



Amended April 30, 2022

STANDING RULES

Any motion not bearing a date will automatically become a rule, if approved.

April 1982

ARTICLE 1 FOR STATE

Section 1.1 Financial

1.11 Dues and Fees

- A. Annual dues for Illinois State Organization, which include the *Newscaster* subscription, shall be twenty-three dollars (\$23) for active members, eight dollars (\$8) for reserve members and zero dollars (\$0) for collegiate members. The chapter shall pay the *Newscaster* subscription for each chapter honorary and life member. Dues and fees shall be paid to the state treasurer by September 30. For membership commencing after January 1 and before April 1, new active members and reinstated active members shall pay active dues of eleven dollars and fifty cents (\$11.50), and reinstated reserve members shall pay reserve dues of four dollars (\$4.00). New active members and reinstated active members who pay after April 1 shall pay full annual dues of twenty-three dollars (\$23.00) for the following fiscal year, and reinstated reserve members who pay after April 1 shall pay full annual dues of eight dollars (\$8.00) for the following fiscal year. 9/20
- B. State Convention
1. The chapter fee, based on membership as of the June 30 annual report of the chapter treasurer, shall be determined annually by the convention. The fee shall be paid to the state treasurer by September 30. 4/19
 2. Individual registration fee for state convention shall not exceed twenty-five dollars (\$25). 9/09
- C. Leadership Development
1. To fund the leadership development program, each Illinois State Organization chapter will pay a thirty-dollar (\$30) fee annually to the state treasurer by September 30. 4/19
 2. Fees for each Training for Chapter Leaders Workshop shall be determined by the Leadership Development Committee. 9/15
- D. Late Fee
- Committees, with the approval of the state president, may assess a late fee for each meal/registration form postmarked after the designated due date. The late fee may not exceed twenty-five percent (25%) of the total meal/registration cost. 9/15

1.12 Allowance for Authorized TravelA. State Officers, Past State Presidents, and Related Personnel

1. All state officers, past state presidents residing in Illinois, and related personnel shall receive cost of transportation at the approved Illinois State Organization mileage rate and one-half (1/2) the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at state convention, State Executive Board meeting, and other meetings authorized by the state president. 4/12
2. The state president shall receive cost of transportation at the approved Illinois State Organization mileage rate and one-half (1/2) the cost of a double room when in attendance at International Executive Board meetings, international conference and/or international convention. 4/19
3. If not reimbursed by International, the state executive assistant (if new) and the state treasurer who attend pre-international conferences or pre-international convention training planned for them or those planned within the framework of the aforementioned meeting, including executive board meetings for the executive assistant, shall receive one-half (1/2) the cost of transportation at the approved Illinois State Organization mileage rate and one (1) night at one-half (1/2) the double room rate. 4/19
4. The state president shall receive compensation for registration and special meals at international conference and/or international convention and Illinois State Organization convention. 4/19
5. The state editor, state executive assistant, and state treasurer shall receive compensation for registration and special meals at Illinois State Organization convention. 4/13
6. Past state presidents residing outside of Illinois shall receive the cost of transportation at the approved Illinois State Organization mileage rate from their last place of residence in Illinois and one-half (1/2) the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at state convention, State Executive Board meeting, and other meetings authorized by the state president. 4/12

B. State Committee Chairs, the Chair of the Foundation Board, and International Leadership Training Participants

4/19

1. State committee chairs and the Chair of the Foundation Board shall receive cost of transportation at the approved Illinois State Organization mileage rate and one-half (1/2) the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at a state convention, State Executive Board meeting, and other state meetings or events authorized by the state president. 4/16
2. The person in charge of instrumental music at the state convention shall be compensated for travel and lodging on the same basis as the chair of the Music Committee. 4/90
3. Illinois State Organization Committee chairs who attend pre-international conferences or pre-international convention training planned for them, or those planned within the framework of the aforementioned meetings, shall receive one-half (1/2) of the transportation expense at the approved Illinois State Organization mileage rate and one (1) night at one-half (1/2) the double room rate. 4/19

1.12 Allowance for Authorized Travel (cont'd)C. State Committee Members/Foundation Board of Directors

1. Members of state committees shall receive cost of transportation at the approved Illinois State Organization mileage rate and, if necessary, one-half (1/2) the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at state committee meetings authorized by the state president. 4/12
2. Illinois State Organization committee members required at the discretion of the president to attend a Training for Chapter Leaders Workshop shall receive the cost of transportation at the approved Illinois State Organization mileage rate. 9/15
3. The US Forum liaison shall receive a travel allowance not to exceed \$500 to attend the National Legislative Seminar in the spring of even-numbered years. 4/15
4. The Foundation Board of Directors shall receive cost of transportation at the approved Illinois State Organization mileage rate and, if necessary, one-half (1/2) the cost of a double room (unless prior arrangements have been made with the state president) when in attendance at one of two face-to-face biennial meetings. 9/16

D. State Ambassadors/Mentors

1. The state shall pay the expense of communications, transportation at the approved Illinois State Organization mileage rate and lodging (if needed) for assigned state ambassadors to chapters. 4/12
2. The state shall pay the total expense of communications, transportation at the approved Illinois State Organization mileage rate and lodging (if needed) for assigned state mentors to chapters. The mentors shall be assigned by the state president. 4/12

E. Employment/Employment Review

1. Candidates who are being considered for an Illinois State Organization position shall be reimbursed for travel at the approved Illinois State Organization mileage rate and lodging (if needed) for the interview. 4/12
2. Employees shall be reimbursed for travel at the approved Illinois State Organization mileage rate and lodging (if needed) for attendance at their performance appraisal meeting. 4/12

1.12 Allowance for Authorized Travel (cont'd)F. New Chapters

1. The state shall pay one-half (1/2) of the housing and travel expense, at the approved Illinois State Organization mileage rate, incurred by the presidents of new chapters during the first two (2) years for the attendance at state convention, Training for Chapter Leaders Workshop, and the State Executive Board. 9/15
2. For the first two (2) years, travel expenses at the approved Illinois State Organization mileage rate to chapter meetings shall be allowed for each advisor of a new chapter. Any additional expenses for the advisor must be approved by the state president. 9/12

Note: Refer to the Illinois State Organization *Standing Rules*, Section 2.1 Installation of a New Chapter, for additional expenses. 9/92

G. Transportation and Insurance

1. Automobile costs at twenty cents (\$0.20) per mile shall be paid on official trips. Other transportation costs (receipts to be attached) shall be paid on official trips. 9/19
2. When a choice of two (2) or more modes of transportation can be made, the norm for reimbursement will be the least expensive mode of transportation at the approved Illinois State Organization mileage rate unless prior arrangements have been made with the state president. 4/12
3. In the event that two (2) or more persons who are entitled to transportation expenses travel in the same car, only the driver or owner shall be reimbursed. 9/73
4. State Executive Board members: officers elected and appointed, past presidents, state committee chairs, the Chair of the Foundation Board, personnel, professional development coordinator, and webmaster, when on official business for the state, shall be covered by an officers' liability policy. 4/19
5. Illinois State Organization shall be protected by a general liability policy from suits that may arise if someone is injured or someone's property is damaged at an Illinois State Organization sponsored activity. 9/04

1.13 State Convention Expense

- A. Committees helping to plan a state convention shall present bills to the state president for all expenses, provided the expense has been approved in advance by the state president. 4/92
- B. The state shall pay for courtesy recognition for the Society representative and/or a guest speaker. Other recognition must be approved by the state president. 4/19
- C. The state shall purchase the state president's pin and present it to her at the time of her installation 9/96

1.14 General ProceduresA. Committees1. Resources

Committee chairs who have resource materials for distribution to chapters shall designate a fee for each which includes postage. 9/96

2. Communications

Each state committee shall be funded sufficiently to allow two (2) communications to chapter counterparts each year, if desired. 3/84

B. Induction of State Honorary Members

The state assumes the expenses of the induction of a state honorary member. The sponsoring chapter has no financial obligation unless it wishes to share in the costs. 3/81

C. Payment of Bills

- 1. All reimbursable expenses occurring during the fiscal year must be presented to the president for approval by June 15 of that fiscal year, unless prior arrangements have been made with the state president. 4/87
- 2. Those responsible for bills from outside vendors shall submit bills with vouchers to the state president in a timely manner. 9/98

1.14 General Procedures (cont'd)D. Transfer of Funds

1. The state treasurer, at her discretion, may transfer to a savings account any surplus funds in the Available Fund and withdraw as needed. 4/72
2. The treasurer, with the approval of the Executive Committee, shall invest funds according to the guidelines in the Investment Policy. 4/19
3. The treasurer, with the approval of the president, may transfer any surplus funds in the Reservation Fund to the Available Fund or respective funds prior to the end of each biennium. 4/16

E. Check Signatures

All checks for one thousand dollars (\$1,000) or more, written against Illinois State Organization accounts, shall have the signatures of the treasurer and the president. 3/84

F. Credit Card

1. Illinois State Organization may authorize credit cards to be used for Illinois State Organization business purposes. 9/09
2. Authorized cardholders shall be the state president, the state treasurer, and the executive assistant. 9/09

G. Legal Advice

Illinois State Organization may retain a legal firm to advise the state in all matters when a legal opinion is deemed necessary. 4/05

H. Administration of Awards Funds

The cost involved in administering various Illinois State Organization awards programs shall come from the respective awards funds. 4/08

Section 1.2 Special Funds and/or Awards1.21 The Blanche Cline Merwin Fund

- A. The Blanche Cline Merwin Fund was established in 1968 by a gift of eight thousand dollars (\$8,000) in memory of Blanche Cline Merwin (Alpha Kappa). This fund is for hospitality at state, regional, and international conventions. 4/12
- B. The interest recorded at the end of the previous fiscal year from the invested funds and additional principal money, not to exceed two hundred fifty dollars (\$250), may be used for hospitality expenses. 4/11

1.22 The Grant-in-Aid Fund

- A. The Grant-in-Aid Fund at the state level shall receive contributions from chapters, individuals, foundations or other income sources for the purpose of allocating the Illinois State Organization Grant(s). 4/00
- B. Monies received at the end of the fiscal year shall be distributed by the Educational Excellence Committee for the grant(s). The remaining money shall be reinvested. 7/13
- C. The Illinois State Organization Grant not to exceed two thousand dollars (\$2,000) may be given annually. 4/00
- D. Criteria for the Grant
1. The applicant must be a female and must be a full-time student attending a college or university in Illinois. 4/98
 2. She may be studying in the field of education. 10/81
 3. She must be an Illinois resident. 10/81
 4. She must be a recipient of either a chapter or state recruitment grant or grant-in-aid. 4/98
 5. She must submit her completed application by the specified date. 3/84
- E. Procedures
1. The recipient(s) may receive a grant(s) for one (1) year of college work. 4/00
 2. The recipient is encouraged to attend the state convention. 3/84
 3. The chapter is responsible for electronically submitting the completed application packet no later than the specified date. 4/19
 4. In the second year of each biennium the Illinois State Organization Educational Excellence Committee shall survey previous grant recipients for follow-up and membership recruitment purposes. 7/13

1.23 The M. Josephine O'Neil Arts Award

- A. Monies received by the Women in the Arts Fund from contributions and the Art Mart shall be used for the purpose of presenting the arts award(s); recipient(s) shall be designated by the Women in the Arts Committee. 4/80
- B. The M. Josephine O'Neil Arts Award shall be presented in the odd-numbered years at the Illinois State Organization Convention to a student(s) in the arts. The Women in the Arts Committee shall determine the criteria and amount of the award(s) not to exceed ten thousand dollars (\$10,000). 9/19
- C. Administrative costs for the M. Josephine O'Neil Arts Award shall be paid from the Women in the Arts Fund. 4/08

1.24 Literary Arts

The Literacy Committee shall form a Recognition Program for original literacy works created by students in grades K-12, to be held in the odd-numbered years at the Illinois State Organization Convention. 10/13

1.25 The Lambda State Achievement Award

- A. The Lambda State Achievement Award shall be given annually to an Illinois State Organization member in recognition of distinguished service to the Society at the state level. 4/83

B. Criteria for the Award

1. The prime consideration shall be the nominee's continual dedication to and participation in the Society at the state level. 4/14
2. Consideration will be given to Regional and International participation. 10/13
3. Consideration will be given to distinguished contributions to education outside of the Society only where such activities promote the purposes of the Society. 10/13
4. A nominee shall not be serving Illinois State Organization as an elected officer, related personnel (appointed or employed), committee chair, or the Chair of the Foundation Board at the time of nomination.
Note: Refer to *Bylaws* Article VI and Article IX for positions. 4/17
5. The past presidents of Illinois State Organization should not be considered for this award. 10/83
6. A member who has received the award is not eligible for consideration a second time. 3/84

C. Procedures

1. Nominations may be made by chapters or individuals. 4/83
2. Any individual or chapter that submits a nomination shall be responsible for sending the designated number of copies to the state chair of the Achievement Award Committee or designated committee member by the deadline. A copy of the form may be retained in the chapter Nominations Committee file. 10/13
3. Nomination forms shall be postmarked no later than the specified date. 9/96
4. The committee shall, on the basis of qualifications submitted, present no more than five (5) nominees to the Illinois State Organization Executive Board for preferential balloting. To be valid, voting must be completed according to instructions enclosed with the ballot. If there be but one (1) nominee, election shall be by four-fifths (4/5) vote. 9/99
5. A certificate of award and pendant shall be presented to the recipient at the annual convention. 9/91

Section 1.3 Standing Committees

Procedures and duties of committees are specified in the *Bylaws*, Article IX, Sections 2 and 3.

1.31 Society Business

A. Chapter Visitation

1. State ambassadors shall be elected state officers, treasurer, executive assistant, editor, parliamentarian, historian, professional development coordinator, webmaster, past state presidents, state committee chairs and the Chair of the Foundation Board. 4/19
2. A training meeting for all state ambassadors shall be held prior to the beginning of the chapter visits. Ambassador packets shall be distributed at the training meeting. 4/18
3. All chapters shall be visited the first year of the chapter biennium. Chapters not yet five (5) years old shall be visited annually for four (4) years with the chapter assuming its correct place in the visitation schedule with the fifth visit. 7/13
4. The state ambassador is responsible for completing the Chapter Rules Checklist and the Report of Chapter Visit. 4/18
5. The state ambassador is sent as a friend to assist and support the chapter in any way possible. 7/13
6. For a chapter experiencing difficulty, the state president in consultation with the chapter may ask someone to serve as mentor, meeting with the chapter as needed and offering help and support. 7/13

B. Communications and Marketing

1. Provide chapters with training and support regarding effective communications and marketing with internal (DKG members) and external groups. 4/19
2. Provide training and support to assist chapters with websites and electronic communications. 7/13
3. The chair shall recommend to the Executive Board an annual stipend for the webmaster. 4/17
4. Encourage chapters to submit articles for publication in local media, the *Newscaster*, and International publications. 7/13
5. The committee shall sponsor, develop, and conduct a self-funded Illinois State Organization Communications and Marketing Seminar to be held each biennium if there is sufficient interest. 4/19

1.31 Society Business (cont'd)C. Event Planning and Management

1. In accordance with Illinois State Organization *Bylaws* and the International *Constitution*, the Executive Board shall approve dates and sites for State Executive Board meetings and state conventions. These dates and sites should be determined at least two (2) years in advance. 9/10
2. The plan is to use central locations for the fall State Executive Board meetings and state conventions when appropriate facilities are available. 4/22
3. Fall Executive Board meetings shall be held in person in even-numbered years and virtually in odd-numbered years. State conventions and Executive Board meetings held in conjunction with conventions shall be held in person in odd-numbered years and virtually in even-numbered years. 4/22
4. Training for Chapter Leaders Workshops shall be held virtually or in person in regional locations. 4/22
5. The committee shall report to the State Planning Committee annually. 9/10

1.31 Society Business (cont'd)D. Finance

1. The chair shall have served as a member of the state Finance Committee. 4/75
2. The chair of the chapter Finance Committee shall send a copy of the chapter budget after approval as per Chapter Rules to the chair of the Illinois State Organization Finance Committee before August 1, and the budget shall be reported on the standardized budget form. 4/19
3. State committees and personnel anticipating budget changes for the next fiscal year shall make the request to the state president and the state chair of the Finance Committee before January 15. 4/95
4. The annual financial audit of Illinois State Organization shall be made by a certified public accountant. 7/13
5. An amount shall be budgeted for attendance at professional conferences, workshops, meetings, or hearings where Illinois State Organization is to be represented with prior approval of the state president. 4/85
6. Committees or individuals requesting budget consideration at State Executive Board meetings shall have the request in writing and given to the state president in time for inclusion in the monthly mailing prior to the meeting. 4/97
7. Committees or individuals requesting new programs, personnel, committees and/or personnel to committees shall accompany the request with a financial impact statement which shall be submitted to the state president and the parliamentarian in time for inclusion in the monthly mailing prior to the meeting designated for action on the motion. 4/97
8. Any proposal having budgetary impact which has not been included in a monthly mailing will require a two-thirds (2/3) vote of the assembly to be considered. 4/97
9. All requests for expenditures from the Available Fund Reserve greater than five hundred dollars (\$500) shall be reviewed by the Finance Committee. 4/19
10. Any request for equipment costing over five hundred dollars (\$500) from the Available Fund Reserve shall include a minimum of two (2) bids. 4/19
11. The Available Fund Reserve shall be maintained at no less than one year's operating expenses in the Available Fund. 4/19
12. Moneys from the Available Fund shall not be allocated to Illinois State Organization special funds. 4/97
13. Available Fund Reserve interest shall remain in the fund. Should the Available Fund Reserve drop below the level of one year's operating expenses, an amount shall be budgeted from the Available Fund over the course of up to five years to replace the deficiency. 4/19

1.31 Society Business (cont'd)E. Leadership Development

The Leadership Development Committee shall plan and conduct:

1. Training for Chapter Leaders Workshops in the spring of even-numbered years for designated officers and committee chairs. 9/15
2. A Transition Meeting for incoming and outgoing state officers, related personnel, committee chairs, and Chair of the Foundation Board in early summer of the odd-numbered years. 9/15
3. The dates and sites of the Training for Chapter Leaders Workshops and the Transition Meeting for state officers, related personnel, committee chairs, and Chair of the Foundation Board shall be determined by the Leadership Development Committee and the Event Planning and Management Committee in consultation with the current Illinois State Organization President. 9/15
4. The committee shall sponsor, develop, and conduct a self-funded Illinois State Organization Leadership/Management Seminar to be held each biennium if there is sufficient interest. 4/16

F. Membership

1. The committee shall assist chapter membership committees with membership-related questions. 7/13
2. The committee shall maintain regular communication with chapters, providing suggestions for retaining, reclaiming, and increasing membership. 7/13
3. The Membership Chair confirms with the State Treasurer the list of deceased members and sends notes of sympathy to persons designated on Form 6. 4/19
4. The committee shall plan and present the Membership Luncheon at state conventions. 7/13
5. The committee shall plan and present the Celebration of Life Ceremony at state conventions. 7/13
6. The committee shall receive and evaluate recommendations of persons proposed for state honorary membership and submit the names of qualified candidates to the Executive Board for vote. 7/13
7. The committee chair, or designee, shall maintain contact with established coordinating councils and work with chapters to establish new councils, if needed. 7/13

1.31 Society Business (cont'd)

G. Nominations

1. Areas as defined for purpose of representation on the Nominations Committee shall be as shown on the accompanying map. Chapters in each area shall be as follows:

Area 1

7 Eta	42 Alpha Sigma	67 Beta Tau	81 Gamma Iota
9 Iota	46 Alpha Chi	71 Beta Psi	91 Gamma Tau
10 Kappa	49 Beta Alpha	73 Gamma Alpha	
28 Alpha Delta	50 Beta Beta	75 Gamma Gamma	

Area 2:

1 Alpha	32 Alpha Theta	56 Beta Theta	79 Gamma Eta
6 Zeta	36 Alpha Mu	58 Beta Kappa	86 Gamma Xi
16 Pi	37 Alpha Nu	69 Beta Phi	
29 Alpha Epsilon	51 Beta Gamma		

Area 3:

3 Gamma	20 Upsilon	72 Beta Omega	89 Gamma Rho
14 Xi	33 Alpha Iota	80 Gamma Theta	
17 Rho	65 Beta Rho	85 Gamma Nu	

Area 4:

2 Beta	21 Phi	57 Beta Iota	
11 Lambda	26 Alpha Beta	64 Beta Pi	
15 Omicron	30 Alpha Zeta	66 Beta Sigma	

Area 5:

12 Mu	35 Alpha Lambda	53 Beta Epsilon	99 Delta Gamma
13 Nu	41 Alpha Rho	54 Beta Zeta	
18 Sigma	45 Alpha Phi	93 Gamma Phi	

Area 6:

4 Delta	31 Alpha Eta	44 Alpha Upsilon	77 Gamma Epsilon	101 Delta Epsilon
22 Chi	34 Alpha Kappa	52 Beta Delta	78 Gamma Zeta	
23 Psi	43 Alpha Tau	55 Beta Eta	92 Gamma Upsilon	

9/17

2. Chapters shall recommend nominees for membership on the Nominations Committee. 3/79

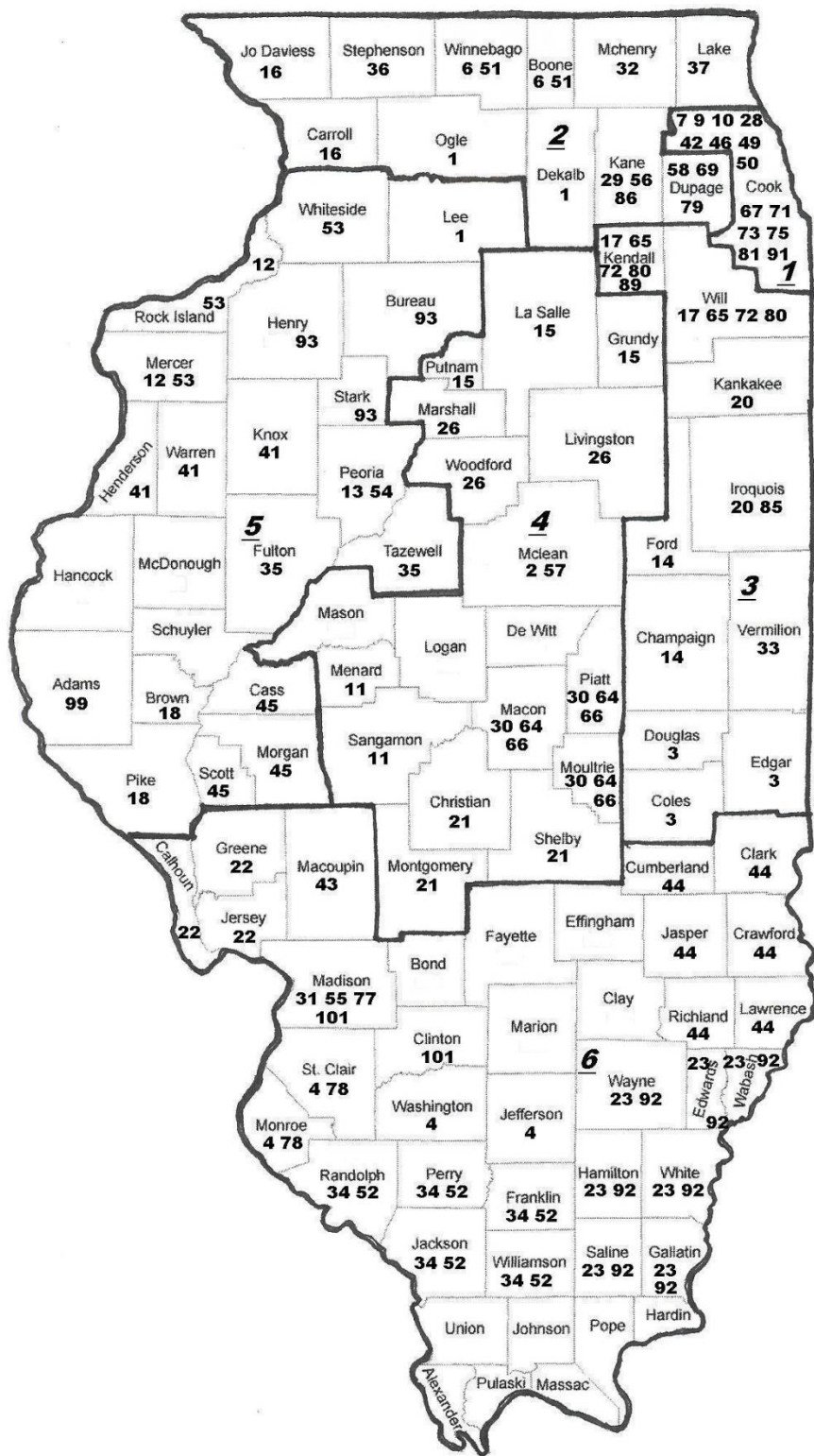
3. When making a recommendation for an elective office, duplicated copies of the completed original form or a duplicated letter shall not be an acceptable endorsement of a candidate for an elective office. Letters supporting the official recommendation which provide additional pertinent information regarding the candidate are acceptable. 4/87

4. A member of the Nominations Committee shall complete her term before she can be considered by the Nominations Committee for another elected position. 9/97

5. In the year a member of the Foundation Board completes her term, she may be considered for an elected position. 9/97

6. The committee may place a name in nomination, with the approval of the nominee, for a position other than the one recommended. 4/99

The Delta Kappa Gamma Society International Illinois State Organization Areas 1, 2, 3, 4, 5, 6



- | | |
|------------------|-------------------|
| 1 Alpha | 51 Beta Gamma |
| 2 Beta | 52 Beta Delta |
| 3 Gamma | 53 Beta Epsilon |
| 4 Delta | 54 Beta Zeta |
| 5 * | 55 Beta Eta |
| 6 Zeta | 56 Beta Theta |
| 7 Eta | 57 Beta Iota |
| 8 * | 58 Beta Kappa |
| 9 Iota | 59 * |
| 10 Kappa | 60 * |
| 11 Lambda | 61 * |
| 12 Mu | 62 * |
| 13 Nu | 63 * |
| 14 Xi | 64 Beta Pi |
| 15 Omicron | 65 Beta Rho |
| 16 Pi | 66 Beta Sigma |
| 17 Rho | 67 Beta Tau |
| 18 Sigma | 68 * |
| 19 * | 69 Beta Phi |
| 20 Upsilon | 70 * |
| 21 Phi | 71 Beta Psi |
| 22 Chi | 72 Beta Omega |
| 23 Psi | 73 Gamma Alpha |
| 24 * | 74 * |
| 25 * | 75 Gamma Gamma |
| 26 Alpha Beta | 76 * |
| 27 * | 77 Gamma Epsilon |
| 28 Alpha Delta | 78 Gamma Zeta |
| 29 Alpha Epsilon | 79 Gamma Eta |
| 30 Alpha Zeta | 80 Gamma Theta |
| 31 Alpha Eta | 81 Gamma Iota |
| 32 Alpha Theta | 82 * |
| 33 Alpha Iota | 83 * |
| 34 Alpha Kappa | 84 * |
| 35 Alpha Lambda | 85 Gamma Nu |
| 36 Alpha Mu | 86 Gamma Xi |
| 37 Alpha Nu | 87 * |
| 38 * | 88 * |
| 39 * | 89 Gamma Rho |
| 40 * | 90 * |
| 41 Alpha Rho | 91 Gamma Tau |
| 42 Alpha Sigma | 92 Gamma Upsilon |
| 43 Alpha Tau | 93 Gamma Phi |
| 44 Alpha Upsilon | 94 * |
| 45 Alpha Phi | 95 * |
| 46 Alpha Chi | 96 * |
| 47 * | 97 * |
| 48 * | 98 * |
| 49 Beta Alpha | 99 Delta Gamma |
| 50 Beta Beta | 100 * |
| | 101 Delta Epsilon |

* dissolved

1.31 Society Business (cont'd)H. Personnel

1. The Committee Chair shall be a past state president or a former member of the committee 7/13
2. Members of the Personnel Committee shall have had experience evaluating personnel or educators. 7/13
3. The committee shall prepare a job description for each employee position. 7/13
4. The committee shall interview applicants. 7/13
5. The first contract for new employees shall be for a term of one year. Subsequent contracts shall be for one (1), two (2), or three (3) years based upon the recommendation of the Personnel Committee. 4/91
6. The length of service for employed personnel of Illinois State Organization shall be a maximum of ten (10) consecutive years in the same position. 4/99
7. Salaries shall be determined by the State Executive Board upon recommendations from the Personnel Committee. The State Executive Board in like manner shall determine the additional benefits and other conditions of employment. 3/77
8. Professional staff shall be reimbursed for incidental expenses incurred while carrying out the day-to-day duties of their positions. 10/86
9. Any member of staff personnel planning to terminate her services is to notify the Illinois State Organization president by September 1 of the year preceding the end of her contract. 3/81
10. Performance appraisals of employed personnel shall take place in the last year of each contract renewal year prior to the convention or earlier if deemed necessary by the state president. This shall be the responsibility of the state president, the immediate past state president, and the chair of the Personnel Committee. 9/97
11. The position of a staff member unable to perform her duties shall be declared vacant by the state officers and an interim named by the state president to serve until a successor is approved by the Executive Board. 4/96
12. Signed contracts for staff personnel shall be filed with the state president, state treasurer, chair of the Personnel Committee and the employee. The Personnel Committee shall prepare the contract forms. 9/99
13. All staff personnel shall prepare annual reports of their work for the Illinois State Organization Convention. 4/78
14. A qualified copy service or a rented copier shall be utilized for reproduction-ready copy. 4/95
15. Equipment being replaced will be disposed of as follows: (a) used by another employed staff member; (b) purchased at a fair market price by an employed staff member; (c) purchased by an Illinois State Organization member through a *Newscaster* ad; (d) donated to a school or other agency. 4/99
16. Illinois State Organization equipment shall be evaluated annually and upgraded as funds allow. 4/99

1.31 Society Business (cont'd)

17. The Committee Chair shall be responsible for providing annual sexual harassment training from the Illinois Department of Human Services to each employee, the webmaster, and the professional development coordinator and keep the documentation on file. 4/21

I. Rules

1. The chair shall have served as a member of the state Rules Committee. 7/13
2. The executive assistant shall issue new pages for the published *Bylaws* and *Standing Rules* reflecting changes following each Executive Board meeting and/or convention. 9/02
3. When amendments to the bylaws and standing rules have been adopted, the Rules Committee shall make editorial changes in grammar and referencing to reflect the desires of the membership. 4/95
4. When changes in Illinois State Organization *Bylaws* which affect Illinois State Organization *Standing Rules* are made, the Rules Committee shall bring the Illinois State Organization *Standing Rules* into conformity and report action to the Executive Board and/or convention. 4/97

J. State Planning

1. The members of the committee shall include the state officers, immediate past state president, and additional members at the discretion of the state president. The editor, executive assistant, treasurer, and webmaster shall be ex officio members. 9/19
2. The committee shall meet when the state president deems it necessary. 4/87
3. Any state committee or combination of state committees may submit proposals for items for state sale to the State Executive Committee for approval. The State Planning Committee shall develop procedures and a form for submitting proposals. Proposals receiving approval by the State Executive Committee shall be submitted to the State Executive Board for final approval prior to state sale. 9/97
4. The committee shall approve vendors/exhibitors to participate at the state convention, set the vendor/exhibitor fees, and designate into what fund(s) fees are deposited. A list of approved vendors/exhibitors shall be provided to appropriate convention personnel. 9/19

1.32 Society Mission and Purposes

A. Achievement Award

See Illinois State Organization *Standing Rules* 1.25.

B. Educational Excellence

1. The Committee is to function as a Committee of the Whole or, at the discretion of the chair, in groups, to accomplish responsibilities for personal and professional growth and for research. 7/13
2. The committee shall administer the Illinois State Organization Grant-in-Aid. 9/20
3. The committee shall administer Professional Development at Illinois State Organization events. 9/15
4. The chair shall recommend to the Executive Board an annual stipend for the Professional Development coordinator. 4/17
5. All chapters shall send one (1) copy of the chapter yearbook to each of the following the Illinois State Organization President, the Executive Assistant, and the Educational Excellence Chair by December 1. 7/13
6. The committee chair shall respond to each chapter upon receipt of its yearbook. 7/13

C. International Projects

1. The committee shall inform members of all International projects. 7/13
2. The committee shall offer a travel experience at least once during each biennium if there is sufficient interest 7/13

1.32 Society Mission and Purposes (cont'd)D. Legislation

1. The committee shall sponsor, develop, and conduct a self-funded Illinois State Organization Legislative Seminar to be held each biennium, if there is sufficient interest. 7/13
2. The platform for legislative action includes:
 - a. Statement of the legislative positions:
 - (1) Legislative action of The Delta Kappa Gamma Society International is guided by the fourth purpose of the Society. It is therefore directed to the study of and action on issues which will improve education and the status of women. 4/79
 - (2) Legislative activity of the Society must be concerned with educational issues, not with candidates or political parties. 9/08
 - (3) All levels of the Society may cooperate with other organizations when the legislative activity helps to promote the purposes of the Society. 4/79
 - b. Statement of our educational credo:
 - (1) We believe that education exists for people of all ages. 4/79
 - (2) We believe that education has the responsibility for the development of the whole person, guiding and aiding the person to become a contributing member of society. 4/79
 - (3) We believe that to educate all the children of all the people as mandated by law, comprehensive programs must be offered to meet the options and needs of students of widely differing physical and mental abilities, talents, cultural backgrounds, and social skills. 4/79
 - (4) We believe that there shall be academic freedom at all levels of education. 3/84

1.32 Society Mission and Purposes (cont'd)

- c. We support legislation which allows educators at all levels to establish, maintain, and enforce high standards for the education profession. 3/84

We therefore support legislation which:

- (1) Secures public education retirement systems through state funding as mandated and insures enlightened leadership and sound management of the systems; 4/79
 - (2) Fully funds formulae for all state mandated and supported programs; 9/08
 - (3) Advances and protects women's rights; 4/79
 - (4) Optimizes an educational climate in which students and teachers can work effectively; 4/79
 - (5) Provides protection from physical, social, and emotional abuse for children and teachers; 3/84
 - (6) Advances the autonomy of the local school district or higher education governing board and obligates those boards to be responsive to their citizens; 4/79
 - (7) Directs the efficient implementation of an effective state juvenile code; 4/79
 - (8) Protects academic freedom at all levels of education; 3/84
 - (9) Facilitates the conservation of energy resources, promotes the implementation of alternate energy sources, and protects our schools within our environment; 4/79
 - (10) Advocates free and public educational system; 4/09
3. Illinois State Organization shall present a certificate of appreciation, the Illinois State Organization Legislative Award, to recognize Illinois State and Federal legislators whose support of current and on-going legislation improves education and/or advances and protects women's rights. 9/08
- a. Criteria for the Award

- (1) Positive voting record on legislation supported by The Delta Kappa Gamma Society International, Illinois State Organization; 3/82
- (2) Leadership in either chamber or committee in support of Delta Kappa Gamma goals; 3/82
- (3) Exercise of influence for Delta Kappa Gamma goals; 3/82
- (4) Responsiveness to local constituents; 3/82
- (5) At least one (1) full year of service as an Illinois legislator prior to recommendation; 9/92

1.32 Society Mission and Purposes (cont'd)

b. Procedures

- (1) Chapters will submit a recommendation form with appropriate documentation to the Illinois State Organization Legislation Committee by the specified date. 9/96
 - (2) Legislation Committee will review information and determine eligibility. 4/83
 - (3) Legislation Committee will communicate approval/disapproval of recommendation and notify chapters and state president by March 1. 4/83
 - (4) Certificates signed by the state president will be presented at the state convention or forwarded to chapters. 9/96
 - (5) Awards will be published in the Illinois State Organization *Newscaster* and local media. 4/83
4. Illinois State Organization shall present a Certificate of Commendation for exemplary support of educational or women's issues by State of Illinois elected or appointed officers. This certificate is to be presented at the state convention. 9/08
 5. One (1) member of the Legislation Committee shall act as a liaison to the Northeast Regional Representative to the U.S. Forum. This liaison shall:
 - a. Provide information to the chapters, 7/13
 - b. Survey chapters in regard to issues/actions, 7/13
 - c. Communicate with Northeast Regional Forum representative, 7/13
 - d. Prepare the report for the state and the Northeast Regional representative. 7/13

E. Literacy

1. Inform chapters of an organized effort to fight illiteracy; 4/90
2. Assist chapters in establishing goals for literacy support; 4/90
3. Have chapters survey existing programs/activities in their regions and report them to the committee; 4/90
4. Encourage each chapter to monetarily support literacy agencies; 4/90
5. Encourage members to volunteer their services to local literacy agencies; 4/90
6. Disseminate information and serve as a resource for program/project suggestions; 4/90
7. Encourage support for literacy efforts in other states and at the International level; 4/90
8. Encourage members to participate in local tutor training workshops. 9/02
9. Encourage chapters to submit students' original writings from students in grades K-12, to be recognized at the annual Illinois State Organization Convention in the odd-numbered years. 10/13

1.32 Society Mission and Purposes (cont'd)F. Music

1. The Music Committee shall maintain a lending library of all music materials available for chapter use. 7/13
2. The music chair shall be responsible for the keyboard and accessories. 4/09

G. Scholarship

1. The chair shall have served as a member of the State Scholarship Committee. 4/05
2. Scholarships shall be presented in memory and honor of deceased state presidents: Florence A. Cook, Cecile Coombs, Nadine Ewing, Kathryn Hansen, Margaret Hausen, Irene Herrmann, Dr. Lucile Klauser-Batell, Marcella G. Krueger, Edna S. Lehman, Sandra McGaughy, Gertrude F. Mead, Helen R. Messenger, Wilma Nuttall, Katharine H. Obye, M. Josephine O'Neil, Dr. Rose E. Parker, Vera L. Peacock, Barbara Peterson, Ruth Schneider, Mary F. Unser, Carolyn Wones, and Lambda State Founder Erma F. Imboden. 4/16
3. The Emma Reinhardt Scholarship
 - a. The Emma Reinhardt Scholarship, established by a legacy of fifteen thousand dollars (\$15,000) in 1975 from Dr. Reinhardt (Alpha), Lambda State Founder and past state President, shall be administered by Illinois State Organization. 4/11
 - b. The interest recorded at the end of the previous fiscal year from the invested funds may be used by the Scholarship Committee for scholarship(s). 4/11
 - c. Any unused interest beyond the original legacy may be used for such scholarship(s). 4/11
 - d. Applicants for other scholarships who are actively involved in Delta Kappa Gamma will be considered. 4/11
4. The Emilie U. Lepthien Scholarship
 - a. The Emilie U. Lepthien Scholarship was established by a legacy from Emilie U. Lepthien (Beta Alpha) in 1996 along with royalties from subsequent book sales totaling approximately forty-nine thousand dollars (\$49,000). 4/11
 - b. The interest recorded at the end of the previous fiscal year from the invested funds may be used by the Scholarship Committee for a scholarship(s) for an applicant studying school administration. 4/11
 - c. Any unused interest beyond the original legacy may be used for such scholarship(s). 4/11
5. The William Charles Iwert and Elizabeth J. Iwert Scholarship
 - a. The William Charles Iwert and Elizabeth J. Iwert Scholarship was established by a legacy from Elizabeth J. Iwert (Iota) in 2018. A gift of \$100,000 was made from this legacy to the Illinois State Organization. The State Scholarship Committee administers the award. 4/19
 - b. The scholarship shall be used by a student at an accredited college or university to pursue a planned program for undergraduate or graduate study leading to a degree or certificate in education. 4/19

1.32 Society Mission and Purposes (cont'd)

- c. The scholarship award is in the amount of up to two thousand five hundred dollars (\$2500) for a minimum of three (3) semester hours of undergraduate or graduate course work.

4/19

6. Scholarships shall be given in the following categories:

- a. For one (1) academic year of full-time foreign or domestic study. A year when a full-time scholarship is not awarded, the designated amount may be divided and awarded at the discretion of the Scholarship Committee to qualified candidates; 7/13
- b. For a minimum of twelve (12) semester hours or the equivalent of foreign or domestic study; 9/04
- c. For a minimum of six (6) semester hours for undergraduate or graduate work. 9/15
- d. For special study stipends to develop skills which promote professional and personal growth. 4/08

7. Scholarship fund distribution:

- a. The Illinois State Organization Scholarship Fund shall maintain a fifty thousand dollar (\$50,000) minimum balance, excluding the Emma Reinhardt, Emilie U. Lepthien, and the William Charles Iwert and Elizabeth J. Iwert bequests. 4/19
- b. The monetary amount is determined by 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. 4/15
- c. The monetary distribution and the number of annual scholarships shall be recommended by the Scholarship Committee to the Executive Board for adoption. 4/15
- d. In a year when designated scholarship funds are not awarded, seventy-five percent (75%) of the funds not awarded may be made available for special study stipends. In a year when designated special study stipend funds are not awarded, one hundred percent (100%) of the special study stipend funds not awarded may be made available to supplement available scholarships. 4/22

1.32 Society Mission and Purposes (cont'd)

8. Requirements for awarding State Scholarships:

- a. Prior to the application deadline, an applicant for a scholarship shall be a member of Illinois State Organization and have completed three (3) years of membership in The Delta Kappa Gamma Society International. 4/09
- b. The applicant shall electronically submit the completed application packet to the Illinois State Organization Scholarship Chair by the specified date. 9/19
- c. The scholarships shall be used for study at a recognized and approved college or university: (1) to pursue a planned program for graduate study leading to a degree or certificate or (2) to further educational growth. 4/83
- d. Scholarships shall be used within two (2) years of the date of the award. Full-time scholarships must be used within a consecutive twelve (12) month enrollment period. 9/04
- e. The amount of the scholarship shall become available upon presentation to the Scholarship Chair of the recipient's college/university registration and proof of payment. 9/04
- f. The selection of special study stipends shall become available upon presentation of appropriate documentation to the Illinois State Organization Scholarship Chair. 9/97

H. Women in the Arts

- 1. Illinois State Organization shall promote the performing, literary, and visual arts as essential components of a quality educational program for all students. 3/82
- 2. Creative Arts Retreat
 - a. Illinois State Organization shall sponsor a self-supporting Creative Arts Retreat. 4/83
 - b. The date and site of the annual Creative Arts Retreat shall be secured one (1) year in advance. 4/05
 - c. The cost of printing for the Creative Arts Retreat shall be paid from the Women in the Arts Fund. 4/92
- 3. M. Josephine O'Neil Arts Award

Women in the Arts shall administer the M. Josephine O'Neil Arts Award in odd-numbered years. 9/19
- 4. Art Mart

Women in the Arts shall sponsor the Art Mart at the state convention in even-numbered years. 4/15

Section 1.4 Special Responsibilities1.41 Minutes

- A. The state president shall appoint a committee of three (3) members to approve the minutes of the Executive Board meetings and a committee of three (3) to approve the minutes of the convention business sessions. 4/76
- B. Only the name and chapter of the maker of the motion shall be included in the minutes. 10/83
- C. All adopted *Bylaws* and/or *Standing Rules* changes considered at the Executive Board meetings or convention business sessions must be included within or attached to the minutes. 4/09
- D. The minutes of any State Executive Board meeting and general business session of a convention shall be submitted to the state president within eight (8) weeks following the respective meeting. 4/80
- E. All minutes of the Illinois State Organization Executive Board and general business sessions shall be mailed to the Executive Board members at least thirty (30) days prior to a forthcoming Executive Board meeting. 4/80
- F. The Illinois State Organization recording secretary shall extract and forward to the chair of the Rules Committee, immediately following each convention or Executive Board meeting, a summary of the new bylaws/standing rules or changes enacted. 10/13
- G. The minutes of Illinois State Organization's Executive Board and convention business meetings shall be permanently placed in the Illinois State Organization Archives. 4/16

1.42 Registration at State Meetings

The chair of registration for state meetings shall be appointed for each function by the state president. 10/81

1.43 Historian/Archives

- A. The historian shall keep a systematic and thorough recording of the activities accomplished and an on-going history of Illinois State Organization (formerly known as Lambda State). 9/19
- B. The historian shall organize and compile materials for the archives which shall be held in an approved place of permanent storage. 9/96

1.44 PublicationsA. Newscaster

- 1. Schedule for publication of the *Newscaster* shall be one (1) issue per quarter. 4/86
- 2. Items concerning The Delta Kappa Gamma Society International and Illinois State Organization, education and women's issues shall be considered for publication in the *Newscaster*. 4/95

B. Illinois State Organization History

The history of Illinois State Organization (formerly known as Lambda State) shall be continued by a publication every ten (10) years of the significant events, achievements, and programs of that decade. 9/19

1.45 Professional Development Coordinator

The Professional Development coordinator shall create, provide, and maintain the Professional Development records. 4/17

1.46 Webmaster

- A. The webmaster shall maintain a user-friendly Illinois State Organization Website and follow International guidelines. 4/17
- B. With approval of the state president, the webmaster shall update/create pages and forms requested by officers/committees, post forms in Word and pdf format, update informational web pages, maintain a file folder structure for ease of locating files, and investigate techniques for website enhancement. 4/17

1.47 Convention Sales

- A. Items which may be sold at conventions include convention favors, convention decorations, Art Mart items, Chapter Bazaar items, vendor/exhibitor items, and State Planning Committee approved items. 9/19
- B. Chapters in Illinois State Organization shall be permitted to sell items at state conventions at a Chapter Bazaar in the years when the Art Mart is not being held. The participating chapters will contribute a minimum of twenty-five percent (25%) of sale profits to an Illinois State Organization fund or funds to be designated by the chapter(s). 9/03

Section 1.5 Illinois State Organization Executive Board

Illinois State Organization Executive Board shall meet annually in the fall.

4/12

1.51 Rules Governing the Business

The following rules shall govern the business of the Illinois State Organization Executive Board:

- A. All persons addressing the chair shall give name and chapter.
 - B. All motions, amendments, and resolutions shall be presented to the chair in written form before a vote is taken and shall be signed by the individual or chair of the group presenting such a motion, amendment, or resolution.
 - C. Debate shall be limited to ten (10) minutes for each question. In speaking to a motion each person shall be limited to two (2) minutes. No person shall speak more than twice to the same motion.
 - D. Only those designated in Article VIII, Section 1, A. of the Illinois State Organization *Bylaws* shall vote in the meetings of the Executive Board. 4/92
- “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
- E. A quorum for the Executive Board shall be a majority of its voting members. *Constitution*
 - F. A majority shall be considered as more than half of those voting.
 - G. 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 are not permitted during business meetings. 4/19

ARTICLE 2 FOR STATE AND CHAPTER

Section 2.1 Installation of a New Chapter

2.11 State Responsibilities

A. State President (or anyone she may designate)

1. Issues invitations to prospective members at least eight (8) weeks before date of installation and sets deadline for replies to state president;
2. Secures charter and kit of materials for chapter;
3. Plans induction and installation, designating participants in the ceremonies, in consultation with chapter president of the sponsoring chapter;
4. Plans program in cooperation with the sponsoring chapter and sends all program copy to the executive assistant at least three (3) weeks before the date of installation; 12/74
5. Arranges with the executive assistant and treasurer to conduct the orientation and organization of the new chapter on the day of installation; 3/79
6. Appoints an advisor for the new chapter. 12/74

B. State Executive Assistant

1. Arranges for printing of the program booklet;
2. Arranges for lettering of the membership certificates;
3. Prepares electronic copy of materials from most recent Training for Chapter Leaders and other pertinent information for the new chapter president; 4/19
4. Supplies small brass candle holders and red candles, ritual books, and official song cards for the induction. 4/19

2.11 State ResponsibilitiesC. State Treasurer

1. Orders and pays for all International supplies:
 - Invitations
 - Society Information Brochure
 - Order blanks for Keypin purchase
 - Membership Certificates
 - Official Register 4/19
2. Pays for roses and for meals or refreshments for inductees, not to exceed twenty dollars (\$20) per inductee; 4/94
3. Pays the necessary facility rental fee; 10/83
4. Collects dues and fees from new members; gives these to chapter treasurer after she is appointed; 4/96
5. Assists the new treasurer in setting up her records;
6. Presents check from Illinois State Organization for two hundred dollars (\$200) to the new chapter, if induction equipment has not been given to the new chapter. This gift shall be applied on the purchase of the chapter's induction equipment. 4/19

2.12 Sponsoring Chapter Responsibilities

- A. Selects knowledgeable chapter member(s) to confer with persons invited, as soon as the invitations are received, to explain the Society;
- B. Arranges place for the induction events:
 - Orientation – by state on day of induction
 - Rehearsal
 - Induction ceremony and installation
 - Meal function or tea
 - Meeting to organize new chapter and install officers;
- C. Furnishes and sets up induction equipment (with exception of small candle holders);
- D. Orders and arranges the roses;
- E. Sends to state president copy of material needed for program booklet at least four (4) weeks in advance of the installation date;
- F. Takes reservations from those planning to attend;
- G. Notifies inductees where and when they are to meet before the induction ceremony;
- H. Provides chapter members as escorts and for additional assignments designated by state president;
- I. Arranges for complete induction rehearsal;
- J. Pays for all expenses not stipulated as a state responsibility. 12/74

Section 2.2 Induction of State Honorary Member

2.21 State Responsibilities

A. State President (or anyone she may designate)

1. Issues invitation to membership; 3/81
2. Plans program for induction (in consultation with sponsoring chapter); 3/81
3. Sends invitations or notices regarding induction and program; 3/81
4. Arranges for orientation of honorary member. 3/81

B. State Executive Assistant

1. Arranges for printing of program for induction; 3/81
2. Arranges for lettering of membership certificate; 3/81

C. State Treasurer

1. Orders and pays for:
 - Keypin for inductee
 - State honorary membership certificate 3/81
2. Pays for rose and for meal (or refreshment) for inductee; 3/81
3. Submits the honorary membership fee to International. 4/19

2.22 Sponsoring Chapter Responsibilities

- A. Works with state Membership Committee to arrange place for induction and meal function or tea; 3/81
- B. Assists in planning social reception; 3/81
- C. Takes reservations from those planning to attend; 3/81
- D. Furnishes and arranges induction equipment; 3/81
- E. Orders and delivers flowers; 3/81
- F. Provides a chapter member to serve as escort for inductee; 3/81
- G. Participates in or assists with induction ceremony as requested by state president. 3/81

ARTICLE 3 FOR CHAPTERS

Section 3.1 Induction

Every chapter should have at least one induction each year. 3/71

Section 3.2 Chapter Finances

- A. Since the president of the chapter is expected to attend State Executive Board meetings and state conventions, the chapter pays toward her expenses for these meetings. 3/71
- B. The chapter should consider contributing toward the expense of its president to international conferences and international conventions. 4/19
- C. Chapter assessments levied beyond international, state, and chapter dues and scholarship fees may be used for special chapter projects. 9/96
- D. Chapters may purchase pins for their members celebrating milestone years of membership. Upon notification of the cost of the pin(s) the chapter treasurer will forward a check to the Illinois State Membership Chair by the specified date. 9/15

Section 3.3 Special Duties of Chairs

- A. The chair of the Finance Committee shall be the contact person for the Lambda State Foundation for Educational Studies, Inc. 9/91
- B. The chair of the Nominations Committee shall be the contact person for the Lambda State Achievement Award. 9/93

ARTICLE 4 FOR INDIVIDUAL MEMBERS

Section 4.1 Use of Membership for Advancement

Every member may include her work in The Delta Kappa Gamma Society International in the dossier by which she hopes for professional advancement or for election to office in another organization. She may ask members to work for her as individuals. She may not ask either the chapter or state organization to endorse her. 3/71

Section 4.2 Speaking for the Society

A member may speak in the name of the Society only when so authorized or on a legislative measure on which the State or International Executive Board has taken a definite stand. 9/15

Section 4.3 Returning Society Jewelry

- A. A member who severs her connection with the Society may be encouraged to return her official Society jewelry to the chapter. 9/19
- B. A member is encouraged to provide instructions for the disposition of official Society jewelry upon her death. 4/05

ARTICLE 5 DISSOLUTION

Section 5.1 State

- A. When the state is considering dissolution, the state president shall notify, immediately, the international president. No vote shall be taken before notification and consultation with the international president. 4/92
- B. All members of the state shall be notified in the state's publication, the *Newscaster*. After members have been notified, a vote shall be taken by the Executive Board. 4/92

Section 5.2 Chapters

- A. When a chapter is considering dissolution:
1. The state president shall be notified, immediately, by the chapter president, state ambassador, or mentor. 9/95
 2. The state president or assigned designee shall meet with the chapter members to hear chapter concerns, explore options to resolve problems, develop strategies for resolution, and assist in implementing strategies. 9/95
 3. No official vote on dissolution shall be taken prior to this meeting. 9/95
 4. During this consultation period, the state president follows the *Constitution*. 9/12
 5. When resolution cannot be achieved, the state president shall authorize the chapter dissolution vote by written ballot. 9/95
 6. All chapter members shall be notified, by mail, thirty (30) days prior to the meeting at which the dissolution vote will be taken. 9/95
 7. Following a majority vote of the chapter membership, the dissolution motion will be presented to the State Executive Board for action. 9/95
- B. When the chapter dissolution is approved by the State Executive Board:
1. The charter must be returned to the state organization to be forwarded to Society Headquarters. 9/12
 2. Remaining chapter funds are to be sent to the state treasurer and deposited in the Available Fund. 9/12
 3. Chapter paraphernalia, chapter records, and Society publications shall be sent to the state organization archives and made available for use. 9/12
 4. Those members desiring to maintain membership shall transfer to other chapters upon application to International Headquarters. 4/95
 5. Other chapters may seek permission to send letters of invitation and transfer forms to members of the dissolving chapter after the dissolution vote has passed. 9/02
 6. The state Executive Board is responsible for deciding whether to reuse the Greek name of the dissolved chapter. *Constitution, Article XIX* 9/12
 7. The Illinois State Organization Executive Committee will determine biennially the disposition of future paraphernalia and possessions. The Official Register of Initiates of the dissolved chapter shall be placed in the Illinois State Organization Archives. 9/02