

ALPHA GAMMA STATE, KENTUCKY

BYLAWS AND STANDING RULES

Updated by Rules Committee

**Approved at
Alpha Gamma State Convention
London, KY
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ALPHA GAMMA STATE, KENTUCKY BYLAWS AND STANDING RULES
March 31, 2012

Article I — Name

Section 1. State Name

The name of this state organization shall be Alpha Gamma State, Kentucky of The Delta Kappa Gamma Society International, hereafter known as Alpha Gamma State, Kentucky.

Section 2. Chapter Name

Each chapter in Alpha Gamma State, Kentucky shall be designated by a Greek letter or a combination of Greek letters.

Article II — Object

The purposes of Alpha Gamma State, Kentucky shall be:

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

Article III — Membership

Section 1. State Membership

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

Section 2. Chapter Membership

- A. Chapters in the state shall have full power to act in matters of chapter membership and shall keep membership records at the chapter level.
- B. Chapter membership shall be composed of active, reserve and honorary members. All membership shall be in accordance with the *Constitution*, Article III.

- a. Active members shall be women who are employed in educational work at the time of their election or have been retired from an educational position.
 - b. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter. A reserve member so requesting shall be restored to active membership.
 - c. Honorary members shall be women not eligible for active membership, who have rendered notable service, of local significance, to education or to women and who are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office.
- A. A member requesting transfer into another chapter must have her annual dues paid by October 31.

Section 3. State Honorary Memberships

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

Section 4. Termination of Membership

- A. A complete record of the membership in Alpha Gamma State, Kentucky that has been terminated shall be maintained by the state treasurer. The record shall include the reason and date of termination.
- B. Each chapter shall maintain a complete record of its membership that has been terminated. The chapter shall file letters of resignation.
- C. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.

Section 5. Reinstatement

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

Article IV — Finances

Section 1. Society Funds

- A. Alpha Gamma State, Kentucky shall maintain an Available Fund that is an operating fund and shall require a budget which shall be adopted by the Executive Board after preparation by the Finance Committee. This budget shall be presented annually.
- B. Alpha Gamma State, Kentucky shall maintain a Permanent Fund according to Society guidelines.
- C. Alpha Gamma State, Kentucky shall maintain a Scholarship Fund according to Society guidelines.
- D. All funds are in accordance with the *Constitution*, Article IV, Section F.

Section 2. Annual Dues

- A. The state annual dues shall be set by the Executive Board and amended according to *Standing Rule IV, Number 12*.
- B. All active and reserve members shall pay annual dues and fees no later than October 31 of each year. On November 1 a member shall be dropped for non-payment of dues and fees. Annual dues shall be paid between July 1 and October 31 of each year.
- C. Members initiated on or after July 1 and before April 1 shall pay initiation fee, dues and scholarship fee at the time of initiation. A member reinstated on or after July 1 and before April 1 shall pay dues and scholarship fees only.
- D. Members initiated on or after April 1 and before July 1 shall pay only the initiation fee at the time of initiation. A member reinstated on or after April 1 and before July 1 shall pay no fees at the time of reinstatement.
- E. All dues and fees shall be collected by the chapter treasurer. State and international dues shall be forwarded to the state treasurer.

Section 3. Financial Controls

- A. A budget shall be adopted annually by the Executive Board. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board.
- B. All expense vouchers shall be signed by the president before payment is made by the treasurer.

- C. An annual audit of state financial records shall be conducted by an external accountant. The report of this audit shall be submitted to the Executive Board.
- D. The Executive Board must approve any proposed expenditures not contained in the adopted budget.

Section 4. Special Funds or Monetary Awards

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

ARTICLE V — ORGANIZATION

Section 1. Chapters

- A. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution, the International Standing Rules, Alpha Gamma State, Kentucky Bylaws and Standing Rules*.
- B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
 - 1. The term of each elected officer shall be two years. No officer except the treasurer may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election.
 - 2. The treasurer shall be selected by the Executive Board each biennium.
- C. The chapter president shall represent the chapter as a voting member of the state Executive Board.
- D. Chapter Rules shall be submitted to the Rules Committee every four (4) years on a rotating schedule determined by the committee.

Section 2. New Chapters

- A. The state Executive Board shall determine chapter areas and shall approve the

organizing of a new chapter.

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

Section 3. Areas

- A. The Executive Board shall define the boundaries of areas and designate the chapters in each area.
- B. Areas are for the purpose of rendering better service to the membership and providing for area representation on various committees.

Section 4. Coordinating Councils

- A. Coordinating Councils shall be organized in counties, cities, and/or areas whenever the need arises.
- B. The Executive Boards of chapters desiring to organize a Coordinating Council shall submit an organizational proposal to the state Executive Board for approval.
- C. The Coordinating Council shall meet at least once a year for the purpose of helping member chapters to have good relations and to work together in considering mutual interests, activities, and projects.

Section 5. State Bylaws and Standing Rules

The state president, in cooperation with the Rules Committee, shall submit *Alpha Gamma State, Kentucky Bylaws and Standing Rules* to the International Constitution Committee for approval.

ARTICLE VI — OFFICERS AND RELATED PERSONNEL

Section 1. State Officers

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

state executive secretary.

- B. The state president shall appoint an assistant treasurer.
- C. The state president shall appoint a parliamentarian.

Section 2. Duties of Officers and Related Personnel

- A. The officers shall perform the duties as prescribed in the *Constitution*, Article VI.
- B. The first vice president shall be the Educational Excellence chairman.
- C. The second vice president shall be the membership chairman.
- D. The assistant treasurer shall perform duties assigned by the treasurer.
- E. The parliamentarian shall serve as an adviser to the Executive Board and to Alpha Gamma State members in matters pertaining to parliamentary procedure and to the interpretation of the *Constitution*, the *International Standing Rules*, the *Alpha Gamma State, Kentucky Bylaws and Standing Rules*.

Section 3. Term of Office

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

Section 4. Vacancies

- A. When a vacancy occurs in the office of president, the first vice president shall become president.
- B. When a vacancy occurs in the office of the first vice president, the second vice president shall become first vice president.
- C. When a vacancy occurs in the office of treasurer, the Executive Board shall appoint a successor.

- D. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

Section 5. Nominations and Elections

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

ARTICLE VII — EXECUTIVE BOARD

Section 1. State Executive Board

- A. The members of the Executive Board shall be the elected officers, the founders, the past state presidents, and the chapter presidents. The treasurer shall serve as an ex officio member without vote if under remunerative contract for her services. The parliamentarian and the executive secretary, if one is appointed, shall be ex officio members, without vote.
- B. The duties of the Executive Board shall be as specified in Article VII, Section B.2. of the *Constitution*.

Duties of the State Organization Executive Board

The state organization executive board shall

- a. recommend policies and procedures for consideration by the state organization convention or the chapters;*

- b. *examine, modify if necessary, and adopt the state organization budget;*
- c. *select an executive secretary (if state organization bylaws include this officer), the treasurer, and such other personnel as may be needed, and prescribe their duties, fix their salaries, and determine their terms of office;*
- d. *establish the procedures for budget development and approval and for the supervision of state organization finances;*
- e. *approve dates and sites of state organization meetings; and*
- f. *act in the interim between conventions upon matters requiring immediate decision.*

Article VII, Section B. International Constitution

- C. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president with thirty (30) days notice.
 - 1. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
 - 2. Chapter presidents who are unable to attend the state Executive Board meeting(s) may appoint official representatives who shall have full privileges of participation.

- D. A vote by mail (postal or electronic) is authorized when necessary.

Section 2. Chapter Executive Board

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

ARTICLE VIII — COMMITTEES

Section 1. Standing Committees

- A. **Society Business**
 - Communications
 - Expansion
 - Finance
 - Leadership Development
 - Membership
 - Nominations

B. Society Mission and Purposes

Educational Excellence
Scholarship
World Fellowship

C. Other

History
Rules
Hall of Fame
Technology Support
Order of the Tulip Poplar
Non-Dues Revenue
Music

Section 2. General Procedures

- A. All committees shall be appointed by the state president except the Nominations Committee which is elected.
- B. The president shall be an ex-officio member of all committees except Nominations.
- C. Matters requiring immediate committee action may be voted upon by mail (postal or electronic) with all members being notified.

Section 3. Duties of Committees

A. Society Business

- 1. The Communications Committee shall cooperate in promoting the use of publications of the Society and shall be responsible for publications authorized by Alpha Gamma State. Goals include:
 - a. encouraging chapters to publish information about their activities in local media
 - b. providing suggestions to chapters to make the Society more visible
 - c. recognizing member accomplishments
 - d. distributing Society publications in various community locations
- 2. The Expansion Committee has the responsibility of initiating and sponsoring units of the Society in geographic areas of the state where no organization currently exists. Goals include:

- a. working with the Membership Committee to provide resources to help individual chapters grow and strengthen
 - b. working with the Technology and Communications Committees to make electronic connections between chapters
 - c. working toward reinstalling dissolved chapters
 - d. working with the Leadership Development Committee and The Order of the Tulip Poplar to assist struggling chapters to help those chapters avoid dissolution
3. The Finance Committee shall be responsible for supervising the financial affairs of the organization, including recommendations for the expenditure and investment of funds, preparation of a budget for adoption by the Executive Board, and an annual audit. The president and the treasurer shall serve as ex-officio members. Goals include:
- a. preparing the yearly Available Fund Budget for presentation to the Executive Board
 - b. reviewing investment policies and update as needed
 - c. reviewing the annual audit of Alpha Gamma State funds
 - d. responding to concerns expressed by Chapter Finance Chairs and Chapter Treasurers
 - e. working with the Non-dues Revenue Committee to promote non-dues revenue opportunities
4. The Leadership Development Committee shall plan and implement programs for the purpose of leadership training for state and chapter officers and committee chairmen. Goals include:
- a. exploring the use of technology as an effective leadership tool
 - b. communicating with chapter Leadership Development Committee Chairs
 - c. encouraging and promoting leadership development throughout Alpha Gamma State
 - d. working with The Order of the Tulip Poplar in assisting struggling chapters with committee structure and leadership training

5. The Membership Committee will study and make recommendations related to membership issues. The committee shall be responsible for necrology and membership and for planning and implementing the annual Memorial Service at the State Convention. Goals include:
 - a. collaborating with the Leadership Development Committee to provide leadership, guidance, and support to members
 - b. encouraging chapters to develop an action plan to focus on increasing membership, maintaining and diversifying membership, and reinstating members
 - c. promoting membership by making available updated membership resources to individual chapters by making said materials available on the Alpha Gamma State website
 - d. encouraging chapters to contact former members at least once to invite them to consider reinstatement

6. The Nominations Committee shall present in election years a report of one nominee for each elective office, as well as a Nominations Committee, for publication in the *Alpha Gamma State News* at least thirty (30) days prior to the election and shall prepare the ballot in accordance with the plan for nominations and elections. Goals include:
 - a. selecting the most qualified person for each office in Alpha Gamma State organization
 - b. preparing a slate of officers for each State Convention in odd numbered years
 - c. conducting the installation ceremony at the appropriate State Convention
 - d. using technology in the nominations process

B. Society Mission and Purposes

1. The Educational Excellence Committee shall promote programs and projects for excellence in education. The committee shall identify long-term and short-term programs and projects that focus upon topics adopted by the Society. The committee shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts at state organization conventions; and develop strategies that will enable chapters to encourage member to become

leaders. Goals include:

- a. providing training and resources to individual chapters
 - b. working with the Membership Committee to determine chapter demographics to suggest programs
 - c. promoting Society projects
 - d. encouraging programs that focus on educational excellence, that impact educational law and policy, that increase members' personal and professional pride in DKG, and that increase members' global awareness
 - e. planning the Founder's Birthday Celebrations at State Conventions
2. The Scholarship Committee shall take action on recommendations from the international committee and shall promote interest in and support for state scholarships. The scholarships shall be awarded in accordance with the rules governing the administration of the scholarship program adopted by the Executive Board and by the members in General Session. State scholarships shall be awarded for graduate study, workshops, seminars, and other study programs to enable the members to be retrained and/or to develop professionally. Goals include:
- a. creating an awareness of the criteria for Alpha Gamma State Scholarships and the scholarship qualifications
 - b. actively encouraging members to apply for state and international scholarships
 - c. working to keep the application current and meeting the needs of members
 - d. providing each chapter with a Tip sheet to share with its members
 - e. working with other committees to secure ways to raise money for scholarships
3. The World Fellowship Committee shall promote the work of the international World Fellowship Committee and encourage contributions to the World Fellowship Fund. Goals include:
- a. making members more aware of World Fellowship and why we support it

- b. promoting financial support of World Fellowship by encouraging chapters to give and report their individual amounts
- c. encouraging chapters to actively communicate with a recipient if at all possible
- d. developing a plan to recognize individual chapter support of World Fellowship based upon the size of the chapter

C. Other Committees

1. The History Committee shall be responsible for obtaining a history of each chapter for each biennium. Goals include:
 - a. collecting history from individual chapters for inclusion in the State Archives
 - b. collecting information on individual chapter accomplishments
 - c. working with the Membership Committee to collect information on long-term members for milestone celebrations
 - d. planning and conducting a celebration for chapter anniversaries
2. The Rules Committee shall review *Alpha Gamma State Bylaws and Standing Rules* after each International Convention and shall propose necessary amendments to keep the documents in accordance with the *Constitution* and the *International Standing Rules*. The Rules Committee shall publish and distribute (electronically) the revised *Alpha Gamma State, Kentucky Bylaws and Standing Rules* to all chapters and Executive Board whenever revisions are made. The committee will review and approve the standing rules of each chapter once every four (4) years. Goals include:
 - a. revising the governing documents to align them with international governing documents, making them more visible and accessible to members
 - b. making recommendations for the revision of chapter governing documents
 - c. accepting and reviewing chapter governing documents
 - d. communicating with state membership through articles in the *Alpha Gamma State News* and on the website
3. The Hall of Fame Committee shall be in charge of presenting this award to

recognize and honor members who have given distinguished service at the state organization level to the Society. The member must have a minimum of ten (10) years of service to the Society. Goals include:

- a. eliciting nominations from chapters or individuals to receive the annual award
 - b. planning and conducting the award presentation at the State Convention
4. The Technology Support Committee shall encourage communication between members, chapters, state organizations, and international through electronic means. Goals include:
- a. updating the Alpha Gamma State website
 - b. communicating with committee chairs and the state editor to post communications on the Alpha Gamma State website
 - c. encouraging members to study and utilize at least one leadership tool from "Leadership Tools on the Net."
5. The Order of the Tulip Poplar is a committee composed of past State Presidents and shall be an extension of the Leadership Development Committee and the Expansion Committee. Goals include:
- a. serving as a valuable resource to the State President, State Committee Chairmen, Chapter Presidents, and the Delta Kappa Gamma Society International membership.
 - b. mentoring Chapter Presidents who report their Chapters are at risk of dissolution and/or losing members and needing help.
 - c. suggesting programs for Chapters who report they are maintaining but needing energy
6. The Non-Dues Revenue Committee shall explore, review, and recommend to the State Executive Board possible sources of non-dues revenue that will both serve members and benefit the Society at the state level. Goals include:
- a. developing criteria for vendors
 - b. preparing a vendor application form
 - c. setting prices for chapters and vendors to sell items at state meetings

- d. setting regulations and appropriate dates for chapters and vendors to submit requests
 - e. sending all revenue collected to the Available Fund for the operation of Alpha Gamma State
7. The Music Committee shall provide music for the Celebration of Life Ceremony at State Conventions. Goals include:
- a. Planning musical selections for the Celebration of Life Ceremony at State Conventions.
 - b. Providing suggestions to Chapters to encourage music in Chapter meetings.
 - c. Conducting a session at the Fall Workshop for interested Alpha Gamma State members
 - d. Conducting an Alpha Gamma State choir for State Convention and Fall Workshops when space and resources are available.

Section 4. Special Committees

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

ARTICLE IX --MEETINGS

Section 1. Convention

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

Section 2. Other Meetings

A regional workshop shall be held in August or September of each year for the purpose of leadership training and dissemination of Society information.

Section 3. Quorum

A quorum for chapter meetings shall be determined by the chapter.

ARTICLE X -- ACTIVITIES

Section 1. Scholarships

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

Section 2. Publications

- A. A state newspaper shall be published three (3) times each year and sent to all members of the state.
- B. Plans for the publication of special monographs and special brochures shall be approved by the president and then submitted to the Executive Board for financial approval.
- C. Alpha Gamma State will maintain a presence on the World Wide Web and make use

of other forms of electronic communication.

Section 3. Special Funds

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

Section 4. Special Awards

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

Section 5. Liaisons

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

ARTICLE XI — PARLIAMENTARY AUTHORITY

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

ARTICLE XII — AMENDMENTS

Section 1. Bylaws Amended

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

Section 2. Proposed Amendments

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

Section 3. Approval of Proposed Amendments

All proposed amendments shall have been approved by a two-thirds (2/3) vote of the Executive Board before being submitted to the Convention.

Section 4. Standing Rules Amended

Standing rules may be amended or rescinded at any annual convention by a two-thirds (2/3) vote.

ARTICLE XIII — DISSOLUTION

Section 1. Dissolution of Alpha Gamma State

In the event of the dissolution of the Alpha Gamma State, Kentucky organization, the net assets of the corporation shall be distributed as follows:

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

Section 2. Dissolution of a Chapter

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

- A. The charter must be returned to the state organization to be forwarded to International Headquarters.
- B. Initiation paraphernalia, chapter records, and Society publications are to be sent to Alpha Gamma State, Kentucky.

- C. Those members desiring to maintain membership will transfer to other chapters or become state members if there is no chapter for which they are eligible.
- D. The State Executive Board is responsible for deciding whether to reuse the Greek name of the dissolved chapter.
- D. The State Executive Board is responsible for determining specific procedures for liquidating assets and supervising disbursements of all remaining funds in accordance with any applicable provisions of the Society. Any remaining funds in the chapter account shall be sent to the State Treasurer and deposited in the Available Fund.

ALPHA GAMMA STATE, KENTUCKY STANDING RULES
March 31, 2012

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

I. Charter

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

II. Meetings

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

III. Directory

A directory containing information about officers and members of Alpha Gamma State, Kentucky shall be printed in odd-numbered years after state officers are elected. In the interim, the publication shall be up-dated with a supplement.

IV. Finances

1. The State shall pay the expenses of the president for travel, meals, and lodging whenever she is on Society business during her biennium.
2. The transportation allowance for those who transact Society business shall be forty cents (\$0.40) per mile.
3. The State shall pay all expenses not paid by International for the State president to attend the Leadership Development Conference held preceding the Regional Conference.
4. The State shall pay the expenses of the State treasurer for travel, meals, and lodging to

attend State, Regional, and International meetings.

5. The State shall allocate a maximum of seven hundred (\$700) for the State first vice president, seven hundred (\$700) for the State second vice president and seven hundred (\$700) for the State editor and five hundred (\$500) for the State treasurer. The money is to be used to attend Regional Conferences and International Conventions. The money is to be taken from the income of the Nancy McClure Leadership Fund each year and supplemented by the budget if necessary.
6. Any proposed expenditure that a member or a committee expects to have reimbursed by the State must be submitted in writing for approval by the State president before the proposed expenditure is made. Appropriate committee expenses are printing, postage, and supplies needed for communicating and carrying out its responsibilities.
7. Bills must be submitted to the State treasurer within three (3) months of said expenses. All bills for the year must be submitted to the treasurer by June 30.
8. Travel insurance shall be purchased through the International group plan for all Executive Board members, the parliamentarian, and all members of state committees.
9. When a new chapter is installed, financial assistance in the amount of one hundred fifty dollars (\$150.00) shall be contributed by Alpha Gamma State, Kentucky to aid in securing Society initiation paraphernalia.
10. Alpha Gamma State shall make available a loan of five hundred dollars (\$500) to the State convention host chapter for use in convention preparation before convention funds become available.
11. A complete financial report of each State Convention, Workshop, or any other State meeting shall be reviewed by the committee on arrangements and filed with the State treasurer and the State president within a month following the close of the meeting, and a copy of such report shall be made available to any committee planning a similar meeting. Any remaining balance should be paid to the State.
12. The Alpha Gamma State dues shall be ten dollars (\$10.00) for active members and five dollars (\$5.00) for reserve members.

V. History

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

VI. Scholarship

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

VII. Convention Sales

1. A marketplace/educational fair may be held at the State Convention and/or the Fall Workshop. Members or non-members may be vendors. Revenues will be added to general funds. Vendors may be recruited by the hosting chapter and will be approved by the Non-Dues Revenue Committee.
2. If items are approved, chapters/vendors shall be responsible for supervising their own sales during the State Convention or Fall Workshop.
3. Chapters/vendors shall be responsible for filing the correct state tax forms and for paying state sales tax.

VIII. The Nancy McClure Leadership Fund

1. The principal of the Nancy McClure Leadership Fund shall remain invested.
2. The income (interest, donations, and fundraisers) to the Nancy McClure Leadership Fund shall be used to help defray the expenses of the Alpha Gamma State first vice president, second vice president, editor, and treasurer to attend a Regional Conference and the International Convention during their biennium.
3. The State first and second vice presidents, editor, and treasurer shall send a copy of expenses incurred in attending a Regional Conference or International Convention to the State treasurer postmarked no later than August 15.
4. The State Treasurer shall reimburse the State first vice president, second vice president, and the editor seven hundred (\$700) each and the treasurer five hundred (\$500).
5. Any income not used to defray expenses of the State first and second vice presidents, editor, and treasurer shall be added to the principal.

IX. General

1. A report shall be included in the *Alpha Gamma State News* after each International Convention.
2. In the event of the death of a past or present Alpha Gamma State president, or in the event of the death of an Alpha Gamma State treasurer who has served in that capacity for

ten (10) years or more, Alpha Gamma State shall send one dozen red roses to the individual member's funeral/memorial service. A memorial contribution in the amount of one hundred dollars (\$100.00) shall be made to the Nancy McClure Leadership Fund.