



**Illinois
State Organization**

**BYLAWS
ILLINOIS STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

ARTICLE I NAME

- Section 1. The name of this state organization shall be Illinois State Organization of The Delta Kappa Gamma Society International, formerly known as Illinois, Lambda State Organization. 4/19
- Section 2. Each chapter in Illinois State Organization shall be designated by a Greek letter or a combination of Greek letters. 4/83

ARTICLE II OBJECTIVES

The objectives of Illinois State Organization shall be to:

1. Promote the Mission, Vision, and Purposes of The Delta Kappa Gamma Society International as found in the *Constitution of The Delta Kappa Gamma Society International*, Article II; 4/15
2. Act as a liaison between chapter and the International organization; 4/83
3. Organize Delta Kappa Gamma chapters within the state; 4/83
4. Provide leadership training for state and chapter leaders. 4/83

ARTICLE III MEMBERSHIP

- Section 1. The membership of Illinois State Organization shall be composed of active, reserve, and collegiate members of Illinois chapters and honorary members of chapters and the state. All membership is in accordance with the *Constitution*, Article III. 4/19
- Section 2. Chapters in the state shall have full power to act in matters of chapter membership as consistent with the *Constitution*, Article III. 4/14
- Section 3. State honorary members
- A. State honorary members shall be recommended by the state Membership Committee and elected by ballot of the State Executive Board. A four-fifths (4/5) vote of approval is required. 4/83
 - B. The state president and the chair of the state Membership Committee shall organize the orientation session and the induction, which may be conducted at any meeting such as convention, area meeting or coordinating council. 4/19

Section 4. State members

State members who are no longer affiliated with a chapter due to dissolution or other circumstances shall pay state and international dues directly to the state treasurer. 4/19

Section 5. Termination of membership

The chapter shall keep a record of members terminated, including the reason and the date of termination. A report of members terminated shall be part of the minutes of the chapter executive board and/or chapter meeting. 4/13

Section 6. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. 4/11
**Constitution*, Article III.

ARTICLE IV FINANCES

Section 1. Annual dues

- A. The state annual dues shall be an amount designated by a two-thirds (2/3) vote of the members registered and voting at the state convention. 4/83
- B. Annual dues and the scholarship fee shall be paid to the chapter no later than June 30 for the following fiscal year. On October 1 members shall be dropped for non-payment of dues and fees. 4/21
- C. All dues and fees shall be collected by the chapter treasurer. State dues and fees shall be forwarded to the state treasurer, and International dues shall be forwarded to International. 4/21

Section 2. Financial controls

- A. The state shall maintain an Available Fund (an operating fund that requires a budget), an Available Fund Reserve, and a Scholarship Fund according to the *Constitution* Article IV. F. 1, 2, and 3d. 4/19
- B. Illinois State Organization shall maintain an Available Fund Reserve which equals one year's operating expenses. The Available Fund Reserve shall be used mainly for the purpose of purchasing articles and equipment of a permanent nature and licenses for computer software. The Available Fund Reserve may be used at the discretion of the Illinois State Organization Executive Board upon recommendation by the Finance Committee. 4/19
- C. The state shall maintain a Reservation Fund for the purpose of income and expenses related to conventions, meetings, workshops, seminars, events, and sales. 4/16
- D. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board. 4/83
- E. The state treasurer shall pay all bills upon presentation of the official voucher, including an itemized statement, which carries written approval of the state president. 4/83
- F. The report of the annual audit shall be submitted to the Executive Board for adoption. 4/83

Section 3. Gifts

The Illinois State Organization President in consultation with the Executive Committee shall be authorized to accept or reject gifts offered to Illinois State Organization. 4/99

ARTICLE V ORGANIZATION

Section 1. Chapters

- A. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution* and Illinois State Organization *Bylaws*. 4/83
- B. Chapter rules shall be consistent with the *Constitution* and Illinois State Organization *Bylaws* and shall be reviewed periodically by the Illinois State Organization Rules Committee. 4/97
- C. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote. 4/83
 - (1) The term of each elected officer shall be two (2) years. No officer except the treasurer may serve in the same office longer than two (2) terms in succession. All officers shall take office on July 1 following their election. 4/83
 - (2) The treasurer shall be selected by the Executive Board each biennium. 4/83
- D. The chapter president shall represent the chapter as a voting member of the State Executive Board. 4/83
- E. A complete record of members whose membership is terminated shall be kept by the chapter. The record shall include the reason and date of termination. A report of members terminated shall be part of the minutes of a chapter executive board and/or chapter meeting. 4/06

Section 2. New Chapter

- A. The State Executive Board shall determine chapter areas and shall approve the organizing of a new chapter. 4/83
- B. Screening recommendations
 - (1) For a state-sponsored new chapter, the Membership Chair, or designee, shall screen recommendations for the Membership Committee. 7/13
 - (2) For a chapter-sponsored new chapter, the screening of recommendations shall be done by the sponsoring chapter. 4/83

Section 3. Areas

Areas for the purpose of rendering better service to the membership and of providing for area representation on various committees shall be defined by the Executive Board. 4/83

Section 4. Coordinating Councils

- A. Coordinating councils may be formally or informally organized in counties and/or cities where several chapters exist. 4/12
- B. The coordinating council shall meet at least once a year for the purpose of clearing prospective new members and planning activities of benefit to members. 4/93

ARTICLE VI OFFICERS AND RELATED PERSONNEL

- Section 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, a corresponding secretary (all elected); a treasurer and an executive assistant (both employed). 4/87
- Section 2. A historian and parliamentarian shall be appointed; a webmaster and a Professional Development (PD) coordinator shall be appointed with stipends. 4/17
- Section 3. An executive assistant, treasurer and editor shall be employed. 4/13
- Section 4. Duties
- These officers and related personnel shall perform the duties as prescribed in the *Constitution*, Article VI and as authorized by Illinois State Organization *Bylaws* and *Standing Rules*. 4/83
- Section 5. Term of office
- A. Officers, elected by the state convention in odd-numbered years, shall have a term of two (2) years, unless otherwise specified, or until a successor has been named. 4/83
- B. No officer, except the treasurer and the executive assistant, may serve in the same office longer than two terms in succession. 4/83
- C. All officers shall take office on July 1 following their election. 4/83
- D. Employed personnel
- (1) The editor, the executive assistant, and the treasurer shall be recommended by the Personnel Committee and approved by vote of the Executive Board. The Personnel Committee shall provide prior to the Executive Board meeting, the candidate's qualifications in the written report to the Executive Board members. 4/92
- (2) Terms of employment shall be recommended by the Personnel Committee, approved by the Executive Board, and included in the Illinois State Organization *Standing Rules*. 4/83
- (3) The editor, the executive assistant, and the treasurer shall take annual sexual harassment training provided by the Illinois Department of Human Services and administered by the Personnel Chair. 4/21
- E. No member shall serve in an elected position and an Illinois State Organization employed position simultaneously. 4/96
- F. The professional development coordinator and the webmaster shall take annual sexual harassment training provided by the Illinois Department of Human Services and administered by the Personnel Chair. 4/21
- Section 6. Vacancies
- A. When a vacancy occurs in the office of president, the vice-presidents, in order, shall become president. 4/83
- B. When a vacancy occurs in other elective or appointive positions, the president shall name a successor. 4/83

Section 7. Nominations

- A. Nominations for office shall be made by a Nominations Committee of seven (7) members. The immediate past president shall chair the committee and the remaining six (6) members, who are elected by the state convention in odd-numbered years, shall represent the six (6) areas of the state as defined in the Illinois State Organization *Standing Rules*. 4/04
- B. The Nominations Committee shall review candidates and vote by preferential ballot. 4/83
- C. The committee shall submit the name of one (1) nominee for each elective office, six (6) nominees for the Nominations Committee, and two (2) nominees for directors on the Foundation Board of Directors. 4/85
- D. The slate of officers, with candidate qualifications, shall be published in an issue of the *Newscaster* prior to the convention. 4/83
- E. After the report of the committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee. 4/83

Section 8. Election

- A. Election shall be by ballot and a majority of votes cast elects. If there is but one (1) nominee for an office, the election may be by voice vote. 4/83
- B. The Nominations Committee shall prepare the ballots and conduct the election. 4/83

ARTICLE VII MEETINGS

Section 1. Convention

- A. Business of the state shall be conducted annually at a time, place, and manner as determined by the Executive Board, for the purpose of receiving reports and adopting policy, amending the Illinois State Organization Bylaws and Standing Rules, electing officers, and conducting such other business which may properly come before it. The general business meeting may be held in person, electronically, or a combination of both to transact business provided members can hear each other simultaneously and can actively participate in the meeting. 4/21
- B. Only members of Illinois State Organization are eligible to vote. 4/92
- C. Every member who is registered may vote. A roll call vote as specified in the *Constitution*, Article IX may be ordered. 4/83
- D. A quorum shall be a majority of those members who have registered at the convention or signed on to the electronic meeting. 4/21
- E. Mobile phones, pagers, and other electronic devices should have audible sound alerts turned off and be positioned as not to be disruptive to others during business meetings. The use of personal recordings of any type is not permitted during business meetings. 4/19

Section 2. Special meetings, conferences and/or workshops may be held at the call of the president. 4/83

Section 3. A quorum for chapter meetings shall be determined by the chapter. 4/83

ARTICLE VIII EXECUTIVE BOARD

Section 1. State Executive Board

- A. The members of the Executive Board shall be the past state presidents who are members of Illinois State Organization, elected officers, the chairs of all the standing committees, the Chair of the Foundation Board, the historian, and the chapter presidents. The editor, executive assistant, parliamentarian, treasurer, professional development coordinator, and webmaster shall be ex officio members, without vote. Members who assume a nonvoting position in Illinois State Organization shall relinquish their voting privilege while serving in that position. Each chapter president, state committee chair, and the Chair of the Foundation Board has the privilege of appointing an official designee to serve in her voting position. 4/22

- B. The duties of the Executive Board shall be to:
 - (1) Recommend policies and procedures for consideration by the state convention or the chapters; 4/83
 - (2) Examine, modify if necessary, and adopt the state budget; 4/83
 - (3) Supervise the state organizational finances; 4/14
 - (4) Select an executive assistant, the treasurer, the editor, and such other personnel as may be needed; prescribe their duties, fix their salaries and determine their terms of office; 4/83
 - (5) Determine time and place of state meetings; 4/83
 - (6) Approve the organization of new chapters; 4/83
 - (7) Define the boundaries of geographic divisions within the state as needed; 4/83
 - (8) Vote on state honorary members; 4/83
 - (9) Elect the directors of the Lambda State Foundation Board; 4/04
 - (10) Approve *Bylaws* governing the administration of the Lambda State Foundation for Educational Studies, Inc.; 4/00
 - (11) Act in the interim between conventions upon matters requiring immediate decision. 4/83

- C. Meetings of the Executive Board shall be held at least once per year. After thirty (30) days' notice, Executive Board meetings may be held in person, electronically, or a combination of both to transact business provided members can hear each other simultaneously and can actively participate in the meeting. Special meetings may be called by the president with a minimum of thirty (30) days' notice. 4/22
 - (1) The presence of a majority of the voting members of the Board constitutes a quorum at meetings. 4/83
 - (2) Chapter presidents who are unable to attend the State Executive Board meeting may appoint an official designee who shall have full privileges of participation. 4/16

- D. A vote by postal or electronic mail is authorized when necessary. Ratification of all voting by postal or electronic mail must be made at the next meeting of the Executive Board. 4/21

- E. The Executive Committee composed of the elected officers may meet at the call of the president to conduct business delegated to it by the Board and to take action on matters requiring immediate decision between Board meetings. 4/97

Section 2. Chapter Executive Board

Chapter executive boards shall function in accordance with the *Constitution*, Article VII. 4/83

ARTICLE IX COMMITTEES

Section 1. Standing committees shall be:

A. Society Business

Chapter Visitation	Leadership Development	Personnel
Communications and Marketing	Membership	Rules
Event Planning and Management	Nominations	State Planning
Finance		

B. Society Mission and Purposes

Achievement Award	Legislation	Scholarship
Educational Excellence	Literacy	Women in the Arts
International Projects	Music	

4/19

Section 2. General procedures

- A. All committees except the Nominations Committee shall be appointed by the president. 4/85
- B. During a biennium, no member shall serve on more than one (1) Illinois State Organization committee, either appointed or elected, unless such service is a function of her position. 4/96
- C. The president shall be an ex officio member, with vote, of all committees, except the Nominations Committee. 4/22
- D. Matters requiring immediate committee action may be voted upon by mail, telephone and/or electronic transmission, all members being notified. 4/01
- E. Committee meetings, either face-to-face or through electronic communications, shall be held with the approval of the president. 4/12
- F. Upon election or selection to serve on a committee that
 - nominates
 - appoints and/or
 - grants financial awards,
 a member shall refrain from campaigning, soliciting and/or endorsing possible nominees or recipients. The confidentiality of the selection process shall not be breached by any member of said committees. 7/13
- G. Committee reports requested shall be submitted in the format specified by Society Headquarters. 4/19
- H. Employed personnel and related personnel serving on committees shall be ex officio, with vote. 4/22

Section 3. Duties of committees

Chapters shall be responsible for the work, on the chapter level, of committees designated by an asterisk (*) in Section 3. 7/13

A. Society Business

(1) The Chapter Visitation Committee shall arrange for chapter visitation on a biennial basis, or more frequently for chapters needing assistance. State ambassadors shall review chapter rules biennially to insure consistency with the Illinois State Organization and International governing documents. 4/18

(2) * The Communications and Marketing Committee shall promote and stimulate effective communication between and among members at all levels of the Society; shall promote effective internal and external marketing; shall cooperate in promoting the use of the publications of the Society; shall assist with the publications authorized by the state; shall be responsible for publicity for state activities; and shall assist chapters in publicizing and marketing the Society. The editor and webmaster shall be members of the committee. 4/19

(3) The Event Planning and Management Committee shall be responsible for investigating meeting sites, recommending to the Executive Board dates and locations for conventions, workshops, and Executive Board meetings, negotiating contracts, and planning/managing events. The committee shall maintain a calendar of events including state, regional, and international meetings. The immediate past president and the executive assistant shall serve on the committee. 4/22

(4) *The Finance Committee shall consist of eight (8) members, two (2) of whom are appointed each year for a term of four (4) years. The president, the treasurer and the executive assistant shall serve as ex officio members on the committee, each having voting privileges. The committee shall be responsible for the supervision of the financial affairs of Illinois State Organization, including preparation of a budget for adoption by the Executive Board and an annual audit. 4/85

(5) The Leadership Development Committee shall consist of the president, the treasurer, the executive assistant, the Educational Excellence Chair, the Leadership Development Chair and a representative (or an appointed alternate) from each leadership development regional area. The committee shall plan and implement leadership development programs for state and chapter officers and committee chairs. 7/13

(6) *The Membership Committee shall study and make recommendations related to membership issues and challenges. The committee shall receive and evaluate recommendations of persons proposed for state honorary membership and submit the names of qualified candidates to the State Executive Board for vote. Necrology and membership reports shall be the responsibility of the committee. 7/13

(7) *The Nominations Committee responsibilities are outlined in the Illinois State Organization *Bylaws*, Article VI. 4/83

(8) The Personnel Committee shall screen applicants and recommend candidates, with their qualifications, to the State Executive Board whenever a vacancy occurs in a position filled by employment in Illinois State Organization. The committee shall study matters related to employed personnel and make recommendations to the Executive Board. The committee shall review and update personnel "Duties and Responsibilities" at least biennially. 7/13

(9) *The Rules Committee shall receive all proposals for amending the Illinois State Organization *Bylaws* and *Standing Rules* and make recommendations to the state convention for adoption. The Rules Committee shall review the Illinois State Organization *Standing Rules* and *Bylaws* twice yearly. The committee is responsible for sending a copy of Illinois State Organization *Bylaws* to the International Constitution Committee biennially. The committee shall communicate any changes proposed for the International *Constitution*. 4/08

- (10) The State Planning Committee shall serve as an advisory committee to assist the president in the planning and implementing of activities during the biennium. The president shall be chair of the committee with the editor, executive assistant, treasurer and webmaster, ex officio members. 7/13

B. Society Mission and Purposes

- (1) The Achievement Award Committee shall annually review and submit the names of individuals nominated for the Lambda State Achievement Award to the State Executive Board for voting. 4/03
- (2) *The Educational Excellence Committee shall promote professional and personal growth of women educators and excellence in education. The professional development coordinator and the executive assistant shall be members of the committee. 4/22
- (3) *The International Projects Committee shall be responsible for informing the membership regarding all International projects, shall encourage financial support of International funds, and shall suggest appropriate programs of action to chapters. 7/13
- (4) *The Legislation Committee shall initiate action in the field of legislation to improve education and the status of women and women educators at the state and federal levels. 7/13
- (5) The Literacy Committee of the state shall plan and promote activities at the state and local levels to improve literacy in reading, writing and mathematics. At the chapter level a member responsible for literacy activities may be appointed. 7/13
- (6) The Music Committee shall plan and conduct appropriate music activities. The chair, or designee, sits on the Women in the Arts Committee. 4/17
- (7) *The Scholarship Committee shall consist of eight (8) members, two (2) of whom are appointed each year for a term of four (4) years. The committee shall promote interest in and support for International scholarships and shall develop criteria for and award such scholarships in Illinois State Organization as shall be determined by the Executive Board. 4/15
- (8) The Women in the Arts Committee shall plan appropriate arts activities in Illinois State Organization. At the chapter level a member responsible for activities in the arts may be appointed. 7/13

- Section 4. Special committees shall be appointed by the president as authorized. After submitting the final report to the body that authorized it, the committee shall be dissolved. 4/83

ARTICLE X ACTIVITIES

Section 1. Scholarship

- A. State scholarships to members shall be awarded each year in the amount of the annual member scholarship fees, the interest accrued from money invested in the Scholarship Fund, and contributions from chapters, members and/or the chapter bazaar. The number of scholarships and the amount of each shall be recommended by the Scholarship Committee and adopted by the Executive Board. 4/15
- B. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board. 4/15

Section 2. Publications

- A. A state newsletter, the *Newscaster*, shall be published four (4) times each year and sent to all members in the state. 4/83
- B. The publication of special monographs and brochures shall be approved by the president. 4/83

Section 3. Special funds and awards

- A. Special funds and awards shall be established as designated in the Illinois State Organization *Standing Rules*, Section 1.2. 4/83
- B. Rules and procedures governing the administration of special funds and awards shall be established and approved by the annual state convention. 4/83

Section 4. Available Fund Reserve

The Available Fund Reserve shall be used at the discretion of the State Organization Executive Board upon recommendation by the Finance Committee. 4/19

ARTICLE XI PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER NEWLY REVISED, current edition, shall govern the proceedings of Illinois State Organization and its chapters in all cases not provided for in the *Constitution*, Illinois State Organization *Bylaws* and *Standing Rules*. 4/83

ARTICLE XII AMENDMENTS

- Section 1. These *Bylaws* may be amended at any convention by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published in an issue of the *Newscaster* prior to convening the convention. The adopted amendments take effect immediately upon adoption unless a proviso states otherwise. 4/21
- Section 2. Proposed amendments
- A. Proposed amendments to the Illinois State Organization *Bylaws* may be submitted to the Rules Committee by any member, committee, board or chapter. 4/83
 - B. All proposals for amendment will be studied by the committee and presented to the convention with recommendations from the Rules Committee. 4/83
 - C. If there are changes in the International *Constitution* or *Standing Rules* which affect the Illinois State Organization *Bylaws* and/or *Standing Rules*, the Rules Committee shall automatically bring the Illinois State Organization *Bylaws* and *Standing Rules* into conformity and report the action to the Executive Board and/or convention. 4/97
- Section 3. *Standing Rules* may be amended or rescinded at any convention or State Executive Board meeting by a majority vote provided previous notice has been given, or by a two-thirds (2/3) vote without previous notice. The adopted amendments take effect immediately upon adoption unless a proviso states otherwise. 4/21

ARTICLE XIII LAMBDA STATE FOUNDATION FOR EDUCATIONAL STUDIES, INC.

- Section 1. Foundation Board
- A. The Foundation Board shall consist of seven (7) directors: four (4) elected by the Illinois State Organization Executive Board, two (2) Illinois State Organization Officers, the president and immediate past president, and a treasurer appointed by the Board of Directors. 7/13
 - B. The Foundation Board shall administer the Lambda State Foundation for Educational Studies, Inc. as provided in the Foundation *Bylaws*. 4/83
- Section 2. Activities
- A. The Foundation shall provide funds for members to conduct educational research and to develop special projects related to the improvement of education and for the publication of the results of research and projects. 4/85
 - B. Bylaws governing the Administration of the Foundation shall be recommended by the Foundation and approved by the Illinois State Organization Executive Board. 9/00

ARTICLE XIV DISSOLUTION

Section 1. State Organization

Upon dissolution of the Illinois State Organization, all assets and properties remaining, after cost and expense of such dissolution, shall be surrendered to The DKG International Educators Foundation. The sequence of actions for dissolution of the state organization is designated in the Illinois State Organization *Standing Rules*, Article 5, Section 5.1 4/21

Section 2. Chapter Organization

- A. When a chapter finds it necessary to take a dissolution vote, a vote of approval from the majority of the chapter members is necessary before the chapter may dissolve. Procedures in Illinois State Organization *Standing Rules*, Article 5, Section 5.2. 4/12
- B. Before a chapter is dissolved, the approval of the state organization executive board must be obtained. 4/12
- C. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed. 4/12
- D. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the Available Fund. 4/12
- E. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use. 4/12
- F. The charter must be returned to the state organization to be forwarded to the Society Headquarters. 4/12
- G. The state organization executive board shall decide whether the Greek name shall be reused. 4/12