

**The Delta Kappa Gamma Society International**

Alpha Lambda State Organization

Vermont

# Bylaws

and

# Standing Rules



Amended 2011

# ALPHA LAMBDA BYLAWS

## ARTICLE I

### NAME

#### Section A

The name of this state organization shall be Alpha Lambda State Organization, Vermont, of The Delta Kappa Gamma Society International, hereafter known as Alpha Lambda.

#### Section B

Each chapter in Alpha Lambda shall be named by the state organization and shall be designated by a Greek letter or a combination of Greek letters.

## ARTICLE II

### OBJECT

The object of Alpha Lambda shall be to:

1. promote the Purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II, Section D
2. act as liaison between chapters and the International Society
3. provide leadership training for state and chapter leaders.

## ARTICLE III

### MEMBERSHIP

#### Section A

The membership of Alpha Lambda shall be composed of active, reserve, and honorary members. All membership is in accordance with the *Constitution*, Article III, Section B.

#### Section B

State honorary membership candidates shall be:

1. recommended by any member or chapter of the state organization to the state Membership Committee
2. elected by a majority vote of the Executive Board
3. initiated at a state meeting.

## ARTICLE IV

### FINANCES

#### Section A

Annual Dues

1. The state annual dues shall be determined by vote of the members at the spring convention.
2. Annual dues and scholarship fees shall be paid by 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 and fees shall be forwarded to the state treasurer.

#### Section B

Financial Controls

1. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board in its meeting at the spring convention.
2. All expense vouchers shall be signed by the president.
3. The report of the annual audit shall be submitted to the Executive Board for adoption.

## ARTICLE V

### ORGANIZATION

## Section A

### Chapter

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the *International Standing Rules*, and the Alpha Lambda Bylaws and Standing Rules.
2. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
  - a. The term of each elected officer shall be two years. No officer, except the treasurer, may serve in the same office longer than two 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.
3. The chapter president or a designated alternate shall represent the chapter as a voting member of the state Executive Board.
4. Each chapter shall have chapter rules in writing. A current copy shall be on file with the chair of the Rules Committee by September 30 of even numbered years.

## Section B

### New Chapter

1. The state Executive Board shall approve the organizing of a new chapter.
2. Applications of candidates for membership in a new chapter shall be screened by the state Membership Committee.
3. The initiation of new members and the installation of a new chapter shall be recommended by the Expansion Committee.

## ARTICLE VI

### OFFICERS

#### Section A

### Officers

The elected state officers shall be a president, a first vice-president, a second vice-president, a recording secretary, and a corresponding secretary. A treasurer and a parliamentarian shall be approved by the Executive Board upon recommendation of the president. All state officers must be members of the Society.

#### Section B

### Duties

These officers shall perform the duties as prescribed in the *Constitution*, Article VI, the *International Standing Rules*, and as authorized by Alpha Lambda Bylaws and Standing Rules. These duties also include:

1. The President shall:
  - a. appoint all state committee members except Nominations Committee and those designated in the committee description
  - b. visit each chapter at least once every two years
  - c. send periodic communications to each chapter president
  - d. organize and preside over the fall meeting and spring convention
  - e. encourage attendance at regional conferences and international conventions
  - f. make the membership aware of international correspondence.
2. The First Vice-President:
  - a. shall serve as Educational Excellence Committee chair
  - b. shall assist the president with preparation of the fall meeting and spring convention
  - c. may assume the office of the president for the ensuing biennium.
3. The Second Vice-President shall:
  - a. serve as state Leadership Development Committee chair
  - b. support the president by attendance and participation
  - c. compile a list of all chapter officers and chapter committee chairs and distribute same to all Executive Board members at the state fall meeting in even numbered years.
4. The Recording Secretary shall:
  - a. keep the minutes of all state meetings

- b. send the minutes of Executive Board meetings to Executive Board members within two weeks of each meeting. Executive Board members shall elect to receive minutes through U.S. Mail or electronically.
- c. maintain a current list of Executive Board members and state committee chairs.
5. The Corresponding Secretary shall:
  - a. write letters as directed by the president and the Executive Board
  - b. read correspondence at state meetings.

#### Section C

##### Term of Office

1. Officers, elected by the state convention in odd-numbered years, shall have a term of two years, unless otherwise specified or until a successor has been named.
2. No officer, except the treasurer, may serve in the same 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 vote of the Executive Board.

#### Section D

##### Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in the office of first vice-president, the second vice-president shall become first vice-president.
3. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

#### Section E

##### Nominations and Elections

1. The state Nominations Committee shall consist of five members to be elected at the spring convention in odd-numbered years.
2. The chair shall be elected by the committee from among the committee members after their election. The chair shall report to the Executive Board.
3. The committee shall submit the name of one nominee for each elective office and nominees for Nominations Committee members to the state Executive Board at the Winter Board Meeting. Consent of the nominees shall be obtained.
4. The current Nominations Committee shall present the slate of officers and nominees for the Nominations Committee along with candidate information to the state news editor and the webmaster for publication in the Alpha Lambda News and on the Web site prior to the spring convention in odd-numbered years.
5. 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 nominees.
6. Elections shall be held at the spring convention in odd-numbered years. Election is by a majority of the votes cast. If there is but one nominee for each position, the election may be by voice vote.
7. The Nominations Committee shall prepare the ballot and conduct the election.

ARTICLE VII  
**EXECUTIVE BOARD**

Section A

State Executive Board

1. The members of the Executive Board shall be elected officers, treasurer (without vote if under remunerative contract for her services), past state presidents, state committee chairs, and current chapter presidents. The parliamentarian shall serve as an ex-officio member, without vote.
2. The duties of the Executive Board shall be as specified in the *Constitution*, Article VII, Section B, 2, the *International Standing Rules*, and as authorized by Alpha Lambda Bylaws and Standing Rules.
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 elected officers and chapter presidents shall constitute a quorum at meetings.
  - b. Chapter presidents who are unable to attend a state Executive Board meeting shall appoint an official representative with full privileges of participation and voting.
4. A vote by mail or email is authorized when necessary.
5. An Executive Committee composed of the elected officers may meet between meetings of the Executive Board to conduct business delegated to it by the board and to take action on matters requiring immediate decisions.

Section B

Chapter executive boards shall function in accordance with the *Constitution*, Article VII, Section C, and the *International Standing Rules*.

ARTICLE VIII  
**COMMITTEES**

Section A

Standing committees shall be:

1. Society Business
  - a. Communications and Publicity
  - b. Expansion
  - c. Finance
  - d. State History
  - e. Leadership Development
  - f. Membership
  - g. Nominations
  - h. Rules
2. Society Mission and Purposes
  - a. Curriculum of Hope for Peace
  - b. Educational Excellence
  - c. Fine Arts
  - d. Music
  - e. Scholarship
  - f. World Fellowship
3. Other
  - a. Achievement Award
  - b. Service to Education Award

Section B

General Procedures

1. All committees shall be composed of three members, unless otherwise specified in the committee description.
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, email, or telephone, all members being notified.
4. Committee meetings shall be held with the knowledge of the president.
5. All committee members shall be appointed by the state president, except the Nominations Committee. At least two chapters shall be represented on each committee. The president shall appoint one of the members as chair of each committee, except Nominations.

### Section C

Duties of each committee shall include all responsibilities that are applicable to the state as defined by the *Constitution*, Article VIII, the *International Standing Rules*, and the Alpha Lambda Bylaws and Standing Rules. These duties include:

1. Society Business
  - a. The Communications and Publicity Committee shall:
    - (1) be composed of five (5) members
    - (2) include the editor of Alpha Lambda State News as a member of the committee
    - (3) include the Web master as a member of the committee. The Web master shall maintain the state organization Web site.
    - (4) publish the Alpha Lambda State News
    - (5) prepare material to encourage more effective communications within the Society
    - (6) encourage members to submit items to the *Bulletin*
    - (7) maintain a file of the state publication, Alpha Lambda State News.
  - b. The Expansion Committee shall be responsible for organizing new chapters in the state.
  - c. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board.
  - d. The State History Committee shall:
    - (1) maintain an accurate record of Alpha Lambda history
    - (2) maintain a list and current record of names and addresses of past state presidents.
  - e. The Leadership Development Committee shall plan and implement leadership programs for the state and chapter officers and committee chairs. The second vice-president shall serve as chair of the Leadership Development Committee.
  - f. The Membership Committee shall:
    - (1) maintain a complete list of state membership
    - (2) disseminate information between International and chapter chairs
    - (3) make recommendations for state honorary membership to the Executive Board
    - (4) be responsible for necrology and membership reports
    - (5) conduct an initiation service at the fall meeting upon request of at least one chapter
    - (6) be responsible for the Service of Remembrance at the spring convention.
  - g. The Nominations Committee of five members shall meet to select nominees for elected officers and elected committees.
  - h. The Rules Committee shall:
    - (1) keep Alpha Lambda Bylaws and Standing Rules current and consistent with the international *Constitution*
    - (2) distribute current Alpha Lambda Bylaws and Standing Rules to the state Executive Board members by the state fall meeting in odd-numbered years
    - (3) review chapter rules each biennium
    - (4) send the current Alpha Lambda Bylaws to the Constitution Committee chair by July 1 of odd-numbered years.
2. Society Mission and Purposes
  - a. The Curriculum of Hope for Peace Committee shall:
    - (1) promote student understanding and respect for the underlying values of all societies
    - (2) encourage the teaching of critical thinking and conflict resolution skills necessary for students to become responsible and active citizens who strive for positive change and a peaceful world

- (3) develop and disseminate materials that would be helpful when teaching about human rights, the United Nations, cultural diversity, global awareness, peace education, character development and environmental issues.
- b. The Educational Excellence Committee shall:
  - (1) promote within the state a program that follows a yearly theme
  - (2) assist chapter committees in developing worthwhile programs aligned with the International theme
  - (3) encourage a program of selective recruitment of teachers and retention of qualified educators
  - (4) encourage action in the field of legislation to improve education and the status of women educators
  - (5) have as chair the state first vice-president.
- c. The Fine Arts Committee shall:
  - (1) develop a program to enrich the personal life of members
  - (2) celebrate and embrace the arts through programs and workshops
  - (3) encourage members to become aware of and develop their artistic talents
  - (4) create a climate in which women's talents are recognized and rewarded.
- d. The Music Committee shall:
  - (1) encourage singing at all state meetings
  - (2) present the Evelyn DeBrune Springstead Music Award every five years, beginning in 1986.
- e. The Scholarship Committee shall:
  - (1) select scholarship recipients
  - (2) promote interest in and support for scholarships.
- f. The World Fellowship Committee shall:
  - (1) disseminate information received from International
  - (2) report annually to the Executive Board on funds collected at state and chapter level.
3. Other
  - a. Achievement Award Committee may present the Alpha Lambda Achievement Award annually at the spring convention.
  - b. Service to Education Award Committee:
    - (1) may present the Outstanding Service to Education Award in even numbered years
    - (2) shall recognize annually those Alpha Lambda members who have reached 25, 30, 35, 40, etc. milestone years of membership in Delta Kappa Gamma.

#### Section D

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

### ARTICLE IX ACTIVITIES

#### Section A

##### Conventions, Conferences and Meetings

1. Business of the state shall be conducted at a convention held annually at a time and place determined by the Executive Board for the purpose of taking action on reports, adopting policy, amending bylaws, and establishing the amount of dues. In the odd-numbered years elections shall be held.
2. State meetings and/or workshops shall be held at least once a year for the purpose of leadership training and dissemination of Society information.
3. Every member who is registered may vote.
4. Quorum
  - a. The quorum shall be a majority of those members registered at the convention.
  - b. A quorum for chapter meetings shall be determined by the chapter.

#### Section B

##### Scholarships

1. The number and size of scholarships shall be recommended by the Scholarship Committee to the Executive Board and adopted by the members in convention.
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board.

#### Section C

##### Publications

1. A state newsletter, Alpha Lambda State News, shall be published at regular intervals and sent to all state members.
2. The publication of special booklets and brochures shall be approved by the president and plans submitted to the Executive Board for financial approval.

#### Section D

##### Special Funds

1. The Scholarship Fund shall be a permanent fund as authorized by the *Constitution*, Article IV, Section F, 2.
2. The Permanent Fund shall be maintained as authorized by the *Constitution*, Article IV, Section F, 3, and the Executive Board upon recommendation of the Finance Committee.
3. Special funds may be recommended by the Executive Board and approved at the fall meeting or the spring convention.
4. Special funds shall be maintained by voluntary contributions and monies from such other sources as may be determined by the Executive Board.

#### Section E

##### Special Awards

1. Achievement Award  
The Alpha Lambda Achievement Award may be presented annually at the spring convention to a member who has given distinguished and outstanding service to Alpha Lambda state by promoting the Purposes of the Delta Kappa Gamma Society International.
2. Music Award  
The Music Award shall:
  - a. be named after Evelyn DeBrune Springstead
  - b. be awarded every five years beginning in 1986
  - c. be given as a plaque at the spring convention.
3. Outstanding Service to Education Award  
The Outstanding Service to Education Award:
  - a. may be presented in even-numbered years to a non-member who is not a licensed educator and who has made a significant contribution to education
  - b. is presented by the Service to Education Award Committee.

### ARTICLE X PARLIAMENTARY AUTHORITY

*Robert's Rules of Order Newly Revised* shall govern the proceedings of Alpha Lambda and its chapters in all cases not provided for in the *Constitution*, the *International Standing Rules*, and the Alpha Lambda Bylaws and Standing Rules.

### ARTICLE XI AMENDMENTS

#### Section A

These Bylaws may be amended at the annual convention by a two-thirds vote, provided notice of proposed amendments shall have been published to members at least 30 days before convening the convention.

#### Section B

Proposed amendments to the Bylaws shall be submitted to the Rules Committee chair, by any member, committee, or chapter for presentation at the Winter Board Meeting.

#### Section C

With prior notice, all proposed amendments shall be approved by a two-thirds vote of the Executive Board before being submitted by the Rules Committee at the annual convention.

#### Section D

Bylaws shall be reviewed at least every four years following the receipt of the International *Constitution* revision.

#### Section E

A standing rule may be amended or rescinded by a majority vote if the notice of the proposed change has been published in the Alpha Lambda State News. An amendment that has not been published will require a two-thirds (2/3) vote to be adopted or rescinded.

### ARTICLE XII DISSOLUTION

#### Section A

##### State

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

#### Section B

##### Chapter

1. The state Executive Board, upon the recommendation of the state Expansion Committee, may approve the dissolution of a chapter.
2. After all of the chapter's liabilities have been paid, any remaining funds shall be sent to the state treasurer.
3. The state Membership Chair shall facilitate the transfer of members of the dissolved chapter to other chapters.
4. The chapter charter shall be returned to the state president, who shall forward it to International Headquarters.
5. The dissolved chapter's records, Society publications, and other historical materials shall be retained in the state files. The chapter's paraphernalia shall be available for purchase or loan with the approval of the state Executive Board.
6. The state Executive Board shall determine whether the name of the dissolved chapter shall be used again.

## STANDING RULES

### 1. Bylaws

1.1 All proposed changes in the Bylaws shall be printed in the newsletter. (5-5-07)

### 2. Conventions, Conferences, Meetings

- 2.1 Alpha Lambda may initiate members at the fall meeting, upon request of at least one chapter, unless authorized by the Executive Board to do otherwise. (5-1-93)
- 2.2 There shall be no fund raising projects, except for international funds, at the spring or fall meetings unless approved by the Executive Board. (3-20-82)
- 2.3 At the fall meeting, if initiation is to be held, it shall be held in the morning followed by business. The business will continue in the afternoon followed by an informative and/or enriching program. A speaker is optional. (5-5-01)
- 2.4 A leadership training conference shall be held in early summer in even years to provide leadership for incoming chapter officers and chairs. (4-84)
- 2.5 The fall meeting shall not be scheduled on Yom Kippur or Rosh Hashanah. (10-3-87)
- 2.6 Each spring the Executive Board will determine if a Society Representative will be invited to the following spring convention. Three names will be submitted. (5-7-05)
- 2.7 Chapter Guidelines for Hosting Fall Meetings and Spring Conventions, current edition, shall be followed. (5-5-07)
- 2.8 All motions shall be presented in writing to the secretary. (10-3-87)
- 2.9 All Alpha Lambda items to be displayed at state meetings will reside with the chapter that will host the next state meeting. (5-5-01)

### **3. Executive Board**

- 3.1 State committee chairs or their substitutes may vote at the board meetings. Neither is to be considered part of the quorum. (10-2-70)
- 3.2 There shall be a winter meeting of the Executive Board. (5-2-75)
- 3.3 An Executive Board meeting shall be held in the morning preceding the Saturday fall meeting. (5-4-91)
- 3.4 The spring Executive Board meeting shall be held on the Friday evening immediately preceding the spring convention. (5-2-09)

### **4. Finances**

- 4.1 When stationery is purchased, the letter heading shall be such that the stationery may be used during several bienniums. (4-29-95)
- 4.2 The treasurer's annual report shall be presented at the fall meeting. (5-24-58)
- 4.3 The Finance Committee shall have a tentative budget ready to submit at the spring Executive Board meeting for approval. (5-4-91)
- 4.4 The regional conference and international convention fund shall be budgeted at \$150.00 per chapter. This money shall be divided equally among the Alpha Lambda members who attend the conference or convention, with the exception of the state president. If no member is going, the money shall be kept in an account to be used for future conferences and/or conventions. (5-5-01)
- 4.5 The Expense Report Form shall be used for reimbursement for state expenses. (5-3-03)
- 4.6 Money shall be budgeted for regional and international meeting expenses for the president. (5-2-75)
- 4.7 The president shall appoint a second person who shall be authorized to sign checks and handle other financial matters that may arise during the absence of the treasurer. (1-10-76)
- 4.8 The Finance Committee shall be authorized to purchase insurance coverage for members of the state Executive Board traveling to and from official meetings. (9-27-80)
- 4.9 Mileage reimbursement for the state president and other members traveling on approved state business shall be at the current I.R.S. rate. (4-29-95)
- 4.10 State annual dues for active members shall be \$15.00, which includes \$1.00 for the state Scholarship funds. (5-3-03)
- 4.11 State annual dues for reserve members shall be \$8.00, which includes \$1.00 for the state Scholarship funds. (5-3-03)
- 4.12 The chapter treasurer shall report contributed funds to the state World Fellowship chair. (5-3-03)
- 4.13 Corsages for the state president and the immediate past state president at international conventions and regional conferences shall be paid for by the state. (5-4-91)

### **5. Initiation**

- 5.1 Every new member should have a sponsor for the first year to aid her in becoming a more active working member. (9-24-60)
- 5.2 All initiates should receive a copy of the Alpha Lambda Bylaws and Standing Rules, the *Constitution*, and the *International Standing Rules* at the time of initiation. (5-5-07)
- 5.3 Initiation paraphernalia shall remain with the chair of the Membership Committee. (4-30-11)

## **6. Membership**

- 6.1 A complete file of all the membership recommendations (International Form #11) shall be kept at the chapter level. (5-2-87)
- 6.2 The Membership Chair shall distribute copies of the state membership list to all members of the Executive Board and state committee chairs at the Winter Board Meeting. (6-2-73)
- 6.3 All transfers to a chapter shall be kept with the membership recommendations at the chapter level. (5-3-03)
- 6.4 Changes in membership at the chapter level shall be reported to the state Membership Chair. (5-3-03)

## **7. Nominations**

- 7.1 Each chapter nominating committee shall talk to members for the purpose of obtaining prospective nominees for state offices and elected committees. After obtaining consent of the candidates, the chapter committee shall forward these names and pertinent information about the candidates to the chair of the state Nominations Committee by December 1, in even-numbered years. (5-5-01)
- 7.2 A member shall be elected to the office of state president only after having served at least one biennium on the state Executive Board. (5-2-86)
- 7.3 The Nominations Committee shall consist of five members. The five elected members shall represent as many different chapters of Alpha Lambda as possible. No member may serve on the Nominations Committee for more than two consecutive bienniums. (5-5-07)
- 7.4 Nominations committee members shall serve for 4-year terms. Three members shall be elected at one Alpha Lambda state election, and two members shall be elected in the subsequent election. (5-5-07)

## **8. Officers and Chairs**

- 8.1 The president shall be a delegate to the regional conference and international convention; and in the event that she is unable to attend, the Executive Board will have power to appoint an alternate. (5-11-52)
- 8.2 Copies of chapter yearbooks shall be given to all chapter presidents, the state president, Educational Excellence Committee chair, Leadership Development Committee chair, Membership Committee chair, Nominations Committee chair, state treasurer, and the newsletter editor. These will be distributed at the state fall meeting. (4-30-11)
- 8.3 Alpha Lambda shall provide the *Constitution* and the *International Standing Rules* for all state officers and committee chairs when new editions are published. (5-5-07)
- 8.4 Chapter presidents shall send names of all chapter officers and committee chairs to the state president and state second vice-president by August 15 of even numbered years. (5-5-07)
- 8.5 Alpha Lambda shall provide two copies of *Robert's Rules of Order Newly Revised* (current edition) for use by the president and parliamentarian (5-7-05)

## **9. Pins**

- 9.1 Pins of resigned or deceased members which have been turned in to the Society may be sold or given to new initiates or to members who have lost their pins. (9-20-86)

## **10. Publications**

- 10.1 Chapters may offer copies of the international *Bulletin* to the college and public libraries in their respective areas. (5-7-05)
- 10.2 Alpha Lambda shall publish at least three newsletters annually. (5-4-91)
- 10.3 The newsletter editor shall be encouraged to serve longer than one biennium. (3-20-82)

## **11. Scholarships**

- 11.1 The Alpha Lambda state organization shall maintain a Memorial Scholarship fund. (5-4-96)
- 11.2 The Alpha Lambda state organization shall maintain a Scholarship Fund for Summer Study Graduate Scholarships and/or Enrichment Grants. (5-4-96)
- 11.3 Any person who qualifies for the Alpha Lambda Scholarship may be considered more than once. (9-22-78)
- 11.4 The \$2000 Alpha Lambda Memorial Scholarship may be awarded when it is funded. (5-4-96)
- 11.5 The Memorial Scholarship and the Summer Study Graduate Scholarship shall have no deadlines for filing. (5/4/96)
- 11.6 Beginning September 2001, the \$1.00 per member collected for scholarships shall be reallocated with 100% going to the Scholarship Fund for Summer Study Graduate Scholarships and/or Enrichment Grants until such time as money is needed to finance a second Memorial Scholarship. At such time the \$1.00 will then be reallocated with 50% going to the Memorial Scholarship Fund and 50% going to the Scholarship Fund for Summer Study Graduate Scholarships and/or Enrichment Grants. (5-5-01)