

# THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

## ALPHA OMICRON STATE NORTH DAKOTA

### POLICIES AND PROCEDURES

#### GENERAL SUGGESTIONS TO OFFICERS AND COMMITTEE CHAIRMEN

1. Be sure the copies of the International *Constitution, Standing Rules, and Handbook* in your file are of the latest printing. By action of the International convention, changes in the Constitution may be made no more often than every four years.

Familiarize yourself with the above documents which may be ordered from the executive coordinator in Austin, TX.

2. Familiarize yourself with copies of Alpha Omicron State North Dakota *Bylaws* and these *Policies and Procedures*.
3. See that the copies of *Robert's Rules of Order-Newly Revised* in the files of the president and parliamentarian are the latest edition.
4. Replace outdated copies of *Roberts Rules of Order-Newly Revised, the Constitution, Standing Rules, and Handbook, Alpha Omicron State North Dakota Bylaws, Policies and Procedures, and official blanks*.
5. At the close of your term of office, clear your files of outdated materials, communications, and correspondence. Keep only such items as seem to have historical or policy-making value. It may be helpful to your successor to have sample copies of certain routine correspondence for which forms are not used.
6. In the event of dissolution of Alpha Omicron State, refer to *Bylaws, Article XII*.

## State Officers

For membership, number of meetings, duties, and authority see the most recent edition of Alpha Omicron State North Dakota *Bylaws*.

### State President

1. Refer to section of officers in the *Handbook*.
2. Provide leadership and guidance for Alpha Omicron State North Dakota.
3. Attend regional conferences and international conventions.
4. Read the minutes of the preceding administration to become acquainted with the work and policies of the state.
5. Appoint standing and special committees assisted by the Executive Board.
6. Visit each chapter once during term of office. (See Appendix A.)
7. Act as custodian of the official scarf, the state flag, and any other portable property of the state.
8. Sign all vouchers for payment to be made by state treasurer.
9. Coordinate the annual state convention or workshop. (See Appendix B.)
10. Arrange with chapter designated to host the next state meeting to present invitations to the state meeting. (See Appendix C for rotation schedule.)
11. Prepare an annual report to be presented to members at the state convention/workshop. Prepare duplicate copies on the official form for distribution to the international president, the executive coordinator, Northwest regional director, and the state president's file.
12. Contact candidates for state honorary membership who have been elected prior to April 1 and plan their initiation at the state convention.
13. Conduct, with the assistance of state officers, the initiation of honorary members at the state convention.
14. See that a list of new state officers is sent to the international office in Austin, TX within a week of election.

15. Deliver all Alpha Omicron property, records, and files to the incoming president, taking an itemized receipt for the same.
16. Urge the incoming president of each chapter to attend, as an auditor, the meetings of the state Executive Board held during convention/workshop.
17. Remind chapter presidents to send notices to the state president regarding the death of a past state president.

### **First Vice President**

1. Refer to the officers' section in the *Constitution* and *Handbook*.
2. Shall serve as chairman of the Program Committee.
3. Shall collect three copies of each chapter yearbook (See Appendix D.); send one to the state president, one to the international services administrator, and file one.

### **Second Vice President**

1. Refer to the officers' section in the *Constitution* and *Handbook* and *Bylaws*.
2. Shall serve as historian. The history period shall be July 1 through June 30.

### **Recording Secretary**

1. Refer to officers' section in the *Handbook*.
2. Shall send completed minutes to the Executive Board.

### **Corresponding Secretary**

1. Refer to officers' section in the *Handbook*.
2. Shall send out correspondence as delegated by the president.
3. Shall read incoming correspondence at Executive Board meetings.

### **Treasurer**

1. Refer to: *Constitution*, Article VI, Sec. B.7; *Standing Rules*, Sec. 4; *Handbook*, officers' section; and *Bylaws*, Article IV, Sec. 1.b.
2. Terms of office: refer to state *Bylaws*, Article IV, Sec. 3.d.

3. All members pay a \$1 scholarship fee. Chapters of Alpha Omicron State ND send the scholarship fee of \$1 per active and reserve member to the state treasurer who will retain 80 cents from each dollar and send 20 cents per capita to the international executive coordinator. [*Constitution*, Article VI, Sec. B.f.d(1)]
4. October 31 is the deadline for paying dues. After this date, members will be dropped for nonpayment of dues. (See state *Bylaws*, Article IV, Sec. 1.c)
5. Shall receive all money for state and international dues and fees.
6. Shall keep a permanent card file of all those who are, or ever have been, members of any chapter in Alpha Omicron State North Dakota.
7. Shall receive an annual stipend of \$600. (6-9-00)
8. The state treasurer or her designee arranges for corsages for the state president and immediate past president at the Northwest regional conferences and at international conventions.

### **Parliamentarian**

Refer to *Constitution*, Article VI, Sec. B.8 and *Bylaws*, Article VI, Sec. 3.e.

### **Immediate Past President**

At installation, the immediate past state president shall present the president's pin to the current state president. (Order through the state treasurer.)

## **STATE COMMITTEES**

Standing committees shall be both those patterned after international structure and those peculiar to the state. (*Bylaws*, Article IX, Sec. 1.a, b, c, d)

Committees with additional responsibilities unique to Alpha Omicron State North Dakota are:

#### **I. Citation Awards Committee**

A. Functions of this committee are:

1. To confer with the state president and recommend worthy candidates for the Achievement Award given by International.
2. To implement citation award policies (See Appendix E and *Bylaws*, Article IX, Sec. 3.d) Membership on this committee shall be on a rotating basis. One member is to be appointed each year to serve for a three-year term. The member serving for her third year shall chair the committee that year.

## **II. Communications Committee**

- A. Will receive and review applications from candidates for state editor and recommend their choice to the Executive Board. [See also *Bylaws*, Article IX, Sec. 3.c (1)]

## **III. Expansion Committee**

- A. Will follow Expansion Committee policies (See Appendix F.)

## **IV. Finance Committee**

- A. President's expense allowance to be divided between the two years of the biennium.

## **V. Golden Grants Committee**

- A. Will follow Golden Grants guidelines (See Appendix G.)

## **VI. Membership Committee**

- A. Except for those who are now state members, state membership is limited to honorary members. (See related section in *Handbook*.)

## **VII. Professional Affairs Committee**

- A. Will keep a roster of women capable of, and interested in, serving on state, regional, and international boards and will endeavor to bring the attention of those in authority the names and qualifications of these women.

## **VIII. Program Committee**

- A. Must distribute chapter yearbooks for the current year by November 1.(See Appendix D.)

## **IX. Scholarship Committee**

- A. Shall publicize and administrate state scholarships.
- B. Shall publicize and encourage members to apply for international graduate study scholarships. (See related section in *Handbook* and *Standing Rules*, pp. 3-4.)

# **PRACTICES AND CUSTOMS OF ALPHA OMICRON STATE**

## **I. Hazel B. Nielson Scholarship Fund**

- A. Will be maintained at a \$10,000 minimum.
- B. Has three scholarships available.
- C. Will award \$1000 for each scholarship.
- D. Will award scholarships to applicants who have paid dues at least twice.
- E. Will accept applications completed according to the policies; must be

postmarked by February 1.

## **II. Adeline Stevenson Nurse Scholarship Fund**

- A. Has one scholarship is available.
- B. Awarded dependent upon interest earned. At the present time, it is awarded at the state convention in odd-numbered years.
- C. Awarded to applicants who have paid dues at least twice.
- D. Will accept applications completed according to the policies; must be received by March 1.
- E. Send applications for this scholarship to the Beta Scholarship Committee chairman.

## **III. Allowances for Conventions and Conferences:**

- A. All state officers, other than the President, to include the immediate Past President, treasurer, editor, and webmaster shall receive an honorarium of \$50 for attending the June Convention, or \$25 for attending the June Workshop plus mileage as listed in the Alpha Omicron State fiscal year budget..
- B. A schedule of payments for meals for the State President not otherwise covered will be in accordance with the North Dakota in-state and out-of-state rates.
- C. The First Vice-President will be reimbursed one-half her expenses (up to \$400) for the Northwest Regional and International Convention.
- D. The State Treasurer will be reimbursed one-half of expenses (not to exceed \$300 each) for attendance at international conventions and regional conferences.
- E. The NoDak News editor or representative shall be reimbursed one-half expenses (not to exceed \$300) for attendance at international or regional conventions.
- F. Members attending international conventions and regional conferences who do not have other stipends furnished shall be provided with \$600 to be divided among members with a maximum of \$200 each.
- G. If unused as stated in F above, the money designated for members who do not have stipends furnished may be used for in-state travel (i.e., motel, current mileage rate and registration).

## **IV. NoDak News**

- A. The NoDak News editor is appointed each biennium by the Executive Board upon recommendation of the state Communications Committee and serves no more than three (3) two-year terms. (See *Bylaws*, Article X, Sec. 2)
- B. A stipend of \$600 annually is presented to the editor.
- C. Expense allowance for publication of NoDak News is determined annually by the Executive Board.

- D. The NoDak News is published three times per year and is available on the Alpha Omicron State website. Members who do not have access to the website are given copies within their respective chapters..

**V. Webmaster:**

- A. A stipend of \$300 annually is presented to the Webmaster.

**VI. Gifts for New Chapters:**

- A. A monetary gift from each chapter is suggested.

**VII. Chapter Obligation to Alpha Omicron State**

- A. After chapter standing committee chairmen have been appointed, instruct them to send their name and address to the corresponding state committee chairman. (See *Bylaws*, Article IX, Sec. 1 for list of standing committees.)
- B. Chapter presidents act as liaison between chapters and state president for courtesy at state level. (See Appendix J)
- C. Send official notices of death (Form 6) to the state president, state treasurer, chairman of state membership committee, and the executive coordinator in Austin, TX. Use the official blanks. One copy is retained for the chapter president's file.

**VIII. Allowances for International Funds**

- A. Amount to be determined by the Finance Committee and approved in the budget.

**IX. INTERNATIONAL DOCUMENTS**

- A. Alpha Omicron State North Dakota is to furnish current *Constitutions*, *Standing Rules*, and *Handbooks* to all state officers and committee chairmen.

**X. ALPHA OMICRON STATE DOCUMENTS**

- A. Each published revision of the *Bylaws*, *Policies and Procedures*, and *Membership Directory* are to be distributed to the Executive Board. Further, the *Bylaws* and *Policies and Procedures* will be posted on the Alpha Omicron State website.

## **APPENDIX A**

### **STATE PRESIDENT VISITS**

1. Beta, Zeta, Tau

2. Epsilon, Mu
3. Gamma, Nu
4. Theta
5. Iota, Psi
6. Delta, Xi, Sigma, Phi
7. Alpha, Pi
8. Lambda

This is the suggested rotation for chapter visits made by the state president during her biennium.

## **APPENDIX B**

### **GUIDELINES FOR PLANNING STATE CONVENTIONS/WORKSHOPS**

#### **I. Timetable**

- A. At least 14 months in advance – state president contacts local president to help set dates and determine convention/workshop facilities. (Larger cities need more advance time.)
- B. At least 13 months in advance – local president clears dates with all meeting places in host city.
- C. One year prior to convention/workshop – local president appoints the convention/workshop chairmen or co-chairmen.
- D. One year prior to convention/workshop – local convention/workshop chairman appoints committee chairman.
- E. Six (6) months prior to convention/workshop – convention workshop chairman announces personnel of committees at which time each committee will be given its job description.
- F. As early as possible, committee chairmen meet with their committees to make necessary arrangements.

## **II. Duties of Convention/Workshop Personnel**

### **A. State President**

1. Chooses the convention/workshop theme.
2. Asks members to participate in the traditional functions of the convention/workshop (giving welcome/responses, presiding, etc.).
3. Meets with convention/workshop chairmen during the planning period.
4. Arranges the time schedule for meetings and meal functions and sends them to NoDak News. (One copy to host chapter president.)
5. Invites the international guests (if any) and arranges with the convention/workshop chairman for hospitality including making a lodging reservation and providing courtesy meal tickets.
6. Reminds chapter presidents and state committee chairmen of the due date for their reports.
7. Notified chapter presidents of responsibilities of Birthday and Founders Day programs. (See Appendix C.)
8. Arranges for chapter presidents' breakfast or state committee chairmen and state officers' breakfast. (In even years, the breakfast will be for incoming and outgoing chapter presidents; in odd year for state officers and committee chairmen.)
9. Makes final decisions about form and substance of convention/workshop programs.

### **B. Chapter President(s) of Host Chapter(s)**

1. Serve as facilitators of the work of her/their members' committees.

### **C. Convention/Workshop Chairman (Co-Chairmen)**

1. Meets with committee chairmen.
2. Arranges seating at head table for all events with advice from state president.
3. Arranges for menus with proper committees.

4. Assumes basic responsibility for printed convention/workshop program pending approval from state president.

#### D. Convention Finance Chairman

1. Meets with local president(s) and convention chairmen on all convention decisions.
2. Sets up a small budget system and expenditure forms to be used in all accounting for all convention/workshop money.
3. Sets up a separate bank account as convention/workshop account and serves as the only person to write checks on this account. Chairman will also use the stamp for deposits and pass the stamp to the next financial chairman.
4. Makes member(s) responsible for providing speakers or program presenters who are nonmembers aware that they also assume responsibility for any expense thus incurred.
5. Implements the registration fee that is determined by the Executive Board. (The current fee is \$10 for a one-day workshop and \$15 for a convention.)
6. Receives the convention/workshop allowance of \$300 for a convention and \$150 for a one-day workshop from the state treasurer.
  - a. Budget: A budget should be established based on the number of participants. An amount of (# x \$15 for conventions; # x \$10 for workshops) should be assigned to the various committees with recommendations to stay close to those parameters. Costs for conventions or workshops will vary dependent upon site rental and/or International Guest expenses since the host chapter must pay for lodging and meals during her stay.
  - b. Seed money: Alpha Omicron State provides \$300 in seed money for a convention and \$150 for a workshop. It is recommended, but it is not mandatory, for this full amount to be returned to Alpha Omicron State following a convention/workshop.
  - c. Surplus Funds: The final balance remaining, including, or over and above seed money amount from convention/workshops, dependent upon circumstances, will be returned to Alpha Omicron State.
7. Pays bills charged to convention account. A purchase order, signed by the committee chairman or an authorized committee member, must have been completed to identify each expenditure and should, if possible, have an invoice attached.

8. Reimburses committee chairmen for small cash expenditures upon submission of a purchase order or invoice.
9. Keeps committee chairmen informed concerning funds available.
10. Completes a final report; sends copies to state president, next host chapter(s), chapter president(s) of host chapter(s) within 60 days of the date of the convention/workshop.

### **III. Duties of Committees**

NOTE: All committees, especially the convention chairman and finance chairman, should be well informed of their duties. All committee chairmen must check with convention finance chairman concerning funds available.

#### **A. Registration and Ticket Committee**

1. Prepare registration form and verify with state president before Winter NoDak News deadline (February 1).
2. Reserve hotel room for international guest and state president and arrange for payment.
3. Pick up meal tickets at the appropriate functions.
4. Establish procedures for pre-registration.
5. Confirm registration of members upon their arrival at a registration table.

#### **B. Properties and Room Preparations Committee**

1. Prepare and have banners hung.
2. Have flags and stands for opening ceremony. (The following should be moved to Expansion Committee for ease as expansion is standing committee. Make new flags and stands for new chapters if needed.)
3. Arrange for any ceremonial properties required for such events as Founder's Day and Birthday Luncheon, and program as requested by those responsible.
4. Arrange for physical properties such as tables, tablecloths, modest skirt, PA system, podium for all sessions.

### C. Packet Committee

1. Set deadline to receive annual reports from state officers, chapter presidents, coordinating date with state president.
2. Have booklet of the above printed for distribution at state convention. Number of copies is determined by the number of registered people for the convention. It has been practice that this booklet is not printed for a state workshop.
3. Prepare name tags. Include town on name tag.
4. Submit completed packets (including seating charts, tickets, and convention programs) to the registration chairman at the registration desk.

### D. Publicity Committee

1. Work with the state communications chairman in preparing convention/workshop publicity for the media.
2. Publicize the convention/workshop. Responsibilities include photography, summarization of events, and an effort to interest the local media, such as newspaper, TV, radio, etc.
3. Send photographs and clippings to the NoDak News editor and state historian following the meeting.

### E. Hospitality and Courtesy Committee

1. Purchase centerpieces and gifts. Gifts are traditional for the state president and international guest(s). The hostess chapter(s) provide for welcoming gifts in rooms of state officers and international guest(s).
2. Arrange transportation for the international guest(s) if needed. Transportation and escorts for the international guest(s) should be conducted by current or recent past chapter officers.
3. Set up information, lost-and-found facilities, etc.
4. Provide general courtesies.
5. Send invitations to international guest(s), state president, chapter presidents, past state presidents by March 1.

F. Social Hours and Receptions Committee

1. Arrange for Friday night social hour, food, and informal entertainment involving the members.
2. Arrange for Saturday evening reception after banquet.

G. Opening Ceremony Committee

1. Contact Properties and Room Preparation Committee to arrange for physical properties
2. Arrange for welcoming speeches – mayor or one educational representative. Acquire accurate titles and brief background information for introductions of these persons.
3. Arrange for presentation of color guard and flags.

H. Birthday Luncheon Committee

1. Check arrangements with convention chairman and finance chairman for the following:
  - Head table
  - Table decorations
  - Place cards for head table
  - Menu, seating (to be checked by state president)
  - Music

I. Banquet Committee

1. Check arrangements with convention chairman and finance chairman for the following:
  - Head table
  - Table decorations
  - Place cards for head table
  - Menu, seating (to be checked by state president)
  - Music

**Deadlines to be followed:**

[NOTE: These deadlines will be determined each year by the host chapter(s).]

- A. Pre-registration must be completed by \_\_\_\_\_.
- B. Refunds may be made only if requested by \_\_\_\_\_.

- C. All convention reports must be typed in black on letter-size paper and are due by \_\_\_\_\_ . (Submit one copy only.)
- D. Convention/Workshop chairman must submit two copies of the completed post convention/workshop report to the state president, who will give one copy to the next host chapter(s) and keep one on file. This report should be submitted within 60 days of the convention/workshop.

## APPENDIX C

### CHAPTER ROTATION FOR STATE CONVENTIONS/ WORKSHOPS

<b>Date</b>	<b>Chapters</b>	<b>Site</b>	<b>Type</b>	<b>Birthday</b>	<b>Founders</b>
2005	Pi & Tau	Wahpeton	Convention	Nu	Phi (International)
2006	Beta & Zeta	Fargo	Workshop	Lambda	Research (State)
2007	Delta & Phi	Bismarck	Convention	Mu	Psi (International)
2008	Mu & Epsilon	Grand Forks	Workshop	Psi	Personal Growth (State)
2009	Xi & Sigma	Mandan	Convention	Phi	Pi (International)
2010	Alpha	Valley City	Workshop	Xi	Pro. Affairs (State)
2011	Gamma & Nu	Minot	Convention	Alpha	Lambda (International)
2012	Lambda	Rugby/Devils Lake	Workshop	Beta	Expansion (State)
2013	Iota/Psi	Dickinson	Convention	Gamma	Nu (International)
2014	Zeta	Mayville	Workshop	Delta	Nominations (State)
2015	Delta & Phi	Bismarck	Convention	Epsilon	Xi (International)
2016	Theta	Williston	Workshop	Zeta	World Fellowships (State)
2017	Beta	Fargo	Convention	Theta	Mu (International)
2018	Pi & Tau	Wahpeton	Workshop	Iota	Research (State)

## Chapters Approved for Dissolution and Name Retirement

Chapter	Date
Chi	June 15, 1997
Omicron	September 18, 1999
Rho	June 16, 2000
Upsilon	June 7, 2002
Eta	June 12, 2004
Kappa	June 9, 2006

## APPENDIX D

### CHAPTER YEARBOOKS

#### I. Yearbook Contents

- A. Cover or Title Page Information
  - 1. Legal name of the Society: The Delta Kappa Society International
  - 2. Chapter name and location
  - 3. Greek state and geographic name (Alpha Omicron State North Dakota)
  - 4. Year(s) for which book is to be used
- B. International and State Information
  - 1. State founders
  - 2. Current international officers and regional director with addresses
  - 3. International Headquarters professional staff, address and telephone (PO Box 1589, Austin, TX 78767; 1-512-478-5748)
  - 4. Current state officers, addresses, phone numbers
  - 5. International, regional, and state meetings
- C. Chapter Information
  - 1. Chapter officers with addresses and phone numbers
  - 2. Committee chairmen and members
  - 3. Members' names, academic degrees, addresses, phone numbers, professions, and membership status (active, reserve, honorary)

- D. Program Information
  - 1. Date, time, location of meetings
  - 2. Title/content of program
  - 3. Special events
  - 4. Hostesses
  - 5. Project information
  - 6. Executive board meetings
  - 7. “The Delta Kappa Gamma Song”

- E. Historic Information
  - 1. Past chapter presidents, biennium
  - 2. Chapter charter members
  - 3. Year of initiation for each member

- F. Optional Information
  - 1. In memoriam tributes
  - 2. Members’ birthdays
  - 3. “Telephone calling tree”
  - 4. Songs

## **Guidelines for Chapter Program Chairman**

### **I. Duties to remember**

- A. Yearbooks should be distributed by November 1 as follows:
  - 1. Send three copies to the state program chairman (one will be kept in the files of the chairman, one sent to state president, and one sent to international services administrator).
  - 2. One copy should be sent to each of the following:
    - State Treasurer
  - 3. Each chapter present should send a list of the chapter officers and chapter committee chairmen to the State President.
- B. Provides copies of the current international program manual for use by committees Responsible for programs.
- C. Keep a brief record of all programs for your final report.
- D. Get your reports in according to the deadline given you by the state president, not the Date printed on the report form.

# APPENDIX E

## CITATION AWARD POLICIES

### Citation Award

#### I. Eligibility of Candidates

- A. That the award be given from time to time in recognition of outstanding leadership, contributions, and/or services rendered beyond the call of duty to a unit of Delta Kappa Gamma (chapter, state, and/or international) by furthering and promoting the purposes of The Delta Kappa Gamma Society International.
- B. That the nominees shall be residents of Alpha Omicron State and members in good Standing of The Delta Kappa Gamma Society International for at least five years.
- C. That members of the same chapter may not receive the Citation Award in two successive years.
- D. That no person may receive the Citation Award a second time.
- E. That no state president is eligible for the award during her term of office.
- F. When warranted, more than one award may be given in one year.

#### II. Directions for the Selection of Candidates

- A. That the Citation Award chairman shall have published in the fall issue of the NoDak News a notice which includes the guidelines for eligibility of candidates, that a nomination information form will be furnished by the chairman upon request by a chapter, and a list of names of those who have been recipients to this date.
- B. That no later than the 1<sup>st</sup> of February, names of nominees should be reported to the chairman.
- C. That a candidate may be nominated by any chapter of the Society in Alpha Omicron State.
- D. That the committee shall select the recipient of the award and notify the state President of its choice.
- E. That the committee function by correspondence and/or telephone.

### **III. Presentation of Award**

- A. That the award shall be in the form of a specially printed citation which has been framed. A pin guard with the Alpha Omicron insignia will be presented to be attached to her keypin.
- B. That Alpha Omicron State purchase for recipients of the Citation Award a 10K Gold Rose Guard to be attached to the keypin. Funds for this purchase will be taken from interest from investments.
- C. That the award shall be presented at the state convention banquet/state workshop luncheon.
- D. That the identity of the recipient(s) be known only to the committee and the state president.

### **IV. Committee Membership**

- A. That the Citation Award Committee shall consist of three members appointed by the state president from geographically distributed areas. The first committee shall consist of one member appointed for a term of one year, one member appointed for a term of two years, and one member appointed for a term of three years. Each succeeding year the state president shall appoint one member for a term of three years.
- B. That the senior member of the committee shall serve as chairman of the committee.

## **Appendix F**

### **EXPANSION COMMITTEE Policies and Procedures**

#### **I. Activities**

- A. Prepare a suggested state expansion plan for chapters for the biennium.
- B. Encourage chapters to sponsor chapters in areas where another chapter is advisable.
- C. Help urge chapters concerning the advisability of reorganization.
- D. Strengthen smaller chapters.

## **II. State's Responsibilities in Installing a Chapter**

- A. Secure the charters for the chapters.
- B. Order and pay for the following:
  - Official initiates' register
  - Membership cards
  - Membership certificates
  - *Constitution* for each member
  - *Standing Rules* and *Handbooks* for officers
  - \$10 per initiate for expenses incurred in orientation and luncheon arrangements
- C. Plan the program.
- D. Arrange to have membership certificates hand lettered.

## **III. Chapter's Responsibilities in Installing a Chapter**

- A. Arrange suitable places for:
  - Initiation and installation ceremonies
  - Dining
  - Initiates to meet
- B. Furnish all equipment (three brass candlesticks; brass bowl; scarf; Bible; small candle holders; candles, small and large; fountain pen).
- C. Purchase real roses.
- D. Publicize installation among members and chapters.
- E. Take reservations in advance from all those planning to attend if a meal function is planned.
- F. Provide chapter members for services such as escorts, hostess for initiates, Part of initiation ceremony, leaders in music, etc.
- G. Arrange to have all escorts meet promptly for rehearsal.
- H. Responsible for expenses not covered by international or state as:
  - Society information brochure, if used
  - Invitations
  - Roses (Most sponsoring chapters opt for seven roses given to officers after election.)

- Decorations, candles
- Printing of programs
- Postage, envelopes, paper
- Phone calls
- Gift, if you choose

It has been suggested that the Expansion Committee keep the chapter flags used at state convention/workshop. The committee would be responsible for creating a new flag for each chapter following its charter. These flags would then be brought to the state convention/workshop.

## **Appendix G**

### **GOLDEN GRANTS COMMITTEE**

#### **I. Guidelines for grant disbursement includes these:**

- A. A grant may be in any amount between \$100 and \$1000 when funds are available.
- B. When several worthy projects are proposed, the Golden Grants Committee may decide to give partial grants. Grants for travel to Society meetings beyond the state will be limited to \$100 for each individual applicant. For grants greater than \$100, half the money will be advanced before the project begins; half will be distributed upon completion of a final report.
- C. All members of Alpha Omicron state are eligible to receive grants after they have paid Society dues for three years.
- D. Grants will not fund educational activities which produce academic credit; they will not pay for the professional services of the grant recipient.
- E. Educational activities funded by these grants must be completed within three years from the date of receipt. For any project of duration longer than one year, annual progress reports will be submitted to the Golden Grants Committee before April 15.
- F. Grant applicants must predict the educational benefits they expect to result for themselves, their chapters, schools, communities, the state organization, and/or the profession. Grant recipients must evaluate the extent of those actual benefits in their final reports which will be sent to the Golden Grants Committee 30 days after the completion of the activity.
- G. Three complete copies of the application materials must be received by the chairman of the Golden Grants Committee by March 15. Grant awards will be made at the spring state meeting.

- H. At least three letters of recommendation or resolutions of support will be part of each application. One of these letters will come from the applicant's chapter president and will discuss the applicant's level of participation as well as her competence to complete the proposed project.
- I. Applicants will specify the resource they will bring to the educational activity; hours of professional time; additional monies from the chapter, school, community; other contributions of time, energy, money, equipment, supplies.

**II. Projects/travel/research which may be funded under this grant program include, but are not limited to, the following:**

- A. Attendance at seminars, conferences, or conventions sponsored by the International Society.
- B. Attendance at seminars, conferences, institutes, or Elderhostels sponsored by other professional organizations or institutions. (If academic credit is available for such attendance, applicants should expect to pay the extra costs of that choice.)
- C. Projects in schools and communities to improve library facilities, to organize or support literacy projects, to organize or support science/history museums, to conduct essay contests, and so forth.
- D. School visitations or exchanges to survey teaching methods or materials, development of district-wide or region-wide materials' selection policies, organization of meetings of/exchanges between students and/or teachers in regional schools, surveys of available library materials within a region and establishment of systems for sharing, and so forth.
- E. Research on important problems, instructional choices, teacher satisfaction, other professional issues whose results can be disseminated in some form to other professional and Society members.

**III. Potential recipients must follow this procedure:**

- A. Complete grant application forms, obtain three letters of recommendation, and send three copies of these materials to the chairman of the Gold Grants Committee.
- B. Accomplish, in the manner specified by the application, the project/travel/research for which funds were granted.
- C. Prepare a final report for the Gold Grants Committee, using the form provided, within 30 days of completion of the activity. Upon receipt of that report, any additional money promised to the recipient will be disbursed.

**IV. The Golden Grants Committee will consist of three members and have these responsibilities:**

- A. They will be geographically representative of the state's membership.
- B. Each member will serve a three-year term and become chairman of the committee during the third year of service.
- C. A new member will be appointed by the state president every year to replace the person whose three-year term is completed.
- D. The committee will grant each year only 70 percent of the annual earned interest from the Golden Grant fund until continuing contributions and accrued interest bring the fund to its \$20,000 endowment goal.
- E. The committee will maintain a file of applicants and final reports for each grant made.
- F. The committee will maintain communications with each grant recipient until her educational activity is completed and final report filed.
- G. If desirable, the committee will design and publicize an appropriate rating scale to use in making judgments about recipients.

**Appendix H  
Scholarships**

**I. The Hazel B. Nielson Scholarship**

- A. The amount of the scholarship shall be the sum of \$1000, which may be granted annually.
- B. The scholarship shall be administered by a committee of three – the chairman of the state Scholarship Committee and two other members appointed by the state president.
- C. The scholarship shall be granted to one-to-three members of The Delta Kappa Gamma Society International Alpha Omicron State North Dakota.
- D. The scholarship shall be used for graduate study during a summer session or as a full-time or part-time student during an academic year.
- E. The following regulations must be followed by applicants for this scholarship:
  - 1. The applicant must be preparing herself to teach in the elementary schools, secondary schools, or at the college level.

2. The applicant must submit an application to the chairman of the committee in charge of this scholarship.
3. The application must be made on the forms supplied for this purpose.
4. The applicant must furnish a transcript of college credits earned previous to the application for this scholarship.
5. The applicant must furnish letters of recommendation from three responsible references other than relatives. These references should include the chapter president and two other business or professional people. Please request that the letters of recommendation be sent directly to the chairman of the committee.
6. All applications and recommendations must be sent to the chairman of the committee in charge of the scholarship and postmarked no later than February 1 of the year in which the scholarship is to be granted.
7. The recipient of this scholarship is expected to remain in education at least one year in North Dakota following the use of this scholarship.
8. All applicants must have paid Society dues at least two times.

## **II. The Adeline Stevenson Nurse Scholarship**

Administered by Beta Chapter, Fargo

- A. A scholarship amount, based on interest earned, is available to Alpha Omicron State, Delta Kappa Gamma member women teachers pursuing a graduate degree in the field of education. It is to be used during a summer session or as a full-time student during an academic year.
- B. The application, a transcript of all college credits earned prior to the application, and three letters of reference using forms provided must be received by February 1.
- C. The application materials may be obtained from the Beta chapter president.
- D. The recipient, who must have paid Society dues at least two times, will be selected by the Beta chapter Scholarship Committee; notification will be made no later than April 15.

## **Appendix I**

### **COURTESY GUIDELINES**

#### **I. Guidelines for Courtesy at State Level**

- A. The following shall be reported to the state president who will send a card or congratulatory letter to the member.
1. Special recognition to members such as
    - Retirement
    - Earning a doctorate
    - Receiving a special scholarship or recognition from International
    - Appointment to an international committee
    - Outstanding community recognition
    - Outstanding chapter award or recognition
  2. If the Society is invited to participate in the recognition of a member at a special event the state president or her appointee shall attend if possible.
  3. The state president or her appointee shall attend the funeral of a past state president.
  4. The state president shall send a card to international officers, and/or regional directors for special recognition which they might receive.
- B. In case of death:
1. When a past state president dies, the Society shall contribute \$25 -- \$15 to the Golden Grant Fund and \$20 to the Educational Foundation.
  2. If a state officer (currently in office) dies, the Society shall contribute \$5 to the state scholarship fund.
  3. If a state officer (currently in office) dies, each chapter shall contribute \$3 to the state scholarship fund.
  4. When possible, one or more members of Alpha Omicron State should attend the funeral of a deceased state honorary member and/or an appropriate remembrance in respect to that person should be sent.
  5. When a past international president dies, Alpha Omicron State shall contribute \$10 to the Educational Foundation.

