

**The Delta Kappa Gamma Society International**  
**Eta State Standing Rules**  
**Adopted April 27, 1985**  
**Revised 2005;**  
**Amended April 28, 2007 and April 25, 2009**

**ETA STATE STANDING RULES**

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

*Standing Rules* may be amended or rescinded at any annual convention by 2/3 of the votes cast without prior notice or by a majority vote with prior notice.

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

**1. MEMBERSHIP**

- A. A candidate elected for active or honorary membership shall be initiated within a period of one year from the time of election.
- B. Educational work shall be interpreted to include one-to-one instruction, as well as group instruction.
- C. Chapters shall consider recommendations which are signed and submitted by members from other areas. Members may make recommendations to chapters in other areas.
- D. The chapter president and the chairmen of the Membership Committee should arrange an orientation session with prospective members for a time after invitations are mailed and before acceptance or rejection has been received. The invitation to the orientation may be sent with the invitation to membership.
- E. Chapters shall investigate excessive absences or failure to pay dues and fees and encourage members to meet requirements to retain membership.
- F. Chapters shall keep accurate files of membership:
  - Individual membership--records up to date
  - Initiates--dates of initiation
  - Those who refuse membership--reasons, dates of invitations
  - Transfers in/out--dates and from/to which chapters
  - Deaths--dates
  - Resignations--reasons, letters
  - Reinstatements--dates and from which chapters they come

## 2. FINANCES

### A. Dues

1. The state annual dues shall be \$15 for each active member and \$2 for each reserve member. Each member shall also pay a scholarship fee of \$1, as well as international and chapter dues and any required chapter assessments. International dues are \$40 for each active member and \$20 for each reserve member.
2. 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.
3. Annual dues and scholarship fee shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for nonpayment of dues and fees.
4. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer. Any proposal for changes in state dues shall be presented by the Finance Committee to the Executive Board in an even-numbered year and to the Eta State Convention the following year. In the interim, the proposed change shall be publicized to the membership through Eta State News. If it is approved by a two-thirds (2/3) vote of the Executive Board preceding the convention, it shall be presented for vote in the *General Session*.

### B. Budget

1. In each odd-numbered year a biennial budget shall be prepared by the Finance Committee and a copy sent to each member of the Executive Board at least three (3) weeks prior to the state convention. The Executive Board shall adopt the budget at its session prior to the state convention.
2. Following adoption of the budget by the Executive Board, no expenditure is to exceed the budgeted amount without approval of the Board. Any request approved by the president for revising a budgeted figure shall be considered by the Finance Committee and if judged feasible it shall be submitted to the Executive Board.
3. The budget shall include a contingency fund of not less than \$500 to take care of unexpected needs. Sums of \$200 or less may be expended from this fund at the discretion of the president and the treasurer.
4. At the meeting of the Executive Board during the convention in even-numbered, years, the budget for the second year of the biennium shall be reviewed and changes made as approved by the Board.
5. Items occurring in the budget each year of the biennium:
  - (a) amounts of equal stipends for the Eta State Executive Secretary, the Eta State Treasurer, and the Eta State Newsletter Editor
  - (b) expenses incurred by the president and other officers, the executive secretary, the treasurer, the editor and regional directors as they perform,

- their responsibilities and duties in Eta State
- (c) expenses of committees to permit at least one meeting per year and at least one communication with chapter committee chairmen
- (d) expenses of the regional directors in planning regional activities, corresponding with chapters, and traveling to visit chapters
- (e) a fidelity bond for the treasurer in the amount of \$100,000
- (f) membership dues in approved women's organizations
- (g) preparation, printing and distribution of the Eta State NEWS
- (h) state convention
- (i) audit, including accounts of the organization for review
- 6. Items occurring in the budget the first year of the biennium only:
  - (a) workshop for new state officers and committee members (travel of all authorized participants shall be paid, with car pooling encouraged)
  - (b) June workshop for new chapter presidents, treasurers, and program and/or membership chairmen, and regional directors (Travel expenses shall be paid on the basis of one car per chapter. Chapters are encouraged to pay housing and meals for participants. Housing, meals, registration fee, and travel shall be paid for workshop leaders.)
  - (c) regional activities (An amount of \$100 per region shall be included in budget to assist the director in carrying out the activity.)
  - (d) initiation of state honorary member or members (A one-time fee of \$50 is paid to International for each honorary member. Each one is presented a Society keypin by the state.)
- 7. Items occurring in the budget the second year of the biennium only:
  - (a) Leadership Development Seminar (Expenses incurred by the committee in planning the seminar shall be paid. Participants are responsible for their own expenses, and chapters are encouraged to assist them.)
  - (b) Founders Award (plaque and expenses of the recipient at the convention are paid by the state)
  - (c) Regional Director Leadership Training (Expenses incurred for materials, meals, travel and presenters shall be paid by the state.)
  - (d) Nonrecurring items (anniversary celebrations, hosting international meetings, honoring or memorializing outstanding member or other special needs) will be provided from the Available Fund as circumstances warrant.
- C. Convention financing** (Where convention chairman is used, convention co-chairman is to be substituted when applicable.)
  - 1. Registration fee and special meals
    - (a) The amount of the registration fee shall be determined by the Finance Committee in cooperation with the president and convention chairman.
    - (b) The convention chairman shall be responsible for overseeing expenses to be covered by the registration fee.
    - (c) The convention registration fee shall cover costs of flowers and other

decorations, music, place cards, favors, gifts to speakers, and the cost of special program needs.

- (d) Amounts paid by convention participants for special meals and for registration fees shall be received by the convention treasurer. She, with the approval of the convention chairman, shall be responsible for paying from these funds statements from the hotel for special meals; statements from businesses furnishing favors, flowers and decorations; music, place cards, gifts and other items to be covered by the registration fees.
  - (e) At the conclusion of the convention, the convention treasurer, Eta State Treasurer, and Eta State President shall meet with the hotel comptroller check records and pay for special meals from the convention meal fund.
  - (f) After all authorized payments are made from the registration fee, any balance is sent to the Eta State Treasurer to be added to the Available Fund with an itemized report of receipts and disbursements.
  - (g) Any authorized expenses not covered by the adopted convention budget and registration fees will be paid from the Contingency Fund.
2. Convention items in the state budget
- (a) cost of printing convention programs and reports
  - (b) lodging and meals for the international representative
  - (c) expenses for special guests as the president deems wise
  - (d) expenses on the basis of one-half the cost of a double room, meals, registration fee, and travel for all state officers, regional directors, parliamentarian, state committee chairmen, convention chairman, registration chairman, convention treasurer, executive secretary, state treasurer, and editor
  - (e) beginning with Saturday noon, expenses on the same basis as in (d) above for state honorary members, state honorary initiates, and current and new scholarship recipients. (Exceptions to the double room requirement may be at the president's discretion.)
  - (f) The executive secretary shall establish with the hotel a listing for master billing for the international representative, other special guests, Eta State officers, executive secretary, treasurer, editor, parliamentarian, state honorary members and initiates, current and new scholarship recipients, convention chairman, registration chairman, and convention treasurer.
  - (g) Regional directors and state committee chairmen shall prepay their expenses and submit expense forms to the Eta State Treasurer for reimbursement before June 30.

**D. General rules concerning finances**

- 1. Reimbursement for travel expense authorized by Eta State shall be made at the rate of \$.32 per mile. Pooling of rides is urged when possible. (Effective July 1, 2008)
- 2. Expenses for travel, materials, postage, and urgent telephone calls shall be

paid for state officers, regional directors, state committee chairmen, and anyone designated by the president to act in an official capacity in performing duties for Eta State.

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

### **3. ORGANIZATION**

- A. **Chapters** - See Constitution, Article V, Section B
  1. Each chapter shall set guidelines for attendance and record keeping in line with the Constitution and Eta State Bylaws.
  2. A minimum of four meetings shall be held annually with at least three on the international theme and focus for the year.
  3. Chapter treasurers shall be retained in office as long as feasible because of the nature of their responsibilities and the time required to learn the special details of the office.
  4. If a chapter president is unable to attend a state convention, she should notify the Eta State President well in advance and submit the name of her substitute.
  5. Each chapter shall have chapter rules which are consistent with the Constitution and Eta State Bylaws, as verified by the Regional Directors, under the direction of the Eta State Rules Committee. The chapter rules shall include the number of members necessary to constitute a quorum.
  6. Chapters shall conduct workshops for new officers and committee members,

acquainting them with their duties and promoting a knowledge of the history, plans, and programs of work of the organization

**B. New chapters**

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

**C. Under-Involved chapters**

1. Chapters which invite assistance from the state will make the request to the state president or the executive secretary; together they will form a team of consultants which will be composed of the state elected officers, the executive secretary, and the state treasurer. The team will meet with chapter leaders to determine problems and suggest strategies to revitalize the chapter.
2. Chapters which are designated as under-involved will be identified by the executive secretary, the regional director and the research committee according to these criteria:
  - has not been represented at an executive board meeting for two consecutive meetings of the board.
  - has not submitted the list of chapter officers and committee chairmen to the executive secretary
  - was not represented at the chapter presidents' training
  - has not submitted the chapter treasurer's report.
  - has not submitted other chapter reports

**D. Regions**

1. Eta State shall be divided into eleven regions, each with a director who will assist and encourage the chapters in carrying out the Society's program of work. She shall conduct an activity appropriate for the needs of her region.
2. The second vice president shall serve as coordinator of the activities of the regional directors. It is highly desirable, therefore, that she be a past regional director.
3. It is important that the regional director become acquainted with members in her region and familiar with the programs and activities of the chapters. She should, therefore, be invited to a meeting of each chapter or to a joint meeting of chapters at least once during her biennium. She may come as a participant on the program or as a visitor.
4. The second vice president and the regional directors shall notify the state president of planned regional activities. The Eta State president shall make every effort to include these activities in her schedule and leave for her successor a list of those she was unable to attend. The successor should make it a priority during her biennium to visit the regional activities of those regions not visited by the preceding state presidents.
5. The selection of regional directors shall include consideration of each chapter or area of the region on a rotating basis. A chapter unable to provide

a suitable candidate in its turn shall work to identify/prepare a candidate for the succeeding biennium. Every effort shall be made to select a regional director from among those chapters which have not recently provided a candidate. The selection of a regional director shall be based on identifying a qualified, eager candidate rather than on selecting only on the basis of chapter representation. The qualifications and procedures shall be as follows:

- (a) She shall have been a member of Delta Kappa Gamma for at least five years.
- (b) She shall have a good attendance record at meetings--chapter, regional, and state.
- (c) She shall have served as chapter president and be well informed on structure, program, and policies of Eta State and the International Society.
- (d) By January 15 of even-numbered years, each regional director shall submit to the second vice president the name of a qualified candidate who has agreed to serve as regional director. These names shall be forwarded to the Eta State President by February 1 for appointment before the state convention.

#### **4. OFFICERS AND RELATED PERSONNEL**

##### **A. Officers and appointed personnel**

1. Nominations for Eta State officers of president, first vice president, second vice president, and secretary shall be submitted on the regulation forms to the chairman of the Nominations Committee by November 15 of even-numbered years.
2. The Nominations Committee shall select one nominee for each office and present the slate for vote by members attending the state convention.
3. The parliamentarian shall be selected by the incoming president.
4. The executive secretary, the treasurer, and the editor shall serve a six-year term. Should a replacement become necessary, the president shall notify the Personnel Committee to complete the selection process and present its recommendations to the Executive Board for action.

##### **B. Chapter officers**

1. Chapter officers shall be elected no later than March 15 of even-numbered years in order to allow time to arrange for attending Eta State convention, usually held the last weekend in April.
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 to the executive secretary the names of all new officers. As soon as the chapter president has appointed committees to serve during her biennium, a listing of committee members with the chairman of each should be submitted to the executive secretary.
4. Each chapter committee chairman shall submit her name to the corresponding Eta State committee chairman soon after she is appointed.

## 5. 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.
8. A convention reception is optional.
9. The initiation of state honorary members and installation of officers shall be held in alternate years.
10. A representative from the Delta Kappa Gamma Society International shall be scheduled to speak as she and the president agree
11. A memorial service shall be held during each convention. A tribute for each deceased member shall be placed in the Book of Remembrance. Brief tributes to state founders, international officers from Eta State, Eta State presidents, executive secretaries, Eta State treasurers, and Eta State editors shall be read.
12. Each member registered and present for the general session may vote. A roll call vote as specified in the Constitution, Article IX, Section A, 2, c may be

ordered. When such a vote is taken, each chapter president or her official representative shall cast the vote for the chapter, one vote for each five active and reserve members or major fraction thereof. The vote may be divided.

**B. Workshops and Seminars**

1. The workshop for incoming state officers and committee members (held in odd-numbered years) shall orient them to their responsibilities. Time shall be provided for planning the work of the biennium.
2. The workshop for new chapter presidents, treasurers, regional directors, membership and program committee chairmen (held in even-numbered years) shall be an orientation to duties with an emphasis on state and international programs of work.
3. The Leadership Development Seminar (held in odd-numbered years) is designed for the general membership. Each chapter is urged to send two or more members.
4. The Regional Director Leadership Training held in the second year of the biennium is designed to enhance the leadership skills of the regional directors and their roles within the organizational structure of Eta State.

**6. EXECUTIVE BOARD**

Detailed information concerning the state and chapter Executive Boards appears in the *Eta State Bylaws*, Article VIII.

**7. COMMITTEES**

**A. General duties**

1. Committee chairmen shall receive from their predecessors in office materials and records soon after they are appointed by the president. They should plan to attend the state workshop in the fall prepared to discuss plans for the biennium with their committee members.
2. State committee chairmen shall communicate with corresponding chapter committee chairmen a minimum of once each year of the biennium in an effort to present plans of Eta State and the International Society and to emphasize the importance of strong committee work in the success of the organization.
3. When necessary to expedite committee business, state committee chairmen shall communicate with their committee members and other society members via e-mail.
4. State chairmen shall be prompt in sending required reports to international chairmen.
5. By March 15 designated state committee chairmen shall send reports to the executive secretary for duplication for the convention.

**B. Specific duties**

1. Membership/Expansion Committee
  - (a) This committee shall study loss in membership because of resignations, terminations due to nonpayment of dues and fees or nonattendance and shall work with chapter membership committees and presidents to retain membership and to encourage invitations to worthy prospects.
  - (b) Realizing that loss in membership frequently results from electing those who have not been adequately instructed concerning the nature of The Delta Kappa Gamma Society International, the requirements of membership, and the need for each to dedicate herself to fulfilling the purposes and advancing the program of work, each chapter shall have a carefully planned instruction session with candidates, individually or in a group, preferably before their decisions for membership are made.
  - (c) The committee members shall encourage the expansion of large chapters or the sponsoring of new chapters.
  - (d) The chairman or one designated by the president shall assist in the organization of chapters.
2. Finance Committee
  - (a) The committee shall meet twice during each fiscal year--once during the late summer or early fall and once in late winter. The chairman of the Scholarships Committee shall be invited to attend the second meeting for the purpose of collaboration on the amount and number of scholarships.
  - (b) The committee shall have the following responsibilities:
    - (1) to prepare the budget and present it for review, modification, and adoption by the Executive Board
    - (2) to supervise any expenditure from the Permanent Fund
    - (3) to supervise all investments of state funds
    - (4) to provide for an annual audit
    - (5) to set the convention registration fee in cooperation with the president and convention chairman
    - (6) to work with the executive committee to evaluate the acceptance of any proposed gift and present a recommendation to the Executive Board for final action.
    - (7) to perform other duties determined by the Executive Board.
3. Rules Committee
  - (a) Following Eta State convention, the Rules Committee is authorized to
    - (1) Correct article and section designations
    - (2) Make editorial changes as required in punctuation, numbering and cross referencing
    - (3) Make other technical or conforming changes as may be necessary to reflect the intent of the convention decisions in connections with the adopted amendments to the Eta State Bylaws and Standing Rules.

- (b) The Rules Committee shall take prompt action to keep Eta State Bylaws current as well as consistent with the Constitution in its most recent revision.
  - (c) The Rules Committee shall make Eta State's governing documents available to the International Constitution Committee for review in order that any inconsistencies with the most recent edition of the Constitution may be brought to the attention of the state organization.
  - (d) The Rules Committee, with the regional directors as liaisons, shall review chapter rules on a four-year cycle beginning with 2004 to ensure consistency with state and international governing documents.
4. Headquarters Committee
- (a) This committee shall oversee the use, maintenance, furnishing, local management, and funding of the headquarters building and grounds. They will evaluate the acceptance of gifts to the Headquarters.
  - (b) This committee shall make expenditures from the Headquarters Fund for operating expenses for the headquarters with exception of those expenses relating to the furnishing and operation of the offices of the executive secretary and treasurer.
  - (c) A committee member living in or near Asheboro shall select members for a Local Management committee and shall serve as chairman of the committee. The state treasurer shall be an ex officio consultant.
5. Planning Committee
- (a) The Planning Committee shall be responsible for strategic planning and monitoring implementation of approved actions for Eta State.
  - (b) The Planning Committee shall ensure the approved actions of the Executive Board and General Session are recorded in appropriate documents (e.g., Bylaws, Standing Rules, Personnel Manual) and information distributed to individuals responsible for implementation.
6. Scholarships Committee
- The Scholarships Committee shall have the following responsibilities:
- (1) develop materials such as guidelines, instructions, and application forms to support the application process and post a timeline and deadlines for scholarship applicants.
  - (2) consult with the Finance Committee about availability of funds, number of selections to be made and scholarship categories in which funds are available.
  - (3) post updated application materials on the Eta State Web site at least three months before the February 1 application postmark deadline.
  - (4) select the designated number of scholarship recipients from among those who apply.
  - (5) notify in writing both recipients and those not selected of the status of their applications and to tell recipients of the responsibilities incumbent upon those who accept scholarships.

- (6) present awards at the designated time and place.
- (7) inform the Executive Board about Scholarships Committee activities and recommend changes and updates in Committee practices and materials.

## **8. ACTIVITIES**

### **A. Scholarships**

1. All scholarships given by Eta State shall be awarded to members who have applied and are selected by the Scholarships Committee.
2. The state organization sponsors two (2) kinds of scholarships: 1) doctoral and sixth-year scholarships and 2) post-baccalaureate scholarships.
3. Three Eta State Academic Scholarships are open to members who are enrolled in doctoral or sixth-year graduate study and who are seeking degrees. These are the Gilbert-McNairy Scholarship, the Emmons-Flintom Scholarship, and the Hunter-Moore Scholarship. The scholarships shall be in the amount of \$4,000 each.
4. Aman Scholarships, generated by a private bequest, are available to Eta State applicants for post-baccalaureate work in two categories: a. academic graduate work for which first priority is given to those seeking master's degrees, and b. non-degree activities such as special projects, research, special studies, special and/or add-on certifications, national certification renewal, or similar projects (Aman Scholarship Guidelines, 1989) at master's or post-master's levels
5. To be considered for an Eta State Academic Scholarship, an applicant seeking a doctoral or sixth-year degree must provide documentation that she is accepted and enrolled in a graduate program of a nationally accredited college or university. Applicants in doctoral study have the highest priority for these scholarships; sixth-year graduate students have second priority. If no qualified degree-seeking applicants are found, post-doctoral applicants pursuing research activities, special projects or special areas of study may be considered as a third priority for these three scholarships.
6. To be considered for an Aman Scholarship to support work toward a master's degree, an applicant must document that she is accepted and enrolled in a master's program at a nationally accredited college or university.
7. To be considered for Aman funds non-degree support (eg National Board Certification), an applicant must be engaged in special projects in research or study at post-baccalaureate, master's, or post-master's levels and must document involvement in such an endeavor.
8. If there are no qualified applicants for Aman Scholarships, with Finance Committee approval, Aman funds may be disbursed to qualified applicants for Eta State Academic Scholarships. (See Item 3 above).
9. The number of scholarships shall be determined by the Finance Committee and shall depend on availability of funds.

10. Rules governing the administration of the scholarships program shall be recommended by the Scholarships Committee to the Executive Board and upon recommendation of the Executive Board, presented to the state convention for approval.
11. All scholarship applicants must:
  - (a) have been a member of The Delta Kappa Gamma Society International for two calendar years
  - (b) meet reasonable standards of professional service, health and personality
  - (c) show evidence of excellence in scholarship and professionalism
  - (d) show evidence of present service or the potential for service to the Society
  - (e) show evidence of service to the community
12. Details governing the application process and applicants' and recipients' responsibilities follow.
  - (a) Application forms and guidelines dated with the year of application shall be posted on the Eta State Web page and sent to chapter presidents.
  - (b) The scholarship recipients shall be introduced at the Eta State Convention Banquet each spring.
  - (c) Checks for the full amount of the scholarships shall be presented to recipients preferably at the Convention Banquet (but no later than by the end of the fiscal year).
  - (d) Amounts and conditions for recipients' paid Convention expenses, beginning at noon on Convention Saturday, are presented in the Standing Rules (Section 2. Finances, C-d,e.p.4)
  - (e) Applicants and recipients shall follow all rules and guidelines. Incomplete applications or those not meeting the deadline date will not be considered.
  - (f) Applicants should use no forms other than those specified for the year in which they are applying.
  - (g) Applicants shall develop an application packet that includes a completed application form, three letters of recommendation from specified references, documentation of admission to graduate study or special project participation, and other materials deemed necessary by the Scholarships Committee. Details of applicant packet contents required each year are posted in guidelines on the Web.
  - (h) Applicants shall mail the packet to the chairman of the Scholarships Committee postmarked no later than February 1.
  - (i) Recipients are expected to attend the Eta State Convention the year of their awards to accept the awards and the following year to report on their progress.
13. Eta State members may apply for both an International and an Eta State Scholarship within a given year. This information shall be posted on the Web site.
14. The term "scholarships" shall be the general umbrella term to cover all

activities associated with awards to support academic study or professional enhancement among members and non-members. Specifically "scholarships" shall mean monetary awards given to Eta State members by Eta State or its chapters to support study or other educational activities. The term "grants-in-aid" shall mean specifically those monetary awards given by Eta State or its chapters to support study or other educational activities among those who are not members of Delta Kappa Gamma.

**B. Publications**

1. The 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.
4. The selection of the recipient is to be made by the Founders Award Committee composed of the first vice-president, who is to serve as chairman, the immediate past president of Eta State, and three members appointed by the president for staggered terms and representing the geographical areas of North Carolina. The president of Eta State shall serve as an ex officio member. Each president appoints one member to serve three bienniums.
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.
- (b) As a storage place for Eta State records and other property
- (c) As a meeting place for Executive Board, workshops, committees, chapters and other Society activities.

2. Local Management Committee duties

- (a.) To oversee items of management such as safety, utilities, house cleaning, lawn care, etc.
  - (b.) To receive and approve requests for use of the building and verify the schedule.
  - (c.) To have a member on hand to open the building and to close it when the meeting ends.
  - (d.) To post in the building a list of rules for use of the facilities.
  - (e.) Reimbursement - A plan for reimbursing the chairman and the committee members for their expenses shall be developed.
3. Furniture and household supplies and items of interior decoration. The Headquarters Committee shall determine specific items needed and make appropriate selections. Money from the Headquarters fund may be used, or contributions from members or chapters may be solicited.

## 9. STATE FUNDS

### A. Available Funds

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

### B. Permanent Fund

- 1. The Permanent Fund is the invested fund which shall be maintained at a minimum of thirty (30) percent of the Available Fund annual income from initiation and annual dues.
- 2. Interest from the fund shall be transferred to the Available Fund.
- 3. Expenditures from the principal of the fund may be made to purchase articles of a permanent nature when approved by the Executive Board.
- 4. If such expenditures reduce the balance below the minimum stated above, the Fund must be restored to the designated ratio within four years.
- 5. Proceed from the sale of state permanent fund assets (property and equipment) shall be added to the principal of the Permanent Fund.

### C. Scholarship Fund

- 1. The Scholarship Fund is an invested fund which accumulates chiefly by contributions designated for use in funding scholarships. The amount available for awarding scholarships each year is determined by the Finance Committee and is derived from:
  - (a) interest from the invested fund
  - (b) the state's portion of the scholarship fee paid by each member
  - (c) contributions designated for the Scholarship Fund. (Eta State Standing Rules, 8. Activities for rules and procedures which govern the awarding of

scholarships.)

**D. Founders Award Fund**

1. The Founders Award Fund consists of the invested amount, interest from which shall provide for the presentation of a Founders Award in each odd-numbered year.
2. Investment of the fund shall be supervised by the Finance Committee.
3. The interest from this fund shall be added to the Available Fund, and the cost of the award and other expenses involved in honoring the recipient shall be budgeted items.
4. The recipients of the award shall be selected by the Founders Award Committee, according to the 1990 guidelines recommended by the Executive Board and adopted by the state convention.

**E. Headquarters Fund**

1. This fund is used solely for furnishing, maintenance, and use of the Headquarters building and property /grounds.
2. Interest from the fund accrues to the fund.
3. An annual budget detailing expected income and expenditures shall be prepared by the Headquarters committee and presented at each convention to the Executive Board for approval and to the general membership at each convention for information.
4. Non-budgeted expenses of more than \$1000 per item must be approved by the Executive Board.
5. Contributions to the building other than money must be approved by the Headquarters Committee.

**F. Leadership Development Fund**

1. Appreciated assets from the Leadership Fund shall be used to finance personal and professional development of members through (a) leadership management seminars to develop leadership, communications, and management skills; (b) individual study stipends to develop educational, professional, and leadership skills; and (c) conference attendance to education and/or the status, recognition and advancement of women.
2. The Finance Committee will determine the amount of available funds.
3. Up to 50% of the money allocated for a given year should be used to finance individual study stipends and conference attendance.
4. The Leadership Development Committee shall develop and publish the criteria for expenditures from the fund. These criteria shall be reviewed by the Executive Committee prior to action by the Executive Board.

## 10. DISSOLUTION

## 11. PARLIAMENTARY AUTHORITY

## 12. AMENDMENTS

Items #10, 11 and 12 are adequately explained in the Eta State Bylaws.

### APPENDIX I

#### GUIDELINES FOR SALE OF ITEMS

- (a) Favors and decorations, or items officially approved by the Executive Committee or Executive Board, may be sold at state conventions. Samples of Society materials may be on display.
- (b) Eta State Committees or Chapters desiring to sell their Society items at conventions shall follow the Guidelines for Sale of Items.
- (c) Individual members desiring to sell their Society or personal items at conventions shall follow the Guidelines for Sale of Items.
- (d) Outside Vendors desiring to sell their Society or personal items at conventions shall follow the Guidelines for Sale of Items.
- (e) A fee shall be charged to any group of individuals that receives permission from the Finance Committee to sell items at conventions.

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

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

#### Guidelines:

1. Money derived from sales by committees, chapters or individuals must be designated for financing of Society projects, not for individual profit.
2. Sale of items should be scheduled at times other than Society general sessions or business meetings.
3. Items should be of high quality reflecting the professional image of the Society.
4. The Society key should not be used on items designed to sell. The key of the Society may be printed on official Society materials such as stationary, yearbooks, websites and programs.
5. The Greek letters should be used rather than DKG.
6. Items may be advertised in State or chapter newsletters or brochures,

consistent with postal regulations.

7. Permission must be obtained for any materials protected by copyright.
8. Outside vendors must have a sales number to sell their products through a business, and they must handle their own sales table.
9. Individual members desiring to sell for personal profit will follow the guidelines for outside vendor.