Alpha Beta State Organization of The Delta Kappa Gamma Society International

Bylaws

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Bylaws of Alpha Beta State Organization

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Article I. Name

Section A. State

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

Section B. Chapter

Each chapter in Alpha Beta State 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 Alpha Beta State Organization 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 Alpha Beta State Organization shall be composed of active, reserve, 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 initiation of the state honorary member(s).
3. Initiation of state honorary member(s) shall be conducted during the luncheon at the Alpha Beta State Organization Convention. In unusual circumstances the initiation 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 Alpha Beta 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.

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

Section E. Transfer of Membership

Transfer of membership shall be in accordance with the *Constitution*.

Section F. Reinstatement

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

Article IV. Finances

Section A. Annual Dues and Fees

1. The amount of state dues shall be set biennially by the executive board and approved by the convention.
2. The state annual dues and fees shall be determined by a two-thirds (2/3) vote of the members attending a state convention.
3. Annual dues and fees shall be paid between July 1 and October 31 of each year. On November 1 members shall be dropped for non-payment of dues and fees.
4. All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded to the state treasurer by November 30 at the latest.
5. Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project.

Section B. Budget

1. The Finance Committee shall prepare an annual Available Fund Budget.
2. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board at the March Executive Board meeting.
3. The annual Available Fund Budget shall be divided into categories for state expenses.
4. The annual budget may be amended by the Executive Board.

Section C. Financial Controls

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

Section D. Funds

These funds shall be maintained in accordance with the *Constitution* and the decisions of Alpha Beta State 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 *Alpha Beta State Organization Bylaws* VIII.C.1.e and *Alpha Beta State Organization Standing Rules* 8.31.
5. The Leadership Development Conference/State Convention Fund is maintained according to *Alpha Beta State Organization Standing Rules* 4.11d/7.4/7.5.
6. Mini Grants for Members are maintained according to *Alpha Beta State Organization Standing Rules* 9.21.

V. Organization

Section A. State

Alpha Beta 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 Alpha Beta 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 l 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 State Executive Board.

Section C. New Chapters

1. The State 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 initiation 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 State Executive Board.

Section D. Areas

1. Alpha Beta 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.
3. The State Executive Board shall define the areas and designate the chapters in each area.

Section E. Coordinating Councils (Optional)

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

VI. Officers And Related Personnel

Section A. Officers and Related Personnel

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

Section B. Duties of Officers

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

Section C. Term of Office

1. Officers elected by the state convention in the odd-numbered year and officers/personnel appointed by the Executive Board shall have a term of two (2) years, unless otherwise specified, or until a successor is named.
2. No officer, except the treasurer and the executive secretary, may serve in the same office longer than two (2) terms in succession.
3. All officers shall take office on July 1 following their election.
4. The treasurer shall be appointed for a two-year term (or until a successor is named) by vote of the Executive Board at the spring meeting in the odd-numbered year.

5. The executive secretary shall be appointed for a two-year term (or until a successor is named) by vote of the Executive Board at the spring meeting in the even numbered year.
6. The parliamentarian shall be appointed for a two-year term by the president in the odd-numbered year.

Section D. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in both the office of president and the first vice-president, the second vice president shall temporarily assume responsibilities of the president until the vacancies are filled by the executive board.
3. When a vacancy occurs in other elected or appointed positions, the president shall name a successor.

Section E. Nominations and Elections

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

VII. Boards/Meetings

Section A. State Executive Board

1. The voting members of the Executive Board shall be the elected officers, the past state presidents who are members of Alpha Beta State, and chapter presidents. The treasurer, parliamentarian, and the executive secretary shall be ex-officio members without vote. Chairs of state committees shall be members of the Executive Board without vote.
2. Duties of the Executive Board:
    a. As specified in the *Constitution*.
    b. To establish the areas of the state and designate the chapters in each area.
    c. To approve the schedule identifying chapters to serve as convention hostesses. The current schedule can be found in Appendix C.
    d. To approve collections. Collections shall be taken that have been previously approved by the Executive Board and announced.
3. The Executive Board shall meet two times during the year. An additional Executive Board meeting may be held during the State Convention if announced at least thirty days prior to the Convention.
4. The presence of a majority of the voting members of the Executive Board shall constitute a quorum at meetings.
5. Chapter presidents who are unable to attend the Executive Board meetings may appoint an official representative who shall have full privileges of participation. The executive secretary shall be notified of the name of the official representative.
6. A vote by mail is authorized when necessary. “Mail” includes postal, e-mail and fax.

Section B. State Executive Committee

1. The members of the Executive Committee shall be the elected officers. The Executive Committee may invite the treasurer, executive secretary and parliamentarian as advisors, and others as needed to meetings.
2. The Executive Committee shall meet between meetings of the Executive Board to plan the Executive Board meetings and to conduct business delegated to it by the Executive Board.
3. The Executive Committee shall review request(s) for collections to be taken at state level meetings and recommend that the Executive Board approve or disapprove the request.

Section C. Chapter Executive Boards

Regular chapter meetings and Chapter Executive Boards shall function in accordance with the *Constitution*.

Section D. State Leadership Development Conference

1. A one-day Leadership Development Conference for members shall be held the first Saturday in May of the even-numbered year.
2. The Leadership Development Committee shall be responsible for planning and conducting the Conference.
3 The Conference shall be held at a centrally located conference center, the exact time and place to be determined by the Executive Board.
4. The Conference shall be open to all Delta Kappa Gamma members and guests.
5. No Society business other than presentations of awards shall be conducted during the Conference.
6. The Conference program shall include activities specifically designed to enhance leadership development.
7. The Conference shall include a prominent keynote speaker.
8. A session shall be devoted specifically to the training of chapter presidents.

Section E. State Convention

1. The business of the state shall be conducted biennially at the convention (odd-numbered year) held at a time and place as determined by the Executive Board for the purpose of receiving reports and adopting policy, amending bylaws and standing rules, electing officers, and conducting other business which may properly come before it.
2. The Convention shall be financed by the conference/convention fee paid by each member.
3. The quorum shall be a majority of those members who have completed registration by receiving their packets prior to the start of the business session.
4. Any member who is registered may make motions, enter discussions, and vote except in cases where a roll call vote is specified in the *Constitution*.
5. The most recent edition of the *Handbook of State Convention Policies and Procedures* shall:
    a. Include a schedule identifying chapters to serve as convention hostesses.
    b. Be the basis for convention planning.

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 [3 hours] -- the Leadership Development Conference--May/even-numbered year.
b. Newly installed state president -- Memorial Weekend/odd-numbered year.
c. Newly installed state officers -- early June/odd-numbered year.
d. New state committee chairs-- August/odd-numbered year.

4. A Round Table conducted by the president shall be held for state committee chairs--June/even numbered year. The purpose of this meeting is for assessment and planning.

VIII. Committees

Section A. Standing Committees

1. **Society Business**
   a. Bylaws
   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 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.
4. Recommendations for committee projects that require funding shall be prepared and submitted to the Finance Committee for budget consideration prior to the approval of the Executive Board.
5. Statements of expense incurred in the performance of committee duties (vouchers) shall be submitted to the president for approval.
6. All committee communications to members of the Executive Board and/or the general membership shall be approved by the president before their distribution.
7. Copies of communications sent by chairs to committee members shall be sent to the president for her information.
8. Reports of work shall be prepared on forms supplied by Society Headquarters.

Section C. Composition and Duties of Committees

1. **Society Business**

a. Bylaws

(1) The Bylaws Committee shall receive all proposals for amending or revising the *Bylaws of Alpha Beta State Organization* and the *Standing Rules of Alpha Beta State Organization,* shall submit the proposals to the Executive Board for discussion, and shall present the proposals to the convention for vote.

(2) The Bylaws Committee shall be responsible for reviewing chapters' rules to ascertain that they are consistent with the *Constitution* and the state Bylaws. These reviews shall be done during the second year of the state biennium as chapters change officers. Chapters shall submit updated Chapter Rules to the Bylaws Committee as they are updated.

(3) Any changes in the *Constitution* which affect the State Organization shall automatically become a part of the *Bylaws of Alpha Beta State Organization*.

(4) Proposed changes to the *Bylaws of Alpha Beta State* Organization shall be published no later than the spring issue of the *Alpha Beta State NEWS*.

(5) After the Alpha Beta State Convention, the Bylaws Committee shall be responsible for updating the *Bylaws of Alpha Beta State Organization* and the *Alpha Beta State Organization Standing Rules* to reflect any changes that may have been acted upon during the convention. The updated documents shall be submitted to the state president, executive secretary and parliamentarian for review. The chairman of the Bylaws Committee shall forward a copy of the updated documents to the International Constitution Committee Chair.

(6) The parliamentarian and the executive secretary shall serve as consultants.

b. Chapter Support

(1) The Chapter Support Committee shall develop and maintain a statistical record of each Alpha Beta State Chapter.

(2) The committee shall be composed of the immediate past president (chair) and three appointed members.

(3) The committee shall provide chapter support as prescribed by the executive committee. This support includes monitoring chapter progress, providing leadership training for chapter leaders, sharing/demonstrating strategies for strengthening chapters and implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

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

c. Communications

(1) The Communication Committee shall consist of four members and a Chair: the Newsletter Editor, Circulation Editor, State Directory Editor, and the Webmaster. The First Vice President shall serve as Chair.

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

(3) The committee shall continually assess the quality and effectiveness of communication materials distributed by Alpha Beta State Organization.

(4) The committee shall keep the Executive Board informed of new technologies that may enhance the state's ability to keep members informed and connected to the work of the Society in Maryland.

d. Finance (elected)

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

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

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

(4) The Finance Committee shall:

(a) Notify all members of the upcoming selection of the state treasurer through an article in the *Alpha Beta State NEWS* and on the Website.

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

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

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

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

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

e. Historical Records

(1) The Historical Records Committee shall consist of the chairman and at least five members.

(2) Maintenance of the Headquarters Fund is a responsibility of the Historical Records Committee.

(3) The Executive Secretary is an ex-officio member of this committee.

(4) The committee shall be responsible for assuring the safety and maintenance of historical records of Alpha Beta State Organization.

f. Leadership Development

(1) Leadership Development is the responsibility of the state president working with the Leadership Development Committee.

(2) The Leadership Development Committee shall present a leadership development activity at each Executive Board meeting.

(3) The Leadership Development Committee shall develop an ongoing program that provides opportunities for individual members as well as for Society leaders.
(4) The Leadership Development Committee shall plan and conduct the Leadership Development Conference.
(5) The Leadership Development Committee shall plan and conduct training workshops for new state president, state officers, and state committee chairs.

g. Membership

(1) The Membership Committee shall consist of the chair and at least five (5) members. The executive secretary is an ex-officio member of this committee. Selected members shall assume leadership for the following Membership Committee Responsibilities:
    (a) Initiation
    (b) Necrology
    (c) Expansion
(2) The Membership Committee shall be responsible for keeping members aware of the benefits, opportunities, and joys of membership.
(3) The committee shall receive and evaluate the recommendations of persons proposed for state honorary membership and shall submit the names of the qualified candidates for vote by the Executive Board in the even-numbered year.
(4) The necrology and the membership reports shall be responsibilities of the committee.

h. Nominations (elected)

(1) The Nominations Committee shall consist of one elected member from each area as listed in the *Standing Rules of Alpha Beta State Organization*.
(2) The committee shall submit the names of one nominee for each elective office. No two nominees may be from the same chapter. Consent of the nominee must be obtained.
(3) The committee shall prepare the ballot and conduct the election.
(4) The committee shall conduct the installation of Alpha Beta State officers according to the guidelines outlined in the most recent edition of the *Handbook of State Convention Policies and Procedures*.

i. Review Committee/Executive Secretary (elected)

(1) The Review Committee/Executive Secretary shall consist of three (3) members elected, by ballot by the Executive Board, for a three-year term with one member being elected each year. When there is but one nominee, a voice vote may be taken.
(2) The elected members of the committee shall review/revise The Executive Secretary's Agreement as needed and assist the president in the annual performance review.
(3) The Review Committee/Executive Secretary shall:
    (a) Notify all members of the upcoming selection of the state Executive Secretary through an article in the *Alpha Beta State NEWS* and on the Website.
    (b) Notify the chapter presidents in writing by October 1 (odd year) that the Review Committee/Executive Secretary is receiving applications for the

position of executive secretary and that the application postmark is no later than December 1 (odd year).

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

(d) Meet to consider the applications, evaluate the applications based on the duties required for the position of executive secretary, and then make a selection to recommend to the Executive Board at the spring meeting in the even-numbered year.

(e) Inform each applicant as to the Review Committee/Executive Secretary's decision regarding the outcome of her application no later than February 20.

(4) The Review Committee/Executive Secretary shall recommend the transition for the incoming Executive Secretary and request appropriate budgetary funds.

j. State Convention

(1) The members of the State Convention Committee shall be:

(a) Elected officers: president, first vice-president, second vice-president, treasurer, and executive secretary

(b) Presidents of hostess chapters

(c) State Committee Chairs: Music, Membership (necrology), Nominations, Chapter Support, Communications, and Educational Excellence

(d) The second vice-president as chairman.

(2) The committee shall plan a state convention according to the guidelines in the most recent edition of the *Handbook of State Convention Policies and Procedures*.

k. Strategic Planning (elected)

(1) The Strategic Planning Committee shall consist of five (5) members elected for a *four (4) year term with two (2) members being elected during the first convention and three (3) members being elected during the next convention. The president shall appoint as chair for the biennium one of the elected members. The president shall serve ex-officio; the executive secretary shall serve ex-officio without vote.

(2) The committee shall provide for continued strategic planning and implementation.

*** Proviso: Start up … Two (2) members elected for a two (2) year term and three (3) members elected for a four (4) year term.**

2. Society Mission and Purposes

a. **Educational Excellence**

(1) The Educational Excellence Committee shall consist of a chair plus six (6) members.

(2) The committee shall formulate a long-term program plan utilizing the international focus.

(3) The committee shall assist the chapters in program planning and implementation.

(4) The committee shall encourage and promote creative talents of members.

(5) The committee shall develop an action plan designed to foster a climate of mutual respect and cooperation within the profession and to strengthen recruitment practices.

(6) The committee shall study and recommend action on professional problems, and initiate action to improve education and the status of women educators.

(7) The committee shall initiate action in the field of legislation to improve education and the status of women educators.

b. Music

(1) The Music Committee shall consist of a chair appointed by the president and a team of musicians selected by the chair.

(2) The Chair of the Music Committee shall provide leadership in providing music activities for requested Alpha Beta State Organization functions.

c. Scholarship

(1) The Scholarship Committee shall consist of at least five (5) members.

(2) The committee shall develop and implement a program to enrich the personal lives of members and make recommendations to chapters.

(3) The committee shall determine the recipients of the Mini Grants. The committee shall award Mini Grants within the budgeted amounts.

(4) The criteria for Mini Grants should be based on the biennium. Recipients can receive an award once during the biennium.

(5) The committee shall recommend the names of the candidates for state scholarships to the Executive Board and promote interest in and support for the scholarships.

(6) The chair shall serve as a member of the Educational Excellence Committee

d. World Fellowship

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

Section D. Special Committees

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

Article IX. Awards

Section A. Scholarship

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

Section B. Mini Grants

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

Article X. Communications

Section A. Publications

1. A state newsletter, *Alpha Beta State 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 Alpha Beta State* 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 Alpha Beta State 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 mailed to Alpha Beta State members no later than the February issue of the *Alpha Beta State NEWS.*
4. Adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

Section B. Standing Rules

1. The *Standing Rules of Alpha Beta State* 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.
2. Published proposed amendments shall be mailed to Alpha Beta State members no later than the February issue of the *Alpha Beta State NEWS.*
3. Adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

Article XII. Dissolution

Section A. State Dissolution

Upon the recommendation by the Executive Board that the Alpha Beta 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 Alpha Beta 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 Alpha Beta State 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 Alpha Beta State Organization. Any resulting proceeds shall be equally divided between the International Scholarship Fund and The Delta Kappa Gamma Educational Foundation.

Section C. Chapter Dissolution

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

Article XIII. Parliamentary Authority

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

The Standing Rules of Alpha Beta State Organization

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Standing Rules of Alpha Beta State Organization

1. Name

1.1 State

1.2 Chapter

Chapter names may be reused as determined by the Alpha Beta State Organization Executive Board.

2. Purposes

2.1 **Alpha Beta 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 Chapter

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 Initiation of state honorary member(s) shall be conducted during the luncheon at the Alpha Beta 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.

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) $0.80 state
    (2) $0.20 international.
d. The conference/convention fee shall be $5.00.

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 Northeast Regional Conference/International Convention
    (1) Executive Committee
    (2) Treasurer
    (3) Executive Secretary
    (4) Committee Chairs (Invited by International)
b. The Leadership Development Conference/Alpha Beta 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) Alpha Beta 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.
g. The payment of bank fees and service charges.
h. Secretarial Help and Supplies which includes the cost of the executive secretary duplicating materials needed by state officers, state committee chairs, and meeting attendees.
i. The cost of printing the biennial Convention Report in booklet form.
j. Contributions, Gifts, Memorials

k. Communications
l. State Mandated Workshops
m. Committees

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

4.3 Financial Controls

4.31 In fulfilling the responsibilities for the supervision of the financial affairs of Alpha Beta State Organization, the Finance Committee shall:

a. Be responsible for bonding the state treasurer, the state president, and the state executive secretary.
b. Be responsible for verifying and reporting to the Executive Board that each chapter treasurer is bonded.
c. Ascertain current IRS business and volunteer mileage rates.
d. Notify the following of the specific allowable reimbursement rate for travel when driving to state committee meetings and/or any meeting they are asked to attend within the state as an official representative of the state (excluding Executive Board meetings).
    (1) 60% of IRS Business Rate
        (a) President
        (b) Treasurer
        (c) Executive Secretary
    (2) IRS Volunteer Rate
        (a) First Vice-President
        (b) Second Vice-President
        (c) Recording Secretary
        (d) Parliamentarian
e. Ascertain Northeast Regional Conference/International Convention rates for the Registration, Lodging, Travel, Official Meals, and Pre-Conference/Pre-Convention required meetings.
    (1) Registration: rate found on the official registration form
    (2) Lodging: rate based on the number of occupants not to exceed one-half of a double occupancy daily
    (3) Travel: reimbursable rate (actual cost not to exceed the lowest airfare) to the site of the Northeast Regional Conference and/or International Convention
    (4) Official Meals: rates published on the official Registration Form
    (5) Meals-Per Diem: rate of $25 per day
    (6) Pre-Conference/Pre-Convention Events: Identified on the Official Registration Form
f. Notify the following of specific allowable reimbursement expenses for the Northeast Regional Conference/International Convention.
    (1) Registration, Lodging, Travel, Official Meals, Meals Per Diem ($25), Pre-Conference/Pre-Convention events
        (a) President
        (b) First Vice-President
        (c) Treasurer
        (d) Executive Secretary
    (2) Registration, Official Meals

(a) Second Vice-President
(b) Recording Secretary
(c) Designated state committee chairs

g. In the event that any designated member is unable to attend the Northeast Regional Conference/International Convention and has received the allotted funds, she shall return these funds to the state treasury.

h. Alpha Beta State Organization shall give an annual gift of $600 to:
(1) Alpha Beta State Treasurer
(2) Alpha Beta State Executive Secretary

i. Alpha Beta State Organization shall give an annual gift of $300 to:
(1) Alpha Beta State *News*letter Editor
(2) Alpha Beta State Circulation Editor
(3) Alpha Beta State Directory Editor
(4) Alpha Beta State Webmaster

j. The guidelines for expenditure of funds in the "Gift, Memorial, and Contributions" category by Alpha Beta State Organization include:
(1) Contribute $50 each toward a gift for the following:
(a) Outgoing International President
(b) Outgoing Northeast Regional Director
(c) Outgoing International Staff Member
(2) Contribute $50 to a state or international fund in the memory of:
(a) State Honorary Member
(b) Past State President
(c) Present state officer as decided by the Executive Board
(3) Contribute $50 to a memorial for
(a) Past International President
(b) Past International Staff Member
(c) Past Northeast Regional Director
(d) Others, at the discretion of the Executive Board.
(4) Contribute annually $100 each to:
(a) Educational Foundation Fund
(b) Emergency Fund
(c) Golden Gift Fund
(d) International Speakers Fund
(e) World Fellowship Fund
(5) In the event of exceptions to these guidelines, the Executive Board shall be empowered to make decisions on the disposition of funds.

k. By July 1 of each biennium the treasurer shall secure appropriate signature cards of each state account in the banking institution and for the state safe deposit box, obtain the signatures of the president and the treasurer and file the signed card with the institution.

l. Keep the Executive Board and Scholarship Committee informed as to the annual income available for scholarships and mini grants prior to September 1.

m. Advise the Review Committee/Executive Secretary on matters pertaining to any financial commitments to the executive secretary.

n. In the event that monies are needed to meet financial obligations of the state, the president, in consultation with the Finance Committee, may authorize the treasurer to borrow money from an Alpha Beta State Fund. The money, plus interest, shall be repaid

within the fiscal year. The interest rate shall be that currently received by the Permanent Fund.

o. At the end of each year, unused budgeted money shall revert to the Available Fund, with the exception of:
    (1) Scholarship Fund
    (2) Permanent Fund
    (3) State Headquarters Fund
    (4) Conference Convention Fund

4.32. The proposed Available Fund Budget shall be included in the materials prepared for Executive Board members to receive prior to the Executive Board meeting.

4.33. In fulfilling the responsibilities for providing accuracy in accounting, the Finance Committee shall create vouchers for use for reimbursement.

a. Vouchers
    (1) Officer Vouchers
    (2) Committee Chairs Vouchers
    (3) Conference Vouchers
    (4) Convention Vouchers

b. Vouchers for reimbursement of budgeted expenses shall be submitted to the president for approval. The president shall designate to the treasurer from which category such expenses shall be paid.
    (1) The deadline for cashing checks is sixty (60) days.
    (2) No reimbursement request shall be honored beyond sixty (60) days of the event for state officers and related personnel.
    (3) All conference/convention vouchers must be postmarked no later than June 1.
    (4) All expense vouchers from state committee chairs shall be submitted to the president no later than June 1 of each year.

c. Review on an individual basis any requests for reimbursement when an over-subscription of budgeted allowances has occurred. A recommendation shall be made to the Executive Board, although such reimbursement is not guaranteed.

4.34. The Finance Committee shall select a CPA auditor and assure that the treasurer's books are submitted to the selected auditor for an annual audit. The auditor's report shall be submitted to the Executive Board each year.

4.35. The fiscally responsible officers of Alpha Beta State Organization are the treasurer and the president.

a. By July 1 of each biennium the treasurer shall secure appropriate signature cards for each state account in a banking institution and for the state safe deposit box, obtain the signatures of the president and the treasurer and file the signed cards with the institutions.

b. The president shall be empowered to allocate funds for special categories in the adopted budget, within the allowances budgeted by the Executive Board. Where no guidelines exist, the president shall seek guidelines from the Finance Committee before approval of the expenditure.

c. In the event that monies are needed to meet financial obligations of the state, the president may authorize the treasurer to borrow money from an Alpha Beta State Fund. The money, plus interest, shall be repaid within the fiscal year. The interest rate shall be that currently received by that Fund.

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

such expenses shall be paid.

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

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

4.4 Funds

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

5. Organization

5.1 State

5.2 Chapters

Chapters may fulfill their Constitutional and/or Alpha Beta State Organization responsibilities by establishing committees as needed.

5.3 New Chapters

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

5.4 Areas

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

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

5.42 Groups serving as host for the Alpha Beta State Biennium Convention

2015 [Areas 1 and 6]

2017 [Areas 4 and 7]

2019 [Areas 3 and 8]

2021 [Areas 2 and 5]

5.5 Coordinating Councils (Optional)

5.51 Chapters interested in being organized as a coordinating council shall apply to the Alpha Beta State Executive Board for permission to proceed.

5.52 Each coordinating council shall adopt rules that are consistent with the *Constitution* and Alpha Beta State Organization Bylaws.

5.53 Each participating chapter shall be represented on the coordinating council by the president and at least one (1) other chapter member.

5.54 Participating chapters shall approve the activities of the coordinating council.

5.55 Activities of coordinating councils shall be financed as approved by the state executive board.

5.56 Coordinating councils must register and obtain an EIN number.

6. Officers and Related Personnel

6.1 Officers and Related Personnel

6.2 Duties of Officers and Related Personnel

6.21 Orientation of the incoming second vice-president shall include details related to the officer's responsibilities and guidelines for the Leadership Development Conference and for the biennial convention.

6.22 The Recording Secretary shall send copies of the minutes of each Executive Board Meeting, Executive Committee Meeting, and Convention Business Meeting to the Review Committee for approval of the minutes within thirty (30) days of the meeting.

6.23 The duties of the treasurer shall be as defined in the Treasurer's Agreement and in accordance with the *Constitution.* Complete text of the Agreement can be found in Appendix A.

6.24 The duties of the executive secretary shall be defined in the Executive Secretary's Agreement. Complete text of the Agreement can be found in Appendix B.

6.3 Term of Office

6.4 Vacancies

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

6.5 Nominations and Elections

6.51 Ballots shall be destroyed once the election is official.

7. Boards/Meetings

7.1 State Executive Board

a. The September meeting shall be held in an area convenient to the printer when print copies of the Chapter Yearbooks and State Directory or the Chapter Yearbooks and State Directory Supplement are to be distributed.
b. A review committee appointed by the state president shall approve the minutes of the Executive Board. Following the approval by the committee, minutes shall be sent, at least three weeks prior to the next Board meeting, to the members of the Executive Board.
c. The Executive Board shall select a printer for all official print documents.
d. The Executive Board shall approve any collection to be taken at state level meetings. Members shall be notified of the Board's decision prior to the meeting at which the collection is to be taken.

7.2. State Executive Committee

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

a. Upon request from the Chapter Support Committee, the Executive Committee shall devise and implement an intervention plan for a chapter showing signs of stagnation or ceasing to thrive.
b. The officers shall retain materials generated through three biennia as current files. Older files shall be transferred to the Historical Records Committee.

7.3. Chapter Executive Boards

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

7.4. State Leadership Development Conference

a. The conference shall be financed by the annual conference/convention fee paid by each member.
b. No conference budget, approved by the Leadership Development Committee, shall exceed one-half (1/2) of the Conference/Convention Fund.
c. The treasurer shall submit a financial report of the conference to the Leadership Development Committee.
d. Alternate conferences shall focus on (1) preparing members to accept chapter leadership roles, (2) personal/professional growth of members.
e. A three-hour session shall be devoted to the training of chapter presidents.

7.5. State Convention

a. The convention shall be financed by the annual conference/convention fee paid by each member.
b. A convention budget shall not exceed one-half (1/2) of the Conference/Convention Fund.
c. The convention's budget shall be approved by the Convention Planning Committee.
d. The treasurer shall submit a financial report of the convention to the second vice-president. This financial report shall become a part of the Convention Report made to the Executive Board in September by the second vice-president

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 Northeast Regional 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 (Third Saturday)	State Executive Board Meeting (Third Saturday)
October		
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	Training Workshop For Newly Installed State President (Memorial Day Weekend)
June	Round Table (For State Committee Chairs)	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.
e. Distribution of the one hundred copies of the Bylaws and Standing Rules shall be as follows: members of the Executive Committee, Treasurer, Parliamentarian, Executive Secretary, Chapter Presidents, Past State Presidents, and State Committee Chairs. The file copies shall be housed with the Executive Secretary.
f. The Alpha Beta State Organization Bylaws and Standing Rules may be duplicated by chapters as needed.

8.312 Chapter Support

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

8.313 Communications

a. Committee goals shall be determined by the committee and shall reflect the biennium activities of the editors and of the webmaster.
b. The committee shall document (and keep up to date) procedural guidelines related to producing the Alpha Beta State *NEWS*, distribution of the *News*, creating/maintaining a membership data-base, and creating/maintaining the website.
c. The number of issues of the Alpha Beta State *NEWS* shall be four each year.
d. The publication dates of the Alpha Beta State *NEWS* shall be August 1, November 1, January 2 and May 15. "Publication" shall include "print" and "electronic" production.
e. Critical to the timely delivery of the Alpha Beta State *NEWS* is the preparation and organization of the circulations team. The Circulation Editor shall provide for all logistics

to enable the team to accomplish its tasks.

f. The State Directory Editor shall create/maintain/ and make accessible to members an accurate and secure database of the Alpha Beta State membership.

g. The Webmaster shall create web pages, which are in compliance with the Policies for Electronic Communication set forth by The Delta Kappa Gamma Society International.

h. All information for the webpage shall be kept current and must be approved by the Alpha Beta State Organization president.

i. A current copy of the Bylaws and Standing Rules shall be on the webpage.

8.314 Finance

a. The elected members of the committee shall review/revise the Treasurer's Agreement as needed and assist the president in the annual performance review.

b. The Treasurer's Agreement (Appendix A) shall not be in conflict with the Bylaws or Standing Rules.

8.315 Historical Records

a. A minimum balance of $100,000 shall be maintained in the State Headquarters Fund for the specific use of providing a safe, secure and permanent environment to preserve the historical records of Alpha Beta State Organization.

b. Historical Records shall include permanent files of materials older than six (6) years. The committee shall maintain the permanent files for security and easy retrieval.

c. Materials received from the Executive Secretary shall become part of the permanent file. These must include the official minutes and may include:

(1) Annual reports
(2) Convention programs
(3) Hour of Remembrance programs
(4) Chapter Yearbooks and State Directory and Chapter Yearbooks and State Directory Supplement
(5) Bylaws
(6) Standing Rules

d. The Historical Records Committee shall receive materials from officers and committee chairs.

e. The Cross-Reference File shall be maintained.

f. The official photograph of the Alpha Beta State Organization delegation attending the Northeast Regional Conference and the International Convention shall be purchased by the treasurer.

g. The Make A Miracle Fund pin, which was received for the State’s contribution to the fund, shall be passed from the outgoing state president to the incoming state president at installation.

8.316 Leadership Development

a. The committee shall consist of twelve (12) members: the members of the executive committee, executive secretary, parliamentarian, and six (6) members appointed by the president. In addition, the treasurer shall act as a consultant to the Leadership Development Committee.

b. The president shall serve as chair.

c. The recording secretary shall serve as secretary for the committee.

8.317 Membership

a. All members of the committee shall be involved when a decision is made to present a recommendation or motion to the Executive Board.
    (1) The initiation representative, consulting with the membership chair and state president, and working with the executive secretary, shall plan the initiation of the honorary member at the state convention luncheon.
    (2) The necrology representative, consulting with the president and the chair, shall plan and conduct the Hour of Remembrance at the state convention.
    (3) A memorial article about a past state president, a past state executive secretary, a past state treasurer, state honorary members, and any other member, who has made significant contributions to the State and Society, shall be prepared by the necrology representative for the Alpha Beta State *NEWS*.
    (4) The necrology representative shall keep up-to-date the State Book of Remembrance, containing a small photograph and eulogy of the deceased Alpha Beta State member.
b. The Membership Committee shall receive and evaluate the "Recommendation for Membership" forms for state honorary members and submit the names of recommended nominees to the Executive Board at the March meeting in an even numbered year with voting in September of that even-numbered year and with initiation taking place at the convention of the following odd-numbered year.
    (1) The sponsoring group of the nominee for state honorary membership shall assume the responsibility of doing the investigating of the eligibility of the nominee.
    (2) All information received on each candidate shall be retained in the membership file.
    (3) Information sheets distributed at the Executive Board meeting about nominees for state honorary membership shall be collected after the voting has been completed.
c. The Membership Committee shall be aware of expansion needs and opportunities within the state organization.
d. The Membership Committee shall ensure the budgeted amount for establishing a new chapter shall be sent to the president of the sponsoring chapter (or to the state membership chair) to be used for the business (not social) expenses of the expansion. The balance shall be given to the new chapter to be placed in its treasury.

8.317 Nominations

a. At least one meeting of the committee shall be held where all elected members of the Nominations Committee shall have an opportunity to participate in decisions before a slate is compiled for presentation.
b. The committee shall install the slate of Alpha Beta State officers as prescribed in the Bylaws.

8.3181 Biennium Schedule of Nominees for Elected/Appointed Positions

a. Required nominees during first year of the biennium
    (1) September Executive Board Meeting Odd Year: Inform board members of search for nominee for one (1) Member for Review Committee/ Executive Secretary [3-year term]. Information should include purposes of committee.
    (2) October Odd Year: Post nominee search information on Website.
    (3) November Odd Year: Provide Newsletter Editor information on search for

Review Committee/Executive Secretary nominee.

(4) January Even Year: Committee selects nominee for slate for vote at March Executive Board.

(5) February Even Year: Prepare motion to nominate one (1) member for Review Committee/Executive Secretary. Send motion of slate to State President.

(6) March Even Year: Present motion of slate at Executive Board Meeting [One (1) member] for Review Committee/Executive Secretary, for a three (3) year term.

b. Required nominees during second year of the biennium

(1) August Even Year: Prepare information for Executive Board Packet. Include information concerning search for nominees for:

Elected Committee Members

(a) Two (2) members for Finance Committee [4-year term]

(b) One (1) member for Review Committee/Executive Secretary [3-year term]

(c) Eight (8) members for Nominations Committee [One (1) nominee from each area (2-year term)]

Slate of Officers

(a) One (1) President [2-year term]

(b) One (1) First Vice-President [2-year term]

(c) One (1) Second Vice-President [2-year term]

(d) One (1) Recording Secretary [2-year term]

(2) September Even Year Executive Board Meeting: Include "search for nominees" information in Executive Board Packet.

(3) October Even Year: Post nominee search information on Website.

(4) November Even Year: Provide Newsletter Editor information on search for nominees.

(5) December Even Year: Committee selects names for slate of officers and elected committee members. Provide list to Newsletter Editor.

(6) February Odd Year: Prepare motion to nominate slate of officers and slate of elected committee members. Send motion to president.

(7) Prepare written Biennial Committee Report for Convention Report Book.

(8) March Odd Year: Present motion at Executive Board of slate of officers and slate of elected committee members.

(9) Give written Biennial Committee Report to Executive Secretary for Convention Report Book.

(10) April Odd Year: Present Nominations Committee's Biennial Report to Alpha Beta State Convention.

8.3182 The Executive Secretary's Agreement (Appendix B)

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

8.319 State Convention

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

8.32 Strategic Planning (elected)

8.321 Keep members informed of short term and long-term goals

a. Create a strategic plan for the Alpha Beta State Organization that includes both short term and long-term goals.
b. Update the plan as goals are accomplished.
c. Celebrate successes

8.322 Propose solutions for long term unresolved issues

a. Data file providing cross-referencing of all executive board and convention motions (Cross Reference File)

8.323 Conduct evaluations of the organizational structure, programs, and activities of Alpha Beta State Organization

a. Propose evaluation tools to access the effectiveness of programs and activities of Alpha Beta State Organization.
b. Conduct evaluations of activities of Alpha Beta State Organization
c. Keep the executive board informed of assessment results.
d. Reflect recommendations in the state's strategic plan

8.33 Society Mission and Purposes

8.331 Educational Excellence

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

8.332 Music

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

8.333 Scholarship

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

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

8.334 World Fellowship

8.3341 The biennial report of the World Fellowship Committee shall include the amount donated to the fund by Alpha Beta State Chapters/members.

8.3342 Keep chapters informed of appropriate methods of contact with World Fellowship recipients studying in the area.

8.4 Special Committees

9. Awards

9.1 Scholarship

9.11 Alpha Beta State shall offer four annual scholarships.

a. Scholarships shall be awarded in the names of:
   (1) Dr. Anne H. Matthews
   (2) Esther J. Crooks
   (3) Dr. Fern D. Schneider
   (4) The Founders

b. The Matthews, Crooks and Schneider Scholarships ($1500 each) may be used for:
   (1) Additional certification such as National Teacher Certification
   (2) Certificate renewal, which may include MSDE credit courses
   (3) Graduate level courses towards a Master's Degree
   (4) Graduate level courses toward a Doctoral Degree

c. The Founders Scholarship (up to $1500) is designated for lifelong learning experiences unrelated to an advanced degree, certificate renewal or National Board Certification. There may be more than one awardee each year.

9.12 The following policies for the annual scholarship shall be observed:

a. The Scholarship Committee shall meet to evaluate all applications for scholarships. All scholarships shall be awarded to Delta Kappa Gamma members.

b. The applicant must complete and return an application to the chair of the Scholarship Committee by January 15.

c. The applicant must be active in the Society on the chapter level.

d. The number of years in the Society that are required for eligibility shall be included on the application form.

e. The applicant's record may indicate interest in and service to the community.

f. The recipient of the Founders Scholarship shall:
   (1) Demonstrate evidence of intent to engage in an extended learning program involving a series of lectures, workshops and/or academic-based continuing education classes at an accredited institution or as part of a nationally recognized program for lifelong learning.
   (2) Distinguish herself from one seeking a Mini Grant whose intention is to engage in limited exposure for personal enrichment in a new skill, avocation or single topic of interest.
   (3) Share her experience in an Alpha Beta State Leadership Development Conference, Program Workshop, Webinar, or the like.

g. No state scholarship shall be given to a member receiving an international scholarship in that year.

h. Scholarship recipients shall be asked to write a brief article for publication in the October issue of The Alpha Beta State *NEWS* detailing their utilization of scholarship funds related to their program of study.

i. All scholarship recipients have two years from the date awarded in which to use the stipend.

j. The Executive Board must approve the recommendations of the Scholarship Committee before the scholarships are awarded.
k. Scholarships shall be awarded at the March Executive Board meeting. The awards shall be presented at a time and in a manner recommended by the Scholarship Committee and approved by the Executive Board.
l. Scholarship awardees shall receive recognition during the state convention or Leadership Development Conference.
m. Application forms shall be destroyed after the scholarship is awarded.

9.13 Special scholarships may be awarded as approved by the Executive Board.

9.2 Mini Grants

9.21 The term "Mini Grants" shall be used to designate grants awarded from the Scholarship Fund for the personal enhancement of members.

9.22 The requirements for Mini Grants include:

a. The applicant must be an active member of the Society.
b. The grant may be used on graduate level, but not as part of a graduate program.
c. The grant must be used for personal enhancement.
d. Grants may be awarded for attendance at conferences or conventions other than those of the society.
e. An official application form (including descriptive or support literature, signatures etc.) must be completed and submitted to the Scholarship Committee Chair by the postmark deadline on the application.
f. The application must be received prior to the activity and used within one year of receipt.
g. Verification that the grant money was used for the intended purpose must be submitted to the Alpha Beta State Scholarship Chair on the appropriate form.

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

9.24 A sum of money, determined annually by the Scholarship Committee, shall be designated from the Scholarship Fund for Mini Grants with a maximum of $200 being awarded for any one grant.

10. Communications

10.1 Publications

10.11 Official Documents

a. Bylaws
b. Standing Rules
c. Alpha Beta State *NEWS*
d. Chapter Yearbooks and State Directory and Chapter Yearbooks and State Directory Supplement
e. Biennial Reports
f. Convention Programs

10.12 The Communications Committee shall seek cost effective methods for making the official documents available to the membership. The Executive Board shall approve changes in format, method of distribution, or frequency of publication.

10.13 Chapter Yearbooks and State Directory shall be published biennially in the even-numbered year and distributed at the September Executive Board meeting. The yearbook directory shall include:

a. A three-year calendar
b. Listing of dues/fees designated by international and state for active and reserve

members

c. Chapter, international, and state leaders
d. Past state presidents, past executive secretaries, past state treasurers, and state honorary members
e. Calendar of events
f. Chapter yearbooks/directory
g. Index of members
h. The Delta Kappa Gamma Song
i. Cover including date on front.

10.14 Chapter Yearbooks and State Directory Supplement shall be published biennially in the odd-numbered year and distributed at the September Executive Board meeting. The yearbook supplement shall include:

a. New state officers, committee chairs, and committee members
b. Chapter yearbooks/directory of new members and changes in current members: name, address or phone number.

11. Amendments

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

a. Preparing and presenting an authorized revision shall be the duty of an ad hoc Revision Committee appointed by the president.
b. The proposed revision shall be mailed to the members no later than the February issue of the Alpha Beta State *NEWS*.
c. If a revision is authorized, there shall be no other amendments proposed to the existing Bylaws.

APPENDIX A
STATE TREASURER'S AGREEMENT
October 2016

APPOINTMENT

1. The treasurer is appointed by the Alpha Beta State Executive Board in odd-numbered years.
2. The term of the office and gift are fixed by the Alpha Beta State Executive Board.
3. The duties and responsibilities are defined by the State Executive Board and/or the state president.
4. The treasurer shall serve as an ex-officio member of the Executive Board without a vote.
5. The treasurer shall serve as an ex-officio member of the Finance Committee, State Convention Committee, and a resource to any other committee as designated by the 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 Alpha Beta State Executive Board.

DUTIES AND RESPONSIBILITIES

The treasurer shall:

1. Receive 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 Finance Committee upon request.
5. Present an up-to-date report at each State Executive Board meeting and the Alpha Beta State Convention.
6. Submit the account of the organization for annual audit.
7. Serve, ex-officio member, without vote, on the State Executive Board.
8. Serve, ex-officio, in the process of the state budget development and supervision of finances.
9. Have and use for reference the latest revisions of the Constitution, International Standing Rules, Go to Guide, Alpha Beta State Bylaws, and Alpha Beta State Standing Rules.
10. Send chapter members' dues and fees to the accounting department at International Headquarters between November 1 and January 15, accompanied by Form 20 and supporting forms 18 and 18A. Also include initiate, reinstatement, and personal data forms, as appropriate.
    Receive bills directly from businesses and forward the bills to the President for approval.
11. Receive bill directly from businesses and forward the bills to the President for approval.
12. Pay all bills by check after the president has approved them.
13. Maintain the Available Fund, the Scholarship Fund, the Headquarters Fund, the Permanent Fund, and Conference/Convention Fund as separate bank accounts.

14. Deposit all money in the name of The Delta Kappa Gamma Society International, Maryland State and include the names of the treasurer and the 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 will cover all treasurers, the state president, and the executive secretary.
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 Business Services Administrator by September 1.
21. Forward a copy of the Alpha Beta State Budget, Alpha Beta State Treasurer's Report, the audit report from the CPA, and Form 990 to International Headquarters.
22. Provide the Alpha Beta State Finance Committee chair with a copy of all reports sent to International or state.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Assist chapters in accessing the following forms: Forms 18, 18A, 20, and 43, initiate, personal data change, 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 Maryland State.**
3. Maintain updated International Headquarters' membership spreadsheet.
4. Inform State Membership Chair of the number of members in each chapter prior to each Executive Board meeting.
5. Send a communication to all chapter treasurers, in a timely manner, offering assistance, explaining specific guidelines that relate to dues and fees, and reinforcing deadlines.
6. Reconcile bank statements within the current month of receipt.
7. Pay bills by the end of fiscal year, June 30.
8. Discard outdated materials and correspondence from the files at the close of each fiscal year.
9. Review the permanent files and retain information suggested by International in the Guidelines for State and Chapter Treasurers.
10. Order State President pin (Gold Kase) immediately following March Executive Board meeting of the odd-numbered year.
11. Order State Honorary Initiate's KEY pin (Gold Kase), certificate of membership, and society song card when appropriate.
12. Attend Northeast Regional Conference and International Convention.

CONCERNING STATE CONVENTIONS (Odd Year)

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 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 International Representative.
    B. luncheon for State Honorary Members.
    C. banquet for State Honorary Initiates.
    D. banquet for official guests of Alpha Beta State.
13. Prepare and submit a final report to the convention chairman for presentation at the September Executive Board meeting.

CONCERNING LEADERSHIP DEVELOPMENT CONFERENCE (Even Year)

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 up to three weeks prior to the conference.
9. Verify total number of conference participants with registrar.
10. Pay expenses for:
    A. lodging and meals for 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.

APPENDIX B
EXECUTIVE SECRETARY'S AGREEMENT
August 2017

I. Appointment

A. The executive secretary is appointed by the Alpha Beta State Executive Board in even-numbered years.
B. The term of office and gift are fixed by the Alpha Beta State Executive Board.
C. The duties and responsibilities are defined by the Alpha Beta State 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 Alpha Beta State 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 Alpha Beta State 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 Alpha Beta State 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 Alpha Beta State 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 Alpha Beta State.
   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, Alpha Beta State Organization.
   7. Maintains an accurate inventory of all paraphernalia and equipment with the designated wording: Delta Kappa Gamma Society International, Alpha Beta State Organization.
   8. Presents the biennial report during the general session at Alpha Beta State 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 Alpha Beta State, the executive secretary.
   1. Attends the Northeast Regional 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. Alpha Beta State 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.

Revised January 2017

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

DKG