

BYLAWS
Alpha Zeta State Organization, New Jersey
The Delta Kappa Gamma Society International

ARTICLE I. NAME and INSIGNIA

Section A.

The name of this state organization shall be Alpha Zeta State, New Jersey, of The Delta Kappa Gamma Society International, hereafter known as Alpha Zeta State.

Section B.

Each chapter in Alpha Zeta State shall be designated by a Greek letter or combination of Greek letters (in the order in which the chapter is chartered, following the sequence of the Greek alphabet).

Section C. Insignia

1. The official insignia of The Delta Kappa Gamma Society International shall be a key.
2. The key shall be a vertical ellipse. Across its center the DKG shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge.

ARTICLE II. OBJECTIVES

The objectives of Alpha Zeta State shall be to:

- A. Promote the purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II;
- B. Act as a liaison between chapters and the international organization;
- C. Organize Delta Kappa Gamma chapters within the state;
- D. Provide leadership training for chapter and state members;
- E. Promote professional and personal growth of women educators and excellence in education.

ARTICLE III. MEMBERSHIP

Section A.

The membership in Alpha Zeta State shall be composed of active, reserve, and honorary members of chapters within the boundaries of the state of New Jersey. All membership is in accordance with the CONSTITUTION, ARTICLE III.

Section B.

Chapters in Alpha Zeta State shall have full power to act in matters of chapter membership in accordance with the CONSTITUTION. Membership records are kept at the chapter level.

Section C. State Honorary Members

1. State honorary members shall be recommended by the membership through the chapter Membership Committee and/or the state Membership Committee prior to

convening the annual state convention and elected by the state Executive Board. A four-fifths (4/5) vote of approval is required.

2. Orientation and initiation of state honorary members may be conducted by the president and the state committee on membership at the state convention.

Section D. Termination of Membership

1. Reasons for termination shall be nonpayment of dues, resignation, or death.
2. A complete record of all terminations of membership shall be maintained in the files of the chapter with a copy to the state treasurer. The record shall include the reason and date of termination. The chapter membership chairman shall file letters of resignation.

Section E. Reinstatement

Reinstatement of membership shall be in accordance with the CONSTITUTION, Article III. The chapter treasurer shall process the reinstatement.

Section F. Transfer

A member in good standing may request a transfer to another unit.

ARTICLE IV. FINANCES

Section A. Annual Dues

1. The state annual dues and scholarship fees shall be determined by a two-thirds (2/3) vote of the members at the open session of the state convention upon the recommendation of the Finance Committee and the Executive Board.
2. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. On November 1 members shall be dropped for non-payment of dues and fees.
3. All dues and fees shall be collected by the chapter treasurer. State and International dues shall be forwarded to the state treasurer.

Section B. Financial Controls

1. Each fiscal year the Finance Committee shall submit a proposed budget for adoption by the Executive Board and presentation to the membership at the state convention.
2. All expense vouchers shall be signed by the president before payment is made by the treasurer.
3. The report of the annual audit shall be submitted for acceptance to the Executive Board at its first meeting of the fiscal year.
4. All proposals for amendments to the Constitution, Bylaws, and Standing Rules and all recommendations for action by the Society shall be accompanied by a statement of fiscal impact on present and future budgets.

ARTICLE V. ORGANIZATION

Section A. Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION and Alpha Zeta State Bylaws and may fulfill its constitutional responsibilities by establishing committees as needed.
2. The chapter officers, except treasurer, shall be elected in even-numbered years.

- a. The term of each elected officer shall be two (2) years. No officer, except the treasurer, may serve in the same office longer than two (2) terms in succession. All officers shall take office on July 1, following their election.
 - b. The treasurer shall be selected by the Executive Board each biennium with a limit of four biennia.
3. The chapter president shall represent the chapter as a voting member of the state Executive Board.
4. Chapters shall maintain rules which are in compliance with the Constitution, International Standing Rules, Alpha Zeta State Bylaws, and Alpha Zeta State Standing Rules as required by the Constitution, Article V. Chapter rules shall be reviewed by the Alpha Zeta State Rules/Bylaws chairperson at least once each biennium.
5. The chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

Section B. New Chapters

1. The state Executive Board shall approve the organization of a new chapter.
2. Candidates recommended for membership in a new chapter shall be screened by the state Membership Committee and/or the sponsoring chapter(s).
3. Rules governing the installation of a new chapter shall be recommended by the state Expansion Committee and adopted by the state Executive Board.
4. The state Executive Board shall define the boundaries of chapters within the state.

ARTICLE VI. OFFICERS AND RELATED PERSONNEL

Section A. State Officers

1. The elected officers, all of whom must be active members, shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary, and a Corresponding Secretary.
2. A treasurer shall be selected by the Executive Committee.
3. A parliamentarian shall be appointed by the president. It is desired that the appointed Parliamentarian be a member of the Society.
4. An executive secretary may be added if deemed necessary by the Executive Board.

Section B. Terms of Office

1. State officers shall be elected at the state convention in odd-numbered years and shall serve a term of two (2) years, unless otherwise specified or until a successor has been named.
2. No officer, except the treasurer, may serve in the office longer than two terms in succession.
3. All officers shall take office on July 1, following their election.
4. The treasurer shall be approved by the vote of the Executive Board.

Section C. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. In the event of the deaths or resignations of the president and first vice-president, the second vice-president shall succeed to the office of president.

3. When a vacancy occurs in other elective or appointed positions, the president shall name a successor.

Section D. Nominations and Elections

1. Nominations for officers and for the state nominations chairman shall be made by the Nominations Committee and elected by a majority at the convention in odd-numbered years.
 - a. The committee shall submit the name of one nominee for each elective office and for the state nomination chairman. Consent of the nominee must be obtained.
 - b. The slate of officers and the state nominations chairman, with candidate qualifications, shall be published in the Alpha Zeta State Newsletter and/or website at least 30 days prior to convention.
 - c. 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.
2. Elections may be by ballot, and a majority of the votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
3. The Nominations Committee shall prepare the ballot and conduct the election.
4. The president shall appoint tellers to count ballots.

Section E. Duties of Officers and Related Personnel

The officers shall perform the duties prescribed in the CONSTITUTION, Article VI and as authorized by Alpha Zeta State Bylaws.

1. President
 - a. The president at state and chapter levels shall:
 - 1) Act as presiding officer at regular and called meetings and direct the activities of the organization;
 - 2) Act as chairman of the Executive Board;
 - 3) Appoint a parliamentarian from the membership;
 - 4) Appoint standing and special committees;
 - 5) Serve as an ex-officio member of all committees except nominations;
 - 6) Approve publications;
 - 7) Fill by appointment all vacancies in elected and appointed offices;
 - 8) Represent the Society at meetings, conferences, and other events;
 - 9) Take action, with the advice and approval of the Alpha Zeta State Executive Committee, on matters which cannot be deferred until the next convention or the Executive Board meeting;
 - 10) Execute with the treasurer legal documents pertaining to the level of organization. A legal document may be executed only when it is authorized by a state convention or the respective Executive Board.
 - 11) Approve or have the Executive Board approve the use of the name of the Society in any form on printed materials for commercial purposes.
 - b. The state president shall serve as a member of the International Executive Board.
 - c. The chapter presidents shall serve as members of the state Executive Board.
2. Vice Presidents
 - a. The first vice-president at state and chapter level shall:
 - 1) Serve as presiding officer in the absence of the president;
 - 2) In the event of the death or resignation of the president, succeed to th office and serve until the next regular election of officers;

- 3) Serve as executive liaison for the state convention program committee;
 - 4) Perform such other duties as may be assigned by the president or Executive Board.
- b. The second vice-president at state and chapter levels shall:
- 1) Serve as presiding officer in the absence of both the president and first vice-president;
 - 2) In the event of the deaths or resignations of both the president and first vice-president, succeed to the office of president and serve until the next regular election of officers;
 - 3) Serve as executive liaison with the state Membership Committee;
 - 4) Perform such other duties as may be assigned by the president or Executive Board.
3. Recording Secretary
- At state and chapter levels, the recording secretary shall keep minutes of each meeting of the organization, furnish the president with such copies, and serve as secretary to the Executive Board.
4. Corresponding Secretary
- The corresponding secretary shall carry on such correspondence as may be delegated by the president.
5. Treasurer
- a. The Treasurer at state and chapter levels shall:
- 1.) receive and pay out all monies belonging to the organization;
 - 2.) keep an accurate account of receipts and expenditures;
 - 3.) keep a file of receipts, bills, canceled checks, and bank statements;
 - 4.) present a report at each regular meeting;
 - 5.) file required tax reports;
 - 6.) submit for annual audit the accounts of the organization;
 - 7.) provide information necessary for a fidelity bond for an amount specified by the state organization standing rules, the cost to be paid by the state organization;
 - 8.) serve as an ex-officio member, without vote, on the respective Executive Board;
 - 9.) serve as an ex-officio member on the respective Finance Committee
- b. The state treasurer shall:
- 1.) furnish a fidelity bond for an amount to be determined by the Executive Board, the cost of such bond to be paid by the state;
 - 2.) maintain a permanent file of termination of membership.
- c. Chapter treasurers, in chapters where the total amount of annual receipts exceeds twenty-five hundred dollars, shall furnish a fidelity bond, the cost of such bond to be paid by the chapter.
6. Parliamentarian
- a. The parliamentarian at state and chapter levels shall:
- 1.) act as advisor to the officers and the members of the organization in matters pertaining to interpretation of the CONSTITUTION and to parliamentary usage;
 - 2.) serve as an ex-officio member, without vote, on the respective Executive Board.

- b. The state parliamentarian shall serve as a consultant on the Rules/Bylaws Committee.

ARTICLE VII. MEETINGS

Section A. State Convention

1. Business of the state shall be conducted annually at a convention held at a time and place as determined by the Executive Board for the purpose of receiving reports and adopting policy, amending bylaws, electing and installing officers (in odd-numbered years) and conducting other business which may properly come before it, i.e.: initiating new members, installing new chapters, and acquainting members with correct policies and procedures of the Society.
2. Every registered member may vote. A roll call vote as specified in the CONSTITUTION, Article IX, may be ordered
3. A quorum shall be a majority of the members who have registered at the convention.
4. Favors and decorations, or items approved by the Executive Board, may be sold at the convention.

Section B. Other Meetings

1. Exchange-of-portfolio meeting shall be held in June of odd-numbered years. Retiring officers and committee chairmen shall meet with their successors to transfer portfolios.
2. A planning conference and Executive Board meeting shall be held in September every year.
3. An Executive Committee and convention planning conference shall be held in January or February.
4. Meetings and workshops may be held for the purpose of leadership training and dissemination of Society information at the discretion of the Executive Board.

Section C. Chapter Meetings

1. Chapters are required to hold at least four regular meetings annually. Regular meetings are meetings where chapter business is conducted.
2. A quorum for chapter business shall be determined by the chapter, as designated in the CONSTITUTION, Article IX.

ARTICLE VIII. EXECUTIVE BOARD

Section A. State Executive Board

1. The members of the Executive Board shall be the elected officers, immediate past state president, and the chapter presidents. The treasurer, the parliamentarian, and the past state presidents shall be ex-officio members without vote.
2. The duties of the Executive Board shall be:
 - a. to recommend policies and procedures for consideration by the state convention or the chapters;
 - b. to examine, modify if necessary, and adopt the state budget;
 - c. to determine time and place of state meetings;
 - d. to act in the interim between conventions upon matters requiring immediate decisions.
3. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president.

- a. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
 - b. Chapter presidents who are unable to attend the state Executive Board meeting may appoint an official representative who shall have full privileges of participation.
4. A vote by mail and/or email is authorized when necessary.

Section B. State Executive Committee

1. The members of the Executive Committee shall be the elected officers.
2. The Executive Committee shall meet at least once a year between meetings of the Executive Board to conduct business delegated to it by the Board and to take action on matters requiring immediate decision.

Section C. Executive Board

The executive board may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting.

ARTICLE IX. COMMITTEES

Section A. Standing committees shall be:

1. Society Business
 - a. Expansion
 - b. Finance/Audit
 - c. Leadership Development
 - d. Membership
 - (1) Necrology
 - (2) Historian/Archives
 - (3) Initiation
 - (4) Exhibits/Record Book
 - e. Nominations/Installation
 - f. Rules/Bylaws
2. Program of Work
 - a. Program
 - b. Personal Growth and Services
 - c. Professional Affairs
 - d. Legislation
 - e. Research
 - f. Music
 - g. Social
3. Educational Services
 - a. Awards
 - b. Communication/Circulation
 - c. Scholarships/Stipends
 - d. World Fellowship
4. Other Committees
 - a. Convention
 - b. Yearbook

Section B. General Procedures

1. State convention chairmen, except the nominations chairman, shall be appointed by the president with a limit of four consecutive biennia.
2. The president shall be an ex-officio member of all committees except the Nominations Committee.
3. Matters requiring immediate committee action may be voted upon by mail and/or email, all members being notified.
4. Committee meetings shall be held with the approval of the president.
5. State committees having international counterparts shall provide liaison between chapters and the corresponding international committees.
6. State committees not having international counterparts shall provide assistance to the chapters.
7. Reports of the work of state organizations and chapters shall be prepared on forms supplied by Society Headquarters and submitted to the person designated on the forms.

Section C. Duties of Committees

1. Society Business
 - a. Expansion-appointed
The Expansion Committee shall be responsible for expansion within the state. The president shall serve as an ex-officio member, without vote. The treasurer shall serve as a consultant.
 - b. Finance/Audit-appointed
 - 1) The Finance/Audit Committee shall consist of the president and three (3) members appointed by the president, one to be designated as chairman. The state treasurer shall serve as an ex-officio member, without vote.
 - 2) The Finance Committee shall be responsible for supervision of the financial affairs of the organization, including recommendations for expenditure and investment of funds and preparation of a budget for adoption by the Executive Board.
 - 3) The Auditing Committee shall be responsible for the annual audit of the state's financial records.
 - c. Leadership Development-appointed
The Leadership Development Committee shall plan a meeting biennially for the purpose of planning and implementing leadership development programs.
 - d. Membership-appointed
 - 1) The Membership Committee shall consist of a chairman, the chairman of Necrology, the chairman of Historian and Archives, the chairman of Initiation, and the chairman of Exhibits and Record Book.
 - 2) The committee shall:
 - a) Evaluate the recommendations of persons proposed for state honorary membership and submit the names of qualified candidates for vote;
 - b) Study and make recommendations related to membership problems;
 - c) Keep membership records;
 - d) Prepare an appropriate necrology service for the state convention to honor deceased members;

- e) Assemble and organize materials essential to the history of Alpha Zeta State and preserve selected materials in the archives;
 - f) Plan a befitting initiation ceremony for inducting members into the Society;
 - g) Assemble an annual record book and an exhibit of materials significant to the Alpha Zeta State biennium activities.
- e. Nominations/Installation
- 1) The Nominating Committee chairman shall be elected at the state convention in odd numbered years.
 - 2) The Nominating Committee members will be the chapter elected committee persons.
 - 3) The committee shall present in election years a report of one nominee for each elective office. The committee shall prepare the ballot in accordance with the plan for nominations and elections adopted by the Executive Board.
 - 4) The Installation Committee shall plan and execute officer installation at the convention in odd-numbered years.
- f. Rules/Bylaws-appointed
- 1) The Rules/Bylaws Committee shall receive all proposals for amending or revising the bylaws and present approved proposals to the state convention for vote.
 - 2) The Rules/Bylaws Committee shall send a copy of the State Bylaws to the International Constitution Committee for review, as requested.
2. Program of Work
- a. Program-appointed
 - 1) The Program Committee shall consist of a chairman, the chairman of Personal Growth and Services, the chairman of Professional Affairs, the chairman of Legislation, the chairman of Research, the chairman of Music, and a Social Chairman.
 - 2) The committee shall acquaint chapter committees with the plans of the international committee and of the state committee and assist chapters with program materials and suggestions.
 - b. Personal Growth and Services-appointed
The Personal Growth and Services Committee shall be responsible for implementing the plans of the international committee and developing such related programs as may be of statewide importance and interest.
 - c. Professional Affairs-appointed
The Professional Affairs Committee shall be responsible for implementing the plans of the international committee and for initiating and developing such related programs as the state may authorize.
 - d. Legislation-appointed
The Legislation Committee shall initiate action in the field of legislation to improve education and the status of women.
 - e. Research-appointed
The Research Committee shall conduct appropriate research and shall publicize studies of the Society and other research pertinent to education and women.
 - f. Music-appointed

- The Music Committee shall be responsible for the music at state meetings.
- g. Social-appointed
The Social Committee shall prepare appropriate amenities for Executive Board meetings, conferences, and conventions.
3. Educational Services
 - a. Awards-appointed
The Awards Committee shall receive nominations for and select the recipient of the annual State Award.
 - b. Communications/Circulation-appointed
 - 1) The Communications Committee shall promote the use of publications of the Society and be responsible for publications authorized by the state organization.
 - 2) The Circulation Committee shall distribute the Alpha Zeta State Newsletter and other publications as directed by the Executive Board.
 - c. Scholarship/Stipends-appointed
The Scholarships/Stipends Committee shall take action on recommendations from the International Scholarship Committee, promote interest in and award scholarships for graduate study and Personal Growth Stipends.
 - d. World Fellowship-appointed
The World Fellowship Committee shall promote the work of the International Word Fellowship Committee.
 4. Other Committees
 - a. Convention-appointed
The Convention Committee shall plan, prepare, and coordinate an annual Alpha Zeta State convention in liaison with the second vice-president. Sites and dates shall be announced two years in advance.
 - b. Yearbook-appointed
The Yearbook Committee shall gather and publish the membership list as directed by the Executive Board.

Section D.

Special committees shall be appointed by the president as authorized. After submitting the final report to the body that authorized it, the committee shall be dissolved

ARTICLE X. ACTIVITIES

Section A. Scholarships and Personal Growth Stipends

1. The number of awards and the amount of each shall be recommended by the Scholarships/Stipends Committee to the Executive Board for approval.
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarships/Stipends Committee and adopted by the Executive Board.
3. The Scholarships/Stipends Committee shall disseminate current criteria and directions for applications.

Section B. Publications

1. The Alpha Zeta State Newsletter shall be published three (3) times each year and sent to all members in the state.
2. The publications of yearbooks, special monographs, and brochures shall be approved by the president and plans submitted to the Executive Board for financial approval.

Section C. Awards

1. A Service Award may be given annually to a member in Alpha Zeta State in recognition of distinguished service to the Society.
2. Awards shall be presented at the annual state convention.

ARTICLE XI. FUNDS

- A. The available fund shall consist of dues, contributions, and miscellaneous income. It is the operating fund and shall require a budget. Expenditures may be made as authorized by the Executive Board, upon recommendation of the Finance Committee.
- B. The permanent fund shall be maintained as authorized by the CONSTITUTION, Article X,8, and the Executive Board, upon recommendation of the Finance Committee. Expenditures may be made for capital purchases, approved by the Finance Committee and authorized by the Executive Board.
- C. The scholarship fund shall be a permanent fund established from the scholarship fees and contributions as authorized by the CONSTITUTION, Article X. The interest may be used for scholarship awards for reinvestment as directed by the Executive Board upon recommendation of the Scholarships/Stipends Committee and approval of the Finance Committee.
- D. Special Funds may be established by the Executive Board.
- E. Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project.

ARTICLE XII. DISSOLUTION

Section A.

In the event of dissolution of Alpha Zeta State, New Jersey, the net assets of the corporation shall be distributed as follows:

1. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made therefore.
2. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

Section B. Chapter

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

ARTICLE XIII. PARLIAMENTARY AUTHORITY

ROBERTS RULES OF ORDER NEWLY REVISED (CURRENT EDITION) shall govern the proceedings of Alpha Zeta State Organization and its chapters in all cases not provided for in the CONSTITUTION, State Bylaws, and Standing Rules.

ARTICLE XIV. AMENDMENTS

Section A.

These bylaws may be amended at any convention by a two-thirds (2/3) vote of registered members in attendance at the business meeting, provided the notice of proposed amendments shall have been published to members at least thirty (30) days before convening the convention.

Section B.

Proposed amendments to the bylaws may be submitted no later than February 1st to the Rules/Bylaws Committee by any member, committee, board, or chapter.

Section C.

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

Section D.

Standing rules may be amended or rescinded at any annual convention by a majority vote of registered members in attendance at the business meeting.

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Amended April, 1991
Amended April, 1999
Amended April, 2003
Amended March, 2011

