25, 2009

9 Amended April 30, 2011

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12 ARTICLE I NAME

13  
14 Section 1.

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16 The name of this state organization shall be Eta State North Carolina of The Delta Kappa Gamma  
17 Society International, hereafter known as Eta State.

18  
19 Section 2.

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21 Each chapter in Eta State shall be designated by a Greek letter or a combination of Greek letters.  
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25 ARTICLE II OBJECTIVES

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27 The objectives of Eta State shall be to:

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- 29 1. promote the purposes of The Delta Kappa Gamma Society International as found in the
- 30 *Constitution, Article II*
- 31 2. act as liaison between chapters and the international organization
- 32 3. organize Delta Kappa Gamma chapters within the state
- 33 4. provide leadership training for state and chapter leaders
- 34 5. seek to make the Society more visible and more influential in educational endeavors.
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38 ARTICLE III MEMBERSHIP

39  
40 Section 1.

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42 Classification: The membership of Eta State shall be composed of active, reserve, and honorary  
43 members of chapters within the state. All membership practices shall be in accordance with the  
44 *Constitution, Article III.*

- 45
- 46 A. An active member shall be a woman who is employed as a professional educator at the

47 time of her election or has been retired from an educational position. An active member shall  
48 participate in the activities of the Society.

49  
50 B. Reserve members shall be formerly active members who are unable to participate in the  
51 activities of the chapter because of physical disability and/or geographical location. Reserve  
52 status shall be granted by a majority vote of the chapter. A reserve member, so requesting, may  
53 be restored to active membership.

54  
55 C. Honorary members shall be women not eligible for active membership who have rendered  
56 notable service to education or to women and are elected to honorary membership in  
57 recognition of such service. They shall be privileged to participate in all activities except that of  
58 holding office. A lifetime fee of \$50 shall be paid for each honorary member at the time of  
59 initiation. This fee shall be paid by the initiating unit of the Society.

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61  
62 Section 2.

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64 Chapters in the state shall have authority to act in matters of chapter membership in accordance with  
65 the *Constitution*. All membership records shall be kept at the chapter level.

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67 Section 3.

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69 State honorary members

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71 A. State honorary members shall be nominated by chapters and/or members, recommended by  
72 the Membership Committee, and elected by a four-fifths (4/5) vote of the Executive Board.

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74 B. Initiation of state honorary members shall be conducted at the state convention unless  
75 circumstances dictate that the president and chairman of the Membership Committee make  
76 other arrangements.

77  
78 C. The state president and the chairman of the Membership Committee shall organize the  
79 orientation session and the initiation.

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81 D. The chairman of the Membership Committee shall assign each state honorary member to a  
82 chapter in the area in which she resides or works.

83  
84 Section 4.

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86 Termination of membership

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88 A. Membership in the Society is terminated for non-payment of dues and fees, resignation, or  
89 death. The chapter treasurer shall report to the state treasurer the record of all memberships  
90 terminated, including the reasons and dates of termination.

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92 B. The chapter shall file all letters of resignation.

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Section 5.

Reinstatement

- A. A former member shall be reinstated to membership by the chapter receiving the request.
- B. The chapter treasurer shall report to the state treasurer when a former member has been reinstated.

ARTICLE IV FINANCES

Section 1.

Annual dues

- A. Annual dues shall be required of active and reserve members on all levels of the Society.
- B. Any changes in the amount of state dues shall require a two-thirds (2/3) vote of members at the annual convention in an odd-numbered year.

Section 2.

Financial controls

A. Budget

- (1) The Finance Committee shall prepare in odd-numbered years a biennial budget for adoption by the Executive Board at its meeting prior to the state convention.
- (2) This budget shall be subject to annual review and amendment, if necessary, by the Finance Committee and the Executive Board.

B. Expense vouchers

The president shall approve all expense vouchers before they are sent to the treasurer for payment. The president's expense vouchers shall be approved by the chairman of the Finance Committee.

C. Annual Financial Review/ Audit

- (1) The financial records shall be reviewed annually by an external CPA. An audit shall be performed when a new treasurer is appointed.
- (2) A report of the financial review/audit shall be presented to the Executive Board for information.

139 Section 3.

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141 Gifts

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143 Gifts to Eta State, except gifts to Headquarters, are subject to the approval of the Eta State Executive  
144 Committee and the Finance Committee. If the Executive Committee and the Finance Committee  
145 determine that conditions/restrictions make the gift unacceptable, they may enter into  
146 discussion/negotiation with the donor to effect modifications that would make the gift acceptable.

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149 ARTICLE V ORGANIZATION

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151 Section 1.

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153 Chapters

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155 A. Each chapter shall have chapter rules which are consistent with the *Constitution* and the *Eta*  
156 *State Bylaws and Standing Rules* and shall include a number specified as a quorum for all  
157 business meetings. (*Constitution*, Article V, Section B,3)

158

159 B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a  
160 majority vote.

161 (1) The term of each elected officer shall be two years. No officer, except the treasurer,  
162 shall serve in the same office longer than two terms in succession. All chapter officers  
163 shall take office on July 1 following election.

164

165 (2) The chapter treasurer shall be selected by the executive board each biennium.

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167 C. The chapter president shall represent the chapter as a voting member of the state Executive  
168 Board.

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170 Section 2.

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172 New Chapters

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174 A. The state Membership/Expansion Committee, in cooperation with the local chapter, shall  
175 determine the need for new chapters and, after approval by the Executive Board, shall make  
176 arrangements for the organization of additional chapters resulting from the division of  
177 existing chapters or the sponsoring of a new chapter by the state organization.

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179 B. Each sponsored chapter so organized shall have no fewer than twelve members, at least  
180 three of whom shall have been Delta Kappa Gamma members for a minimum of three years.

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182 C. Recommendations of candidates for membership in a sponsored chapter shall be screened  
183 by the state Membership/Expansion Committee and shall be subject to the approval of the state  
184 president.

185 Section 3.

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187 Regions

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189 A. Regions are for the purpose of rendering service to the membership, informing members of  
190 state policies and programs of work.

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192 B. The state Executive Board shall define the boundaries of regions and the chapters in each.

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194 C. Each region shall have a director who acts as a liaison between the state organization and  
195 the chapter. She may plan and conduct a regional activity. She shall visit each chapter in her  
196 region at least once during her term of office. She shall collaborate with the state president  
197 when working with under-involved chapters.

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199 D. The regional director shall be a non-voting member of the Executive Board.

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202 Section 4.

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204 Coordinating Council Organization

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206 A. Coordinating councils may be organized in counties and/or cities where several chapters  
207 exist.

208

209 B. Coordinating councils shall adopt rules that are consistent with the *Constitution and*  
210 *International Standing Rules*.

211

212 C. Each participating chapter shall be represented by the chapter president and at least one  
213 additional chapter member.

214

215 D. Participating chapters shall approve the activities of their coordinating council.

216

217 E. Activities of a coordinating council shall be financed by the chapters choosing to organize  
218 themselves as a coordinating council.

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221 Section 5.

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223 U.S. Forum

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225 A. Eta State recognizes the U.S. Forum as a means of serving the interest of members, insofar  
226 as it reflects the purposes of the Society. (*Constitution*, Article V, Section D, 7, b)

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228 B. The Eta State president shall appoint a State Liaison to receive and distribute information  
229 concerning the U.S. Forum and to organize forum activities at the state convention.

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231 C. Each chapter president shall appoint a chapter liaison as a contact for distributing  
232 information.

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235 ARTICLE VI OFFICERS AND APPOINTED PERSONNEL

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237 Section 1.

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239 Officers and appointed personnel

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241 A. The elected state officers shall be president, first vice-president, second vice-president, and  
242 secretary; the appointed officers shall be the treasurer, the executive secretary, and the editor.

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244 B. The treasurer, executive secretary, and the editor shall be appointed by the Executive Board  
245 upon the recommendation of the Personnel Committee.

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247 C. The parliamentarian shall be appointed by the president.

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249 D. Regional directors shall be appointed by the president upon recommendation of the  
250 chapters of the region and current regional director. (See *Eta State Standing Rules 5,*  
251 *Organization D,5.*)

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254 Section 2.

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256 Duties of officers

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258 In addition to the duties listed below, the officers will be responsible for such other duties applicable  
259 to the office as prescribed by the *Constitution*, these *Bylaws*, and the current edition of *Robert's Rules*  
260 *of Order Newly Revised*.

261  
262 A. The president shall

263 (1) plan and conduct a workshop for incoming state officers and committee members  
264 after July 1 of odd-numbered years

265 (2) plan for and preside at the annual Eta State Convention

266 (3) plan workshops for incoming chapter presidents, treasurers, program and  
267 membership chairmen, and regional directors in June of even-numbered years

268 (4) with the Leadership Committee, plan the Leadership Development Seminar held in  
269 odd-numbered years.

270 (5) visit chapters upon invitation by chapters or coordinating councils

271 (6) contact an under-involved chapter and, if needed, form a team to assist the chapter

272 (7) respond to chapters inviting assistance and form a team to assist the chapter

273 (8) provide for a review of the minutes of business meetings to ensure accuracy

274 (9) approve all materials before they are posted to the state web site.

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276 B. The first vice president shall preside at the Birthday Celebration during the state convention.

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C. The second vice president shall serve as coordinator of activities of the regional directors.

D. The secretary shall

- (1) take minutes at all state business meetings;
- (2) submit a draft of the minutes to the state president for review;
- (3) forward the final version of the minutes to the executive secretary for distribution electronically or in print; and
- (4) upon approval of the minutes, verify with her signature, the date of approval, retain a copy for the secretary's file, and send a copy to the executive secretary for placement in the permanent file.

E. The treasurer shall submit for annual financial review/audit the accounts of the organization. She shall maintain a record of receipts, bills, and bank statements.

### Section 3.

#### Terms of office

A. Officers, elected by the members attending the state convention in odd-numbered years, shall have a term of two (2) years, or until a successor has been named.

B. The terms of the executive secretary, the treasurer, and the editor shall be six (6) years, or until a successor is named.

C. All officers and appointed personnel shall take office on July 1 following their election or appointment.

D. When a new treasurer, executive secretary, or editor is to be named, she shall be recommended by the Personnel Committee and appointed by the Executive Board.

### 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 the office of first vice-president, the second vice-president shall become first vice-president.

C. When a vacancy occurs in the office of second vice-president, secretary, or other elective or appointive position, the president shall name a successor.

323 D. When a vacancy occurs in the position of treasurer, executive secretary, or editor, the  
324 president in consultation with the Personnel Committee may name a person to serve until the  
325 Executive Board appoints a successor.  
326

327 E. In the event that a member holding an elective or appointed position is unable to perform  
328 her duties, the position shall be declared vacant by the Executive Committee and a successor  
329 named by the president.  
330

## 331 Section 5.

### 332 Nominations and elections 333

#### 334 A. Nominations Committee

335 (1) Nominations for state officers shall be made by the Nominations Committee.

336 The committee consists of five members, appointed by the president for a term  
337 of four years.  
338

339 (2) Terms of the members shall overlap, with three members appointed in one  
340 biennium and two in the alternate biennium.

341 (3) The state president shall appoint one of the members to serve as chairman.

342 (4) Geographical representation shall be considered in appointing members of the  
343 committee.  
344

#### 345 B. Election of officers

346 (1) The Nominations Committee shall, in election years, present its report of nominees  
347 to the state president, the executive secretary, and the editor by the deadline for  
348 the spring issue of *Eta State News*.  
349

350 (2) The nominees, with candidate qualifications, shall be published in the spring issue  
351 of the *Eta State News*.

352 (3) The committee shall present to the members in convention in odd-numbered years  
353 the name of at least one nominee for each elective office. Consent of the  
354 nominee must be obtained.

355 (4) After the report of the committee has been made to the convention, additional  
356 nominations may be made from the floor with the consent of the nominees.

357 (5) Election shall be by ballot. A majority of the votes cast elects. If there is but one  
358 nominee for an office, the election may be by voice vote.

359 (6) The Nominations Committee shall prepare the ballot and conduct the election.  
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362 C. The Nominations Committee shall actively seek members for *official recommendation for*  
363 *nomination* for selection to international committees. The committee may present to the  
364 Executive Board for *endorsement* the names of candidates nominated for international office by  
365 chapters or individuals.  
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369 ARTICLE VII MEETINGS

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371 Section 1.

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373 Convention

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375 A. Business of the state shall be conducted annually at a convention held at the date and place  
376 as determined by the Executive Board for the purpose of receiving reports, amending bylaws  
377 and rules, electing officers, and conducting other business which may properly come before it.  
378

379 B. Any member attending a state organization meeting may make motions, enter discussions,  
380 and vote, except in cases where a roll-call vote is taken:

381 (1) A roll-call vote shall be taken when sustained by a majority vote of those present or  
382 when requested by five (5) chapter presidents.

383 (2) The chapter president or her official representative shall cast the vote for the  
384 chapter, one (1) vote for the chapter and one (1) vote for each five (5) active  
385 and reserve members or major fraction thereof within the chapter. The vote  
386 may be divided.  
387

388 C. The quorum shall be a majority of those members who have registered at the convention.  
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390 Section 2.

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392 Other meetings

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394 A. A regional activity may be coordinated by the regional director and chapter presidents  
395 during their biennium.  
396

397 B. A workshop for incoming state officers and committee members shall be planned by the  
398 president and held after July 1 of odd-numbered years.  
399

400 C. A workshop for new chapter presidents, treasurers, program or membership chairmen, and  
401 regional directors shall be planned by the president for June of even-numbered years.  
402

403 D. A Leadership Development Seminar shall be planned by the president and the Leadership  
404 Development Committee for odd-numbered years.  
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408 ARTICLE VIII EXECUTIVE BOARDS AND EXECUTIVE COMMITTEE

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410 Section 1.

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412 State Executive Board

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414 A. The members of the Executive Board shall be the elected officers, the immediate past state

415 president, and the chapter presidents. Other past state presidents shall serve ex officio. The  
416 executive secretary, the treasurer, the editor, the regional directors, the parliamentarian, and the  
417 chairmen of state committees shall be ex-officio members without vote.  
418

419 B. The duties of the Executive Board shall be to

- 420 (1) recommend policies and procedures for consideration by the state convention  
421 or the chapters;
- 422 (2) establish the procedure for budget development and approval;
- 423 (3) examine, modify if necessary, and adopt the state budget;
- 424 (4) supervise state organization finances;
- 425 (5) appoint the executive secretary, the treasurer, the editor, and such other  
426 personnel as may be needed, prescribe their duties, and fix their stipends;
- 427 (6) determine the date and place of state meetings ;
- 428 (7) act in the interim between conventions upon matters requiring immediate attention;
- 429 (8) elect by four-fifths (4/5) vote state honorary members;
- 430 (9) approve the creation of new chapters;
- 431 (10) define the boundaries of regions and the chapters in each;
- 432 (11) authorize ad hoc committees;
- 433 (12) examine, modify, if necessary and approve the budget for the Headquarters  
434 which is administered by the Headquarters Committee ; and
- 435 (13) approve the state strategic plan.  
436

437 C. Meetings of the Executive Board shall be held at least once each year. Special meetings  
438 may be called by the president with thirty (30) days notice.  
439

- 440 (1) The presence of a majority of the voting members, excluding ex officio members,  
441 shall constitute a quorum at meetings.
- 442 (2) A chapter president who is unable to attend the State Executive Board  
443 meeting may appoint an official representative who shall have full  
444 privileges of participation.
- 445 (3) Chapter presidents shall notify the state president of substitute representatives.  
446

447 D. A vote by postal or electronic mail is authorized when necessary.  
448

## 449 Section 2.

### 450 Executive Committee

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452  
453 A. The members of the Executive Committee shall be the elected officers. Other members may  
454 be invited by the president. (*Constitution*, Article VII, Section B, 3)  
455

456 B. The committee shall meet at the call of the president to conduct business delegated to it by  
457 the Executive Board, to take action on matters requiring immediate decision (e.g., selection of  
458 members of the Finance Committee), and to serve in a consulting capacity to the president.  
459

460 C. The committee and the Finance Committee will evaluate the acceptance of any proposed

461 gift and present a recommendation to the Executive Board for final action.

462

463 D. The state president may secure a vote of the Executive Committee by postal or electronic  
464 mail when necessary.

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466 Section 3.

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468 Chapter Executive Boards shall function in accordance with the *Constitution*, Article VII, Section C.

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## 471 ARTICLE IX COMMITTEES

472

473 Section 1.

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475 Standing Committees (14)

476

477 A. Society Mission and Purposes (7 )

478 Awards

479 Beginning Teacher Support

480 Educational Excellence

481 Educational Law and Policy

482 Leadership Development

483 Membership/Expansion

484 Scholarship

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486 B. Society Business (7)

487 Communications and Publicity

488 Finance

489 Headquarters

490 Nominations

491 Personnel

492 Planning

493 Rules

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496 Section 2.

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498 General procedures

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500 A. State organization and chapters

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502 (1) The state organization and chapters may fulfill their constitutional responsibilities  
503 by choosing to have a committee structure similar to the international  
504 committee structure or may choose to accomplish its tasks in another manner.

505 (2) Committees at the state organization and chapter level shall be appointed by the  
506 president.

- 507 (3) The president shall serve as member ex officio on all committees except the  
508 Nominations Committee.
- 509 (4) Committee business requiring immediate attention may be voted upon by mail  
510 (postal or e-mail) when all members of the committee have been notified.
- 511 (5) A committee meeting may be face-to-face or through electronic communication.
- 512 (6) A committee may meet through electronic communication as long as all the  
513 members may simultaneously hear one another and participate during the  
514 meeting.
- 515 (7) The committee chairman shall request the approval of the president prior to  
516 scheduling a committee meeting.
- 517 (8) The president shall authorize the mode , i.e., face to face, or electronic, of each  
518 committee meeting.
- 519 (9) The committee chairman has the responsibility of submitting committee reports.
- 520 (10) The state organization and chapters are responsible, at their respective levels,  
521 for state organization responsibilities and/or chapter responsibilities related to  
522 the work of certain international committees.
- 523 (11) Committees for which state organizations and chapters have work responsibilities  
524 are marked with an asterisk in *Constitution*, Article VIII, Sections B and C:  
525 Communication and Publicity; Finance; Membership; Educational Excellence;  
526 Scholarship; and World Fellowship.
- 527 (12) Biennial international reports of the constitutional work of the state organization  
528 and chapters shall be prepared on forms supplied by Society Headquarters and  
529 submitted by the deadline indicated to the persons designated on the forms.

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531 B. State organization

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- 533 (1) The president may assign a recognized member affiliate, representative, or liaison  
534 as a consultant to or as an appointed member of a specific committee for a  
535 particular purpose. These include, but are not limited to, the United States  
536 Forum representative, the Covenant for North Carolina's Children affiliate, and  
537 the North Carolina state organization liaison to the United Nations DKG  
538 Representatives.
- 539 (2) The treasurer shall serve as member ex officio, without vote, on the Finance  
540 Committee.
- 541 (3) The executive secretary shall serve as consultant to the Finance Committee.
- 542 (4) The state organization webmaster and editor shall serve as members ex officio, with  
543 vote, on the Communications and Publicity Committee.
- 544 (5) Committee chairmen shall submit state organization committee reports to the  
545 executive secretary at least six weeks prior to the first day of state organization  
546 convention or by the deadline announced.

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548 Section 3 .

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550 Duties of committees

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552 Committees for which state organizations and chapters have constitutional responsibilities are

553 Communication and Publicity, Finance, Membership, Educational Excellence, Scholarship, and  
554 World Fellowship. [*Constitution*, Article VIII, Sections B and C] Committee responsibilities are  
555 described below.

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557 A. Society Mission and Purposes (7 committees)

558

559 (1) Awards Committee – The committee shall not exceed five (5) members.  
560 The committee is to design and implement a selection process for awards. The  
561 committee shall select the recipient of the Founders Award. The committee may study  
562 and recommend the establishment of additional awards for deserving women, members  
563 or non-members.

564

565

566 (2) Beginning Teacher Support Committee – (Composition of this committee is to be  
567 determined ) - The committee is to support beginning teachers by impacting education  
568 locally. The committee’s impact locally can be accomplished by

569 (a) identifying and implementing strategies to sustain and retain quality  
570 teachers;

571 (b) supporting quality education for all children; and

572 (c) seeking alliances with entities external to the Society that share a common  
573 interest in the status of women and children and excellence in  
574 education.

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577 (3) Educational Excellence Committee (EEC) – The committee’s seven (7) appointed  
578 members include the EEC chairman, a music or fine arts representative, a World  
579 Fellowship representative, and the chairmen of four committees: Beginning Teacher  
580 Support; Education Law and Policy; Leadership Development; and  
581 Membership/Expansion.

582

583 The committee’s decisions shall be guided by the Society Mission and Purposes and the  
584 state organization’s mission and vision. The committee is to

585 (a) identify and promote activities which sustain and support early-career  
586 educators;

587 (b) promote state organization and Society activities that increase the personal  
588 and professional pride of members;

589 (c) emphasize member development;

590 (d) recognize the value of fine arts in education and during Society events,

591 (e) encourage involvement of members in legislative action; and

592 (f) emphasize global perspectives and educational excellence worldwide. The  
593 Planning Committee chairman shall serve as a consultant to the EEC.

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596 (4) Educational Law and Policy Committee – The committee is to

597 (a) study and recommend action on professional issues;

598 (b) urge the state organization and chapters to initiate, endorse, and support

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- desirable legislation or other suitable endeavors in the interest of education and women educators;
- (c) educate members in strategies to impact educational policy; and
- (d) promote activities that garner support for education at the local and state levels.

The Society has specific guidelines for the state organization and chapters to follow when initiating, endorsing, and supporting legislation:

- The state organization and the chapters may cooperate with other organizations when their legislative activities promote the Purposes of the Society.
- An individual may only represent the state organization on legislative issues after receiving authorization from the state organization president.
- Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
- Legislative activity shall be concerned with educational issues, not with candidates nor political parties.
- Neither the state organization nor a chapter shall endorse a political candidate.
- Neither the state organization nor a chapter shall financially support a political candidate's campaign.
- Expenditures for legislative activities by the state organization or chapter shall be no more than a nominal portion of its income.

(5) Leadership Development Committee – This committee shall have five (5) appointed members. The committee shall have staggered four-year terms of service with two members appointed during one biennium and the other three appointed in the next biennium. The president shall designate a chairman.

The committee is to

- (a) evaluate the leadership development needs of members, the state organization and the chapters;
- (b) prioritize, plan, schedule, promote, and implement activities to provide leadership development opportunities for members; and
- (c) encourage members to realize their potential as the leaders they are.

The committee is to promote the leadership development opportunities available to members at Society conferences and conventions, and the events of organizations external to the Society. These opportunities include, but are not limited to, speeches, presentations, workshops, training sessions, and women's conferences.

The committee shall assist the president with the Leadership Development Seminar in odd-numbered years and the workshop for chapter leaders in even-numbered years.

(6) Membership/Expansion Committee – The committee shall not exceed six (6) members, one of whom is designated as an expansion representative.

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The committee is to

- (a) encourage the recruitment and involvement of women educators capable of impacting education;
- (b) develop and implement strategies to sustain membership by engaging the hearts and minds of members; and
- (c) expand the numbers of chapters within the state organization.

(7) Scholarship Committee – The committee shall have five (5) appointed members. At least one member shall have been a state organization scholarship recipient. Four members shall serve a two-year (2) term with one member continuing for a second two-year term. The president shall designate a chairman.

The committee is to

- (a) design and implement the scholarship application process;
- (b) consult with the Finance Committee regarding the number of scholarships available; and
- (c) select recipients and present scholarships.

A member of the Scholarship Committee who wants to apply for a scholarship must resign from the committee before she files her scholarship application.

B. Society Business (7 committees)

(1) Communications and Publicity Committee – The committee shall not exceed four (4) appointed members; the editor and webmaster shall serve as members ex officio, with vote.

The committee is to

- (a) be a conduit for information exchange between and among members at all levels of the Society;
- (b) encourage communication with groups external to the Society;
- (c) suggest to the state organization and chapter leadership ways to market and promote the Society; and
- (d) monitor the state organization Web site for accuracy and regularity of updates.

Technology groups may be appointed by the state organization president to inform and assist the state organization leadership and members with the use of technology for Society business.

(2) Finance Committee – The committee shall not exceed four (4) members, who serve terms of four (4) years. The president in consultation with the Executive Committee appoints two members each biennium. The president shall designate one member as chairman.

691 In addition to the committee responsibilities described in Article IV, Finances, the  
692 committee has other responsibilities.

- 693 (a) The committee shall consult with the treasurer in selecting a CPA to  
694 perform an annual financial review. The committee shall select an  
695 auditor when a new treasurer is appointed.
- 696
- 697 (b) The committee and the treasurer shall review the CPA's/auditor's report  
698 and the treasurer's financial report prior to presenting financial  
699 information to the Executive Board.
- 700
- 701 (c) The Finance Committee and the Executive Committee shall evaluate the  
702 acceptance of proposed gifts, except gifts to Headquarters. The  
703 chairman of the Finance Committee shall make a recommendation  
704 regarding the acceptance of a gift to the Executive Board.
- 705
- 706 (d) The committee shall
  - 707 1) determine the number of scholarships to be given;
  - 708 2) set the convention registration fee in cooperation with the president  
709 and the convention chairman; and
  - 710 3) perform other duties assigned by the Executive Board.

711

712

713 (3) Headquarters Committee – The committee shall have no more than six (6)  
714 appointed members, one of whom shall be a local contact person. Two new members  
715 shall be named each biennium for a six-year term. The state president, treasurer, and  
716 executive secretary shall serve ex officio, without vote. The president shall designate a  
717 chairman.

718

719 This committee shall serve as a supervisory body for the operation and maintenance of  
720 the headquarters building and grounds/property.

721

722 The committee shall prepare and present an annual budget to the Executive Board for  
723 approval.

724

725 No major action shall be taken without the consent of the Executive Board and the  
726 knowledge and consent of the membership.

727

728

729 (4) Nominations Committee (The composition of this committee is found in Bylaws,  
730 Article VI, Officers) In addition to the responsibilities listed in the *Bylaws*, Article VI,  
731 Officers, Section 5, the committee shall actively seek members for official  
732 recommendation for nomination to international office and for recommendation for  
733 selection to international committees and present those to the Executive Board for  
734 action. The committee may present to the Executive Board for endorsement the names  
735 of candidates nominated for international office by chapters or individuals.

737 (5) Personnel Committee – The committee shall not exceed five (5) members. At least  
738 one member of the committee shall be a past state president.

739  
740 The committee is to

- 741 (a) study matters related to personnel and make recommendations concerning  
742 personnel policies to the Executive Board;
- 743 (b) maintain an up-to-date record of paid personnel’s duties and present those  
744 duties to the Executive Board when personnel or duties change;
- 745 (c) maintain an up-to-date record of the responsibilities of each standing  
746 committee and the committee chairman; and
- 747 (d) screen applicants and recommend candidates for the positions of executive  
748 secretary, treasurer, editor, and webmaster to the Executive Board when  
749 a vacancy occurs in any of the positions.

750  
751 (6) Planning Committee – This committee shall not exceed five (5) appointed  
752 members. The state president and executive secretary shall serve as members ex officio,  
753 without vote. The appointed members shall serve staggered four-year (4) terms, with  
754 two members appointed in one biennium and three members appointed the next  
755 biennium. Two committee members with recent chapter president experience should be  
756 on the committee at all times. The president shall designate a chairman.

757  
758 The committee is to

- 759 (a) focus attention on areas necessary to sustain a state organization, support  
760 change, and promote growth;
- 761 (b) review and update, as an on-going task, the state organization’s strategic  
762 plan;
- 763 (c) monitor the implementation of the actions approved by the Executive Board  
764 and/or convention body;
- 765 (d) compile an annual report of progress for the Executive Board; and
- 766 (e) make proposals for future action by the state organization.

767  
768 The committee shall recommend a strategic action plan to the Executive Board for  
769 adoption.

770  
771 Officers and committee chairmen with designated responsibility for the actions on the  
772 approved strategic action plan shall report progress to the Planning Committee.

773  
774 The state president and/or the executive secretary shall be present at each Planning  
775 Committee meeting.

776  
777 The EEC chairman shall act as a consultant to the Planning Committee.

778  
779  
780 (7) Rules Committee – The committee shall not exceed four (4) appointed members.  
781 The parliamentarian shall serve as member ex officio, without vote.

782

- 783 The committee is to  
784 (a) review governing documents each biennium for concordance, accuracy,  
785 and clarity;  
786 (b) make proposed amendments for change, if needed;  
787 (c) receive all proposed amendments to state organization *Bylaws* and  
788 *Standing Rules*;  
789 (d) format in print the proposed amendments for publication and distribution,  
790 so that members would receive notice at least six weeks prior to the  
791 first day of convention;  
792 (e) present the proposed amendments to the Executive Board for information  
793 and recommendation and to the convention assembly for adoption;  
794 (f) after a convention, ascertain that the *Bylaws* and *Standing Rules* are in  
795 concordance with approved actions; and  
796 (g) with the assistance of the regional directors, review chapter rules on a  
797 four-year cycle beginning in 2004 for consistency with the state  
798 organization and international governing documents.  
799

800 The Rules Committee shall make Eta States *Bylaws* available to the international  
801 Constitution Committee for review each time the document is amended or revised.  
802

803 After each convention, the Rules Committee shall prepare digital copies of the *Bylaws*  
804 and/or *Standing Rules* to be posted on the Web site. The committee shall also prepare  
805 hard copies for the Executive Secretary for placement in the permanent file. Both digital  
806 and hard copies shall be placed in the Rules Committee file.  
807

#### 808 Section 4.

#### 809 810 Special Committees

811  
812 The president may appoint special committees, if authorized by the Executive Board.  
813 Such committees shall be dissolved after submitting a final report.  
814

### 815 816 ARTICLE X ACTIVITIES

#### 817 818 Section 1.

#### 819 820 Scholarships

821  
822 A. State scholarships shall be awarded to members who apply and are selected by the  
823 Scholarships Committee. The number of scholarships shall depend upon the availability of  
824 funds as determined by the Finance Committee.  
825

826 B. Rules governing the administration of the scholarships program shall be presented by the  
827 Scholarships Committee to the Executive Board for its recommendation for consideration by  
828 the state convention. Written requirements and guidelines governing the selection process of

829 scholarship recipients shall be submitted to the Executive Board for approval. These criteria  
830 should be reviewed by the Scholarships Committee at least every six years. (*Eta State Standing*  
831 *Rules, 10, Activities, A*)

832

833 Section 2.

834

835 Publications

836

837 A. *Eta State News* shall be published four times a year and sent to each member in the state.

838

839 B. The *Eta State Directory* shall be published every four years, with supplementary material  
840 supplied as needed during the intervening years.

841

842 C. The Eta State Web Site shall serve as a resource for members and others who seek  
843 information about the organization. Materials must be approved by the state president before  
844 being posted on the Web site.

845

846 D. The publication of special monographs and/or brochures shall be approved by the president  
847 and the Executive Committee in consultation with the Finance Committee.

848

849 Section 3.

850

851 Founders Award

852

853 A. The recipient of this award shall be selected by the Founders Award Committee, according  
854 to the guidelines recommended by the Executive Board and adopted by the state convention.  
855 (*Eta State Standing Rules, 10, Activities, C*). It may be awarded in each odd-numbered year.

856

857 B. The award is financed by the Founders Award Fund.

858

859 Section 4.

860

861 Awards Granted to Members or Non-members

862

863 Grant-in Aid Awards

864 A. The term *grant-in-aid* shall represent the general category of awards granted by the state  
865 organization and chapters that are supported by funds other than the scholarship fee.

866

867 B. The specific title of a grant-in-aid award is the choice of the presenter.

868

869

870

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875 ARTICLE XI STATE FUNDS

876

877 Section 1.

878

879 Available Fund

880

881 The state shall maintain an Available Fund. It shall be an operating fund and shall require a budget.  
882 (*Constitution*, Article IV, Finance, Section F, Funds, 1.)

883

884

885 Section 2.

886

887 Permanent Fund

888

889 Maintenance of this fund is required by the *Constitution*, Article IV, Section F, Funds, 3.a. The  
890 principal of the permanent fund shall be used for the purchase of articles and equipment of a  
891 permanent nature.

892

893 Expenditures from the state permanent fund shall be authorized by the state executive board.

894

895

896 Section 3.

897

898 Scholarship Fund

899

900 The Scholarship Fund provides for the awarding of state scholarships according to Society guidelines.  
901 (*Eta State Standing Rules*, 11, State Funds, C.)

902

903

904 Section 4.

905

906 Founders Award Fund

907

908 A. The Founders Award Fund provides an award to honor a woman who has made outstanding  
909 contributions beyond the local and regional level. (*Eta State Standing Rules*, 11. State Funds, D.)

910

911 B. Investment of the fund shall be supervised by the Finance Committee.

912

913

914 Section 5.

915

916 Headquarters Fund

917

918 This fund consists of contributions to the state designated for headquarters and is used for operation  
919 and maintenance of the headquarters building and grounds/property.

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Section 6.

Pauline Moser Longest Leadership Development Fund

- A. The fund provides resources for personal and professional development experiences to equip key women educators for leadership in The Delta Kappa Gamma Society International and in the field of education.
- B. The fund shall be a supplement to and shall extend leadership opportunities beyond those that are funded by the Eta State budget.
- C. The fund shall accumulate, through contributions and interest, a balance of \$50,000 before disbursements are considered. Disbursements can be made only from the net appreciated assets, i.e., earnings from the Fund.
- D. Disbursements for a fiscal year shall not exceed 80% of the appreciated assets as of June 30 of the preceding year.
- E. The Finance Committee shall determine the amount of funds available for use.

ARTICLE XII DISSOLUTION

Section 1.

State Dissolution

Upon recommendation of the Executive Board of Eta State by a two-thirds (2/3) vote, followed by a two-thirds (2/3) vote of the Eta State Convention assembled in regular session, the dissolution of Eta State of The Delta Kappa Gamma Society International shall be carried out in the following order in accordance with the laws of incorporation in North Carolina:

- A. Audit of treasurer's records by an independent accounting firm
- B. Payment of all liabilities and obligations
- C. Disposition of residual assets as determined by the Executive Board of Eta State

Section 2.

Chapter Dissolution

- A. Before a chapter is dissolved, the approval of the state Executive Board must be obtained.
- B. Careful consideration shall be given to the manner in which those desiring to maintain

967 membership transfer to other chapters. International procedures must be followed.

968  
969 C. Any remaining funds in the chapter account shall be sent to the state organization treasurer  
970 and deposited in the Available Fund.

971  
972 D. The chapter's paraphernalia, the Society publications, and the chapter records shall be  
973 retained in the state archives and made available for use.

974  
975 E. The chapter charter must be returned to the state to be forwarded to the International  
976 Headquarters.

977  
978 F. The state Executive Board shall decide whether the Greek name shall be reused.  
979

### 980 Section 3.

#### 981 Chapter Merger or Consolidation

982  
983  
984 A. In the case of a *merger* of two chapters, one of the two chapters continues while the other  
985 loses its independent identity and ceases to exist since it is absorbed into the former.

986  
987 B. In the case of a *consolidation* of two or more chapters, each chapter involved discontinues  
988 its independence existence. A new entity is formed that includes memberships of the  
989 consolidating organizations, continues their work, and assumes their assets and liabilities.

990  
991 C. In either a merger or a consolidation of two or more chapters, the resulting chapter entity  
992 shall keep the chapter assets of the chapters involved in the merger or consolidation.  
993

994  
995 D. In either a merger or consolidation of chapters, the resulting entity may be given a new  
996 name by the state organization.  
997

## 998 ARTICLE XIII PARLIAMENTARY AUTHORITY

1000  
1001 *Robert's Rules of Order Newly Revised* current edition shall govern the proceedings of Eta State and its  
1002 chapters in all cases not provided for in the *Constitution, Eta State Bylaws, and Eta State Standing*  
1003 *Rules*.

## 1004 ARTICLE XIV AMENDMENTS

### 1005 Section 1.

1006  
1007 Amendments to the Eta State *Bylaws*  
1008  
1009  
1010  
1011  
1012

- 1013 A. Proposals for amending the *Bylaws* shall be considered in odd-numbered years.  
1014  
1015 B. Proposals for amending  
1016 (1) may be submitted to the Rules Committee by any member, committee, board, or  
1017 chapter;  
1018 (2) shall be submitted to the Executive Board for approval before they are submitted to  
1019 a vote at the state convention; and  
1020 (3) that have been rejected by the Executive Board shall be submitted to a vote of the  
1021 convention noting the disapproval.  
1022  
1023 C. Notification of proposed amendments  
1024 Proposed amendments to the *Bylaws* shall be prepared in printed form and distributed  
1025 so that members receive notice at least six (6) weeks prior to the first day of convention.  
1026  
1027 D. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall be required for  
1028 the adoption of an amendment to the *Bylaws*.  
1029  
1030 E. The adopted amendments take effect immediately upon adoption.  
1031  
1032 F. Incorporating the adopted amendments into the Eta State *Bylaws* shall be the responsibility  
1033 of the Rules Committee.  
1034

1035 Section 2.

1036  
1037 Amendments to Eta State *Standing Rules*  
1038

- 1039 A. Proposals for amending the *Standing Rules* shall be considered at each annual convention.  
1040  
1041 B. Proposals may be submitted by any member, committee, board or chapter.  
1042  
1043 C. Proposed amendments to the *Standing Rules* shall be prepared in printed form and  
1044 distributed so that members receive notice at least six (6) weeks prior to the first day of  
1045 convention.  
1046  
1047 D. Vote for adoption  
1048 (1) A standing rule may be amended or rescinded by a majority vote, a quorum being  
1049 present, if the notice has been prepared in printed form and distributed so that  
1050 members receive notice at least (6) weeks prior to the first day of convention.  
1051 (2) An amendment that has not been published will require a two-thirds (2/3) vote,  
1052 a quorum being present, to be adopted or rescinded.  
1053 (3) The adopted amendment will take effect immediately upon adoption.  
1054 (4) Incorporating the adopted amendment into the Eta State *Standing Rules* shall be the  
1055 responsibility of the Rules Committee.  
1056  
1057

1058 [end]