

KENTUCKY STATE ORGANIZATION

BYLAWS AND STANDING RULES

Updated by Rules Committee

**Approved by International
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KENTUCKY STATE ORGANIZATION BYLAWS AND STANDING RULES
March 20 – 22, 2019

Article I — Name

Section 1. State Name

The name of this state organization shall be Kentucky State Organization of The Delta Kappa Gamma Society International, hereafter known as Kentucky State Organization. Constitution, Article 1.B; International Standing Rules 1.

Section 2. Chapter Name

Each chapter in Kentucky State Organization shall be designated by a Greek letter or a combination of Greek letters. Constitution, Article 1.B; International Standing Rules 1.

Article II — Mission and Purposes

The purposes of Kentucky State Organization shall be:

1. to promote the vision, mission, and purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II,
2. to act as liaison between chapters and the International organization,
3. to organize Delta Kappa Gamma chapters within the state, and
4. to provide leadership training for state and chapter leaders.

Article III — Membership

Section 1. Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. A member may submit a recommendation for membership in any chapter. A member inducted into the Society becomes a member of the International Society in addition to a state organization and/or chapter and becomes a member of the society when she pays her dues.

Section 2. State Membership

The membership of Kentucky State Organization shall be composed of active, reserve, collegiate and honorary members. All membership is in accordance with the *Constitution*, Article III and *International Standing Rules 3*.

Section 3. Chapter Membership

- A. Chapters in the state shall have full power to act in matters of chapter membership, select active members by the method established by the chapter's rules, and shall keep membership records at the chapter level.

- B. Chapter membership shall be composed of active, reserve, collegiate and honorary members. All membership shall be in accordance with the *Constitution*, Article III; B; C; Standing Rules 3.
1. An active member shall be a woman, who is or has been employed, in educational work at the time of her election and shall participate in the activities of the Society.
 2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter. A reserve member so requesting shall be restored to active membership.
 3. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education;
 - b. be enrolled within the last two years of their undergraduate education degree;
 - c. graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education;
 - d. when a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.
 - e. may participate in the activities of the Society except holding office, but may serve as parliamentarian since the position of parliamentarian is not an elected office.
 4. Honorary members shall be women not eligible for active membership, who have rendered notable service, of local significance, to education or to women and who are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office.
- C. A member requesting transfer into another chapter must be a current member of the previous chapter and request such transfer by July 31 of the year.

Section 4. State Honorary Membership

- A. State honorary members shall be recommended by the State Membership Committee and elected by the Executive Board. A four-fifth (4/5) vote of approval is required.
- B. Induction of state honorary members may be conducted only at a state convention. The state president and the chairman of the state Membership Committee shall

organize the orientation session and the induction.

Section 5. Membership Records and Termination of Membership

- A. A complete record of the membership in Kentucky State Organization that has been terminated shall be maintained by the state treasurer. The record shall include the reason and date of termination.

- B. Each chapter shall maintain a complete record of its membership that has been terminated. The chapter shall record in the chapter minutes the names of members terminated including the reason and date of termination. The chapter shall file letters of resignation.

- C. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.

- D. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

Section 6. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. The chapter treasurer shall notify the state treasurer when a former member has been reinstated.

Article IV — Finances

Section 1. Society Funds

- A. Kentucky State Organization shall maintain an Available Fund that is an operating fund and shall require a budget which shall be adopted by the Executive Board after preparation by the Finance Committee. This budget shall be presented annually.

- B. Kentucky State Organization shall maintain an available fund reserve which is not less than one year's operating expenses.
 - 1. The state shall set aside up to twenty-percent (20%) of their state organization dues until the total of the Available Fund Reserve equals one year operating expenses at which time the state organization executive board may reduce or discontinue further allocations.
 - 2. The Available Fund Reserve may be used at the discretion of the state organization executive board.

- C. Kentucky State Organization shall maintain a Permanent Fund.
 - 1. Proceeds from the sale of state organization permanent fund assets shall be added to the principal of the state organization permanent fund. Investment income from

- the state organization permanent fund may be allocated to the state organization available fund by vote of the state organization executive board.
2. The Principal of the state organization permanent funds shall be used for the following:
 - a. purchasing induction paraphernalia;
 - b. purchasing articles and equipment of a permanent nature;
 - c. licenses for computer software;
 - d. renting office space;
 - e. constructing a headquarters building.
- D. Kentucky State Organization shall maintain a Scholarship Fund according to Society guidelines.
1. The scholarship fee paid by a member shall be divided as follows: One hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.
 2. Eighty percent (80%) retained by the chapter having a scholarship fund.
- E. All funds are in accordance with the *Constitution*, Article IV; *International Standing Rules* 4.1, 4.2, 4.3, 4.4

Section 2. Annual Dues and Fees

- A. The state annual dues shall be set by the Executive Board and amended according to *Standing Rule IV, Number 12*.
- B. International active dues shall be forty dollars (U.S. \$40), and international reserve and collegiate dues shall be twenty dollars (U.S. \$20). Beginning in 2012 international active and international reserve and collegiate dues may be adjusted each biennium based on the United States of America Social Security Administration's Cost of Living Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest whole dollar.
- C. The membership year is July 1 – June 30. All active, reserve and collegiate members shall pay annual dues and fees no later than June 30 of each year. On July 1 a member shall be dropped for non-payment of dues and fees. Annual dues shall be paid between April 1 and June 30 of each year.
- D. Members inducted on or after July 1 and before April 1 shall pay induction fee, dues and scholarship fee at the time of the induction. A member reinstated on or after July 1 and before April 1 shall pay dues and scholarship fees only.
- E. Members inducted on or after April 1 and before July 1 shall pay only the induction fee at the time of induction. A member reinstated on or after April 1 and before July 1 shall pay no fees at the time of reinstatement.

- F. The induction fee shall be allocated seven dollars and fifty cents (U.S. \$7.50) to the chapter and two dollars and fifty cents (U.S. \$2.50) to the State Organization
- G. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only) dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half (1/2) of the International membership dues. Chapter and state organization dues may be pro-rated as the chapter and state organization determines.
- H. Immediately after July 1, chapter treasurer shall send the state organization portion of dues and fees to the Kentucky State Organization treasurer and send the International portion of dues to International. The international portion of the dues and fees shall be sent between July 1 and September 30.
- I. A member who fails to complete payment of International dues shall be dropped as of October 1.

Section 3. Financial Controls

- A. A budget shall be adopted annually by the Executive Board. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board.
- B. All expense vouchers shall be approved and signed by the president before payment is made by the treasurer.
- C. An annual audit of state financial records shall be conducted by an external accountant. The report of this audit shall be submitted to the Executive Board.
- D. The Executive Board must approve any proposed expenditures not contained in the adopted budget.

Section 4. Special Funds or Monetary Awards

- A. Kentucky State Organization maintains three scholarship funds that provide money from their interest to members.
 - 1. Sara Rives Scholarship Fund
 - 2. Ethel Parker Scholarship Fund
 - 3. Gertrude Collins Scholarship Fund
- B. The Nancy McClure Leadership Fund provides money for State officer training from the fund's interest, donations, and non-dues revenue.

ARTICLE V — ORGANIZATION

Section 1. Chapters

- A. Each chapter shall govern the conduct of its business in a manner consistent with the

Constitution, the International Standing Rules, and Kentucky State Organization Bylaws and Standing Rules.

- B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
 - 1. The term of each elected officer shall be two years. 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.
 - 2. The treasurer shall be selected by the Executive Board each biennium.
- C. The chapter president shall represent the chapter as a voting member of the state Executive Board.
- D. Chapter Rules shall be submitted to the Rules Committee, to ascertain that they are consistent with the Constitution and Kentucky State Organization By-Laws, every four (4) years on a rotating schedule determined by the committee. This is the responsibility of the Chapter Rules Committee Chair.

Section 2. New Chapters

- A. The state Executive Board shall determine chapter areas and shall approve the organizing of a new chapter.
- B. Recommendations of candidates for membership in a new chapter shall be screened by the Membership Committee of the sponsoring chapter(s) or by the state Membership Committee if the state is sponsoring the chapter.
- C. The induction of new members and the installation of the officers of the new chapter shall be the responsibility of the state Expansion Committee and the sponsoring chapter(s).
- D. New chapters shall be organized in accordance to *Constitution*, Article V, Section B.

Section 3. Coordinating Councils

- A. Kentucky State Organization chapters shall be organized in six (6) Coordinating Councils defined by geographical regions and include those chapters in close proximity to each other.
- B. The Coordinating Council shall meet at least once a year for the purpose of helping chapters form good relationships and to work together in considering mutual interests, activities, and projects.
- C. Members of the Order of the Tulip Poplar (Past State Presidents) are each assigned a Coordinating Council, to serve as a resource to members.

Section 4. Chapter Support

- A. The Kentucky State Organization will monitor chapter progress through the Order of Tulip Poplars.
- B. The Kentucky State Organization will provide leadership training for chapter leaders, sharing/demonstrating strategies for strengthening chapters through the Fall Workshop held each year.
- C. The Kentucky State Organization will implement an intervention plan when chapters show signs of stagnation or cease to thrive, through the Order of Tulip Poplars and state elected officers.

ARTICLE VI — OFFICERS AND RELATED PERSONNEL

Section 1. State Officers

- A. The state officers shall be a president, a first vice president, a second vice president, a recording secretary, a corresponding secretary (all elected), and a treasurer (appointed by the Executive Board). The state Executive Board may, at its discretion, appoint a state executive secretary.
- B. The state president shall appoint an assistant treasurer and parliamentarian.

Section 2. Duties of Officers and Related Personnel

- A. The officers shall perform the duties as prescribed in the *Constitution*, Article VI.
- B. The president shall:
 - 1. serve as a member of the International Executive Board;
 - 2. the International president, the first vice president and the second vice president shall be elected at the International convention by the state organization president or official designee;
 - 3. be responsible for updating the International executive secretary immediately following the leadership development training;
 - 4. be responsible for providing leadership development within the Kentucky State Organization;
 - 5. shall, in cooperation with the Rules Committee, submit *Kentucky State Organization Bylaws and Standing Rules* to the International Constitution Committee for approval.
- C. The first vice president shall:
 - 1. serve as the chair of the Educational Excellence committee;
 - 2. serve as presiding officer in the absence of the president;
 - 3. in the event of the resignation or death of the president, she shall succeed to the

- presidency and serve until the next regular election of officers;
4. perform such other duties as the president or the executive board shall assign to her.
- D. The second vice president shall:
1. serve as the chair of the Membership committee;
 2. serve as presiding officer in the absence of both the president and the first vice president;
 3. in the event of the resignation or death of either the president or the first vice president, she shall succeed to the office of first vice president and serve until the next regular election of officers.
 4. perform such other duties as the president or the executive board shall assign to her.
- E. The recording secretary shall:
1. record in writing the minutes of all Executive Board meetings;
 2. will call and record the roll at the general session;
 3. will distribute the typed minutes to The State Organization News editor for publication in the Kentucky State Organization News thirty (30) days prior to the next State Organization meeting;
 4. maintain and file the minutes after each meeting in a book of minutes for future reference. (2020)
- F. The corresponding secretary shall:
1. receive and respond to all Executive Board correspondence as appropriate to the method of such correspondence;
 2. maintain a record of correspondence and communications with the Executive Board;
 3. read correspondence as received by the Executive Board at its Annual meeting;
 4. serve as chair of the State Organization Communications Committee. (2020)
- G. The treasurer shall:
1. receive and pay out all money's belonging to the organization;
 2. keep an accurate account of receipts and expenditures;
 3. maintain a record of receipts, bills, and bank statements;
 4. present a report at each annual convention;
 5. file required tax reports;
 6. submit for annual audit/financial review the accounts of the organization;
 7. serve as a member ex officio, without vote on the respective executive board;
 8. serve as a consultant in the process of budget development and supervision of finances;
 9. maintain an accurate and current membership roster.
- H. The assistant treasurer shall perform duties assigned by the treasurer.

- I. The parliamentarian shall serve as an adviser to the Executive Board and to Kentucky State Organization members in matters pertaining to parliamentary procedure and to the interpretation of the *Constitution*, the *International Standing Rules*, the *Kentucky State Organization Bylaws and Standing Rules*.

Section 3. Election and Term of Office

- A. Officers, elected by the state convention in odd-numbered years, shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
- B. No officers, except the treasurer, assistant treasurer and executive secretary, should one be appointed, may serve in the same office longer than two terms in succession.
- C. All officers shall take office on July 1 following their election.
- D. The treasurer and the executive secretary, if one is appointed, shall be approved by vote of the Executive Board.

Section 4. Vacancies

- A. When a vacancy occurs in the office of president, the first vice president shall become president and serve out the term of office.
- B. When a vacancy occurs in the office of the first vice president, the second vice president shall become first vice president and serve out the term of office.
- C. When a vacancy occurs in the office of treasurer, the assistant treasurer shall become treasurer to serve out the term of office.
- D. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

Section 5. Nominations and Elections

- A. Nominations for office shall be made by a nominating committee of five members, from different geographical areas, elected by ballot at the convention in odd-numbered years, having been nominated by the same committee as were the state officers. The chairman shall be elected by the committee from among its members.
 1. The committee shall submit the name of one nominee for each elective office. Consent of the nominee must be obtained.
 2. The slate of officers, with candidate qualifications, shall be published in the *Kentucky State Organization News* at least thirty (30) days prior to the election.
 3. After the report of the committee has been made to the convention, additional nominations may be made from the floor with the consent of the nominee.
- B. Election shall be by ballot and a majority of votes cast elects. If there is but one nominee for an office, the election may be by voice vote.

- C. If the election is to be by ballot, the Nominations Committee shall prepare the ballot and conduct the election.

ARTICLE VII — EXECUTIVE BOARD

Section 1. State Executive Board

- A. The members of the Executive Board shall be the elected officers, the past state presidents, and the chapter presidents. The treasurer shall serve as an ex officio member without vote if under remunerative contract for her services. The parliamentarian and the executive secretary, if one is appointed, shall be ex officio members, without vote.
- B. The duties of the Executive Board shall be as specified in Article VII, Section B.2. of the *Constitution*. The state organization executive board shall:
 - 1. recommend policies and procedures for consideration by the state organization convention or the chapters;
 - 2. examine, modify if necessary, and adopt the state organization budget;
 - 3. select an executive secretary (if state organization bylaws include this officer), the treasurer, and such other personnel as may be needed, and prescribe their duties, fix their salaries, and determine their terms of office;
 - 4. establish the procedures for budget development and approval and for the supervision of state organization finances;
 - 5. approve dates and sites of state organization meetings; and
 - 6. act in the interim between conventions upon matters requiring immediate decision. Article VII, Section B. International Constitution
- C. Meetings of the Executive Board shall be held at least once each year of the biennium. Special meetings may be called by the president with thirty (30) days' notice.
 - 1. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
 - 2. Chapter presidents who are unable to attend the state Executive Board meeting(s) may appoint official representatives who shall have full privileges of participation.
- D. A vote by mail (postal or electronic) is authorized when necessary.

Section 2. Chapter Executive Board

Chapter Executive Boards shall function in accordance with Article VII, Section C of the *Constitution*.

ARTICLE VIII — COMMITTEES

Section 1. Standing Committees

A. Society Business

1. Communications (2020)
2. Expansion
3. Finance
4. Leadership Development
5. Membership
6. Nominations

B. Society Mission and Purposes

1. Educational Excellence
2. Scholarship
3. World Fellowship

C. Other

1. History and Archives (2020)
2. Rules
3. Hall of Fame
4. Order of the Tulip Poplar
5. Non-Dues Revenue
6. Music
7. Strategic Action Plan

Section 2. General Procedures

- A. All committees shall be appointed by the state president except the Nominations Committee which appointed by the previous Nominating Committee and approved by the membership at the time of the nominated officers or slate of officers. is elected.
- B. The president shall be an ex-officio member of all committees except Nominations
- C. Matters requiring immediate committee action may be voted upon by mail (postal or electronic) with all members being notified.
- D. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.

Section 3. Duties of Committees

A. Society Business

1. The *Communications Committee* shall cooperate in promoting the use of publications of the Society and shall be responsible for publications, both print and electronic, authorized by Kentucky State Organization. Goals include:

- a. encouraging chapters to publish information about their activities in local media thereby making the Society more visible;
 - b. recognizing member accomplishments;
 - c. distributing Society publications in various community locations;
 - d. encouraging communication between members, chapters and the state organization through the Kentucky State Organization News;
 - e. encouraging communication between members, chapters, Kentucky State Organization and International through electronic means;
 - i. updating the Kentucky State Organization website;
 - ii. communicating with committee chairs and the state editor to post communications on the Kentucky State Organization website;
 - iii. encouraging members to study and utilize at least one leadership tool from “Leadership Tools on the Net.”
 - f. providing a method of monitoring and maintaining the Social Media Usage Plan, maintaining fluid communication from International through the Kentucky State Organization to state chapters;
 - i. revising the Social Media Usage Plan to reflect achievements of goals completed and to update the plan as new goals and activities arise and changes are seen at the International level;
 - ii. Maintaining a fluid method of communication between International, the Kentucky State Organization and the chapters;
 - iii. Assisting chapters in the development of their own Social Media Usage Plans, reviewing these plans and personal assistance by the committee members;
 - iv. communicating between members of the committee the Kentucky State Organization Executive Board and the chapters will be done electronically through the Kentucky State Organization News and the Kentucky State Organization Website.
2. The *Expansion Committee* has the responsibility of initiating and sponsoring units of the Society in geographic areas of the state where no organization currently exists. Goals include:
- a. working with the Membership Committee to provide resources to help individual chapters grow and strengthen;
 - b. working with the Technology and Communications Committees to make electronic connections between chapters;
 - c. working toward reinstalling dissolved chapters;
 - d. working with the Leadership Development Committee and The Order of the Tulip Poplar to assist struggling chapters to help those chapters avoid dissolution.
3. The *Finance Committee* shall be responsible for supervising the financial affairs of the organization, including recommendations for the expenditure and investment of funds, preparation of a budget for adoption by the Executive Board, and an annual audit. The president and the treasurer shall serve as ex-officio members. Goals include:

- a. preparing the yearly Available Fund Budget for presentation to the Executive Board;
 - b. reviewing investment policies and update as needed;
 - c. reviewing the annual audit of Kentucky State Organization funds
 - d. responding to concerns expressed by chapter finance chairs and chapter treasurers;
 - e. working with the Non-dues Revenue Committee to promote non-dues revenue opportunities.
4. The *Leadership Development Committee* shall plan and implement programs for the purpose of leadership training for state and chapter officers and committee chairmen. Goals include:
- a. exploring the use of technology as an effective leadership tool;
 - b. communicating with chapter Leadership Development Committee Chairs;
 - c. encouraging and promoting leadership development throughout Kentucky State Organization;
 - d. working with The Order of the Tulip Poplar in assisting struggling chapters with committee structure and leadership training.
5. The *Membership Committee* will study and make recommendations related to membership issues. The committee shall be responsible for necrology and membership and for planning and implementing the annual Memorial Service at the State Convention. Goals include:
- a. collaborating with the Leadership Development Committee to provide leadership, guidance, and support to members;
 - b. encouraging chapters to develop an action plan to focus on increasing membership, maintaining and diversifying membership, and reinstating members;
 - c. promoting membership by making available updated membership resources to individual chapters by making said materials available on the Kentucky State Organization website;
 - d. encouraging chapters to contact former members at least once to invite them to consider reinstatement.
6. The *Nominations Committee* shall present in election years a report of one nominee for each elective office, as well as a new Nominations Committee, for publication in the *Kentucky State Organization News* at least thirty (30) days prior to the election and shall prepare the ballot in accordance with the plan for nominations and elections. Goals include:
- a. selecting the most qualified person for each office in Kentucky State Organization;
 - b. preparing a slate of officers for each State Convention in odd numbered years;
 - c. conducting the installation ceremony at the appropriate State Convention;
 - d. using technology in the nominations process.

B. Society Mission and Purposes

1. The *Educational Excellence Committee* shall promote programs and projects for excellence in education. The committee shall identify long-term and short-term programs and projects that focus upon topics adopted by the Society. The committee shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts at state organization conventions; and develop strategies that will enable chapters to encourage member to become leaders. Goals include:
 - a. providing training and resources to individual chapters;
 - b. working with the Membership Committee to determine chapter demographics to suggest programs;
 - c. promoting Society projects;
 - d. encouraging programs that focus on educational excellence, that impact educational law and policy, that increase members' personal and professional pride in DKG, and that increase members' global awareness;
 - e. planning the Founder's Birthday Celebrations at State Conventions.
2. The *Scholarship Committee* shall take action on recommendations from the International committee and shall promote interest in and support for state scholarships. The scholarships shall be awarded in accordance with the rules governing the administration of the scholarship program adopted by the Executive Board and by the members in General Session. State scholarships shall be awarded for graduate study, workshops, seminars, and other study programs to enable the members to be retrained and/or to develop professionally. Goals include:
 - a. creating an awareness of the criteria for Kentucky State Organization Scholarships and the scholarship qualifications;
 - b. actively encouraging members to apply for state and international scholarships;
 - c. working to keep the application current and meeting the needs of members;
 - d. providing each chapter with a Tip sheet to share with its members
 - e. working with other committees to secure ways to raise money for scholarships.
3. The *World Fellowship Committee* shall promote the work of the International World Fellowship Committee and encourage contributions to the World Fellowship Fund. Goals include:
 - a. making members more aware of World Fellowship and why we support it;
 - b. promoting financial support of World Fellowship by encouraging chapters to give and report their individual amounts;
 - c. encouraging chapters to actively communicate with a recipient if at all possible;
 - d. developing a plan to recognize individual chapter support of World

Fellowship based upon the size of the chapter.

C. Other Committees

1. The *History and Archives Committee* shall be responsible for obtaining a history of each chapter for each biennium, providing a method of maintaining and storing the history of the chapters and showing the relationship of chapters to the Kentucky State Organization. Goals include:
 - a. collecting history from individual chapters for inclusion in the State Archives;
 - b. collecting information on individual chapter accomplishments
 - c. working with the Membership Committee to collect information on long-term members for milestone celebrations;
 - d. planning and conducting a celebration for chapter anniversaries.
 - e. revising the Archives Maintenance and Storage Plan to reflect achievements of goals completed and to update the plan as new goals and activities arise and changes are seen at the International level;
 - f. making decisions on the materials needed to preserve the history of our society;
 - g. locating a safe place to store and back-up the item;
 - h. providing a user-friendly system for indexing what is preserved;
 - i. sharing the index of preserved items in a fashion that can be easily found on the storage media. (CD, Memory Stick, Chip, etc.) (2020)
2. The *Rules Committee* shall review *Kentucky State Organization Bylaws and Standing Rules* after each International Convention and shall propose necessary amendments to keep the documents in accordance with the *Constitution* and the *International Standing Rules*. The Rules Committee shall publish and distribute (electronically) the revised *Kentucky State Organization Bylaws and Standing Rules* to all chapters and Executive Board whenever revisions are made. The committee will review and approve the standing rules of each chapter once every four (4) years. Goals include:
 - a. revising the governing documents to align them with International governing documents, making them more visible and accessible to members;
 - b. making recommendations for the revision of chapter governing documents;
 - c. accepting and reviewing chapter governing documents;
 - d. communicating with state membership through articles in the *Kentucky State Organization News* and on the website.
3. The *Hall of Fame Committee* shall be in charge of presenting this award to recognize and honor members who have given distinguished service at the state organization level to the Society. The member must have a minimum of ten (10) years of service to the Society. Goals include:
 - a. eliciting nominations from chapters or individuals to receive the annual award;
 - b. planning and conducting the award presentation at the State

Convention.

4. The *Order of the Tulip Poplar* is a committee composed of past State Presidents and shall be an extension of the Leadership Development Committee and the Expansion Committee. Goals include:
 - a. serving as a valuable resource to the State President, State Committee Chairmen, Chapter Presidents, and the Delta Kappa Gamma Society International membership;
 - b. mentoring Chapter Presidents who report their Chapters are at risk of dissolution and/or losing members and needing help;
 - c. suggesting programs for Chapters who report they are maintaining but needing energy.
5. The *Non-Dues Revenue Committee* shall explore, review, and recommend to the State Executive Board possible sources of non-dues revenue that will both serve members and benefit the Society at the state level. Goals include:
 - a. developing criteria for vendors;
 - b. preparing a vendor application form;
 - c. setting prices for chapters and vendors to sell items at state meetings
 - d. setting regulations and appropriate dates for chapters and vendors to submit requests;
 - e. sending all revenue collected to the Available Fund for the operation The of Kentucky State Organization.
6. The *Music Committee* shall provide music for the Celebration of Life Ceremony at State Conventions. Goals include:
 - a. planning musical selections for the Celebration of Life Ceremony at State Conventions;
 - b. providing suggestions to Chapters to encourage music in Chapter meetings;
 - c. conducting a session at the Fall Workshop for interested Kentucky State Organization members;
 - d. conducting a Kentucky State Organization choir for State Convention and Fall Workshops when space and resources are available.
7. The *Strategic Action Plan Committee* shall revise the Kentucky State Organization Strategic Action Plan to be in line with the International Strategic Action Plan.
 - a. ensure that the Strategic Action Plan is in line with the Kentucky State Organization By-Laws and Standing Rules;
 - b. ensure that the revised Kentucky State Organization Plan is a living document that can be revised regularly as needed;
 - c. conduct as much communication as possible via technology to save postage and mileage.

Section 4. Special Committees

Special committees shall be appointed by the president as authorized. After a special committee submits its report, it will be dissolved.

ARTICLE IX --MEETINGS

Section 1. Kentucky State Organization Meetings

- A. Each state organization shall hold at least one (1) state organization convention each biennium. The date and site shall be determined by the state organization board.
- B. Business of the state shall be conducted at the convention, held at a time and place determined by the Executive Board, for the purpose of receiving reports, adopting policy, amending bylaws, electing officers, and conducting other business which may properly come before it.
- C. Every member who is registered may vote. A roll call vote as specified in the *Constitution* Article IX, Section B.2.c.(1) may be ordered.
- D. The quorum shall be a majority of those members registered at the convention.

Section 2. Other Meetings

- A. Kentucky State Organization workshop shall be held in August or September of each year for the purpose of leadership training and dissemination of Society information. The date, time and place shall be determined by the state organization board.
- B. The sessions shall be planned by the state organization executive board and the Leadership Development Committee, assuring that the sessions are beneficial to the elected officers of the chapters as well as other members of the state.

Section 3. Chapter Meetings

- A. Regular Meetings
 - 1. regular meetings of chapters shall be held at least four (4) times per year.
 - 2. all members being notified, chapter meetings may be face-to-face, through electronic communication or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
 - 3. a quorum for chapter meetings shall be determined by the chapter.
 - 4. all members being notified, matters regarding immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.
 - 5. ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter
 - 6. there shall be no proxy voting.

ARTICLE X -- ACTIVITIES

Section 1. Scholarships

- A. Scholarships may be awarded for graduate study, workshops, seminars, and other study programs to enable the members to be retrained and/or to develop

- professionally.
- B. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board and by the members in General Session.
 - C. The State Scholarship Committee shall screen the applications received and shall make recommendations to the State Executive Board regarding the awarding of any scholarships in excess of five hundred dollars (\$500.00).
 - D. Scholarships of five hundred dollars (\$500.00) or less may be awarded throughout the year upon the approval of the Scholarship Committee, the State President, and the State Treasurer.
 - E. The three (3) scholarships given by Kentucky State Organization are:
 - a. Sara Rives
 - b. Ethel Parker
 - c. Gertrude Collins

Section 2. Publications

- A. A state newsletter shall be published three (3) times each year and sent electronically to all Kentucky State Organization Executive Board members including the members of the Tulip Poplar and chapter presidents. Chapter Presidents will then distribute the electronic copy to all chapter members and print copies for those members who are not able to receive electronic copies.
- B. Plans for the publication of special monographs and special brochures shall be approved by the president and then submitted to the Executive Board for financial approval.
- C. Kentucky State Organization will maintain a presence on the World Wide Web and make use of other forms of electronic communication.
- D. When there is a new edition of the International Constitution, a complimentary copy will be mailed (postal) to each member of the International Executive Board. The definitive version of the Constitution shall be the one maintained digitally on the Society website

Section 3. Special Funds

Funds donated to the State without stipulation as to use or funds other than dues received by the State shall be designated for use by the Executive Board.

Section 4. Special Awards

The presentation of special awards shall be recommended to the Executive Board for approval by a Special Awards Committee appointed by the president.

Section 5. Liaisons

- A. Kentucky State Organization will be represented at the United State Forum by the US Forum Liaison, who will serve as an avenue of communication between the Forum and the members of Kentucky State Organization on issues regarding federal legislation affecting children, women, and education, allowing members to easily obtain information on pending federal legislation in order to contact legislators and thereby becoming advocates for women, children, and education.
- B. The US Forum Liaison is appointed by the Kentucky State Organization president.
- C. The Kentucky State Organization US Liaison will serve to strengthen the lines of communication between the state and the US Network and the Non-Governmental Organization.

ARTICLE XI — PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Kentucky State Organization and its chapters in all cases not provided for in the *Constitution*, *International Standing Rules*, *Kentucky State Organization Bylaws and Standing Rules*.

ARTICLE XII — AMENDMENTS

Section 1. Bylaws Amended

These *Bylaws* may be amended at the Kentucky State Organization convention by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published (postal or electronic) to members at least thirty (30) days before convening the convention.

Section 2. Proposed Amendments

Proposed amendments to the *Bylaws* shall be submitted to the Kentucky State Organization Rules Committee. Proposals may be submitted by any member, committee, board, or chapter. After a review by the Rules Committee, the proposed amendment, the rationale for change, the name of the person or group submitting the amendment, and the action recommended by the Kentucky State Organization Rules committee shall be sent to the Executive Board.

Section 3. Approval of Proposed Amendments

All proposed amendments shall have been approved by a two-thirds (2/3) vote of the Executive Board before being submitted to the Convention. Amendments will become effective immediately upon approval. (Date of approval will be included, when stated in the By-Laws).

Section 4. Standing Rules Amended

Standing Rules may be amended or rescinded at any Kentucky State Organization convention by a two-thirds (2/3) vote. Amendments will become effective immediately upon approval. (Date of approval will be included, when stated in the Standing Rules.)

ARTICLE XIII — DISSOLUTION

Section 1. Dissolution of Kentucky State Organization

In the event of the dissolution of the Kentucky State Organization the net assets of the corporation shall be distributed as follows:

- A. All liabilities and obligations must be paid and satisfied or adequate provision shall be made therefore.
- B. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of all remaining funds in accordance with any applicable provisions of the Society.

Section 2. Dissolution of a Chapter

A chapter within the state shall have the approval of the State Executive Board for dissolution and shall follow the procedure outlined in the *Constitution, International Standing Rules, the Kentucky State Organization Bylaws and Standing Rules*.

- A. The charter must be returned to the state organization to be forwarded to International Headquarters.
- B. Induction paraphernalia, chapter records, and Society publications are to be sent to Kentucky State Organization.
- C. Those members desiring to maintain membership will transfer to other chapters or become state members if there is no chapter for which they are eligible.
- D. The State Executive Board is responsible for deciding whether to reuse the Greek name of the dissolved chapter.
- E. The State Executive Board is responsible for determining specific procedures for liquidating assets and supervising disbursements of all remaining funds in accordance with any applicable provisions of the Society. Any remaining funds in the chapter account shall be sent to the State Treasurer and deposited in the Available Fund.

KENTUCKY STATE ORGANIZATION STANDING RULES
March 20 - 22, 2019

All Standing Rules of Kentucky State Organization shall be in harmony with the *Constitution*, the *International Standing Rules*, and the *Kentucky State Organization Bylaws*. They may be adopted, amended, or rescinded by a two-thirds (2/3) vote and shall be binding on the State Organization.

I. Charter

A process agent shall be appointed to carry out the duties necessary to maintain the Charter issued by the Commonwealth of Kentucky for the establishment of The Delta Kappa Gamma Society International in Kentucky. A vacancy in the post shall be filled by appointment of the President.

II. Meetings

1. Minutes of the Executive Board meetings and general sessions held at annual Conventions shall be kept in a loose-leaf, re-enforced notebook. Minutes shall be bound at the discretion of the Executive Board.
2. The Chapters shall invite the Society to hold conventions and workshops in their areas and shall be the hosts. Dates and exact locations shall be decided by the State President and the Executive Board.

III. Finances

1. The State shall pay the expenses of the president for travel, meals, and lodging whenever she is on Society business during her biennium.
2. The transportation allowance for those who transact Society business shall be forty cents (\$0.40) per mile.
3. The State shall pay all expenses not paid by International for the State president to attend the Leadership Development Conference held preceding the Regional Conference.
4. The State shall pay the expenses of the State treasurer for travel, meals, and lodging to attend State, Regional, and International meetings.
5. The State shall allocate a maximum of seven hundred (\$700) for the State first vice president, seven hundred (\$700) for the State second vice president and seven hundred (\$700) for the State editor and five hundred (\$500) for the State treasurer. The money is to be used to attend Regional Conferences and International Conventions. The money is to be taken from the income of the Nancy McClure Leadership Fund each year and supplemented by the budget if necessary.

6. Any proposed expenditure that a member or a committee expects to have reimbursed by the State must be submitted in writing for approval by the State president before the proposed expenditure is made. Appropriate committee expenses are printing, postage, and supplies needed for communicating and carrying out its responsibilities.
7. Bills must be submitted to the State treasurer within three (3) months of said expenses. All bills for the year must be submitted to the treasurer by June 30.
8. Travel insurance shall be purchased through the International group plan for all Executive Board members, the parliamentarian, and all members of state committees.
9. When a new chapter is installed, financial assistance in the amount of one hundred fifty dollars (\$150.00) shall be contributed by Kentucky State Organization to aid in securing Society induction paraphernalia.
10. Kentucky State Organization shall make available a loan of five hundred dollars (\$500) to the State convention host chapter for use in convention preparation before convention funds become available.
11. A complete financial report of each State Convention, Workshop, or any other State meeting shall be reviewed by the committee on arrangements and filed with the State treasurer and the State president within a month following the close of the meeting, and a copy of such report shall be made available to any committee planning a similar meeting. Any remaining balance should be paid to the State.
12. The Kentucky State Organization dues shall be ten dollars (\$10.00) for active members and five dollars (\$5.00) for reserve and collegiate (2020) members.

IV. History

Each Chapter president shall be responsible for bringing up to date the history of her chapter during her biennium. The materials shall be prepared for the permanent files of Kentucky State Organization.

V. Scholarship

Membership in The Delta Kappa Gamma Society International shall be two years for a member to be eligible for a state scholarship.

VI. Convention Sales

1. A marketplace/educational fair may be held at the State Convention and/or the Fall Workshop. Members or non-members may be vendors. Revenues will be added to general funds. Vendors may be recruited by the hosting chapter and will be approved by the Non-Dues Revenue Committee.

2. Each vendor exhibitor approved to sell items at conventions and conferences shall pay a fee determined by the Administrative Board. A list of approved vendor exhibitors shall be provided to appropriate convention conference personnel.
3. If items are approved, chapters/vendors shall be responsible for supervising their own sales during the State Convention or Fall Workshop.
4. Chapters/vendors shall be responsible for filing the correct state tax forms and for paying state sales tax.

VII. The Nancy McClure Leadership Fund

1. The principal of the Nancy McClure Leadership Fund shall remain invested.
2. The income (interest, donations, and fundraisers) to the Nancy McClure Leadership Fund shall be used to help defray the expenses of the Kentucky State Organization first vice president, second vice president, editor, and treasurer to attend a Regional Conference and the International Convention during their biennium.
3. The State first and second vice presidents, editor, and treasurer shall send a copy of expenses incurred in attending a Regional Conference or International Convention to the State treasurer postmarked no later than August 15.
4. The State Treasurer shall reimburse the State first vice president, second vice president, and the editor seven hundred (\$700) each and the treasurer five hundred (\$500).
5. Any income not used to defray expenses of the State first and second vice presidents, editor, and treasurer shall be added to the principal.
6. International Conferences – Training
 - a. State organization treasurers or their representatives, state organization committee chairs or their representatives, assigned International Finance Committee members and assigned International Membership Committee members attending their respective training shall be reimbursed for one (1) night at one-half (1/2) the double occupancy room rate and will be provided two (2) group meals.
 - b. In coming state organization educational excellence chairs or their representatives shall be provided one (1) group meal.
 - c. State organization Presidents and Executive Secretaries: The International Leadership Development Committee shall collaborate with appropriate professional staff to present DKG-focused leadership training and information for incoming state organization presidents and first-term executive secretaries. Continuing/returning state organization executive secretaries may attend at the expense of their state organization or of the individual.
 - d. State Organization Educational Excellence Chairs: Training will be provided for state organization educational excellence chairs.
 - e. State Organization Membership Chairs: Training will be provided for incoming state organization membership chairs.
 - f. State Organization Treasurers: The International Finance Committee shall collaborate with appropriate professional staff to present training and information for state organization treasurers.
 - g. Additional training sessions for state organization presidents, executive

secretaries, treasurers and committee chairs may be delivered at other times and in other ways.

VIII. General

1. A report shall be included in the *Kentucky State Organization News* after each International Convention.
2. In the event of the death of a past or present Kentucky State Organization president, or in the event of the death of an Kentucky State Organization treasurer who has served in that capacity for ten (10) years or more, Kentucky State Organization shall send one dozen red roses to the individual member's funeral/memorial service. A memorial contribution in the amount of one hundred dollars (\$100.00) shall be made to the Nancy McClure Leadership Fund.