

**ALPHA OMICRON STATE NORTH DAKOTA  
BYLAWS**

With Amendments through June 11, 2011

**ARTICLE I.**

**Name**

Section 1. The name of this organization shall be Alpha Omicron State North Dakota of The Delta Kappa Gamma Society International.

Section 2. Each chapter in Alpha Omicron State North Dakota shall be designated by a Greek letter or a combination of Greek letters.

**ARTICLE II.**

**Object**

The object of Alpha Omicron State North Dakota shall be to promote the Purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II; to act as liaison between chapters within the state; and to provide leadership training for state and chapter leaders.

**ARTICLE III.**

**Membership**

Section 1. The membership of Alpha Omicron State North Dakota shall be composed of active, reserve, and honorary members within the boundaries of the state. All membership is in accordance with the CONSTITUTION, ARTICLE III.

Section 2. Chapters in the state shall have full power to act in matters of chapter membership. Membership records shall be kept at the chapter level.

Section 3. State Honorary Members

- a. State honorary members shall be recommended by the State Membership Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval is required.
- b. Initiation of state honorary members may be held at the state convention conducted by the state president with the assistance of state officers.

Section 4. A complete record of all membership in Alpha Omicron State North Dakota that has been terminated shall be maintained by the treasurer. The record shall include the reason and date of termination. The chapter shall file letters of resignation.

Section 5. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. No chapter vote is required.

**ARTICLE IV.**  
**Finances**

Section 1. Annual Dues

- a. The state annual dues shall be \$15 for active members and \$7 for reserve members.
- b. The state annual dues shall be determined by a two-thirds (2/3) vote of the members at the state convention, held in odd-numbered years. Change in dues will be accomplished according to these Bylaws, Article XIII, Amendments.
- c. 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.
- d. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer.

Section 2. Funds

- a. Available Fund  
The Available Fund shall be the operating fund from which the state budget is annually proposed.
- b. Permanent Fund  
Each organization maintains a Permanent Fund. The state sets aside for its Permanent Fund one-fourth (1/4) of its initiation fee, annual dues and reinstatement fees until the total of the current assets in the Permanent Fund is not less than 30% of its Available Fund annual income. At which time the Executive Board may reduce or discontinue further allocations. Each state organization Executive Board may vote allocation of interest from the state organization Permanent Fund to the state organization Available Fund. The ratio and allocation should be studied every year. The principal of the Permanent Fund is used for the purchase of initiation paraphernalia and items of permanent nature. Expenditures from the state organization fund are authorized by the state organization executive board.
- c. Scholarship Fund  
The Hazel B. Nielsen Scholarship Fund shall receive the state's share of the annual scholarship fee paid by members. The fund shall be administered according to the guidelines in the state's Policies and Procedures.
- d. Golden Grant Fund  
The Golden Grant Fund shall be used to provide grants to members for educational projects. The fund shall be administered according to the guidelines in the state's Policies and Procedures.

Section 3. Financial Controls

- a. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board.

- b. Annual reports of the various funds shall be prepared by the state treasurer for the fiscal year ending June 30 and submitted for financial review. The report of the Financial Review Committee shall be submitted to the Executive Board for adoption.
- c. The president shall approve all expenses prior to payment.

**ARTICLE V.**  
**Chapters**

Section 1. Chapters

- a. Each organization shall govern the conduct of its business in a manner consistent with the CONSTITUTION and Alpha Omicron State North Dakota Bylaws.
- b. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
  - (1) The term of each elected officer shall be two years or until a successor is named. No officer, except the treasurer, may serve in the same officer longer than two terms in succession. All officers shall take office on July 1 following their election.
  - (2) The treasurer shall be appointed by the Executive Board each biennium.
- c. The chapter president shall represent the chapter as a voting member of the State Executive Board.
- d. Each chapter shall have chapter rules that are consistent with the CONSTITUTION and the state organization bylaws. The Rules Committee shall review the state bylaws for compatibility with the CONSTITUTION and the International Standing Rules the year immediately following their revision at the International Convention. The revised state bylaws will be submitted to the International Constitution Committee. The Rules Committee shall establish a rotating cycle for reviewing chapter bylaws once during each four (4) year cycle beginning with 2008 to ensure consistency with state and International governing documents.

Section 2. New Chapter

- a. The State Executive Board shall determine chapter areas and shall approve the organization of a new chapter.
- b. Recommendations of candidates for membership in a new chapter shall be screened by the sponsoring chapter in consultation with the State Membership Committee.
- c. Rules governing the initiation of new members and the installation of a new chapter shall be recommended by the Membership Committee and approved by the Executive Board and shall be in accordance with CONSTITUTION, ARTICLE V, Section B.1.

**ARTICLE VI.**  
**Officers and Related Personnel**

Section 1. The state officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, a secretary, (all elected); a treasurer (appointed by the Executive Board).

Section 2. Duties of Officers

These officers shall perform as prescribed in the CONSTITUTION, ARTICLE VI and as authorized by Alpha Omicron State North Dakota Bylaws.

- a. President
- b. First vice-president also serves as Educational Excellence chair.
- c. Second vice-president also serves as state historian.

Section 3. Terms of Office

- a. Officers, elected by the state convention in odd-numbered years shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
- b. No officer, except the treasurer, may serve in the same office longer than two terms in succession or until a successor is named.
- c. All officers shall take office on July 1 following their election.
- d. The treasurer shall be appointed and approved by vote of the Executive Board and shall serve no longer than six (6) years.
- e. The parliamentary shall be appointed by the president and shall serve no longer than six (6) years. The parliamentary serves as an ex-officio member, without vote, on 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 other elective or appointive positions, the president shall name a successor.

Section 5. Nominations and Elections

- a. Nominations for state officers and a Nominations Committee shall be made by the prevailing Nominations Committee at the state convention in odd-numbered years. Consent of the nominee must be obtained.
  - (1) The Nominations Committee shall submit the name of at least one nominee for each elective office and the names of five (5) nominees for the Nominating Committee.
  - (2) From the slate of five (5) nominees for the Nominations Committee, three (3) shall be elected.
    - (a) The president will appoint the chair.
    - (b) No more than one person from a chapter may serve on the committee at one time.

- (3) The slate of nominees with candidate qualifications shall be published in the spring issue of *The NoDak News*.
  - (4) After the report of the committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee.
- b. The Nominations Committee shall prepare the ballot and conduct the election with a majority of the votes cast determining the election. Voice vote may be allowed if there is but one candidate for an office.

## **ARTICLE VII. Meetings**

### Section 1. Convention

- a. Business of Alpha Omicron State North Dakota shall be conducted at the state convention held in odd-numbered years at a time and place determined by the Executive Board, for the purpose of receiving reports and adopting policy, amending bylaws, electing officers, and conducting other business which may properly come before it.
- b. Any member attending the state organization convention may make motions, enter discussions, and vote except in cases where a roll call vote is taken.
- c. A quorum shall be a majority of the members who have registered at the convention.

### Section 2. Other Meetings

State workshops shall be held in even-numbered years for the purpose of leadership training and dissemination of Society information.

### Section 3. Quorum

A quorum for chapter meetings shall be determined by the chapter.

## **ARTICLE VIII. Executive Board**

### Section 1. State Executive Board

- a. The members of the Executive Board shall be elected officers, past state presidents, and the chapter presidents. The treasurer and the parliamentarian shall be ex officio members, without vote.
- b. The duties of the Executive Board shall be as specified in the CONSTITUTION ARTICLE VII, Section B. 2 and in these Bylaws.
- c. The fall Executive Board meeting and workshop shall be held the third Saturday of September.
  - (1) The presence of a majority of the voting members of the Board constitutes a quorum at meetings.

- (2) Chapter presidents who are unable to attend Executive Board meetings may appoint an official representative who shall have full privileges of participation.
- d. A vote by mail is authorized when necessary.
- e. The members of the Executive Committee shall be the elected officers. The Executive Committee shall conduct business delegated to it by the Board and take action on matters requiring immediate attention.

Section 2. Chapter Executive Boards

Chapter Executive Boards shall function in accordance with the CONSTITUTION, ARTICLE VII, Section C.

**ARTICLE IX.  
Committees**

Section 1. Standing committees

Standing committees shall be both those patterned after international structure and those peculiar to the state; i.e.

- a. Society Business
  - Finance
  - Leadership Development
  - Membership
  - Nominations
  - Rules
  - Financial Review
  - Communications and Publicity
- b. Society Mission and Purposes
  - Educational Excellence
  - Music
  - Scholarship
- c. Other
  - Citation Committee
  - Golden Grants Committee

Section 2. General Procedures

- a. All committees shall be appointed by the president except the Nominations Committee. Membership on all standing committees, with the exception of Nomination and Educational Excellence shall be on a rotating basis with one member appointed each year to serve for a three (3) year term. With the exception of Nomination and Educational Excellence, the member serving for her third year shall be the chair for that year.
- b. The president shall be an ex-officio member with vote, of all committees except the Nominations Committee.
- c. Matters requiring immediate committee action may be voted upon by mail, all members being notified.

- d. Committee meetings shall be held face-to-face or through electronic communication with the approval of the president.
- e. The work of the committee is under the direction of the committee chair who develops the agenda, orients the committee to its responsibilities, presides at the committee meetings, and keeps committee members informed of committee progress.
- f. Reports of work accomplished will be prepared on forms supplied by Society Headquarters.

### Section 3. Duties of State Committees

State organizations and chapters may fulfill their constitutional responsibilities by establishing committees as needed. Overall responsibilities of each committee shall be given in the committee description. Detailed duties may be specified in the Policies and Procedures Handbook.

- a. Society Business
  - (1) The Finance Committee shall be responsible for the financial affairs of the organization.
  - (2) The Leadership Development Committee shall plan and implement programs for state and chapter officers and committee chairs.
  - (3) The Membership Committee shall evaluate the recommendations of persons proposed for honorary membership and submit the names of qualified candidates for vote. The Committee shall study and make recommendations related to membership problems. Necrology and membership records shall be responsibilities of the committee. Expansion plans would be proposed by this committee.
  - (4) The Nominations Committee duties are listed in Bylaws, Article VI, Section 5.
  - (5) The Rules Committee shall review, interpret, and rule by mail on questions pertaining to the Bylaws.
    - a. The Rules Committee shall review Alpha Omicron State Bylaws for compatibility with the CONSTITUTION and International Standing Rules the year immediately following their revision at the International Convention. The revised state bylaws will be submitted to International.
    - b. The committee shall establish a rotating cycle for reviewing chapter bylaws and rules once during each four (4) year cycle beginning with 2008 to ensure consistency with state and International governing documents.
  - (6) The Financial Review Committee shall conduct a review of the annual financial reports of the various state funds and of the financial records of the treasurer.
  - (7) The Communications and Publicity Committee shall provide a link of member to member, chapter to chapter and state organization to International. This committee shall publicize state activities and suggest ways to market and promote the Society. It will set editorial

policy and review the content of *The NoDak News* and the Alpha Omicron State website.

b. Society Mission and Purposes

- (1) The Educational Excellence Committee shall consist of six (6) members appointed by the president to serve three (3) year staggered terms and shall be chaired by the first vice president. The committee shall be organized to function as a committee of the whole or, at the discretion of the chair, in groups or individually, to accomplish its responsibilities.
  - a. Shall promote activities for personal and professional growth of members.
  - b. Shall promote programs and projects for excellence in education.
  - c. Shall study, evaluate, and make recommendations for action regarding long and short-term projects adopted by the Society.
  - d. Shall promote the personal well-being, intellectual growth, and global awareness of women educators.
  - e. Shall study and recommend action on professional issues and urge members to initiate, endorse and support desirable legislation.
  - f. Shall assist in promoting and encouraging members to contribute to the work of the International World Fellowship Committee and other International projects.
- (2) The Music Committee shall provide appropriate music for the state convention and other state workshops/meetings.
- (3) The Scholarship Committee shall take action on recommendations from the International committee, promote interest and support for scholarships, and award such scholarships for graduate study as stipulated in these Bylaws.

c. Other

- (1) The Citation Committee shall review the qualifications of Delta Kappa Gamma members of Alpha Omicron State recommended because of outstanding service to Delta Kappa Gamma and make a decision regarding the awarding of a citation at the annual state meeting (convention or workshop). The committee shall select the recipient of the award and notify the state president of its choice. The Citation Award will be presented at the annual state meeting (convention or workshop).
- (2) The Golden Grant Committee shall disburse grants following the guidelines stated in Policies and Procedures Handbook, Appendix G.

#### Section 4. Special Committees

Special committees (e.g. ad hoc, task force) may be appointed by the president at any time with the written authorization of the Executive Board. This authorization may be given at any time during the biennium. Members will be appointed on the basis of expertise. After submitting the final report to the Executive Board, the committee shall be dissolved.

### **ARTICLE X. Activities**

#### Section 1. Scholarships

- a. Alpha Omicron shall maintain a scholarship fund, the Hazel B. Nielson Scholarship Fund, for the benefit of its members. The number of scholarships and amount of each shall be in accordance with the Alpha Omicron Policies and Procedures. Funding shall be in accordance with CONSTITUTION, ARTICLE IV, Finances, Section F.
- b. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board.

#### Section 2. Publications

- a. A state newsletter, *The NoDak News*, shall be published three (3) times each year and sent to all members in the state.
- b. The newsletter shall be approved by the president.
- c. The editor of the newsletter shall be appointed each biennium by the Executive Board upon recommendation of the state Communications and Publicity Committee and shall serve no more than three (3) two (2) year terms.
- d. The publication of special monographs and brochures shall be approved by the president and plans shall be submitted to the Executive Board for financial approval.

#### Section 3. Citation Award

Alpha Omicron may honor a member with the Citation Award. Criteria and procedures are set forth in the Alpha Omicron Policies and Procedures Handbook.

#### Section 4. Golden Grant

Alpha Omicron awards grants to members for educational projects. Criteria and procedures are set forth in the Alpha Omicron Policies and Procedures Handbook.

### **ARTICLE XI. Parliamentary Authority**

ROBERTS RULES OF ORDER NEWLY REVISED (current edition) shall govern the proceedings of Alpha Omicron State and its chapters in all cases not provided for in the CONSTITUTION, International Standing Rules, and State Bylaws.

**ARTICLE XII.**  
**Dissolution**

Section 1. State Dissolution

In the event of a dissolution of Alpha Omicron State North Dakota, the net assets of the state organization shall be distributed as follows:

- a. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.
- b. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

Section 2. Chapter Dissolution

In the event of the dissolution of a chapter, the net assets of the chapter shall be distributed as follows: (see International Standing Rules)

- a. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.
- b. Careful consideration must be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- c. Any remaining funds in the chapter account shall be sent to the state organization treasurer for state or international projects.
- d. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state organization's archives and made available for use.
- e. The charter must be returned to the state organization to be forwarded to the Society Headquarters.
- f. The state organization executive board shall decide whether the Greek name shall be reused or not.

**ARTICLE XIII.**  
**Amendments**

Section 1. These Bylaws may be amended at the state convention, held in odd-numbered years, by two-thirds (2/3) vote, a quorum being present, provided notice of proposed amendments shall have been published to members at least thirty (30) days before the convening of the convention.

Section 2. Proposed amendments to the Bylaws may be submitted to the Rules Committee by any member and by any committee, board, or chapter.

Section 3. All proposed amendments shall have been approved by two-thirds (2/3) vote of the Executive Board before submitted to the convention.

Section 4. Policies and Procedures may be amended or rescinded by the state convention by a majority vote, a quorum being present.