

*DKG Maryland State Organization (Alpha Beta State)
of
The Delta Kappa Gamma Society International*

Bylaws

Pages 5 - 18



Standing Rules

Pages 19 - 38

Bylaws of The DKG Maryland State Organization
 (Alpha Beta State Organization)
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Article I. Name

Section A. State

The name of this state organization shall be DKG Maryland State Organization, also known as Alpha Beta State, of The Delta Kappa Gamma Society International. Delta Kappa Gamma may be known as DKG.

Section B. Chapter

Each chapter in DKG Maryland State Organization shall be designated by a Greek letter or a combination of Greek letters as named by the state organization.

Article II. Purposes

The purposes of DKG shall be to:

1. Promote the Purposes, Mission, and Vision of The Delta Kappa Gamma Society International as stated in the *Constitution*.
2. Act as liaison between chapters and the International Organization.
3. Organize Delta Kappa Gamma chapters within the state and determine general chapter locations.
4. Provide leadership training for the state leaders and chapter members.

Article III. Membership

Section A. Composition

The membership of DKG Maryland State Organization shall be composed of active, reserve, collegiate, and honorary members of chapters within the boundaries of the state. All membership shall be in accordance with the *Constitution*.

Section B. Chapter

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

Section C. State Honorary Members

1. State honorary member(s) shall be recommended by the state Membership Committee and elected by the Executive Board during the even-numbered year. A four-fifths (4/5) vote of approval is required.
2. The state Membership Committee shall organize the orientation and induction of the state honorary member(s).
3. Induction of state honorary member(s) shall be conducted during the luncheon at DKG Maryland State Organization Convention. In unusual circumstances the induction may take place at any meeting when state officers are present.
4. State honorary members may be assigned to a chapter following the recommendation of the State Membership Committee.

Section D. Termination of Membership

1. Termination of membership shall be in accordance with the *Constitution*. No chapter vote is taken.
2. The state treasurer shall maintain a complete record of all membership in DKG Maryland State Organization that has been terminated. The record shall include the reason and the date of termination.
3. The chapters shall retain and file letters of any member’s resignation in the chapter’s membership file and record such action in the chapter minutes.

- 48 4. Chapters shall notify the state treasurer immediately of any resignation(s) or termination(s).
49

50 **Section E. Transfer of Membership**

51 Transfer of membership shall be in accordance with the *Constitution*.
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53 **Section F. Reinstatement**

- 54 1. Reinstatement of a former member shall be conducted in accordance with the *Constitution*. No
55 vote is taken by the chapter.
56 2. The chapter treasurer shall notify the state treasurer when a former member has been
57 reinstated.

58 **Article IV. Finances**

59 **Section A. Annual Dues and Fees**

- 60 1. The amount of state dues shall be set biennially by the executive board and approved by the
61 convention.
62 2. The state annual dues and fees shall be determined by a two-thirds (2/3) vote of the members
63 attending a state convention.
64 3. Annual dues and fees shall be paid between May 1 and June 30 of each year. On October 1
65 members shall be dropped for non-payment of dues and fees.
66 4. All dues and fees shall be collected by the chapter treasurer. DKG Maryland State Organization
67 dues and fees shall be paid between May 1 and June 30 of each year. These shall be forwarded
68 to the state treasurer. International dues and fees shall be forwarded by chapter treasurers to
69 DKG International between July 1 and September 30 each year.
70 5. Chapter members may vote to pay an amount in addition to dues and fees for the support of a
71 chapter or state organization project.
72

73 **Section B. Budget**

- 74 1. The Finance Committee shall prepare an annual Available Fund Budget.
75 2. The Finance Committee shall submit a proposed budget annually for adoption by the DKG
76 Maryland State Organization Executive Board at the March Executive Board meeting.
77 3. The annual Available Fund Budget shall be divided into categories for state expenses.
78 4. The annual budget may be amended by the Executive Board.
79

80 **Section C. Financial Controls**

- 81 1. The Finance Committee shall be responsible for the supervision of the financial affairs of the
82 organization, including recommendations for the expenditure and investment of funds,
83 preparation of budget for adoption by the DKG Maryland State Organization Executive Board,
84 and an annual audit.
85 2. The Finance Committee shall submit a proposed budget annually for adoption by the Executive
86 Board at the March Executive Board meeting.
87 3. All vouchers, with receipts attached for authorized expenditures, shall be signed by the
88 president before payment is made by the treasurer.
89 4. The Finance Committee shall provide for an annual audit. The report for the annual audit shall
90 be submitted to the DKG Maryland State Organization Executive Board for adoption.
91 5. Names on all DKG Maryland State Organization accounts shall be those of the treasurer and
92 president. The president shall act only in case of extreme emergency or upon death of the
93 treasurer.
94 6. The Finance Committee shall recommend the transition for an incoming treasurer and include
95 appropriate funds in the budget.

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Section D. Funds

These funds shall be maintained in accordance with the *Constitution* and the decisions of DKG Maryland State Organization Executive Board.

1. The Available Fund is maintained according to *Constitution* Article IV F1/ISR 4.61.
2. The Permanent Fund is maintained according to *Constitution* Article IV F3 and *International Standing Rules* 4.63.
3. The Scholarship Fund is maintained according to *Constitution* Article IV F2 and *International Standing Rules* 4.62.
4. The State Headquarters Fund is maintained according to *DKG Maryland State Organization Bylaws* VIII.C.1.e and *DKG Maryland State Organization Standing Rules* 8.31.
5. The Leadership Development Conference/State Convention Fund is maintained according to *DKG Maryland State Organization Standing Rules* 4.11d/7.4/7.5.
6. Mini Grants for Members are maintained according to *DKG Maryland State Organization Standing Rules* 9.21.

V. Organization

Section A. State

DKG Maryland State Organization is organized according to the *Constitution*.

Section B. Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution* and the *Bylaws of DKG Maryland State Organization*.
2. The chapter officers, except the treasurer, shall be elected in the even-numbered year 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 her designee, shall represent the chapter as a voting member of the DKG Maryland State Organization Executive Board.

Section C. New Chapters

1. The DKG Maryland State Organization Executive Board shall determine chapter areas and shall approve the organizing and naming of new chapters consistent with the *Constitution*.
2. Each chapter so organized shall have no fewer than 12 members. The Society shall grant the charter.
3. Applications of candidates for membership in a new chapter shall be screened by the Membership Committee of the sponsoring group.
4. The induction of new members and installation of the new chapter shall be the responsibility of the sponsoring group and the Membership Committee with approval of the DKG Maryland State Organization Executive Board.

Section D. Areas

1. DKG Maryland State Organization Chapters shall be grouped into areas.
2. Areas are for the purpose of providing representation on the Nominations Committee, for selecting committee members, and for providing groups for hosting state conventions.

- 144 3. The DKG Maryland State Executive Board shall define the areas and designate the chapters in
145 each area.

146 **Section E. Coordinating Councils (Optional)**

147 Coordinating Councils may be organized in areas where several chapters exist.

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VI. Officers and Related Personnel

150 **Section A. Officers and Related Personnel**

- 151 1. The state officers, all of whom must be members of the Society, shall be a president, a first vice-
152 president, a second vice-president, a recording secretary, (all elected); a treasurer and an
153 executive secretary (each appointed by the Executive Board).
- 154 2. A parliamentarian (appointed by the president) shall be related personnel. The parliamentarian
155 may serve more than two successive terms.

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157 **Section B. Duties of Officers**

- 158 1. These officers shall perform the duties as prescribed in the *Constitution* and as authorized by the
159 *Bylaws of the DKG Maryland State Organization*.
- 160 2. In addition, the following officers shall have special, defined duties.
- 161 a. The president shall appoint and work with standing committees as designated by DKG
162 Maryland State Organization Bylaws and with special committees as authorized by either
163 the Executive Board or the Convention.
- 164 b. The president shall serve as chair of the Leadership Development Committee.
- 165 c. The president shall conduct a Round Table for state committee chairs.
- 166 d. The president, or her designee, shall visit each chapter during the biennium.
- 167 e. The president with the Review Committee/Executive Secretary shall be responsible for
168 conducting the annual review of the executive secretary's performance of duties and for
169 compiling a report.
- 170 f. The president with the elected members of the Finance Committee shall be responsible for
171 conducting the annual review of the treasurer's performance of duties and for compiling a
172 report.
- 173 g. The president with the executive committee shall prepare the "State of the Society"
174 message.
- 175 h. The first vice-president shall serve as the chair of the Educational Excellence Committee and
176 of the Communications Committee.
- 177 i. The second vice-president shall serve as the chair of the State Convention Committee, and
178 as hotel/conference center liaison and coordinator of on-site activities for the Leadership
179 Development Conference.
- 180 j. The incoming president shall serve as chair of the Training Workshop for New State Officers
181 and Committee Chairs.
- 182 k. The recording secretary shall serve as secretary of the Leadership Development Committee.
- 183 l. The president, treasurer, and finance chair shall maintain parallel accounting records.

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185 **Section C. Term of Office**

- 186 1. Officers elected by the DKG Maryland State Organization Convention in the odd-numbered year
187 and officers/personnel appointed by the Executive Board shall have a term of two (2) years,
188 unless otherwise specified, or until a successor is named.
- 189 2. No officer, except the treasurer and the executive secretary, may serve in the same office longer
190 than two (2) terms in succession.
- 191 3. All officers shall take office on July 1 following their election.

- 192 4. The treasurer shall be appointed for a two-year term (or until a successor is named) by vote of
193 the Executive Board at the spring meeting in the odd-numbered year.
194 5. The executive secretary shall be appointed for a two-year term (or until a successor is named) by
195 vote of the DKG Maryland State Organization Executive Board at the spring meeting in the even -
196 numbered year.
197 6. The parliamentarian shall be appointed for a two-year term by the president in the odd-
198 numbered year.
199

200 **Section D. Vacancies**

- 201 1. When a vacancy occurs in the office of president, the first vice-president shall become president.
202 2. When a vacancy occurs in both the office of president and the first vice-president, the second
203 vice-president shall temporarily assume responsibilities of the president until the vacancies are
204 filled by the executive board.
205 3. When a vacancy occurs in other elected or appointed positions, the president shall name a
206 successor.
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208 **Section E. Nominations and Elections**

- 209 1. Nominations for office shall be made by the Nominations Committee as defined in the *Bylaws of*
210 *DKG Maryland State Organization*.
211 2. The slate of officers, with their qualifications, shall be published in the pre-convention issue of
212 the *DKG Maryland NEWS* in the odd-numbered year.
213 3. After the report of the committee has been made at the convention, additional nominations
214 may be made from the floor with the consent of the nominee(s).
215 4. Elections shall be by ballot and a majority of votes cast elects. If there is just one nominee for
216 each office, the election may be by voice vote.
217

218 **VII. Boards/Meetings**

219 **Section A. DKG Maryland State Organization Executive Board**

- 220 1. The voting members of the DKG Maryland State Organization Executive Board shall be the
221 elected officers, the past state presidents who are members of DKG Maryland State Organization
222 and chapter presidents. The treasurer, parliamentarian, and the executive secretary shall be ex-
223 officio members without vote. Chairs of state committees shall be members of the Executive
224 Board without vote.
225 2. Duties of the Executive Board:
226 a. As specified in the *Constitution*.
227 b. To establish the areas of the state and designate the chapters in each area.
228 c. To approve the schedule identifying chapters to serve as convention hostesses. The current
229 schedule can be found in Appendix C.
230 d. To approve collections. Collections shall be taken that have been previously approved by the
231 Executive Board and announced.
232 3. The Executive Board shall meet two times during the year. An additional Executive Board
233 meeting may be held during the DKG Maryland State Organization Convention if announced at
234 least thirty days prior to the Convention.
235 4. The presence of a majority of the voting members of the Executive Board shall constitute a
236 quorum at meetings.
237 5. Chapter presidents who are unable to attend the DKG Maryland State Organization Executive
238 Board meetings may appoint an official representative who shall have full privileges of

239 participation. The executive secretary shall be notified of the name of the official
240 representative.

241 6. A vote by mail is authorized when necessary. "Mail" includes postal, e-mail and fax.
242

243 **Section B. State Executive Committee**

244 1. The members of the DKG Maryland State Organization Executive Committee shall be the elected
245 officers. The Executive Committee may invite the treasurer, executive secretary and
246 parliamentarian as advisors, and others as needed to meetings.

247 2. The Executive Committee shall meet between meetings of the Executive Board to plan the
248 Executive Board meetings and to conduct business delegated to it by the Executive Board.

249 3. The Executive Committee shall review request(s) for collections to be taken at state level
250 meetings and recommend that the Executive Board approve or disapprove the request.
251

252 **Section C. Chapter Executive Boards**

253 Regular chapter meetings and chapter executive boards shall function in accordance with the
254 *Constitution*.
255

256 **Section D. State Leadership Development Conference**

257 1. A one-day Leadership Development Conference for members shall be held the first Saturday in
258 May of the even-numbered year.

259 2. The Leadership Development Committee shall be responsible for planning and conducting the
260 Conference.

261 3. The Leadership Development Conference shall be held at a centrally located conference center,
262 the exact time and place to be determined by the Executive Board.

263 4. The Leadership Development Conference shall be open to all Delta Kappa Gamma members and
264 guests.

265 5. No Society business other than presentations of awards shall be conducted during the
266 Leadership Development Conference.

267 6. The Leadership Development Conference program shall include activities specifically
268 designed to enhance leadership development.

269 7. The Leadership Development Conference shall include a prominent keynote speaker.

270 8. A session shall be devoted specifically to the training of chapter presidents for a time not less
271 than three hours.
272

273 **Section E. State Convention**

274 1. The business of the DKG Maryland State Organization shall be conducted biennially at the
275 convention (odd-numbered year) held at a time and place as determined by the Executive Board
276 for the purpose of receiving reports and adopting policy, amending bylaws and standing rules,
277 electing officers, and conducting other business which may properly come before it.

278 2. The DKG Maryland State Organization Convention shall be financed by the
279 conference/convention fee paid by each member.

280 3. The quorum shall be a majority of those members who have completed registration by receiving
281 their packets prior to the start of the business session.

282 4. Any member who is registered may make motions, enter discussions, and vote except in cases
283 where a roll call vote is specified in the *Constitution*.

284 5. The most recent edition of the *Handbook of State Convention Policies and Procedures* shall:

285 a. Include a schedule identifying chapters to serve as convention hostesses.

286 b. Be the basis for convention planning.

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Section F. Mandated Workshops

1. Workshops shall be held for the purpose of leadership training, work sessions for committees, and for dissemination of society information. Workshops may be held at any state meeting.
2. A fee shall be charged for materials and supplies for "Make It Take It" activities. The fee shall be included on the registration form.
3. The following Training Workshops shall be held for:
 - a. Chapter Presidents shall meet for at least 3 hours during the Leadership Development Conference--May/even-numbered year.
 - b. Chapter Presidents shall meet for follow-up training in a one-hour workshop during the November Society Workshop in even-number years.
 - c. Newly installed state president shall be trained prior to May 31/odd-numbered year.
 - d. Newly installed state officers shall be trained early June/odd-numbered year.
 - e. New state committee chairs shall be trained August/odd-numbered year.
4. A Round Table conducted by the president shall be held for state committee chairs during the Leadership Development Conference in even-numbered years. The purpose of this meeting is for assessment and planning.

VIII. Committees

Section A. Standing Committees

1. **Society Business**
 - a. Bylaws/Standing Rules
 - b. Chapter Support
 - c. Communications
 - d. Finance
 - e. Historical Records
 - f. Leadership Development
 - g. Membership
 - h. Nominations
 - i. Review Committee/Executive Secretary
 - j. State Convention
 - k. Strategic Planning
2. **Society Mission and Purposes**
 - a. Educational Excellence
 - b. Music
 - c. Scholarships
 - d. World Fellowship

Section B. General Procedures

1. All committees shall be appointed by the president except Strategic Planning, Finance, Nominations, and Review Committee/Executive Secretary, which are elected by the Executive Board. Committee chairs are appointed by the president. The president shall appoint chairs of the elected committees from within the committees. A member of an elected committee shall serve no more than two (2) consecutive terms.
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 (postal service, e-mail, and fax) provided all members of the committee have been notified.

- 335 4. Recommendations for committee projects that require funding shall be prepared and
336 submitted to the Finance Committee for budget consideration prior to the approval of the
337 Executive Board.
338 5. Statements of expense incurred in the performance of committee duties (vouchers) shall be
339 submitted to the president for approval.
340 6. All committee communications to members of the Executive Board and/or the general
341 membership shall be approved by the president before their distribution.
342 7. Copies of communications sent by chairs to committee members shall be sent to the president
343 for her information.
344 8. Reports of work shall be prepared on forms supplied by Society Headquarters.
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347 **Section C. Composition and Duties of Committees**

348 1. **Society Business**

349 a. **Bylaws/Standing Rules**

- 350 (1) The Bylaws/Standing Rules Committee shall receive all proposals for amending or
351 revising the *Bylaws of DKG Maryland State Organization* and the *Standing Rules of*
352 *DKG Maryland State Organization*, shall submit the proposals to the Executive Board
353 for discussion, and shall present the proposals to the convention for vote.
354 (2) The Bylaws/Standing Rules Committee shall be responsible for reviewing chapters'
355 rules to ascertain that they are consistent with the *Constitution* and the state
356 Bylaws/Standing Rules. These reviews shall be done during the second year of the
357 state biennium as chapters change officers. Chapters shall submit updated Chapter
358 Rules to the Bylaws/Standing Rules Committee as they are updated.
359 (3) Any changes in the *Constitution* which affect the State Organization shall
360 automatically become a part of *the Bylaws/Standing Rules of DKG Maryland State*
361 *Organization*.
362 (4) Proposed changes to the *Bylaws/Standing Rules of DKG Maryland State*
363 *Organization* shall be published no later than 60 days prior to the DKG Maryland
364 State Convention.
365 (5) After the DKG Maryland State Organization Convention, the Bylaws Committee shall
366 be responsible for updating the *Bylaws of DKG Maryland State Organization* and the
367 *DKG Maryland State Organization Standing Rules* to reflect any changes that may
368 have been acted upon during the convention. The updated documents shall be
369 submitted to the state president, executive secretary and parliamentarian for
370 review. The chairman of the Bylaws Committee shall forward a copy of the updated
371 documents to the International Constitution Committee Chair.
372 (6) The parliamentarian and the executive secretary shall serve as consultants.

373 b. **Chapter Support**

- 374 (1) The Chapter Support Committee shall develop and maintain a statistical record of
375 each DKG Maryland State Organization Chapter.
376 (2) The committee shall be composed of the immediate past president (chair) and three
377 appointed members.
378 (3) The committee shall provide chapter support as prescribed by the executive
379 committee. This support includes monitoring chapter progress, providing leadership
380 training for chapter leaders, sharing/demonstrating strategies for strengthening
381 chapters and implementing an intervention plan when chapters show signs of
382 stagnation or cease to thrive.

383 (4) Identification of exemplary chapters and presentation of biennial chapter
384 achievement awards is a responsibility of the Chapter Support Committee.

385 **c. Communications**

386 (1) The Communication Committee shall consist of four members and a Chair: The
387 Newsletter Editor, Circulation Editor, State Directory Editor, and the Webmaster.
388 The first vice-president shall serve as Chair.

389 (2) The Communications Committee shall be responsible for the planning and
390 dissemination of information that portrays the goals and programs of the Society.

391 (3) The committee shall continually assess the quality and effectiveness of
392 communication materials distributed by DKG Maryland State Organization.

393 (4) The committee shall keep the Executive Board informed of new technologies that
394 may enhance the ability to keep members informed and connected to the work of
395 the society of Maryland.

396 **d. Finance (elected)**

397 (1) The Finance Committee shall consist of four members elected by ballot by the
398 Executive Board for a four-year term with two members being elected in each even-
399 numbered year. The president and the treasurer shall serve as ex-officio members.
400 The executive secretary shall serve as consultant. The chair shall be appointed by
401 the president for the biennium from among the elected members.

402 (2) The committee shall be responsible for the supervision of the financial affairs of the
403 organization, including recommendations for the expenditures and investment of
404 funds, preparation of the Available Fund Budget for adoption by the Executive
405 Board, and an annual audit.

406 (3) The elected members of the committee review/revise the duties of the Treasurer's
407 Agreement as needed and assist in the annual performance review.

408 (4) The Finance Committee shall:

409 (a) Notify all members of the upcoming selection of the state treasurer through
410 an article in the *DKG Maryland NEWS* and on the Website.

411 (b) Notify the chapter presidents in writing by October 1 (even year) that the
412 Finance Committee is receiving applications for the position of treasurer
413 and that the application postmark is no later than December 1 (even year).

414 (c) Notify each applicant that her application form was received and is being
415 reviewed.

416 (d) Meet to consider the applications, evaluate the applications based on the
417 duties required for the position of Treasurer, and then make a selection to
418 recommend to the Executive Board at the spring meeting in the odd
419 numbered year.

420 (e) Inform each applicant as to the Finance Committee's decision regarding the
421 outcome of her application no later than February 20.

422 (f) In a motion at the Executive Board meeting in spring (odd year),
423 recommend a qualified applicant or request that the application period be
424 extended.

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- 431 **e. Historical Records**
- 432 (1) The Historical Records Committee shall consist of the chairman and at least five
- 433 members.
- 434 (2) Maintenance of the Headquarters Fund is a responsibility of the Historical Records
- 435 Committee.
- 436 (3) The executive secretary is an ex-officio member of this committee.
- 437 (4) The committee shall be responsible for assuring the safety and maintenance of
- 438 historical records of DKG Maryland State Organization.
- 439 **f. Leadership Development**
- 440 (1) Leadership Development is the responsibility of the state president working with
- 441 the Leadership Development Committee.
- 442 (2) The Leadership Development Committee shall present a leadership development
- 443 activity at each Executive Board meeting.
- 444 (3) The Leadership Development Committee shall develop an ongoing program that
- 445 provides opportunities for individual members as well as for Society leaders.
- 446 (4) The Leadership Development Committee shall plan and conduct the Leadership
- 447 Development Conference.
- 448 (5) The Leadership Development Committee shall plan and conduct training workshops
- 449 for new state president, state officers, and state committee chairs.
- 450 **g. Membership**
- 451 (1) The Membership Committee shall consist of the chair and at least five (5) members.
- 452 The executive secretary is an ex-officio member of this committee. Selected
- 453 members shall assume leadership for the following Membership Committee
- 454 Responsibilities:
- 455 (a) Initiation
- 456 (b) Necrology
- 457 (c) Expansion
- 458 (2) The Membership Committee shall be responsible for keeping members aware of the
- 459 benefits, opportunities, and joys of membership.
- 460 (3) The committee shall receive and evaluate the recommendations of persons
- 461 proposed for state honorary membership and shall submit the names of the
- 462 qualified candidates for vote by the Executive Board in the even-numbered year.
- 463 (4) The necrology and the membership reports shall be responsibilities of the
- 464 committee.
- 465 **h. Nominations (elected)**
- 466 (1) The Nominations Committee shall consist of one elected member from each area as
- 467 listed in the *Standing Rules of DKG Maryland State Organization*.
- 468 (2) The committee shall submit the names of one nominee for each elective office. No
- 469 two nominees may be from the same chapter. Consent of the nominee must be
- 470 obtained.
- 471 (3) The committee shall prepare the ballot and conduct the election.
- 472 (4) The committee shall conduct the installation of DKG Maryland State Organization
- 473 officers according to the guidelines outlined in the most recent edition of the
- 474 *Handbook of State Convention Policies and Procedures*.
- 475 **i. Review Committee/Executive Secretary (elected)**
- 476 (1) The Review Committee/Executive Secretary shall consist of three (3) members
- 477 elected, by ballot by the Executive Board, for a three-year term with one member

- 478 being elected each year. When there is but one nominee, a voice vote may be
479 taken.
- 480 (2) The elected members of the committee shall review/revise The Executive
481 Secretary's Agreement as needed and assist the president in the annual
482 performance review.
- 483 (3) The Review Committee/Executive Secretary shall:
- 484 (a) Notify all members of the upcoming selection of the state Executive
485 Secretary through an article in the *DKG Maryland NEWS* and on the
486 Website.
- 487 (b) Notify the chapter presidents in writing by October 1 (odd year) that the
488 Review Committee/Executive Secretary is receiving applications for the
489 position of executive secretary and that the application postmark is no later
490 than December 1 (odd year).
- 491 (c) Notify each applicant that her application form was received and is being
492 reviewed.
- 493 (d) Meet to consider the applications, evaluate the applications based on the
494 duties required for the position of executive secretary, and then make a
495 selection to recommend to the Executive Board at the spring meeting in the
496 even-numbered year.
- 497 (e) Inform each applicant as to the Review Committee/Executive Secretary's
498 decision regarding the outcome of her application no later than
499 February 20.
- 500 (4) The Review Committee/Executive Secretary shall recommend the transition for the
501 incoming Executive Secretary and request appropriate budgetary funds.

502 **j. State Convention**

- 503 (1) The members of the State Convention Committee shall be:
- 504 (a) Elected officers: president, first vice-president, second vice-president,
505 treasurer, and executive secretary
- 506 (b) Presidents of hostess chapters
- 507 (c) State Committee Chairs: Music, Membership (necrology), Nominations,
508 Chapter Support, Communications, and Educational Excellence
- 509 (d) The second vice-president as chairman.
- 510 (2) The committee shall plan a state convention according to the guidelines in the most
511 recent edition of the *Handbook of State Convention Policies and Procedures*.

512 **k. Strategic Planning (elected)**

- 513 (1) The Strategic Planning Committee shall consist of five (5) members elected for a
514 *four (4) year term. The president shall appoint a chair for the biennium one of the
515 elected members. The president shall serve ex-officio; the executive secretary shall
516 serve ex-officio without a vote.
- 517 (2) The committee shall provide for continued strategic planning and implementation.

518 **2. Society Mission and Purposes**

519 **a. Educational Excellence**

- 520 (1) The Educational Excellence Committee shall consist of a chair plus six (6) members.
- 521 (2) The committee shall formulate a long-term program plan utilizing the international
522 focus.
- 523 (3) The committee shall assist the chapters in program planning and implementation.
- 524
- 525

- 526 (4) The committee shall encourage and promote creative talents of members.
527 (5) The committee shall develop an action plan designed to foster a climate of mutual
528 respect and cooperation within the profession and to strengthen recruitment
529 practices.
530 (6) The committee shall study and recommend action on professional problems, and
531 initiate action to improve education and the status of women educators.
532 (7) The committee shall initiate action in the field of legislation to improve education
533 and the status of women educators.

534 **b. Music**

- 535 (1) The Music Committee shall consist of a chair appointed by the president and a team
536 of musicians selected by the chair.
537 (2) The Chair of the Music Committee shall provide leadership in providing music
538 activities for requested DKG Maryland State Organization functions.

539 **c. Scholarship**

- 540 (1) The Scholarship Committee shall consist of at least five (5) members.
541 (2) The committee shall develop and implement a program to enrich the personal lives
542 of members and make recommendations to chapters.
543 (3) The committee shall determine the recipients of the Mini Grants. The committee
544 shall award Mini Grants within the budgeted amounts.
545 (4) The criteria for Mini Grants should be based on the biennium. Recipients can receive
546 an award once during the biennium.
547 (5) The committee shall recommend the names of the candidates for state scholarships
548 to the Executive Board and promote interest in and support for the scholarships.
549 (6) The chair shall serve as a member of the Educational Excellence Committee.

550 **d. World Fellowship**

551 The World Fellowship Committee shall encourage financial support for the International
552 World Fellowships program and shall suggest to chapters appropriate programs of action.

553 **Section D. Special Committees**

554 Special committees shall be appointed by the president as authorized by the Executive
555 Board. After submitting the final report to the Executive Board, the committee shall be
556 dissolved.

557
558 **Article IX. Awards**

559 **Section A. Scholarship**

- 560 1. Rules governing the administration of the scholarship program shall be recommended by the
561 Scholarship Committee and adopted by the Executive Board.
562 2. The Scholarship Committee shall recommend an amendment to Standing Rule 9.11 should a
563 substantial change occur in the Scholarship Fund balance.

564 **Section B. Mini Grants**

- 565 1. Mini Grants are awarded for the purpose of the personal enhancement of members.
566 2. Mini Grants are financed from the Scholarship Fund.
567 3. The Scholarship Committee shall maintain a record of the use of Mini Grants and propose
568 amendments to the guidelines when appropriate.
569 4. The Scholarship Committee shall consult with the Finance Committee when determining the
570 annual amount to be designated to fund Mini Grants.

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Article X. Communications

Section A. Publications

1. A state newsletter, *DKG Maryland NEWS*, shall be published at least four times each year and sent to all members, the International Executive Board, and state editors.
2. Special publications, such as brochures, shall be approved by the president. The plans shall be first submitted to the Executive Board for approval.

Article XI. Amendments

Section A. Bylaws

1. The *Bylaws of DKG Maryland State Organization* may be amended at the state convention in the odd-numbered year by two-thirds (2/3) vote, provided notice of proposed amendments shall have been published at least 60 days before convening the convention. Proposed amendments shall be reviewed by the Executive Committee before they are approved by the president for publishing.
2. Any DKG Maryland State Organization member, committee, chapter, or board may submit for consideration proposals for amendments to the Bylaws Committee. Any proposal shall be submitted in writing (postal service, e-mail, or fax) by October 1 of any even-numbered year.
3. Proposed amendments shall be published no later than 60 days prior to the DKG Maryland State Organization Convention.
4. Adopted amendments take effect immediately upon adoption unless a proviso state otherwise.

Section B. Standing Rules

1. The *Standing Rules of DKG Maryland State Organization* may be amended or rescinded at the state convention (odd-numbered year) by a majority vote with notice, or by two-thirds (2/3) vote without prior notice.
Proposed amendments shall be published no later than 60 prior to the DKG Maryland State Organization Convention.
2. Adopted amendments take effect immediately upon adoption unless a proviso state otherwise.

Article XII. Dissolution

Section A. State Dissolution

Upon the recommendation by the Executive Board that the DKG Maryland State Organization of the Delta Kappa Gamma Society International be dissolved, the entire membership shall be notified in writing and polled. A two thirds (2/3) majority of those voting is required for dissolution. Voting by mail (postal service, e-mail, fax) is authorized.

Section B. State Dissolution Procedures

In the event that the DKG Maryland State Organization of the Delta Kappa Gamma Society International is dissolved, all funds and net assets shall be distributed as follows:

1. All liabilities and obligations shall be paid and satisfied.
2. Monies left in the DKG Maryland State Organization Scholarship Fund shall be contributed to the International Scholarship Fund.
3. Monies left in all other financial accounts shall be contributed to The Delta Kappa Gamma Educational Foundation.
4. The Executive Committee shall give to International Headquarters all official paraphernalia relating to the Delta Kappa Gamma Society International.
5. The Executive Committee shall supervise the distribution and/or liquidation of any non-official equipment or materials belonging to the DKG Maryland State Organization. Any resulting proceeds shall be equally divided between the International Scholarship Fund and The Delta

622 Kappa Gamma Educational Foundation.

623

624 **Section C. Chapter Dissolution**

625 1. Before a chapter is dissolved, the approval of the DKG Maryland State Organization must be
626 obtained.

627 2. Careful consideration shall be given to the manner in which those desiring to maintain
628 membership transfer to other chapters. International procedures must be followed.

629 3. Any remaining funds in the chapter account shall be sent to the DKG Maryland State
630 Organization treasurer for state or international projects.

631 4. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained
632 in the DKG Maryland State Organization archive and made available for use.

633 5. The charter must be returned to the DKG Maryland State Organization headquarters to be
634 forwarded to the International Headquarters.

635 6. The DKG Maryland State Organization Executive Board shall decide whether the Greek name
636 shall be reused or not.

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Article XIII. Parliamentary Authority

640 *Robert's Rules of Order, Newly Revised* (most recent edition) shall govern the proceedings of DKG
641 Maryland State Organization and its chapters in all cases not provided for in the *Constitution, Bylaws of*
642 *DKG Maryland State Organization, and Standing Rules of DKG Maryland State Organization.*

Standing Rules
Of
DKG
Maryland

The Standing Rules
of
DKG Maryland State Organization
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* * * * *

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Standing Rules of DKG Maryland State Organization

1. Name

1.1 State

1.2 Chapter

Chapter names may be reused as determined by the DKG Maryland State Organization Executive Board.

2. Purposes

2.1 DKG Maryland State Organization shall include in its organizational structure:

- a. Provision for annual assessment of chapter progress in accomplishing Society Purposes.
- b. Recognition of chapters that demonstrate progress in accomplishing short-term and long-term goals.
- c. Appropriate and consistent support to assure the success and vitality of chapters.

3. Membership

3.1 Composition

3.2 Chapters

Chapters shall assess the potential of each professional educator for distinctive service in any field of education in advance of issuing an invitation to membership.

3.3 State Honorary Members

3.31 Honorary membership may be extended to women, who have made statewide contributions to education and to the status of women, but who are not members of the education profession.

3.32 Induction of state honorary member(s) shall be conducted during the luncheon at the DKG Maryland State Organization Convention in the odd-numbered year following the election.

3.33 State honorary members shall be invited to the luncheon at the state convention at no cost to them.

3.34 State honorary members assigned to chapters shall be listed in the biennial *Chapter Yearbooks and State Directory* under a separate heading at the end of each chapter's membership list.

3.35 The state shall purchase the gold-plated key pin for the state honorary member and present it to her at the time of initiation.

3.4 Termination of Membership

3.41 The use of a returned state pin of a deceased member or a member who has left the organization shall be determined by the State Executive Board. The chapter shall record in the chapter minutes the name(s) of the member(s) terminated, including reason and date.

3.5 Transfer of Membership

3.51 No chapter vote is taken on transfer of members.

3.6 Reinstatement

4. Finances

4.1 Annual Dues and Fees

- 4.11 State annual dues shall be:
- a. \$24.00 for Active members
 - b. \$ 7.00 for Reserve members.
 - c. The scholarship fee shall be \$1.00 per member
 - (1) \$0.20 state
 - (2) \$0.80 chapter
 - d. The conference/convention fee shall be \$5.00.
 - e. Fees for induction of new members shall be \$7.50 for chapter members and \$2.50 for DKG Maryland State Organization members.

- 4.12 Chapter treasurers shall forward the conference/convention fee for each active and reserve member to the state treasurer at the same time the annual dues and other fees are submitted.

4.2 Available Board Budget

- 4.21 In preparation of the annual budget:
- a. The Finance Committee shall solicit budget requests and input from state officers, state committee chairs and other appropriate sources. Budget Input Request Forms shall be received by October 1.
 - b. The Budget Input Request Forms shall be returned to the Finance Committee by a date determined annually by the Finance Committee.
- 4.22 The proposed annual budget shall be part of the Executive Board meeting material to be forwarded to members of the board in advance of the March meeting.
- 4.23 The Available Fund Budget Categories shall be:
- a. The International Conference/International Convention
 - (1) Executive Committee
 - (2) Treasurer
 - (3) Executive Secretary
 - (4) Committee Chairs (Invited by International)
 - b. The Leadership Development Conference/DKG Maryland State Organization Convention
 - (1) Executive Committee
 - (2) Treasurer
 - (3) Parliamentarian
 - (4) Executive Secretary
 - c. Insurance
 - (1) A blanket liability policy with cost to be shared by each chapter member
 - (2) An accidental death/dismemberment policy covering the Executive Committee, executive secretary, treasurer, parliamentarian, and committee chairs traveling on official business.
 - d. Deposits/Costs for meeting sites:
 - (1) Leadership Development Conference
 - (2) DKG Maryland State Organization Convention
 - (3) State Executive Board Meetings
 - (4) State Mandated Workshops
 - (5) State Mandated Meetings
 - e. The business expense when establishing a new chapter.
 - f. The purchase of the state president's pin to be presented at the installation ceremony.

- 90 g. The payment of bank fees and service charges.
- 91 h. Secretarial Help and Supplies which includes the cost of the executive secretary
- 92 duplicating materials needed by state officers, state committee chairs, and meeting
- 93 attendees.
- 94 i. The cost of printing the biennial Convention Report in booklet form.
- 95 j. Contributions, Gifts, Memorials
- 96 k. Communications
- 97 l. State Mandated Workshops
- 98 m. Committees

99 4.24. The Finance Committee shall review, on an individual basis, requests for reimbursement when
 100 an over subscription of budgeted allowances has occurred. A recommendation shall be made to
 101 the Executive Board, although such reimbursement is not guaranteed.
 102

103 **4.3 Financial Controls**

104 4.31 In fulfilling the responsibilities for the supervision of the financial affairs of DKG Maryland State
 105 Organization, the Finance Committee shall:

- 106 a. Be responsible for bonding the state treasurer, the state president, and the state
 107 executive secretary.
- 108 b. Be responsible for verifying and reporting to the Executive Board that each chapter
 109 treasurer is bonded.
- 110 c. Ascertain current IRS business and volunteer mileage rates.
- 111 d. Notify the following of the specific allowable reimbursement rate for travel when driving
 112 to state committee meetings and/or any meeting they are asked to attend within the
 113 state as an official representative of the state (excluding Executive Board meetings).
 - 114 (1) 60% of IRS Business Rate
 - 115 (a) President
 - 116 (b) Treasurer
 - 117 (c) Executive Secretary
 - 118 (2) IRS Volunteer Rate
 - 119 (a) First Vice-President
 - 120 (b) Second Vice-President
 - 121 (c) Recording Secretary
 - 122 (d) Parliamentarian
- 123 e. Ascertain International Conference/International Convention rates for the Registration,
 124 Lodging, Travel, Official Meals, and Pre-Conference/Pre-Convention required meetings.
 - 125 (1) Registration: rate found on the official registration form
 - 126 (2) Lodging: rate based on the number of occupants not to exceed one-half of a
 127 double occupancy daily
 - 128 (3) Travel: reimbursable rate (actual cost not to exceed the lowest airfare) to the
 129 site of the International Conference and/or International Convention
 - 130 (4) Official Meals: rates published on the official Registration Form
 - 131 (5) Meals-Per Diem: rate of \$25 per day
 - 132 (6) Pre-Conference/Pre-Convention Events: Identified on the Official Registration
 133 Form
- 134 f. Notify the following of specific allowable reimbursement expenses for the International
 135 Conference/International Convention.
 - 136 (1) Registration, Lodging, Travel, Official Meals, Meals Per Diem (\$25), Pre-
 137 Conference/Pre-Convention events

- 138 (a) President
139 (b) First Vice-President
140 (c) Treasurer
141 (d) Executive Secretary
142 (2) Registration, Official Meals
143 (a) Second Vice-President
144 (b) Recording Secretary
145 (c) Designated state committee chairs
146 g. In the event that any designated member is unable to attend the International
147 Conference/International Convention and has received the allotted funds, she shall
148 return these funds to the state treasury.
149 h. DKG Maryland State Organization shall give an annual gift of \$600 to:
150 (1) DKG Maryland State Organization Treasurer
151 (2) DKG Maryland State Organization Executive Secretary
152 i. DKG Maryland State Organization shall give an annual gift of \$300 to:
153 (1) DKG Maryland State Organization Newsletter Editor
154 (2) DKG Maryland State Organization Circulation Editor
155 (3) DKG Maryland State Organization Directory Editor
156 (4) DKG Maryland State Organization Webmaster
157 j. The guidelines for expenditure of funds in the "Gift, Memorial, and Contributions"
158 category by DKG Maryland State Organization include:
159 (1) Contribute \$50 each toward a gift for the following:
160 (a) Outgoing International President
161 (b) Outgoing Northeast Regional Director
162 (c) Outgoing International Staff Member
163 (2) Contribute \$50 to a state or international fund in the memory of:
164 (a) State Honorary Member
165 (b) Past State President
166 (c) Present state officer as decided by the Executive Board
167 (3) Contribute \$50 to a memorial for
168 (a) Past International President
169 (b) Past International Staff Member
170 (c) Past Northeast Regional Director
171 (d) Others, at the discretion of the Executive Board.
172 (4) Contribute annually \$100 each to:
173 (a) Educational Foundation Fund
174 (b) Emergency Fund
175 (c) Golden Gift Fund
176 (d) International Speakers Fund
177 (e) World Fellowship Fund
178 (5) In the event of exceptions to these guidelines, the Executive Board shall be
179 empowered to make decisions on the disposition of funds.
180 k. By July 1 of each biennium the treasurer shall secure appropriate signature cards of
181 each state account in the banking institution and for the state safe deposit box, obtain
182 the signatures of the president and the treasurer and file the signed card with the
183 institution.
184 l. Keep the Executive Board and Scholarship Committee informed as to the annual income
185 available for scholarships and mini grants prior to September 1.

- 186 m. Advise the Review Committee/Executive Secretary on matters pertaining to any
 187 financial commitments to the executive secretary.
- 188 n. In the event that monies are needed to meet financial obligations of the state, the
 189 president, in consultation with the Finance Committee, may authorize the treasurer to
 190 borrow money from a DKG Maryland State Organization Fund. The money, plus
 191 interest, shall be repaid within the fiscal year. The interest rate shall be that currently
 192 received by the Permanent Fund.
- 193 o. At the end of each year, unused budgeted money shall revert to the Available Fund,
 194 with the exception of:
- 195 (1) Scholarship Fund
 - 196 (2) Permanent Fund
 - 197 (3) State Headquarters Fund
 - 198 (4) Conference Convention Fund
- 199 4.32. The proposed Available Fund Budget shall be included in the materials prepared for Executive
 200 Board members to receive prior to the Executive Board meeting.
- 201 4.33. In fulfilling the responsibilities for providing accuracy in accounting, the Finance Committee shall
 202 create vouchers to use for reimbursement.
- 203 a. Vouchers
 - 204 (1) Officer Vouchers
 - 205 (2) Committee Chairs Vouchers
 - 206 (3) Conference Vouchers
 - 207 (4) Convention Vouchers
 - 208 b. Vouchers for reimbursement of budgeted expenses shall be submitted to the president
 209 for approval. The president shall designate to the treasurer from which category such
 210 expenses shall be paid.
 - 211 (1) The deadline for cashing checks is sixty (60) days.
 - 212 (2) No reimbursement request shall be honored beyond sixty (60) days of the event
 213 for state officers and related personnel.
 - 214 (3) All conference/convention vouchers must be postmarked no later than June 1.
 - 215 (4) All expense vouchers from state committee chairs shall be submitted to the
 216 president no later than June 1 of each year.
 - 217 c. Review on an individual basis any requests for reimbursement when an over-subscription
 218 of budgeted allowances has occurred. A recommendation shall be made to the Executive
 219 Board, although such reimbursement is not guaranteed.
- 220 4.34. The Finance Committee shall select a CPA auditor and assure that the treasurer's books are
 221 submitted to the selected auditor for an annual audit. The auditor's report shall be submitted to
 222 the Executive Board each year.
- 223 4.35. The fiscally responsible officers of DKG Maryland State Organization are the treasurer and the
 224 president.
- 225 a. By July 1 of each biennium the treasurer shall secure appropriate signature cards for each
 226 state account in a banking institution and for the state safe deposit box, obtain the
 227 signatures of the president and the treasurer and file the signed cards with the
 228 institutions.
 - 229 b. The president shall be empowered to allocate funds for special categories in the adopted
 230 budget, within the allowances budgeted by the Executive Board. Where no guidelines
 231 exist, the president shall seek guidelines from the Finance Committee before approval of
 232 the expenditure.
 - 233 c. In the event that monies are needed to meet financial obligations of the state, the

234 president may authorize the treasurer to borrow money from a DKG Maryland State
 235 Organization Fund. The money, plus interest, shall be repaid within the fiscal year. The
 236 interest rate shall be that currently received by that Fund.

237 d. Vouchers for reimbursement of budgeted expenses shall be submitted to the president
 238 for approval. The president shall designate to the treasurer from which budget category
 239 such expenses shall be paid.

240 (1) All expense vouchers from the Executive Committee shall be submitted to the
 241 president.

242 (2) All expense vouchers from state committee chairs shall be submitted to the
 243 president no later than June 1 of each year.
 244

245 **4.4 Funds**

246 4.41 The Historical Records Committee shall assume the responsibility of maintaining a minimum
 247 balance of \$100,000 in the State Headquarters Fund each biennium.
 248

249 **5. Organization**

250 **5.1 State**

251
 252 **5.2 Chapters**

253 Chapters may fulfill their Constitutional and/or DKG Maryland State Organization responsibilities
 254 by establishing committees as needed.
 255

256 **5.3 New Chapters**

257 The budgeted amount for establishing a new chapter shall be sent to the president of the
 258 sponsoring chapter, or to the chair of the state Membership Committee, to be used for the
 259 business (not social) expenses of the expansion. The balance shall be given to the new chapter
 260 to be placed in its treasury.
 261

262 **5.4 Areas**

263 5.41 The areas are for selecting members of the Nominations Committee are:

#1	#2	#3	#4
Iota	Eta	Zeta	Epsilon
Upsilon	Pi	Tau	Omega
	Alpha Alpha	Phi	Alpha Beta
		Alpha Theta	
#5	#6	#7	#8
Lambda	Delta	Beta	Alpha
Omicron	Theta	Nu	Mu
Alpha Gamma	Rho	Alpha Delta	Xi

277 5.42 Groups serving as host for the DKG Maryland State Organization Biennium Convention

278 2021 [Areas 2 and 5]

279 2023 [Areas 1 and 6]

280 2025 [Areas 4 and 7]

281 2027 [Areas 3 and 8]

- 282 **5.5 Coordinating Councils (Optional)**
283 5.51 Chapters interested in being organized as a coordinating council shall apply to the DKG
284 Maryland State Organization Executive Board for permission to proceed.
285 5.52 Each coordinating council shall adopt rules that are consistent with the *Constitution* and DKG
286 Maryland State Organization Bylaws.
287 5.53 Each participating chapter shall be represented on the coordinating council by the president and
288 at least one (1) other chapter member.
289 5.54 Participating chapters shall approve the activities of the coordinating council.
290 5.55 Activities of coordinating councils shall be financed as approved by the state executive board.
291 5.56 Coordinating councils must register and obtain an EIN number.
292

293 **6. Officers and Related Personnel**

294 **6.1 Officers and Related Personnel**

295 **6.2 Duties of Officers and Related Personnel**

- 296 6.21 Orientation of the incoming second vice-president shall include details related to the officer's
297 responsibilities and guidelines for the Leadership Development Conference and for the biennial
298 convention.
299 6.22 The Recording Secretary shall send copies of the minutes of each Executive Board Meeting,
300 Executive Committee Meeting, and Convention Business Meeting to the Review Committee for
301 approval of the minutes within thirty (30) days of the meeting.
302 6.23 The duties of the treasurer shall be as defined in the Treasurer's Agreement and in accordance
303 with the *Constitution*. Complete text of the Agreement can be found in Appendix A.
304 6.24 The duties of the executive secretary shall be defined in the Executive Secretary's Agreement.
305 Complete text of the Agreement can be found in Appendix B.
306

307 **6.3 Term of Office**

308

309 **6.4 Vacancies**

- 310 6.41 The term of a member selected to fill a vacancy in an elected office automatically ends on
311 June 30 of the odd year.
312

313 **6.5 Nominations and Elections**

- 314 6.51 Ballots shall be destroyed once the election is official.
315

316 **7. Boards/Meetings**

317 **7.1 State Executive Board**

- 318 a. A review committee appointed by the state president shall approve the minutes of the
319 Executive Board. Following the approval by the committee, minutes shall be sent, at
320 least prior to the Executive Board meeting to the members of the Executive Board.
321
322 b. The Executive Board shall approve any collection to be taken at state level meetings.
323 Members shall be notified of the Board's decision prior to the meeting at which the
324 collection is to be taken.
325

326 **7.2. State Executive Committee**

327 The Executive Committee shall make a report of its actions and activities to members of the
328 Executive Board at each meeting.

- 329 a. Upon request from the Chapter Support Committee, the Executive Committee shall

330 devise and implement an intervention plan for a chapter showing signs of stagnation or
 331 ceasing to thrive.

332 b. The officers shall retain materials generated through three biennia as current files.
 333 Older files shall be transferred to the Historical Records Committee.

334
 335 **7.3. Chapter Executive Boards**

336 The chapter executive board may meet through electronic communication as long as all the
 337 members may simultaneously hear one another and participate during the meeting.

338
 339 **7.4. State Leadership Development Conference**

340 a. The conference shall be financed by the annual conference/convention fee paid by each
 341 member.

342 b. No conference budget, approved by the Leadership Development Committee, shall
 343 exceed one-half (1/2) of the Conference/Convention Fund.

344 c. The treasurer shall submit a financial report of the conference to the Leadership
 345 Development Committee.

346 d. Alternate conferences shall focus on (1) preparing members to accept chapter
 347 leadership roles, (2) personal/professional growth of members.

348 e. A three-hour session shall be devoted to the training of chapter presidents.

349 f. The President’s Roundtable shall be held with committee chairs during the Leadership
 350 Development Conference.

351
 352 **7.5. State Convention**

353 a. The convention shall be financed by the annual conference/convention fee paid by each
 354 member.

355 b. A convention budget shall not exceed one-half (1/2) of the Conference/Convention
 356 Fund.

357 c. The convention's budget shall be approved by the Convention Planning Committee.

358 d. The treasurer shall submit a financial report of the convention to the second vice-
 359 president. This financial report shall become a part of the Convention Report made to
 360 the Executive Board in September by the second vice-president

361
 362 **7.6 Biennium Schedule of Boards/Meetings**

Month	First Year of Biennium July (odd) - June (even)	Second Year of Biennium July (even) - June (odd)
July	Delta Kappa Gamma International Conference International Training for State Presidents (And others as indicated)	Delta Kappa Gamma International Convention
August	Training Workshop (For State Committee Chairs) Executive Committee Meeting (To plan September Executive Board Meeting)	Executive Committee Meeting (To plan September Executive Board Meeting)
September	State Executive Board Meeting (Second Saturday)	State Executive Board Meeting (Second Saturday)
October		

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November	Society Workshop (First Saturday)	Society Workshop (First Saturday)
December	Executive Committee Meeting (To prepare "State of the Society" Communication)	Executive Committee Meeting (To prepare "State of the Society" Communication)
January	"State of the Society" Communication (From the President to the Executive Board)	"State of the Society" Communication (From the President to the Executive Board)
February	Executive Committee Meeting (To plan March Executive Board Meeting)	Executive Committee Meeting (To plan March Executive Board Meeting)
March	Executive Board Meeting (First Saturday)	Executive Board Meeting (First Saturday)
April		State Convention Election of State Officers
May	First Saturday: Leadership Development Conference Chapter Presidents' Training Roundtable (for State Committee Chairs)	Training Workshop For Newly Installed State President (Prior to May 31)
June		Training Workshop (For Elected Officers)

8. Committees

8.1 Standing Committees

8.2 General Procedures

- a. The Chapter Support Committee shall be constituted as detailed in Bylaw VIII.C.1.b.
- b. The Leadership Development Committee shall be constituted as detailed in Standing Rule 8.316.
- c. State committee chairs shall send information to both their respective chapter chairs and chapter presidents.
- d. All state committees shall obtain the approval of the State Executive Board prior to initiating any committee project.
- e. The president shall be authorized to conduct a telephone/email/fax survey of the Executive Board to accept or reject a committee's request for approval to act when such action is needed during the interval between the fall and spring meetings of the Executive Board.
- f. Each committee chair shall retain materials generated through three biennia as current files. Older files shall be transferred to the Historical Records Committee.
- g. Reports of work accomplished shall be prepared on forms supplied by Society Headquarters.

8.3 Duties of the Committees

8.31 Society Business

8.311 Bylaws

- a. The Bylaws shall be reviewed and may be amended during each biennium.
- b. The Bylaws may be published (print) during the biennium following an International Constitutional Convention.
- c. The Standing Rules shall be reviewed annually.
- d. The Standing Rules may be published (print) during each biennium.

- 411 e. Distribution of the one hundred copies of the Bylaws and Standing Rules shall be as
412 follows: members of the Executive Committee, Treasurer, Parliamentarian, Executive
413 Secretary, Chapter Presidents, Past State Presidents, and State Committee Chairs. The
414 file copies shall be housed with the Executive Secretary.
415 f. The DKG Maryland State Organization Bylaws and Standing Rules may be duplicated by
416 chapters as needed.
417

418 **8.312 Chapter Support**

- 419 a. The chapter statistical record shall include:
420 (1) Name; Date of Chartering; Area
421 (2) Membership Statistics
422 (3) Meetings held annually
423 (4) Average meeting attendance
424 (5) Annual initiates' statistics
425 b. The statistical record shall be updated annually.
426 c. The committee shall alert the executive committee when a chapter appears to be failing
427 or not thriving.
428 d. The committee shall post on the website guidelines for selecting exemplary chapters.
429 e. Chapter achievement awards shall be presented during the luncheon at the state
430 convention.
431

432 **8.313 Communications**

- 433 a. Committee goals shall be determined by the committee and shall reflect the biennium
434 activities of the editors and of the webmaster.
435 b. The committee shall document (and keep up to date) procedural guidelines related to
436 producing the DKG Maryland *NEWS*, distribution of the *News*, creating/maintaining a
437 membership data-base, and creating/maintaining the website.
438 c. The number of issues of the DKG Maryland *NEWS* shall be four each year.
439 d. The publication dates of the DKG Maryland *NEWS* shall be September 15, December 15,
440 March 15, and June 15. "Publication" shall include "print" and "electronic" production.
441 e. Critical to the timely delivery of the DKG Maryland *NEWS* is the preparation and
442 organization of the circulations team. The Circulation Editor shall provide for all logistics
443 to enable the team to accomplish its tasks.
444 f. The State Directory Editor shall create/maintain/ and make accessible to members an
445 accurate and secure database of the DKG Maryland State Organization membership.
446 g. The Webmaster shall create web pages, which are in compliance with the Policies for
447 Electronic Communication set forth by The Delta Kappa Gamma Society International.
448 h. All information for the webpage shall be kept current and must be approved by the DKG
449 Maryland State Organization president.
450 i. A current copy of the Bylaws and Standing Rules shall be on the webpage.
451

452 **8.314 Finance**

- 453 a. The elected members of the committee shall review/revise the Treasurer's Agreement
454 as needed and assist the president in the annual performance review.
455 b. The Treasurer's Agreement (Appendix A) shall not be in conflict with the Bylaws or
456 Standing Rules.
457
458

459 **8.315 Historical Records**

- 460 a. A minimum balance of \$100,000 shall be maintained in the State Headquarters Fund for
461 the specific use of providing a safe, secure and permanent environment to preserve the
462 historical records of DKG Maryland State Organization.
- 463 b. Historical Records shall include permanent files of materials older than six (6) years. The
464 committee shall maintain the permanent files for security and easy retrieval.
- 465 c. Materials received from the Executive Secretary shall become part of the permanent
466 file. These must include the official minutes and may include:
- 467 (1) Annual reports
 - 468 (2) Convention programs
 - 469 (3) Hour of Remembrance programs
 - 470 (4) Chapter Yearbooks and State Directory and Chapter Yearbooks and State
471 Directory Supplement
 - 472 (5) Bylaws
 - 473 (6) Standing Rules
- 474 d. The Historical Records Committee shall receive materials from officers and committee
475 chairs.
- 476 e. The Cross-Reference File shall be maintained.
- 477 f. The official photograph of the DKG Maryland State Organization delegation attending
478 the International Conference and the International Convention shall be purchased by
479 the treasurer.
- 480 g. The Make A Miracle Fund pin, which was received for the State's contribution to the
481 fund, shall be passed from the outgoing state president to the incoming state president
482 at installation.

483
484 **8.316 Leadership Development**

- 485 a. The committee shall consist of twelve (12) members: the members of the executive
486 committee, executive secretary, parliamentarian, and six (6) members appointed by the
487 president. In addition, the treasurer shall act as a consultant to the Leadership
488 Development Committee.
- 489 b. The president shall serve as chair.
- 490 c. The recording secretary shall serve as secretary for the committee.

491
492 **8.317 Membership**

- 493 a. All members of the committee shall be involved when a decision is made to present a
494 recommendation or motion to the Executive Board.
- 495 (1) The induction representative, consulting with the membership chair and state
496 president, and working with the executive secretary, shall plan the induction of
497 the honorary member at the state convention luncheon.
 - 498 (2) The necrology representative, consulting with the president and the chair, shall
499 plan and conduct the Hour of Remembrance at the state convention.
 - 500 (3) A memorial article about a past state president, a past state executive secretary,
501 a past state treasurer, state honorary members, and any other member, who
502 has made significant contributions to the State and Society, shall be prepared by
503 the necrology representative for the DKG Maryland *NEWS*.
 - 504 (4) The necrology representative shall keep up to date the State Book of
505 Remembrance, containing a small photograph and eulogy of the deceased DKG
506 Maryland State Organization member.

- 507 b. The Membership Committee shall receive and evaluate the "Recommendation for
- 508 Membership" forms for state honorary members and submit the names of
- 509 recommended nominees to the Executive Board at the March meeting in an even-
- 510 numbered year with voting in September of that even-numbered year and with
- 511 initiation taking place at the convention of the following odd-numbered year.
- 512 (1) The sponsoring group of the nominee for state honorary membership shall
- 513 assume the responsibility of doing the investigating of the eligibility of the
- 514 nominee.
- 515 (2) All information received on each candidate shall be retained in the membership
- 516 file.
- 517 (3) Information sheets distributed at the Executive Board meeting about nominees
- 518 for state honorary membership shall be collected after the voting has been
- 519 completed.
- 520 c. The Membership Committee shall be aware of expansion needs and opportunities
- 521 within the state organization.
- 522 d. The Membership Committee shall ensure the budgeted amount for establishing a new
- 523 chapter shall be sent to the president of the sponsoring chapter (or to the state
- 524 membership chair) to be used for the business (not social) expenses of the expansion.
- 525 The balance shall be given to the new chapter to be placed in its treasury.
- 526

527 **8.317 Nominations**

- 528 a. At least one meeting of the committee shall be held where all elected members of the
- 529 Nominations Committee shall have an opportunity to participate in decisions before a
- 530 slate is compiled for presentation.
- 531 b. The committee shall install the slate of DKG Maryland State Organization officers as
- 532 prescribed in the Bylaws.

533 **8.3181 Biennium Schedule of Nominees for Elected/Appointed Positions**

- 534 a. Required nominees during first year of the biennium
- 535 (1) September Executive Board Meeting Odd Year: Inform board members of
- 536 search for nominee for one (1) Member for Review Committee/Executive
- 537 Secretary [3-year term]. Information should include purposes of committee.
- 538 (2) October Odd Year: Post nominee search information on Website.
- 539 (3) November Odd Year: Provide Newsletter Editor information on search for
- 540 Review Committee/Executive Secretary nominee.
- 541 (4) January Even Year: Committee selects nominee for slate for vote at March
- 542 Executive Board.
- 543 (5) February Even Year: Prepare motion to nominate one (1) member for Review
- 544 Committee/Executive Secretary. Send motion of slate to State President.
- 545 (6) March Even Year: Present motion of slate at Executive Board Meeting [One (1)
- 546 member] for Review Committee/Executive Secretary, for a three (3) year term.
- 547 b. Required nominees during second year of the biennium
- 548 (1) August Even Year: Prepare information for Executive Board Packet. Include
- 549 information concerning search for nominees for:
- 550 Elected Committee Members
- 551 (a) Two (2) members for Finance Committee [4-year term]
- 552 (b) One (1) member for Review Committee/Executive Secretary [3-year
- 553 term]
- 554 (c) Eight (8) members for Nominations Committee [One (1) nominee

- 555 from each area (2-year term)]
- 556 Slate of Officers
- 557 (a) One (1) President [2-year term]
- 558 (b) One (1) First Vice-President [2-year term]
- 559 (c) One (1) Second Vice-President [2-year term]
- 560 (d) One (1) Recording Secretary [2-year term]
- 561 (2) September Even Year Executive Board Meeting: Include “search for nominees”
- 562 information in Executive Board Packet.
- 563 (3) October Even Year: Post nominee search information on Website.
- 564 (4) November Even Year: Provide Newsletter Editor information on search for
- 565 nominees.
- 566 (5) December Even Year: Committee selects names for slate of officers and elected
- 567 committee members. Provide list to Newsletter Editor.
- 568 (6) February Odd Year: Prepare motion to nominate slate of officers and slate of
- 569 elected committee members. Send motion to president.
- 570 (7) Prepare written Biennial Committee Report for Convention Report Book.
- 571 (8) March Odd Year: Present motion at Executive Board of slate of officers and slate
- 572 of elected committee members.
- 573 (9) Give written Biennial Committee Report to Executive Secretary for Convention
- 574 Report Book.
- 575 (10) April Odd Year: Present Nominations Committee’s Biennial Report to DKG
- 576 Maryland State Organization Convention.
- 577

578 **8.3182 The Executive Secretary’s Agreement (Appendix B)**

579 The Executive Secretary’s Agreement shall not conflict with the Bylaws and Standing Rules.

580

581 **8.319 State Convention**

- 582 8.3191 The second vice-president shall provide a schedule of Convention Committee meetings including
- 583 a list of committee members required to attend each meeting. The schedule should be available
- 584 at the first meeting of the State Convention Committee.
- 585
- 586
- 587

588 **8.32 Strategic Planning (elected)**

- 589 8.321 Keep members informed of short-term and long-term goals
- 590 a. Create a strategic plan for the DKG Maryland State Organization that includes both
- 591 short-term and long-term goals.
- 592 b. Update the plan as goals are accomplished.
- 593 c. Celebrate successes.
- 594 8.322 Propose solutions for long-term unresolved issues
- 595 a. Data file providing cross-referencing of all executive board and convention motions
- 596 (Cross Reference File)
- 597 8.323 Conduct evaluations of the organizational structure, programs, and activities of DKG Maryland
- 598 State Organization
- 599 a. Propose evaluation tools to assess the effectiveness of programs and activities of DKG
- 600 Maryland State Organization.
- 601 b. Conduct evaluations of activities of DKG Maryland State Organization
- 602 c. Keep the executive board informed of assessment results.

603 d. Reflect recommendations in the state’s strategic plan.

604

605 **8.33 Society Mission and Purposes**

606 **8.331 Educational Excellence**

- 607 a. Members shall be assigned the task of representing the state at the US Forum and the
- 608 UN.
- 609 b. Members shall be assigned the task of promoting programs and projects for excellence
- 610 in education.
- 611 c. Members shall be assigned the task of transmitting suggestions for study and action to
- 612 chapters.
- 613 d. The committee shall encourage, recognize, and provide opportunities for members to
- 614 share their talents. The committee shall find ways to showcase members’ talents and
- 615 shall sponsor a *Women in the Arts Exhibit* during state conventions.
- 616 e. The committee shall support programs of actions that promote the personal well-being,
- 617 intellectual growth and global awareness of women educators, encourage a focus on
- 618 the arts at state conventions; and develop strategies that shall enable chapters to
- 619 encourage members to become leaders.
- 620 f. The committee shall report on professional issues and inform the chapters of desirable
- 621 legislation or other suitable endeavors in the interest of education and of women
- 622 educators.

623

624 **8.332 Music**

625 **8.3321** The Music Committee shall coordinate its efforts with those of the Educational Excellence

626 Committee.

627

628 **8.333 Scholarship**

629 8.3331 No two (2) members shall be appointed to the Scholarship Committee from the same area.

630 8.3332 Copies of the criteria for Mini Grants shall be sent to all chapter Scholarship Committee Chairs

631 and chapter presidents.

632

633 **8.334 World Fellowship**

634 **8.3341** The biennial report of the World Fellowship Committee shall include the amount donated to the

635 fund by DKG Maryland State Organization Chapters/members.

636 8.3342 Keep chapters informed of appropriate methods of contact with World Fellowship recipients

637 studying in the area.

638

639 **8.4 Special Committees**

640

641 **9. Awards**

642

643 **9.1 Scholarship**

644 9.11 DKG Maryland State Organization shall offer four annual scholarships.

645

646 a. Scholarships shall be awarded in the names of:

647 (1) Dr. Anne H. Matthews

648 (2) Esther J. Crooks

649 (3) Dr. Fern D. Schneider

650 (4) The Founders

b. The Matthews, Crooks and Schneider Scholarships (\$1500 each) may be used for:

(1) Additional certification such as National Teacher Certification

- 651 (2) Certificate renewal, which may include MSDE credit courses
652 (3) Graduate level courses towards a Master's Degree
653 (4) Graduate level courses toward a Doctoral Degree
654 c. The Founders Scholarship (up to \$1500) is designated for lifelong learning
655 experiences unrelated to an advanced degree, certificate renewal or National Board
656 Certification. There may be more than one awardee each year.
- 657 9.12 The following policies for the annual scholarship shall be observed:
658 a. The Scholarship Committee shall meet to evaluate all applications for scholarships. All
659 scholarships shall be awarded to Delta Kappa Gamma members.
660 b. The applicant must complete and return an application to the chair of the Scholarship
661 Committee by January 15.
662 c. The applicant must be active in the Society on the chapter level.
663 d. The number of years in the Society that are required for eligibility shall be included on
664 the application form.
665 e. The applicant's record may indicate interest in and service to the community.
666 f. The recipient of the Founders Scholarship shall:
667 (1) Demonstrate evidence of intent to engage in an extended learning program
668 involving a series of lectures, workshops and/or academic-based continuing
669 education classes at an accredited institution or as part of a nationally
670 recognized program for lifelong learning.
671 (2) Distinguish herself from one seeking a Mini Grant whose intention is to engage
672 in limited exposure for personal enrichment in a new skill, avocation or single
673 topic of interest.
674 (3) Share her experience in a DKG Maryland State Organization Leadership
675 Development Conference, Program Workshop, Webinar, or the like.
- 676 g. No state scholarship shall be given to a member receiving an international scholarship in
677 that year.
678 h. Scholarship recipients shall be asked to write a brief article for publication in an issue of
679 the DKG Maryland *NEWS* detailing their utilization of scholarship funds related to their
680 program of study.
681 i. All scholarship recipients have two years from the date awarded in which to use the
682 stipend.
683 j. The Executive Board must approve the recommendations of the Scholarship Committee
684 before the scholarships are awarded.
685 k. Scholarships shall be awarded at the March Executive Board meeting. The awards shall
686 be presented at a time and in a manner recommended by the Scholarship Committee
687 and approved by the Executive Board.
688 l. Scholarship awardees shall receive recognition during the state convention or
689 Leadership Development Conference.
690 m. Application forms shall be destroyed after the scholarship is awarded.
- 691 9.13 Special scholarships may be awarded as approved by the Executive Board.
692
- 693 **9.2 Mini Grants**
- 694 9.21 The term "Mini Grants" shall be used to designate grants awarded from the Scholarship Fund for
695 the personal enhancement of members.
- 696 9.22 The requirements for Mini Grants include:
697 a. The applicant must be an active member of the Society.

- 698 b. The grant may be used on graduate level, but not as part of a graduate program.
- 699 c. The grant must be used for personal enhancement.
- 700 d. Grants may be awarded for attendance at conferences or conventions other than those
- 701 of the society.
- 702 e. An official application form (including descriptive or support literature, signatures, etc.)
- 703 must be completed and submitted to the Scholarship Committee Chair by the postmark
- 704 deadline on the application.
- 705 f. The application must be received prior to the activity and used within one year of
- 706 receipt.
- 707 g. Verification that the grant money was used for the intended purpose must be submitted
- 708 to the DKG Maryland State Organization Scholarship Chair on the appropriate form.

709 9.23 Members may receive a Mini Grant once during the biennium.

710 9.24 A sum of money, determined annually by the Scholarship Committee, shall be designated from

711 the Scholarship Fund for Mini Grants with a maximum of \$200 being awarded for any one grant.

712

10. Communications

714 10.1 Publications

715 10.11 Official Documents

- 716 a. Bylaws
- 717 b. Standing Rules
- 718 c. DKG Maryland *NEWS*
- 719 d. Chapter Yearbooks and State Directory and Chapter Yearbooks and State Directory
- 720 Supplement
- 721 e. Biennial Reports
- 722 f. Convention Programs

723 10.12 The Communications Committee shall seek cost effective methods for making the official

724 documents available to the membership. The Executive Board shall approve changes in format,

725 method of distribution, or frequency of publication.

726 10.13 Chapter Yearbooks and State Directory shall be published biennially in the even-numbered year

727 and distributed at the September Executive Board meeting. The yearbook directory shall

728 include:

- 729 a. A three-year calendar
- 730 b. Listing of dues/fees designated by international and state for active and reserve
- 731 members
- 732 c. Chapter, international, and state leaders
- 733 d. Past state presidents, past executive secretaries, past state treasurers, and state
- 734 honorary members
- 735 e. Calendar of events
- 736 f. Chapter yearbooks/directory
- 737 g. Index of members
- 738 h. The Delta Kappa Gamma Song
- 739 i. Cover including date on front

740 10.14 Chapter Yearbooks and State Directory Supplement shall be published biennially in the odd-

741 numbered year and distributed at the September Executive Board meeting. A digital copy will be

742 provided to the voting members of the Executive Board. The yearbook supplement shall

743 include:

- 744 a. New state officers, committee chairs, and committee members
- 745 b. Chapter yearbooks/directory of new members and changes in current members: name,

746 address or phone number.

747

748

11. Amendments

749 11.1 The Bylaws of DKG Maryland State Organization may be revised only upon authorization by two-
750 thirds (2/3) vote of the DKG Maryland State Organization convention.

751 a. Preparing and presenting an authorized revision shall be the duty of an ad hoc Revision
752 Committee appointed by the president.

753 b. The proposed revision shall be published for the members in print and/or electronic
754 version no later than 60 days prior to the DKG Maryland State Organization Convention.

755 c. If a revision is authorized, there shall be no other amendments proposed to the existing
756 Bylaws.

Appendix

A and B

APPENDIX A
DKG MARYLAND STATE TREASURER'S AGREEMENT
October 2019

APPOINTMENT

1. The treasurer is appointed by the DKG Maryland State Executive Board in odd-numbered years.
2. The term of the office and gift are fixed by the DKG Maryland State Executive Board.
3. The duties and responsibilities are defined by the DKG Maryland State Executive Board and/or the state president.
4. The treasurer shall serve as an ex-officio member of the DKG Maryland State Executive Board without a vote.
5. The treasurer shall serve as an ex-officio member of the State Finance Committee, State Convention Committee, and a resource to any other committee as designated by the state president.
6. The treasurer shall be a consultant to the Leadership Development Committee.
7. The treasurer shall be included under the state bond.
8. This agreement may be terminated on sixty (60) days' notice by either the treasurer or the DKG Maryland State Executive Board.

DUTIES AND RESPONSIBILITIES

The treasurer shall:

1. Receive monies and pay out all necessary bills 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. Provide reports to the State Finance Committee upon request.
5. Present an up-to-date report at each DKG Maryland State Executive Board meeting and the DKG Maryland State Convention.
6. Submit the account of the organization for annual audit.
7. Serve, ex-officio member, without vote, on the DKG Maryland State Executive Board.

8. Serve, ex-officio, in the process of the state budget development and supervision of finances.
9. Have and use the latest revisions of the International Constitution and Standing Rules, the Go-To Guide, the DKG Maryland State Bylaws and Standing Rules, and the Ask and Answer Guide.
10. Receive chapter membership dues and fees and deposit into the appropriate account.
11. Receive bill directly from businesses and forward the bills to the state president for approval.
12. Pay all bills by check after the state president has approved them.
13. Maintain the Available Fund, the Scholarship Fund, the State Headquarters Fund, the Permanent Fund, and the Conference/Convention Fund as separate bank accounts.
14. Deposit all money in the name of The Delta Kappa Gamma Society International, DKG Maryland State Organization, and include the names of the state treasurer and the state president on the signature cards.
15. Make transfers from the Available Fund to the Scholarship, Permanent, and Conference/Convention Funds by the end of the fiscal year.
16. Provide information necessary for a fidelity bond, the cost to be paid by the state organization. The bond covers the state president, the state treasurer, the executive secretary, and all chapter treasurers.
17. Prepare annually, before January 15, the Maryland state sales tax report.
18. Provide auditor with records to prepare IRS 990.
19. Document the filing of e-Post Card 990N prior to November 15 by chapter treasurers.
20. Make an annual report on Form 16, received from International Headquarters in April or May, to the international business services administrator by September 1.
21. Forward a copy of the DKG Maryland State Budget, the DKG Maryland State Treasurer's Report, the audit report from the qualified tax preparer or accountant, and Form 990 to International Headquarters.
22. Provide the DKG Maryland Finance Committee chair with a copy of all reports sent to International or State.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Assist chapters in accessing the chapter dues forms and membership spreadsheets, Form 18A, Form 43 (contributions), initiate, personal data

change, and reinstatement forms, change of treasurer and/or treasurer's address forms, and up-to-date order forms.

2. Endorse checks **For Deposit Only, The Delta Kappa Gamma Society International, DKG Maryland State.**
3. Inform the state membership chair of the number of members in each chapter prior to each DKG Maryland State Executive Board meeting.
4. Send a timely communication to all chapter treasurers offering assistance, explaining specific guidelines that relate to dues and fees, and reinforcing deadlines.
5. Reconcile bank statements within the current month of receipt.
6. Pay bills by the end of fiscal year, June 30.
7. Discard outdated materials and correspondence from the files at the close of each fiscal year.
8. Review the permanent files and retain information suggested by International in the Guidelines for State and Chapter Treasurers.
9. Order state president pin (Gold Kase) immediately following the March DKG Maryland State Executive Board meeting of the odd-numbered year.
10. Order state honorary initiate's KEY pin (Gold Kase), certificate of membership, and society song card when appropriate.
11. Attend Northeast Regional Conference and International Convention, when possible.

CONCERNING STATE CONVENTIONS (Odd Years)

1. Participate as a member of the Convention Planning Committee.
2. Keep an accurate record of funds.
3. Receive the convention registration monies from the registrar (following the 10th and 25th of each month).
4. Deposit the convention registration monies promptly.
5. Pay authorized bills by check.
6. Pay deposits for future convention sites from Conference/Convention Fund.
7. Receive and deposit additional monies paid by persons during convention activities.
8. Refund money for convention meals, upon request, up to three weeks prior to the convention.

9. Deliver state president's pin to the state president.
10. Deliver state honorary initiate's KEY pin, certificate of membership, and society song card to the initiation representative when appropriate.
11. Verify names of deceased members with the necrology representative.
12. Pay expenses for:
 - A. lodging and meals for the international representative.
 - B. luncheon for state honorary members.
 - C. banquet for state honorary initiates.
 - D. banquet for official guests of DKG Maryland.
13. Prepare and submit a final report to the convention chair for presentation at the September DKG Maryland State Executive Board meeting.

CONCERNING LEADERSHIP DEVELOPMENT CONFERENCE (Even Years)

1. Participate as a consultant to the Leadership Development Committee.
2. Keep an accurate record of all funds.
3. Receive the conference monies from the executive secretary (following the 10th and 25th of each month).
4. Deposit the conference monies promptly.
5. Pay authorized bills by check.
6. Pay deposits for future conference sites from the Conference/Convention Fund.
7. Receive and deposit additional monies paid by persons for conference activities.
8. Refund money for the conference, upon request, up to one week prior to the conference.
9. Verify total number of conference participants with registrar.
10. Pay expenses for:
 - A. lodging and meals for the international representative.
 - B. items/contractual agreement with the keynote speaker.
11. Prepare and submit a final report to the conference chair no later than June 1.

DKG MARYLAND STATE TREASURER'S PERFORMANCE FORM
October 2019

<u>DUTIES AND RESPONSIBILITIES</u>			
The treasurer:		S	U
1.	Received monies and paid necessary bills belonging to the organization.		
2.	Kept an accurate account of receipts and expenditures.		
3.	Kept a file of receipts, bills, canceled checks, and bank statements.		
4.	Provided reports to the State Finance Committee upon request.		
5.	Presented an up-to-date report at each DKG Maryland State Executive Board meeting and the DKG Maryland State Convention.		
6.	Submitted the account of the organization for annual audit.		
7.	Served, ex-officio member, without vote, on the DKG Maryland State Executive Board.		
8.	Served, ex-officio, in the process of the state budget development and supervision of finances.		
9.	Has and used the latest revisions of the International Constitution and Standing Rules, the Go-To Guide, the DKG Maryland State Bylaws and Standing Rules, and the Ask and Answer Guide.		
10.	Received chapter membership dues and fees and deposited into the appropriate account.		
11.	Received bills directly from businesses and forwarded the bills to the state president for approval.		
12.	Paid all bills by check after the state president approved them.		
13.	Maintained the Available Fund, the Scholarship Fund, the State Headquarters Fund, the Permanent Fund, and the Conference/Convention Fund as separate bank accounts.		
14.	Deposited all money in the name of The Delta Kappa Gamma Society International, DKG Maryland State Organization, and included the names of the state treasurer and the state president on the signature cards.		

15.	Made transfers from the Available Fund to the Scholarship, Permanent, and Conference/Convention Funds by the end of the fiscal year.		
16.	Provided information necessary for a fidelity bond, the cost to be paid by the state organization. The bond covers the state president, the state treasurer, the executive secretary, and all chapter treasurers.		
17.	Prepared annually, before January 15, the Maryland state sales tax report.		
18.	Provided auditor with records to prepare IRS 990.		
19.	Documented the filing of e-Post Card 990N prior to November 15 by chapter treasurers.		
20.	Made an annual report on Form 16, received from International Headquarters in April or May, to the international business services administrator by September 1.		
21.	Forwarded a copy of the DKG Maryland State Budget, the DKG Maryland State Treasurer's Report, the audit report from the qualified tax preparer or accountant, and Form 990 to International Headquarters.		
22.	Provided the DKG Maryland State Finance Committee chair with a copy of all reports sent to International or State.		

<u>ADDITIONAL DUTIES AND RESPONSIBILITIES</u>		S	U
1.	Assisted chapters in accessing the chapter dues forms and membership spreadsheets, Form 18A, Form 43 (contributions), initiate, personal data change, and reinstatement forms, change of treasurer and/or treasurer's address forms, and up-to-date order forms.		
2.	Endorsed checks For Deposit Only, The Delta Kappa Gamma Society International, DKG Maryland State.		
3.	Informed the state membership chair of the number of members in each chapter prior to each DKG Maryland State Executive Board meeting.		
4.	Sent a timely communication to all chapter treasurers offering assistance, explaining specific guidelines that relate to dues and fees, and reinforcing deadlines.		

5.	Reconciled bank statements within the current month of receipt.		
6.	Paid bills by the end of the fiscal year, June 30.		
7.	Discarded outdated materials and correspondence from the files at the close of each fiscal year.		
8.	Reviewed the permanent files and retained information suggested by International in the Guidelines for State and Chapter Treasurers.		
9.	Ordered state president pin (Gold Kase) immediately following the March DKG Maryland State Executive Board meeting of the odd-numbered year.		
10.	Ordered state honorary initiate's KEY Pin (Gold Kase), certificate of membership, and society song card when appropriate.		
11.	Attended Northeast Regional Conference and International Convention, when possible.		

<i>CONCERNING STATE CONVENTIONS (Odd Years)</i>		S	U
1.	Participated as a member of the Convention Planning Committee.		
2.	Kept an accurate record of funds.		
3.	Received the convention registration monies from the registrar (following the 10 th and 25 th of each month).		
4.	Deposited the convention registration monies promptly.		
5.	Paid authorized bills by check.		
6.	Paid deposits for future convention sites from the Conference/Convention Fund.		
7.	Received and deposited additional monies paid by persons during convention activities.		
8.	Refunded money for convention meals, upon request, up to three weeks prior to the convention.		
9.	Delivered state president's pin to the state president.		
10.	Delivered state honorary initiate's KEY Pin, certificate of membership, and society song card to the initiation representative when appropriate.		

11.	Verified names of deceased members with the necrology representative.		
12.	Paid expenses for: A. lodging and meals for the international representative. B. luncheon for state honorary members. C. banquet for state honorary inductees. D. banquet for official guests of DKG Maryland.		
13.	Prepared and submitted a final report to the convention chair for presentation at the September DKG Maryland State Executive Board meeting.		

<i>CONCERNING LEADERSHIP DEVELOPMENT CONFERENCE (Even Years)</i>		S	U
1.	Participated as a consultant of the Leadership Development Committee.		
2.	Kept an accurate record of all funds.		
3.	Received the conference monies from the executive secretary (following the 10 th and the 25 th of each month).		
4.	Deposited the conference monies promptly.		
5.	Paid authorized bills by check.		
6.	Paid deposits for future conference sites from the Conference/Convention Fund.		
7.	Received and deposited additional monies paid by persons for conference activities.		
8.	Refunded money for the conference, upon request, up to one week prior to the conference.		
9.	Verified total number of conference participants with registrar.		
10.	Paid expenses for: A. lodging and meals for the international representative. B. items/contractual agreement with the keynote speaker.		
11.	Prepared and submitted a final report to the conference chair no later than June 1.		

General Comments:

(If unsatisfactory is checked, a reason MUST be given. Commendable comments may be made.)

Recommendations:

Signatures:

DKG Maryland State President	Date	DKG Maryland State Treasurer	Date
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Finance Committee Chair	Date	Finance Committee Member	Date
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Finance Committee Member	Date	Finance Committee Member	Date
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APPENDIX B
EXECUTIVE SECRETARY'S AGREEMENT
August 2017

I. Appointment

- A. The executive secretary is appointed by the DKG Maryland State Organization Executive Board in even-numbered years.
- B. The term of office and gift are fixed by the DKG Maryland State Organization Executive Board.
- C. The duties and responsibilities are defined by the DKG Maryland State Organization Executive Board and/or the state president.
- D. The executive secretary shall serve as an ex-officio member of the Board without vote, act in an advisory capacity, and report to the Board regularly.
- E. The executive secretary shall serve as an ex-officio member, without vote, of the Bylaws Committee, Membership Committee, Finance Committee, Expansion Committee, Historical Records Committee, Leadership Development Committee, and attend Executive Committee meetings as requested.
- F. The executive secretary shall be included under the state bond.
- G. This agreement may be terminated on 60 days' notice by either the executive secretary or the DKG Maryland State Organization Executive Board.

II. Duties and Responsibilities

- A. At Executive Board meetings, the executive secretary
 - 1. Is responsible for all business arrangements, including local contacts and contracts as designated by the president.
 - 2. Receives the agenda from the president in copy ready form.
 - 3. Receives the registration form, duplicates, mails and/or emails notices and registration forms at least three weeks prior to the meeting date.
 - 4. Processes registration forms with payment and informs contact person and the president of the number attending.
 - 5. Forwards checks and cash to the DKG Maryland State Organization treasurer.
 - 6. Informs appropriate contact person of the number attending the meeting and the guaranteed number for the meal.
 - 7. Prepares the packet with materials to be distributed.
 - 8. Sets up paraphernalia and registration at least one-half hour prior to meeting.
 - 9. Provides nametags and packets.
 - 10. Sends minutes to the Executive Board and committee chairmen of Executive Board meetings and general session of the convention.
 - 11. Mails and/or emails notices for special meetings.
- B. Before and at the DKG Maryland State Organization Leadership Conference, the executive secretary
 - 1. Signs the contractual agreement after the site has been selected.
 - 2. Attends conference planning committee meetings.

3. Serves as registrar for the conference.
 4. Makes available the Delta Kappa Gamma paraphernalia and equipment as designated by the conference chairman.
 5. Accepts other responsibilities as designated by the conference chairman.
- C. Before and at State Convention, the executive secretary
1. Signs the contractual agreement after the site has been selected.
 2. Notifies the planning committee members of the meetings at the direction of the general convention chairman, if requested.
 3. Prepares Convention Report Book.
 4. Sends two copies of biennial report booklet to the Historical Records Committee for filing.
 5. Makes available the Delta Kappa Gamma paraphernalia and equipment as designated by the convention chairman.
- D. For state sponsored meetings and workshops, the executive secretary
1. Arranges a meeting place.
 2. Receives registration forms with payment.
 3. Forwards checks and cash to the DKG Maryland State Organization treasurer.
 4. Informs appropriate contact person of the number attending the function.
 5. Provides the function chairman and the president with data pertaining to members in attendance.
 6. Assists in the planning of workshops when requested.
- E. With respect to routine management, the executive secretary
1. Is responsible, with the president, for all legal documents pertaining to the state organization.
 2. Supervises regular care and filing of records, including Convention Report Book, Convention Programs, Hour of Remembrance Programs, Chapter Yearbooks and State Directory, Bylaws, Standing Rules and Alpha Beta State NEWS for six years, at which time they are turned over to the Historical Records Chairman.
 3. Provides storage space for the materials listed in number two and for Society materials and publications.
 4. Orders supplies, as authorized, for DKG Maryland State Organization.
 5. Serves as custodian of all official paraphernalia and equipment and makes a biennial report to the Executive Board.
 6. Marks all newly purchased equipment with the designated wording: DKG Society Int'l, DKG Maryland State Organization.
 7. Maintains an accurate inventory of all paraphernalia and equipment with the designated wording: Delta Kappa Gamma Society International, DKG Maryland State Organization.
 8. Presents the biennial report during the general session at DKG Maryland State Organization Convention including the inventory.

9. Duplicates copy ready materials needed by state officers and state committee chairmen as approved by the president.
 10. Answers correspondence promptly.
 11. Forwards all funds to the treasurer.
 12. Receives, duplicates, and mails and/or emails the president's letter, "State of the Society".
 13. Participates in an annual performance review.
 14. Serves as ex-officio member, without vote, of: Bylaws Committee, Membership Committee, Finance Committee, Expansion Committee, Historical Records Committee, Leadership Development Committee, and Executive Committee, as requested.
- F. As an official representative of DKG Maryland State Organization, the executive secretary
1. Attends the International Conference in odd-numbered years and participates in the full conference, including workshops for executive secretaries.
 2. Attends the International Convention in even-numbered years and participates in the full convention, including the leadership sessions, and the International Executive Board.
- G. DKG Maryland State Organization agrees to reimburse for the rider on the executive secretary's homeowner's policy.

III. Conclusion of Service

At the conclusion of the Executive Secretary's term(s) of office, her application(s) and performance reviews(s) shall be returned to her.

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Alpha Beta State Organization
Founded January 30, 1937
By
Dr. Annie Webb Blanton