

1 The Delta Kappa Gamma Society International

2
3 Eta State Standing Rules

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5 Adopted April 27, 1985

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7 Amended 2005

8 Amended April 28, 2007

9 Amended April 25, 2009

10 Amended April 25, 2010

11 Amended April 30, 2011

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15 Standing Rules are for the purpose of implementing the Bylaws and are binding on the state and
16 its chapters. Each chapter should have available at least one copy each of the *Constitution*,
17 *International Standing Rules*, the *Eta State Bylaws*, and the *Eta State Standing Rules*.

18
19 Standing Rules may be amended or rescinded at any annual convention by 2/3 of the votes cast
20 without prior notice or by a majority vote with prior notice.

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22 These Standing Rules follow the order of the Bylaws for convenience in use, and all division
23 references are to the Bylaws.

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25 **1. NAME**

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27 **2. PURPOSES**

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29 **3. MEMBERSHIP**

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31 A. A candidate elected for active or honorary membership shall be initiated within a period of one
32 year from the time of election.

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34 B. Educational work shall be interpreted to include one-to-one instruction, as well as group
35 instruction.

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37 C. Chapters shall consider recommendations which are signed and submitted by members from
38 other areas. Members may make recommendations to chapters in other areas.

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40 D. The chapter president and the chairman of the Membership Committee shall arrange an
41 orientation session with prospective members at a time after invitations are extended and before
42 initiation.

- 46 E. Chapters shall keep accurate files of membership:
47 • Individual membership--records up to date
48 • Initiates--dates of initiation
49 • Those who refuse membership--reasons, dates of invitations
50 • Transfers in/out--dates and from/to which chapters
51 • Deaths--dates
52 • Resignations--reasons, letters
53 • Reinstatements--dates and from which chapters they come
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56 4. FINANCES

57 A. Dues

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60 1. The state annual dues shall be \$ 15 for each active member and \$ 2 for each reserve
61 member. Each member shall also pay a scholarship fee of \$ 1, as well as international and
62 chapter dues and any required chapter assessments. International dues are \$ 40 for each
63 active member and \$ 20 for each reserve member.
64

65 2. Any changes in the amount of state dues shall require a two-thirds (2/3) vote of
66 members at the annual convention in an odd-numbered year. Any proposal for changes in
67 state dues shall be presented by the Finance Committee to the Executive Board in an
68 even-numbered year and to the Eta State Convention the following year. In the interim, the
69 proposed change shall be publicized to the membership through *Eta State News*. If it is
70 approved by a two-thirds (2/3) vote of the Executive Board preceding the convention, it
71 shall be presented for vote in the General Session.
72

73 3. Annual dues and scholarship fee shall be paid between July 1 and October 31 of each
74 year. On November 1, members shall be dropped for nonpayment of dues and fees.
75

76 4. All dues and fees shall be collected by the chapter treasurer. State and international
77 dues and fees shall be forwarded to the state treasurer.
78

79 B. Budget

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81 1. In each odd-numbered year a biennial budget shall be prepared by the Finance
82 Committee and a copy sent to each member of the Executive Board at least three (3)
83 weeks prior to the state convention. The Executive Board shall adopt the budget at its
84 session prior to the state convention.
85

86 2. Following adoption of the budget by the Executive Board, no expenditure with the
87 exception of convention is to exceed the budgeted amount without approval of the Board.
88 Any request approved by the president for revising a budgeted figure shall be considered
89 by the Finance Committee and if judged feasible it shall be submitted to the Executive
90 Board.

- 91 3. The budget shall include a contingency fund of not less than \$500 to take care of
92 unexpected needs. Sums of \$200 or less may be expended from this fund at the
93 discretion of the president and the treasurer.
94
- 95 4. At the meeting of the Executive Board during the convention in even-numbered, years,
96 the budget for the second year of the biennium shall be reviewed and changes made as
97 approved by the Board.
98
- 99 5. Items occurring in the budget each year of the biennium:
- 100 (a) amounts of equal stipends for the Eta State Executive Secretary, the Eta
101 State Treasurer, and the Eta State Newsletter Editor
102
- 103 (b) expenses incurred by the president and other officers, the executive secretary,
104 the treasurer, the editor, the webmaster, and regional directors as they perform,
105 their duties in Eta State.
106
- 107 (c) expenses of committees to permit at least one meeting per year and at least
108 one communication with chapter committee chairmen
109
- 110 (d) expenses of the regional directors in planning regional activities, corresponding
111 with chapters, and traveling to visit chapters
112
- 113 (e) a fidelity bond to cover the amount of the treasurer's liability up to \$500,000
114
- 115 (f) membership dues in approved women's organizations
116
- 117 (g) preparation, printing and distribution of the *Eta State News*.
118
- 119 (h) state convention
120
- 121 (i) audit, including accounts of the organization for review
122
- 123 6. Items occurring in the budget the first year of the biennium only:
- 124
- 125 (a) workshop for new state officers and committee members (Travel of all
126 authorized participants shall be paid.)
127
- 128 (b) June workshop for new chapter presidents, treasurers, and program and/or
129 membership chairmen, and regional directors (Travel expenses shall be paid on the
130 basis of one car per chapter. Housing, meals, registration fee, and travel shall be
131 paid for workshop leaders.)
132
- 133 (c) regional activities (An amount of \$100 per region shall be included in budget to
134 assist the director in carrying out the activity.)
135

136 (d) initiation of state honorary member or members (A one-time fee of \$50 is paid
137 to International for each honorary member. An honorary member is presented a
138 Society keypin by the state.)
139

140 7. Items occurring in the budget the second year of the biennium only:
141

142 (a) Leadership Development Seminar (Expenses incurred by the committee in
143 planning the seminar shall be paid.)
144

145 (b) Founders Award (The plaque and expenses of the recipient at the convention
146 are paid by the state.)
147

148 (c) Regional Director Leadership Training (Expenses incurred for materials, meals,
149 travel and presenters shall be paid by the state.)
150

151 (d) Nonrecurring items (anniversary celebrations, hosting international meetings,
152 honoring or memorializing outstanding members or other special needs) will be
153 provided from the Available Fund as circumstances warrant.
154

155 C. Convention financing

156 (Where the term *convention chairman* is used, *convention co-chairman* is to be
157 substituted when applicable.)
158

159 1. Registration fee and special meals
160

161 (a) The amount of the registration fee shall be determined by the Finance
162 Committee in cooperation with the president and convention chairman.
163

164 (b) The convention chairman shall be responsible for overseeing expenses to be
165 covered by the registration fee.
166

167 (c) The convention registration fee shall cover costs of flowers and other
168 decorations, music, place cards, favors, gifts to speakers, and the cost of special
169 program needs.
170

171 (d) Amounts paid by convention participants for special meals and for registration
172 fees shall be received by the convention treasurer. She, with the approval of the
173 convention chairman, shall be responsible for paying from these funds statements
174 from the hotel for special meals; statements from businesses furnishing favors,
175 flowers and decorations; music, place cards, gifts and other items to be covered by
176 the registration fees.
177

178 (e) At the conclusion of the convention, the convention treasurer, Eta State
179 Treasurer, and Eta State President shall meet with the hotel comptroller to check
180 records and pay for special meals from the convention meal fund.

181 (f) After all authorized payments are made from the registration fee, any balance
182 is sent to the Eta State treasurer to be added to the Available Fund with an
183 itemized report of receipts and disbursements.

184
185 (g) Any expenses authorized by the state president and treasurer not covered by
186 the adopted convention budget and registration fees will be paid from the
187 Contingency Fund.

188
189 2. Convention items in the state budget

190
191 (a) cost of printing convention programs and reports

192
193 (b) lodging and meals for the international representative

194
195 (c) expenses for special guests as the president deems appropriate

196
197 (d) expenses on the basis of one-half the cost of a double room, registration fee,
198 meals, and travel for all state officers, regional directors, parliamentarian, state
199 committee chairmen, convention chairman, registration chairman, convention
200 treasurer, executive secretary, state treasurer, editor, and webmaster (Amended
201 4/25/2010)

202
203 (e) beginning Saturday at noon, expenses on the same basis as in (d) above for
204 state honorary members, state honorary initiates, and current and new
205 scholarship recipients. (Exceptions to the double room requirement may be made
206 at the president's discretion.)

207
208 (f) The executive secretary shall establish with the hotel a listing for master billing
209 for the international representative, other special guests, Eta State officers,
210 executive secretary, treasurer, editor, webmaster, parliamentarian, state
211 honorary members and initiates, current and new scholarship recipients,
212 convention chairman, registration chairman, and convention treasurer.

213
214 (g) Regional directors and state committee chairmen shall prepay their expenses
215 and submit expense forms to the Eta State treasurer for reimbursement before
216 June 30.

217
218 D. General rules concerning finances

219
220 1. Reimbursement for travel expense authorized by Eta State shall be made at the rate
221 of \$.32 per mile. (Effective July 1, 2008)

222
223 2. Expenses for travel, materials, postage, and urgent telephone calls shall be paid for
224 state officers, regional directors, state committee chairmen, and anyone designated by
225 the president to act in an official capacity in performing duties for Eta State.

226

- 227 3. Expense forms will be issued by the executive secretary. All expenses must be recorded
228 on these forms. The forms must be sent promptly to the president for approval and
229 authorization of payment by the treasurer. The state president will send her expense
230 forms to the chairman of the Finance Committee for approval and authorization of
231 payment by the treasurer. Any expense form not received prior to June 30 of the fiscal
232 year in which the expense was incurred may not be honored.
233
- 234 4. Chapters of Eta State shall pay for meals and lodging (if needed) of state officers and
235 regional directors whom they invite to chapter meetings or joint meetings of several
236 chapters. Travel is paid by Eta State.
237
- 238 5. A memorial gift of not less than \$ 100 shall be presented to one of the state or
239 international funds in memory of any deceased member who has served as an international
240 officer from the state, state president, state executive secretary, state treasurer, or
241 editor. The Eta State treasurer shall send a letter to the family of the deceased in
242 notification of the gift.
243
- 244 6. The state president's pin is presented by the state organization at the time of her
245 installation as the elected president. A contribution of \$ 100 shall be made to one of the
246 Society funds in her honor at the end of her term.
247
- 248 7. Expenses up to the budgeted amount shall be paid for the immediate past state
249 president to attend the Southeast Regional Conference.
250

251 5. ORGANIZATION

252 A. Chapters - See *Constitution*, Article V, Section B

- 253
- 254 1. A minimum of four business meetings shall be held annually.
255
- 256 2. Chapter treasurers shall be retained in office as long as feasible because of the
257 nature of their responsibilities and the time required to learn the special details of
258 the office.
259
- 260 3. If a chapter president is unable to attend a state convention, she shall notify
261 the state president in advance and submit the name of her substitute.
262
- 263 4. Each chapter shall have chapter rules which are consistent with the
264 *Constitution* and *Eta State Bylaws*, as verified by the Regional Directors, under
265 the direction of the Rules Committee. The chapter rules shall include the number of
266 members necessary to constitute a quorum.
267
- 268 5. Chapters shall conduct workshops for new officers and committee members,
269 acquainting them with their duties and promoting a knowledge of the history,
270
271

272 plans, and programs of work of the organization.

273

274 B. New chapters

275 It is strongly recommended that when a chapter's active membership approaches
276 sixty the members begin anticipating division or expansion.

277

278 C. Under-Involved chapters

279

280 1. Upon learning that a chapter is under-involved, the state president in
281 consultation with the executive secretary, appropriate regional director(s), and
282 immediate past state president will appoint a team to provide assistance to the
283 chapter.

284

285 2. Chapters which are designated as under-involved will be identified by the
286 executive secretary and the regional director.

287

288 D. Regions

289

290 1. Eta State is divided into eleven regions, each with a director who assists and
291 encourages the chapters in carrying out the Society's program of work. She shall
292 conduct an activity appropriate for the needs of her region.

293

294 2. The second vice president shall serve as coordinator of the activities of the
295 regional directors. It is highly desirable, therefore, that she be a past regional
296 director.

297

298 3. It is important that the regional director become acquainted with members in
299 her region and familiar with the programs and activities of the chapters. She
300 should, therefore, be invited to a meeting of each chapter or to a joint meeting of
301 chapters at least once during her biennium. She may come as a participant on the
302 program or as a visitor.

303

304 4. The second vice president and the regional directors shall notify the state
305 president of planned regional activities. The state president shall make every
306 effort to include these activities in her schedule and leave for her successor a list
307 of those she was unable to attend. The successor should make it a priority during
308 her biennium to visit the regional activities of those regions not visited by the
309 preceding state presidents.

310

311 5. The selection of regional directors shall include consideration of each chapter or
312 area of the region on a rotating basis. A chapter unable to provide a suitable
313 candidate in its turn shall work to identify/prepare a candidate for the succeeding
314 biennium. Every effort shall be made to select a regional director from among those
315 chapters which have not recently provided a candidate. The selection of a regional
316 director shall be based on identifying a qualified, eager candidate rather than on

317 selecting only on the basis of chapter representation. The qualifications and
318 procedures shall be as follows:

319
320 (a) She shall have been a member of Delta Kappa Gamma for at least five
321 years.

322
323 (b) She shall have a good attendance record at meetings – chapter,
324 regional, and state.

325
326 (c) She shall have served as chapter president and be well informed on
327 structure, program, and policies of Eta State and the Society.

328
329 (d) By January 15 of even-numbered years, each regional director shall
330 submit to the second vice president the name of a qualified candidate who
331 has agreed to serve as regional director. These names shall be forwarded
332 to the state president by February 1 for appointment before the state
333 convention.

334 335 336 337 **6. OFFICERS AND APPOINTED PERSONNEL**

338 339 A. Officers and appointed personnel

340
341 1. Nominations for Eta State officers of president, first vice president, second vice
342 president, and secretary shall be submitted on the regulation forms to the chairman of
343 the Nominations Committee by November 15 of even-numbered years.

344
345 2. The Nominations Committee shall select at least one nominee for each office and
346 present the nominees for vote by members attending the state convention.

347
348 3. The parliamentarian shall be selected by the incoming president.

349
350 4. The executive secretary, the treasurer, and the editor shall serve six-year terms.
351 Should a replacement become necessary, the president shall notify the Personnel
352 Committee to complete the selection process and present its recommendations to the
353 Executive Board for action. If terms are expiring simultaneously, the state president may
354 request a one-year extension of a six-year term to facilitate a smooth transition.

355 356 357 B. Chapter officers

358
359 1. Chapter officers shall be elected no later than March 15 of even-numbered years in
360 order to allow time to arrange for attending Eta State convention, usually held the last
361 weekend in April.

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2. The chapter president's pin is presented by her chapter at the time of her installation as the elected president of the chapter.

3. Newly-elected chapter presidents shall submit the names of all new officers to the executive secretary by June 1. As soon as the chapter president has appointed committees to serve during her biennium, she should submit a list of committee chairmen to the executive secretary.

7. MEETINGS

A. Convention

1. Eta State shall hold a convention annually in the spring to transact the business of the state organization and to provide fellowship and information for members.

2. Selection of convention site shall be made as follows:

(a) The executive secretary shall follow the adopted rotation system. After consulting with the president, she will make one or more on-site inspections each year. The president may accompany the executive secretary to make the site inspections. Consideration shall be given to rates and adequacy of facilities.

(b) When the executive secretary and the president agree on a suitable site, the executive secretary will recommend the site to the Executive Board at its meeting prior to convention. Members of the Executive Board shall vote upon the proposed site. If a change of site becomes necessary after Executive Board approval, the executive secretary is empowered to effect the change, working cooperatively with the current president.

(c) At each convention a member from the region of the next year's convention shall issue an invitation.

3. The Executive Board shall meet prior to the general session of the convention.

4. The recommendations of the Executive Board shall be presented at the general session without a full reading of the minutes unless a request for the reading of the minutes is sustained by a majority vote.

5. A Birthday Celebration at which the first vice president presides shall be held at each convention.

6. Workshops or committee meetings may be scheduled at the discretion of the president.

7. A Founders and Presidents Banquet shall be a part of each convention.

- 407 8. A convention reception is optional.
408
409 9. The initiation of state honorary members and installation of officers shall be held in
410 alternate years.
411
412 10. A representative from the Delta Kappa Gamma Society International shall be
413 scheduled to speak as she and the president agree.
414
415 11. A memorial service shall be held during each convention. A tribute for each deceased
416 member shall be placed in the Book of Remembrance. Brief tributes to international
417 officers from Eta State, state presidents, executive secretaries, treasurers, and editors
418 shall be read.
419

420
421 **B. Workshops and Seminars**
422

- 423 1. The workshop for incoming state officers and committee members (held in
424 odd-numbered years) shall orient them to their responsibilities. Time shall be provided for
425 planning the work of the biennium.
426
427 2. The workshop for new chapter presidents, treasurers, regional directors, membership
428 and program committee chairmen (held in even-numbered years) shall be an orientation to
429 duties with an emphasis on state and international programs of work.
430
431 3. The Leadership Development Seminar (held in odd-numbered years) is designed for the
432 general membership. Each chapter is urged to send two or more members.
433
434 4. The Regional Director Leadership Training held in the second year of the biennium is
435 designed to enhance the leadership skills of the regional directors and their roles within
436 the organizational structure of Eta State.
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440 **8. EXECUTIVE BOARD**
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442 Detailed information concerning the state and chapter Executive Boards appears in the *Eta*
443 *State Bylaws, Article VIII.*
444

445 **9. COMMITTEES**
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447 Specific Duties
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449 **A. Educational Excellence Committee (EEC)**
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452 In addition to the responsibilities in *Eta State Bylaws*, Article IX, Section 3, the EEC is to

453
454 1. meet with the state president to develop and coordinate plans for the biennium; and

455
456 2. act as a steering committee to prioritize and coordinate projects/programs/activities
457 for the state organization.

458
459 B. Headquarters Committee

460
461 In addition to the responsibilities described in *Bylaws*, Article VIII, Section 3, the
462 committee has specific responsibilities:

463
464 1. oversee the use, maintenance, furnishing, local management, and funding of the
465 headquarters building and grounds;

466
467 2. evaluate the acceptance of gifts to the headquarters;

468
469 3. make expenditures from the Headquarters Fund for operating expenses for the
470 headquarters with exception of those expenses relating to the furnishing and
471 operation of the offices of the executive secretary and treasurer;

472
473 4. have a committee member living in or near Asheboro select members for a local
474 management team and serve as chairman of that group; and

475
476 5. have the state treasurer serve as consultant to the local management team.

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479 C. Membership/Expansion Committee

480
481 In addition to the responsibilities described in *Bylaws*, Article IX, Section 3, the committee
482 has specific responsibilities:

483
484 1. study loss in membership because of resignations and terminations due to non-
485 payment of dues and fees; and

486
487 2. work with chapter membership committees and presidents to retain membership
488 and to encourage invitations to women educators capable of making an impact on
489 education.

490
491
492 D. Planning Committee

493
494 In addition to responsibilities described in *Bylaws*, Article IX, Section 3, the committee has
495 specific responsibilities:

496

497 1. ensure that the approved actions of the Executive Board and the convention
498 assembly are recorded in the state organization *Bylaws and Standing Rules* and
499 other appropriate documents, e.g., an operating procedures manual or a personnel
500 handbook ; and

501
502 2. distribute information to individuals responsible for maintaining up-to-date records.

503
504

505 E. Rules Committee

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507 In addition to responsibilities described in *Bylaws*, Article IX, Section 3, the committee has
508 other responsibilities. Following an Eta State convention where amendments to *Bylaws*
509 *and Standing Rules* have been adopted, the Rules Committee is authorized to

510

511 1. correct article and section designations;

512

513 2. make editorial changes as required in punctuation, numbering, and cross-referencing; and

514

515 3. make other technical or conforming changes as may be necessary to reflect the intent
516 of the convention decisions.

517

518

519 F. Scholarship Committee

520 In addition to the responsibilities described in *Bylaws*, Article IX, Section 3, the committee
521 has specific responsibilities:

522

523 1. encourage members in all stages and disciplines of graduate study to apply for
524 international scholarships;

525

526 2. develop materials such as guidelines, instructions, and application forms to support
527 the application process and post a time line and deadlines for scholarship applicants;

528

529 3. consult with the Finance Committee about availability of funds, number of selections to
530 be made and scholarship categories in which funds are available;

531

532 4. post updated application materials on the state organization Web site at least three
533 months before the February 1 application postmark deadline;

534

535 5. select the designated number of scholarship recipients from among those who apply;

536

537 6. notify in writing the recipients and those not selected of the status of their
538 applications and to tell recipients of the responsibilities incumbent upon those who
539 accept scholarships; and

540

541 7. inform the Executive Board about committee activities and recommend changes and
542 updates in committee practices and materials.
543
544

545 10. ACTIVITIES

546 A. Scholarships

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549 1. The term *scholarships* shall mean monetary awards given to Eta State members by Eta
550 State or its chapters to support study or other educational activities. The term “grants-
551 in-aid” shall mean specifically those monetary awards given by Eta State or its chapters
552 to support study or other educational activities of non-members.
553

554 2. All scholarships given by Eta State shall be awarded to members who have applied and
555 are selected by the Scholarships Committee.
556

557 3. The state organization sponsors two kinds of scholarships: (1) doctoral and sixth-
558 year scholarships and (2) post-baccalaureate scholarships.
559

560 4. Eta State Scholarships

561
562 (a) Three Eta State Academic Scholarships are designated for members enrolled in
563 doctoral or sixth-year graduate study and who are seeking degrees. These are the
564 Gilbert-McNairy Scholarship, the Emmons-Flintom Scholarship, and the Hunter-
565 Moore Scholarship. The scholarships shall be in the amount of \$4,000 each.
566

567 (b) Aman Scholarships, generated by a private bequest, are designated for
568 members for post-baccalaureate work in two categories: (1) academic graduate
569 work for which first priority is given those seeking master’s degrees, and (2) non-
570 degree activities such as special projects, research, special studies and/or add-on
571 certifications, national certification renewal, or similar projects (Aman Scholarship
572 Guidelines, 1989) at master’s or post-master’s levels. If there are no qualified
573 applicants for Aman Scholarships, with Finance Committee approval Aman funds
574 may be disbursed to qualified applicants for Eta State Academic Scholarships.
575

576 5. The number of scholarships awarded annually shall be determined by the Finance
577 Committee and shall depend on availability of funds.
578

579 6. Rules governing the administration of the scholarships program shall be recommended
580 by the Scholarships Committee to the Executive Board and, upon recommendation of the
581 Executive Board, be presented to the state convention for approval.
582

583 7. Eta State members may apply for both an International and an Eta State Scholarship
584 within a given year. This information shall be posted on the Eta State website.
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B. Publications

1. *Eta State News* shall be published four times a year and sent to each member in the state.
2. Chapters are encouraged to send news items concerning members to the editor for inclusion in the publication.

C. Eta State Founders Award

This important state award is reserved for women who have made outstanding contributions beyond the local and regional levels. By vote of the state convention, April, 1981, an investment of \$ 10,000 was set aside from the Available Fund, interest from which is to provide the award of \$ 500 and an appropriate plaque. Guidelines are:

1. The recipient is to be a woman who has made an outstanding contribution to the improvement of the quality of human life through education, research, publications, or service.
2. She must be a resident of North Carolina and may or may not be a member of The Delta Kappa Gamma Society International.
3. The award is presented at the convention the second year of the biennium. If there is no deserving nominee, the committee may decline to present the award.
4. The selection of the recipient is to be made by the Awards Committee. Members should represent the geographical areas of North Carolina. The president of Eta State shall serve as a member, ex officio with vote.
5. Nominations may be made by chapters or by individual members.
6. Each nomination must be made according to the Nominations Outline for the Eta State Founders Award.
7. Nominations must be received by February 1 of odd-numbered years.

D. Headquarters Building

1. Use of building
 - (a) As a central office for the executive secretary and treasurer, with equipment and supplies for their needs

- 631 (b) As a storage place for Eta State records and other property
632
633 (c) As a meeting place for Executive Board, workshops, committees, chapters and
634 other Society activities
635
636 2. Local Management Committee duties
637
638 (a) To oversee items of facility management such as safety, utilities, house
639 cleaning, and lawn care
640
641 (b) To receive and approve requests for use of the building and verify the schedule
642
643 (c) To provide for the opening and closing of the building for scheduled activities
644
645 (d) To post in the building a list of rules for use of the facilities
646
647
648 3. Furniture and household supplies and items of interior decoration
649
650 The Headquarters Committee shall determine specific items needed and make
651 appropriate selections. Money from the Headquarters Fund may be used, or
652 contributions from members or chapters may be solicited.
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656 11. STATE FUNDS

657 A. Available Fund

- 658 1. The Available Fund shall be derived from membership dues, initiation fees, interest from
659 any invested available funds or the principal on such investments, interest from the
660 Permanent Fund, and other sources as determined by the Executive Board.
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662
663 2. Operating expenses, as specified in the budget, shall be paid from the Available Fund.
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666 B. Permanent Fund

- 667 1. The Permanent Fund is the invested fund which shall be maintained at a minimum of
668 thirty (30) percent of the Available Fund annual income from initiation and annual dues.
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671 2. Interest from the fund shall be transferred to the Available Fund.
672
673 3. Expenditures from the principal may be made to purchase articles of a permanent
674 nature following approval by the Executive Board.
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676 4. If such expenditures reduce the balance below the minimum stated above, the Fund
677 must be restored to the designated ratio within four years.

678
679 5. Proceeds from the sale of state permanent fund assets (property and equipment)
680 shall be added to the principal of the Permanent Fund.

681
682 C. Scholarship Fund

683
684 1. The Scholarship Fund is an invested fund which accumulates chiefly by contributions
685 designated for use in funding scholarships. The amount available for awarding scholarships
686 each year is determined by the Finance Committee and is derived from:

687
688 (a) interest from the invested fund

689
690 (b) the state's portion of the scholarship fee paid by each member

691
692 (c) contributions designated for the Scholarship Fund. (Refer to *Eta State*
693 *Standing Rules, 10, A, and Appendix IV* for rules and procedures which govern the
694 awarding of scholarships.)

695
696 D. Founders Award Fund

697
698 1. The Founders Award Fund consists of the invested amount, interest from which shall
699 provide for the presentation of a Founders Award in each odd-numbered year.

700
701 2. Investment of the fund shall be supervised by the Finance Committee.

702
703 3. The interest from this fund shall be added to the Available Fund, and the cost of the
704 award and other expenses involved in honoring the recipient shall be budgeted items.

705
706 4. The recipients of the award shall be selected by the Awards Committee.

707
708 E. Headquarters Fund

709
710 1. This fund is used solely for furnishing, maintenance, and use of the Headquarters
711 building and property /grounds.

712
713 2. Interest from the fund accrues to the fund.

714
715 3. An annual budget detailing expected income and expenditures shall be prepared by the
716 Headquarters committee and presented at each convention to the Executive Board for
717 approval and to the general membership at each convention for information.

718
719 4. Non-budgeted expenses of more than \$ 1000 per item must be approved by the
720 Executive Board.

721 5. Contributions to the building other than money must be approved by the Headquarters
722 Committee.

723

724 F. The Pauline Moser Longest Leadership Development Fund

725

726 1. Appreciated assets from the this fund shall be used to finance personal and
727 professional development of members through (a) leadership management seminars to
728 develop leadership, communications, and management skills; (b) individual study stipends
729 to develop educational, professional, and leadership skills; and (c) conference attendance
730 to education and/or the status, recognition and advancement of women.

731

732 2. The Finance Committee will determine the amount of available funds.

733

734 3. Up to 50% of the money allocated for a given year should be used to finance individual
735 study stipends and conference attendance.

736

737 4. The Leadership Development Committee shall develop and publish the criteria for
738 expenditures from the fund. These criteria shall be reviewed by the Executive Committee
739 prior to action by the Executive Board.

740

741

742 **12. DISSOLUTION** (Refer to *Bylaws*)

743

744

745

746 **13. PARLIAMENTARY AUTHORITY** (Refer to *Bylaws*)

747

748 **14. AMENDMENTS** (Refer to *Bylaws*)

749

750 **15. APPENDICES**

751 Appendices relating to procedures and regulations used in administering the *Eta State*
752 *Bylaws* and *Eta State Standing Rules* shall be attached to the *Eta State Standing Rules* and
753 shall be treated in the same manner as *Eta State Standing Rules* in matters relating to proposed
754 changes and additions. Date of adoption shall be included.

755

756

757

758 **APPENDIX I**

759

760 **GUIDELINES FOR SALE OF ITEMS**

761

762 (a) Favors and decorations, or items officially approved by the Executive Committee or
763 Executive Board, may be sold at state conventions. Samples of Society materials may be
764 on display.

765

766 (b) Eta State Committees or Chapters desiring to sell their Society items at conventions
767 shall follow the Guidelines for Sale of Items.

768
769 (c) Individual members desiring to sell their Society or personal items at conventions shall
770 follow the Guidelines for Sale of Items.

771
772 (d) Outside Vendors desiring to sell their Society or personal items at conventions shall
773 follow the Guidelines for Sale of Items.

774
775 (e) A fee shall be charged to any group of individuals that receives permission from the
776 Finance Committee to sell items at conventions.

777
778
779 The development of sale items to support activities should be congruent with the Purposes and
780 projects to The Delta Kappa Gamma Society International. These items provide visibility for the
781 Society and should reflect a professional image.

782
783 The following guidelines are in compliance with all *International Standing Rules* dealing with the
784 sale of items and the use of Society symbols. The Delta Kappa Gamma Society International is a
785 not-for-profit organization classified under Section 501 (c) (6) of the Internal Revenue Code.
786 Committees, Chapters and Individuals who sell items to support activities of the Society are
787 exempt from North Carolina sales tax as long as the North Carolina Department of Revenue
788 Section 17-1 A 2 dated 1-1-04 is met.

789
790
791 Guidelines:

792 1. Money derived from sales by committees, chapters or individuals must be designated
793 for financing of Society projects, not for individual profit.

794
795 2. Sale of items should be scheduled at times other than Society general sessions or
796 business meetings.

797
798 3. Items should be of high quality reflecting the professional image of the Society.

799
800 4. The Society key should not be used on items designed to sell. The key of the Society
801 may be printed on official Society materials such as stationary, yearbooks, web sites, and
802 programs.

803
804 5. Items may be advertised in State or chapter newsletters or brochures, consistent
805 with postal regulations.

806
807 6. Permission must be obtained for any materials protected by copyright.

808
809 7. Outside vendors must have a sales number to sell their products through a business,
810 and they must handle their own sales table.

811 8. Individual members desiring to sell for personal profit will follow the guidelines for
812 outside vendors.

813
814
815
816

817 **APPENDIX II**

818 Map and Listing of Chapters by Regions [to be added]

819

820 **APPENDIX III**

821 Rotation Schedule for Eta State Conventions [to be added]

822

823 **APPENDIX IV**

824 **Scholarships Administration**

825

826 A. To be considered for an Eta State Academic Scholarship, an applicant seeking a doctoral or
827 sixth-year degree must provide documentation that she is accepted and enrolled in a graduate
828 program of a nationally accredited college or university. Applicants in doctoral study have the
829 highest priority for these scholarships; sixth-year graduate students have second priority. If no
830 qualified degree-seeking applicants are found, post-doctoral applicants pursuing research
831 activities, special projects, or special areas of study may be considered as a third priority for
832 these three scholarships.

833

834 B. To be considered for an Aman Scholarship to support work toward a master's degree, an
835 applicant must document that she is accepted and enrolled in a master's program at a nationally
836 accredited college or university.

837

838 C. To be considered for Aman funds non-degree support (e.g. National Board Certification), an
839 applicant must be engaged in special projects in research or study at post-baccalaureate,
840 master's, or post-master's levels and must document involvement in such an endeavor.

841

842 D. All scholarship applicants must:

843

844 1. Have been a member of The Delta Kappa Gamma Society International for two calendar
845 years.

846

847 2. Meet reasonable standards of professional service, health, and personality

848

849 3. Show evidence of excellence in scholarship and professionalism

850

851 4. Show evidence of present service, or the potential for service, to the Society.

852

853 5. Show evidence of service to the community

854

855

856 E. Details governing the application process and applicants' and recipients' responsibilities:
857

- 858 1. Application forms and guidelines dated with the year of application shall be posted on
859 the Eta State website and sent to chapter presidents.
860
- 861 2. The scholarship recipients shall be introduced at the Eta State Convention Banquet
862 each spring.
863
- 864 3. Checks for the full amount of the scholarships shall be presented to recipients,
865 preferably at the Convention Banquet but no later than the end of the fiscal year.
866
- 867 4. Amounts and conditions for recipients' paid convention expenses, beginning at noon on
868 Convention Saturday, are presented in Standing Rules 4, Finances, C, 2, (e) and (f).
869
- 870 5. Applicants and recipients shall follow all rules and guidelines. Incomplete applications or
871 those not meeting the deadline date will not be considered.
872
- 873 6. Applicants should use no forms other than those specified for the year in which they
874 are applying.
875
- 876 7. Applicants shall develop an application packet that includes a complete application
877 form, three letters of recommendation from specified references, documentation of
878 admission to graduate study or special project participation, and other materials deemed
879 necessary by the Scholarships Committee. Details of applicant packet contents required
880 each year are posted in guidelines on the Eta State website.
881
- 882 8. Applicants shall mail the packet to the chairman of the Scholarships Committee
883 postmarked no later than February 1.
884
- 885 9. Recipients are expected to attend the Eta State Convention the year of their awards
886 to accept the awards and the following year to report on their progress.
887
888

889 **APPENDIX V**

890 **Guidelines for Identifying Under-involved Chapters**

891 Chapters identified according to these criteria by the executive secretary and regional
892 directors should be designated as under-involved:

- 893 • Has not been represented at an executive board meeting for two consecutive meetings
894 • Has not submitted a list of chapter officers and committee chairmen to the executive
895 secretary
896 • Was not represented at the chapter presidents' training
897 • Has not submitted the chapter treasurer's report
898 • Has not submitted other chapter reports.
899

900 [end]