



**ALPHA PSI STATE MAINE  
Of Delta Kappa Gamma Society International  
2010 BYLAWS**

**ARTICLE I: NAME**

Section A.

The name of this state organization shall be *Alpha Psi State Maine of the Delta Kappa Gamma Society International*.

Section B.

Each chapter in Alpha Psi State Maine shall be designated by a Greek letter or a combination of Greek letters.

**ARTICLE II: PURPOSES AND MISSION STATEMENT**

Section A. The purposes of Alpha Psi State Maine 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.
4. to provide leadership training for state and chapter leaders.

Section B. Mission Statement

Alpha Psi State Maine promotes professional and personal growth of women educators and excellence in education.

**ARTICLE III: MEMBERSHIP**

Section A.

The membership of Alpha Psi State Maine shall be composed of active, reserve, and honorary members. All membership is in accordance with **CONSTITUTION ARTICLE III**.

Section B.

Chapter member records will be kept in the individual chapters.

### Section C. State Honorary Members

1. State honorary members shall be recommended by the state Membership Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval is required.
2. The state president and the chairman of Membership Committee shall organize the orientation session and the initiation of state honorary members.
3. Initiation of state honorary members may be conducted at a state convention, fall workshop, or at a chapter meeting as approved by the Executive Board.

### Section D. Membership Records

1. The Membership Committee shall keep an up-to-date file of biographical data of members as furnished by each Chapter Membership Committee.
2. If a membership is terminated, the record shall include reason and date of termination.

### Section E. Reinstatement

1. A former member may be reinstated to membership by a majority vote of the Chapter receiving the request.
2. The Chapter Chairman of the Membership Committee of the receiving Chapter shall notify the State Membership Committee when a former member has been reinstated.

## **ARTICLE IV: FINANCES**

### Section A. Annual Dues

1. The state annual dues shall be determined by a thirds (2/3) vote of the members at the annual convention in the odd-numbered year, a quorum being present.
2. Annual dues and scholarship fee shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for nonpayment of dues and fees.
3. All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded to the state treasurer.
4. A member requesting transfer into another chapter must have the annual dues paid by October 31 to whichever chapter International recognizes as her current chapter.

### Section B. Financial Controls

1. A budget shall be adopted annually by the Executive Board. The finance committee shall propose a budget in writing for the following year at the spring meeting of the Executive Board.
2. The Executive Board shall provide a voucher form to be used by all members for reimbursement and payment of bills and invoices. All expense vouchers shall be signed by the president before payment is made by the treasurer.
3. The report of the annual audit shall be submitted to the Executive Board for adoption at the fall meeting.
4. All proposals for amendments to the Alpha Psi State Maine Bylaws and Standing Rules and all recommendations for action by the State Organization shall be accompanied by a statement of fiscal impact on current and future budgets.

## Section C. Funds

1. The Available Fund will be the operating fund and will require a budget.
2. The Permanent Fund results from setting aside one-fourth (1/4) of the state's initiation fees, reinstatement fees and annual dues until the total of the current assets in the Permanent Fund is not less than thirty (30) percent of its Available Fund annual income, at which time the Executive Board may reduce or discontinue further allocations.
3. The Scholarship Fund is derived from:
  - a. one fifth (1/5) of the scholarship fee and the annual fee of \$5.00 from each chapter that maintains a Scholarship Fund
  - b. four fifths (4/5) of the scholarship fee from each chapter which doesn't maintain a Scholarship Fund,
  - c. contributions from the President's Scholarship March,
  - d. other sources as determined by the Executive Board.
4. The Founders' Fund was created through chapter contributions in the amount of \$5,000; the interest to provide unique educational opportunities for members.
5. The Clara Soule Fund, originally set up as a special trust and supported entirely by contributions, focuses on the special needs of retired educators.
6. The Roberta Rogers Fund was established in 2006 with receipt of funds from her estate.

## ARTICLE V: ORGANIZATION

### Section A. Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the **Constitution** and **Alpha Psi State Maine Bylaws** in their most recent revision:
  - a. Chapters shall take prompt action to keep their Chapter rules current. Chapters will send revised Chapter Rules to the chairperson of the **Alpha Psi State Maine Rules and Bylaws** Committee to be kept on file,
  - b. The Alpha Psi State Maine Rules and Bylaws Committee shall review the Chapter Rules on file, in order that any inconsistencies with the most recent edition of **Constitution** and the **Alpha Psi State Maine Bylaws** may be brought to the attention of the chapter organization and chapter officers.
2. The chapter officers, except the treasurer, shall be elected *in even numbered years*.
  - a. The term of each elected officer shall be two years or until a successor is named. 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 election.
  - b. The chapter president or her official representative shall represent the chapter as a voting member of the state Executive Board.

### Section B. New Chapters

1. The state Executive Board shall determine chapter areas and shall approve the organizing of a new chapter.

2. Applications of candidates for membership in a new chapter shall be screened by the sponsoring chapters and/or the state Membership Committee and subject to the approval of the state president. Each chapter shall have no fewer than twelve members.
3. The Expansion and Mentoring Committee, under the supervision of the state president, shall plan and carry out the initiation of new members and the installation of a new chapter.
4. The Alpha Psi State Maine Executive Board shall decide what Greek names shall be used- dissolved chapter names or new names.

#### Section C. Areas

1. The Executive Board shall approve boundaries of areas and the chapters in each area.
2. Areas shall be for the purpose of rendering better service to the membership and to provide for area representation on various committees.

### **ARTICLE VI: OFFICERS AND RELATED PERSONNEL**

#### Section A. Officers

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 and an assistant treasurer (selected by the Executive Board).

#### Section B. Related Personnel

Alpha Psi State Maine personnel, all of whom must be members of the Society, shall be an appointed parliamentarian and such other personnel as defined in the *Alpha Psi State Maine Bylaws or Standing Rules*.

#### Section C. Duties

The officers shall perform the duties as prescribed in the CONSTITUTION ARTICLE VI and as authorized *by Alpha Psi State Maine Bylaws*.

1. The president shall:
  - a. approve all vouchers before submitting them to the treasurer for payment
  - b. designate chairmen of standing and special committees as appointed
  - c. send to the international executive coordinator lists of state committee chairmen and chapter presidents and other data requested
  - d. notify the international executive coordinator of changes of state officers and committee chairmen during the biennium
  - e. guide chapter work through correspondence and visits to as many chapters as time and funds will permit
  - f. direct expansion of the Society within the state in cooperation with the state Expansion Committee
  - g. plan the program, make arrangements for and preside at the state convention and the fall workshop
  - h. make a progress report at the state convention and provide copies for members of the state Executive Board
  - i. meet with chapter presidents at least once a year at a state meeting

- j. serve as a member of the International Executive Board and participate in its meetings at the international convention
  - k. serve as official representative of the state organization in the general session of the international convention and cast the ballot for the state whenever a roll call yote is called; to cast the votes of the state in the election of international officers and members of elected committees
  - l. summarize the work of the state on the official report form and send copies to reach the international president and international executive coordinator as requested.
  - m. shall be responsible for encouraging members to become speakers, collecting and signing application, evaluating speakers and forwarding pertinent documentation to International Headquarters with a postmark no later than the advertised dates.
2. The first vice-president shall:
    - a. serve as Alpha Psi State Maine Program of Work chairman
    - b. meet with chapter program chairmen at least once a year at a state meeting
    - c. attend international conventions and regional conferences
    - d. preside at Fellowship Breakfast at State Convention
  3. The second vice-president shall:
    - a. serve as Alpha Psi State Maine Membership chairman
    - b. meet with chapter membership chairmen at least once a year at a state meeting
    - c. conduct an appropriate Necrology Service for the state convention. When the Necrology Service includes a service for an Alpha Psi State Maine Past State President, the chapter of the past president will play a special role during the service.
    - d. upon the death of an Alpha Psi State Maine Past State President, the second vice-president shall make arrangements for past state presidents and chapters to make monetary contributions in memory of the deceased. These contributions will be payable to Alpha Psi State Maine and sent to the Alpha Psi State Maine Treasurer. The moneys will be forwarded to a suitable educational cause which was designated by the deceased. An arrangement of red roses or a rose bowl will be provided for the services of the deceased (paid from the contribution fund),
    - e. attend international conventions and regional conferences.
  4. The recording secretary shall:
    - a. keep the minutes of each meeting of Alpha Psi State Maine and furnish the president with a copy of such minutes
    - b. serve as secretary to the Executive Board and furnish the president with a copy of such minutes
    - c. assume responsibility for permanent storage of Alpha Psi State Maine records
    - d. provide copy of the minutes for each member in attendance at the state meeting.
  5. The corresponding secretary shall:
    - a. carry on correspondence as designated by the president
    - b. assist the president in reporting the action taken by the Executive Board to the general session at the state meetings.

6. The treasurer shall:

- a. use the duplicate transmittal forms (Form 20) secured from International Headquarters when sending money to the international executive coordinator, one copy to be signed by the international executive coordinator and returned as a receipt
- b. include all transmittal forms, the white copies of the chapter reports (form 18) for which money is being sent
- c. send transmittals (Form 20) to the international executive coordinator on December 1 and whenever necessary thereafter
- d. maintain the Available Fund, the Scholarship Fund, and the Permanent Fund as separate bank accounts
- e. deposit all money in the name of Alpha Psi State Maine, the Delta Kappa Gamma Society International, with the names of the treasurer and the assistant treasurer on the signature card (The signature of the president shall be recorded as an emergency signature with written instructions to the bank that the president's signature alone may be honored in case of an emergency during a short emergency period.)
- f. make transfer from the Available Fund to the Scholarship and Permanent Funds at the end of each month or at the end of the fiscal year (All of the state's share of the scholarship fee goes into the Scholarship Fund. Amount to be transferred to Permanent Fund is fixed under ARTICLE X, SECTION 8 of the CONSTITUTION unless changed by state Executive Board.)
- g. Upon the death of an Alpha Psi State Maine Past State President, the treasurer shall collect monetary contributions in memory of the deceased. These contributions will be payable to Alpha Psi State Maine and sent to the Alpha Psi State Maine Treasurer. The moneys will be forwarded by the treasurer to a suitable educational cause which was designated by the deceased.
- h. purchase a fidelity bond for state treasurers, for an amount to be determined by the state Executive Board, the cost of such bond to be paid by Alpha Psi State Maine
- i. make a financial report to the state convention and to the fall workshop and at such other times as the state Executive Board may request
- j. prepare annually, before November 15, a Form 990 net report for the Internal Revenue Service if the income is over \$25,000
- k. make an annual report of Form 16 to the international executive coordinator at the end of the fiscal year
- l. attend international conventions and regional conferences.

7. The assistant treasurer shall:

- a. assist the treasurer as directed by the Executive Board
- b. attend international conventions and regional conferences.
- c. expect to assume the responsibilities of treasurer at such time that the current treasurer is unable to carry out the duties or when the position next becomes vacant.
- d. meet with the treasurer one or two times annually to assist with the forms/required paperwork.

8. The parliamentarian (appointed) shall:

- a. act as advisor to the officers and members of Alpha Psi State Maine In matters pertaining to interpretation of the **CONSTITUTION** and the **Alpha Psi State Maine Bylaws** as well as in matters pertaining to parliamentary usage
- b. serve as ex officio member, without vote, on the Executive Board

- c. serve as consultant to the Rules and Bylaws Committee.

#### Section D. Terms of Office

1. 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.
2. No officer, except the treasurer and assistant treasurer may serve in the same office longer than two terms in succession. The treasurer and assistant may serve in the same office no longer than three terms (a total of six years) in succession [To begin with the 2001-2003 biennium]
3. All officers shall take office on July 1 following their election.
4. The treasurer and the assistant treasurer shall be approved by vote of the Executive Board.

#### Section E. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president may become president; and the second vice-president shall become first vice-president.
2. When a vacancy occurs in other elected or appointed positions, the president shall name a successor.

#### Section F. Nominations and Elections

1. Nominations for office shall be made by a Nominations Committee of five (5) members representing various areas of the state, two (2) or three (3) members serving four year terms, elected at the convention in odd-numbered years and staggered to insure continuity. The immediate past president shall serve as chairman of the Committee.
  - a. The committee shall submit the name of one nominee for each elective office. Consent of the nominee must be obtained.
  - b. The slate of officers, with candidate qualifications, shall be published in the pre-convention issue of the Mainspring.
  - c. 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.
2. Election shall be by voice vote unless there is more than one nominee for each office; at such time election shall be by ballot and a majority of votes cast elects.
3. The Nominations Committee shall prepare the ballot for elections.
4. The chairman of the nominating committee should consult with the incoming president about the appointment of the treasurer and assistant treasurer for the coming biennium. These shall be approved by vote of the Executive Board at the annual convention in the odd numbered years.

### **ARTICLE VI: EXECUTIVE BOARD**

#### Section A. Executive Board

1. The members of the Executive Board shall be elected officers, the state founders, past state presidents, and the chapter presidents. The treasurer, the assistant treasurer, and the parliamentarian shall be ex-officio members, the parliamentarian without vote, and the treasurer and the assistant treasurer also without vote if under remunerative contract for their services.

2. The duties of the Executive Board shall be:
  - a. recommend policies and procedures for consideration by the state convention b. examine, modify if necessary, and adopt the state budget
  - c. select a treasurer, an assistant treasurer, and other such personnel as may be needed; prescribe their duties; and determine their terms of office
  - d. establish the procedure for budget development and approval, and for the supervision of the state finances (The president and the treasurer shall ex-officio in this process.)
  - d. determine chapter areas
  - f. determine time of annual state meeting
  - g. act in the interim between conventions upon matters requiring immediate decision.
3. Meetings of the Executive Board shall be held twice each year. Special meetings maybe called by the president with thirty (30) days notice.
  - a. The presence of a majority of the voting members of the board constitutes a quorum, b. Chapter presidents who are unable to attend the state Executive Board meeting may appoint an official representative who shall have full privileges of participation, c. There shall be no proxy voting.
4. A vote by mail is authorized when necessary. Sections. Chapter Executive Boards  
Chapter Executive Boards shall function in accordance with **ARTICLE VII, SECTION V of the CONSTITUTION.**

## **ARTICLE VIII: COMMITTEES**

### **Section A. Standing Committees**

1. Society Business
  - a. Expansion and Mentoring
  - b. Finance
    - (1) Roberta Rogers Fund
  - c. Membership
  - d. Nominations
  - e. Rules and Bylaws
  - f. Leadership Development
2. Program of Work
  - a. Program
  - b. Personal Growth and Services
  - c. Professional Affairs
  - d. Research
  - e. Music

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### 3. Educational Services

- a. Communications
- b. Scholarship/Founder's Fund
- c. World Fellowships
- d. Achievement Award
- e. US Forum Liaison/NGO Liaison
- f. Historian
- g. Clara Soule
- h. Mainspring Editors
- i. Women's Legislative Council Delegates
- j. Webmaster
- i. Curriculum of Hope

### Section B. General Procedures

1. All committees shall be appointed by the president except the Nominations Committee and the Achievement Award Committee. Ad Hoc Committees shall be appointed by the president for specific purposes (Refer to Section D)
2. The president shall be an ex-officio member of all the committees, except the Nominations Committee and the Achievement Award Committee.
3. Matters requiring immediate Committee action may be voted on by mail or personal contact-all members being notified. Email and phone votes must be accompanied by a mail ballot or a vote to ratify at the next committee meeting.

### Section C. Duties of Committees

1. Alpha Psi State Maine chairmen shall honor the responsibility they accepted as chairmen, attend state meetings and carry out duties as VIII specified in the ***Bylaws, Standing Rules***, and the **CONSTITUTION ARTICLE VIII, SECTION B, SECTION C, AND SECTION D.**
2. Society Business
  - a. Expansion and Mentoring
    - (1) Personnel shall be appointed by the president, with the treasurer as consultant, and shall consist of a chairman, two past state presidents, and two members at large.
    - (2) The committee, under the supervision of the state president shall be responsible for expansion and mentoring within the state.
    - (3) If financial assistance is needed for expansion, application may be made to the International Expansion Committee.
  - b. Finance
    - (1) Personnel shall be the immediate past state president and four members as appointed by the president, with two of the four appointees to be chapter presidents. The president, the treasurer, and the assistant treasurer shall be ex-officio members; the chairman shall be named by the president from appointed personnel.

(2) The committee shall:

- (a) prepare the annual budget and present it for review, modification and adoption by the State Executive Board at the annual convention.
- (b) supervise all expenditures from the Permanent Fund
- (c) supervise all investments of the funds of the state
- (d) study the allocation and ratio of amounts transferred from the Available Fund to the Permanent Fund as fixed under ARTICLE X, SECTION 8 of the CONSTITUTION and recommend any necessary changes to the Executive Board.
- (e) perform other duties as determined by the state Executive Board.

c. Membership

(1) Personnel shall be appointed by the president. The second vice-president shall serve as chairman.

(2) The committee shall:

- (a) maintain a complete list of chapter membership chairmen in the state
- (b) distribute to chapter chairmen all instructions and pertinent information received from International
- (c) recommend to the state Executive Board names of state honorary members in accordance with the procedure as stated in the state Standing Rules
- (d) prepare and conduct, at state convention, a Necrology service in memory of deceased members
- (e) carry out other duties as designated in the state Standing Rules and Article III, Section D of the Alpha Psi State Maine Bylaws

d. Nominations

(1) Personnel shall be five elected members--two or three elected each biennium for a four year term and the immediate past president, as chairman of the committee.

(2) The committee shall:

- (a) solicit from chapters and individual members, recommendations for office and committee membership personnel
- (b) ascertain from chapters that nominees will have the support of the chapters to which they belong
- (c) present to the state organization, in odd-numbered years, a slate of one candidate for each elective state office, and two (2) or three (3) candidates for Nominations Committee. The slate and ballot shall be prepared in accordance with the plan for nominations and elections in the state Standing Rules.

e. Rules and Bylaws

- (1) Personnel shall be three members appointed by the president, with the parliamentarian as consultant.
- (2) The committee shall review proposed amendments for state bylaws each biennium and recommend additions and changes to the Executive Board for presentation at the state convention in odd-numbered years.
- (3) The committee shall review Standing Rules and may propose amendments at any state convention.

(4) the committee shall review Chapter Rules on file, in order that any inconsistencies with the most recent edition of the **CONSTITUTION** and the *Alpha Psi State Maine Bylaws* may be brought to the attention of the chapter organization and chapter officers. This will be done when the International Constitution, Alpha Psi Bylaws and/or Standing rules have changed.

(5) The Committee will submit Alpha Psi Bylaws and/or Standing Rules to International after any changes voted at the convention.

(6) New Bylaws and Standing Rules shall be published by the committee as necessary or requested by the president.

f. Leadership Development

The immediate past state president shall be the Leadership Development Coordinator. The leadership development for incoming chapter officers (president, treasurer, secretary, first and second vice-presidents) shall be held in conjunction with Alpha Psi State Convention in even-numbered years.

3. Program of Work

a. Program

(1) Personnel shall be first vice-president as chairman, the chairmen of the Personal Growth and Services, Professional Affairs, and Research committees and a Music representative

(2) The committee shall:

(a) promote within the state an appropriate Program of Work that covers a wide spectrum of activities.

(b) coordinate the Program of Work with the following committees: Personal Growth and Services, Professional Affairs, Research, and Music

(c) assist chapters with developing appropriate programs

(d) acquaint chapter committees with the work and materials of the international and state committees through workshops and written communications

(e) carry out other duties as designated in the state Standing Rules,

b. Personal Growth and Services

(1) Personnel shall be appointed by the state president.

(2) The committee shall:

(a) support and promote the international projects relating to personal growth of members and services to others

(b) recognize needs of members and provide opportunities for personal growth and leadership within the state

(c) encourage study of state economics, social, political and educational issues in order to develop greater understanding and cooperation among cultural groups within the state

(d) transmit, clarify, or interpret suggestions from the international committee to chapter committees and present Ideas and suggestions from chapter level to international level

(e) carry out other duties as designated in the state Standing Rules,

c. Professional Affairs

(1) Personnel shall be appointed by the president.

(2) The committee shall:

- (a) encourage a program of selective recruitment of teachers and cooperate with other groups in recruitment and retention of qualified educators
- (b) foster chapter interest and participation in activities designed to improve the professional status of women
- (c) transmit, clarify, or interpret suggestions from the international committee to chapter committees and present ideas and suggestions from chapter level to international level
- (d) initiate, endorse, and support desirable legislation in the interest of education and of women educators
- (e) carry out other duties as designated in the state Standing Rules.

d. Research

(1) Personnel shall be appointed by the state president.

(2) The committee shall:

- (a) cooperate with the International Research Committee in any research project authorized by the international Society
- (b) call attention of chapters to significant educational research and help chapters enrich their program of work in this area
- (c) transmit, clarify, or interpret suggestions from the international committee to chapter committees and present ideas and suggestions from chapter level to international level
- (d) carry out other duties as designated in the state Standing Rules.

e. Music

(1) Personnel shall be appointed by the state president.

(2) The committee shall:

- (a) take action on recommendations from the 20 international music committees
- (b) encourage chapter music chairmen to utilize the Society's songbooks
- (c) provide music for state workshops and conventions
- (d) carry out other duties as designated by the Standing Rules

4. Educational Services

a. Communications

(1) Personnel shall be appointed by the state president.

(2) The committee shall:

- (a) prepare and circulate among chapters, materials that might be useful in promoting publicity; distribute and encourage use of materials and information prepared by the International Committee; and encourage widespread and effective use of Society publications.
- (b) assist local chairmen in the preparation of state convention publicity and in arrangements for radio and television coverage
- (c) maintain state directory with the help of chapter chairmen, the state membership chairman, and the state treasurer

- (d) Publish a new directory in the spring odd number years. New directions will be disseminated at the spring convention.
  - (e) work with Alpha Psi president to create a new chapter officer and chairmen lists in the even number years. These lists will be sent to all state chairmen and officers.
  - (f) attend Pre-Conference session for State editors at regional conventions.
  - (g) work with the president and webmaster to keep the website current.
  - (h) carry out other duties as designated in the state Standing Rules.
- b. Scholarship/Founder's Fund
- (1) Personnel shall be appointed by the state president.
  - (2) The committee shall:
    - (a) take action on recommendations from the international committee
    - (b) have charge of the state graduate scholarships and other financial assistance to members for study using guidelines as designated in the Standing Rules
    - (c) administer the Founder's Fund using guidelines as designated in the Standing Rules
    - (d) inform chapter chairmen of availability of state and international scholarships
    - (e) preside at the President's Scholarship March
    - (f) help initiate and implement new scholarship projects when appropriate
    - (g) carry out other duties as designated in the state Standing Rules,
- c. World Fellowship
- (1) Personnel shall be appointed by the state president
  - (2) The committee shall:
    - (a) assist in promoting the work of the international World Fellowship Committee
    - (b) obtain from international and distribute to chapters copies of the descriptive brochure on World Fellowships and other pertinent information
    - (c) carry out other duties as designated by the state Standing Rules
- d. Achievement Award
- (1) The State Achievement Award is given to a member in recognition of continuous, ' distinguished service to the Society at the state level
  - (2) The first vice-president shall serve as chairman of the Achievement Award Committee, and three(3) other committee members shall be selected by chapters through a designated rotation of chapters
  - (3) The committee shall:
    - (a) send a nomination form to each chapter by September 1
    - (b) accept no more than one nomination from each chapter postmarked on or before December 1
    - (c) review the chapter nominees and decide whether or not a ballot will be prepared for the state Executive Board
    - (d) notify the state Executive Board by letter before February 15 if no ballot is to be prepared

- (e) if a ballot is prepared, send by February 15 no more than the names of five(5) nominees to the Executive Board for preferential balloting
- (f) if there be but one nominee, election shall be by a four-fifths (4/5) vote
- (g) receive the returned ballots postmarked on or before March 1
- (h) In the case of a tie vote for the Alpha Psi State Achievement Award winner, the Achievement Award Committee members shall cast the defining ballot.
- (i) The first vice-president shall present the award at the Birthday Luncheon of the annual state convention
- e. U.S. Forum/NGO Liaison
  - (1) appointed by the president
  - (2) attend Washington, DC conference and/or International Convention meeting
  - (3) report to membership at workshop and/or conventions.
- f. Historian
  - (1) Personnel shall be appointed by the state president
  - (2) The committee shall:
    - (a) file copies of the history of chapters of Alpha Psi State Maine
    - (b) develop a suggested format to be used by chapters
    - (c) assist chapter historians in obtaining past histories as needed
    - (d) collect historical records and maintain a written account of the history of the Society in the state and the contribution of its members to education and Delta Kappa Gamma
    - (e) carry out other duties as designated in state Standing Rules
    - (f) update Alpha Psi of Maine history and information archived at the University of Maine at Orono
- g. Clara Soule Committee
  - (1) The Clara Soule Committee shall be composed of three members appointed by the state president
  - (2) The chairman of the committee shall:
    - (a) keep a file with the name, address, and significant information on the persons serviced by the State Clara Soule Fund.
    - (b) Plan a meeting for the Fall Workshop.
    - (c) Require all chapters to submit a report (form) of their yearly activities at the request of the State Chairman.
  - (3) the committee shall suggest appropriate services to be rendered.
  - (4) the committee shall recommend to the Executive Board the amount to be expended from the fund.
- h. **MAINSRING** Editor(s):
  - (1) Editor(s) shall be appointed by the state president
  - (2) The editor(s) shall perform duties as outlined in Article IX, Section C of the state *Bylaw*
  - (3) encourage and assist members to write and submit manuscripts to the International Editor for the **BULLETIN**.

i. Women's Legislative Delegates

- (1) Personnel shall be two (2) delegates and two (2) alternates appointed by the state president
- (2) The delegates and/or alternates shall attend the regularly scheduled meetings of the Women's Legislative Council
- (3) They shall send a report of each meeting to the chairman of the Professional Affairs Committee for dissemination to chapters.

j. Webmaster

- (1) Personnel shall be appointed by the state president.
- (2) The committee shall maintain the Alpha Psi of Maine website and upgrade the information coordination with the president and state communication chairman.

Section D Ad Hoc Committees

Ad Hoc Committees shall be appointed by the president as authorized. After submitting the final report to the body that authorized it, the committee shall be dissolved.

**ARTICLE IX: AREAS OF ACTIVITY**

Section A. Convention

1. Business of the state shall be conducted annually at a convention for the purpose of receiving reports and adopting policy, amending *Bylaws* (odd-numbered years) *and Standing Rules*, electing officers, and other business which may properly come before it. The time of the convention shall be determined by the Executive Board and the place shall be selected by the president and hostess chapter.
2. Every member who is registered may vote. A roll call vote as specified in **CONSTITUTION ARTICLE IX**, A second may be ordered.
3. The quorum shall be a majority of those members who have registered at the convention.
4. There shall be no proxy voting at any level of the Society.

Section B. Workshop, Sections, and Other Society Meetings

1. A workshop shall be held annually to disseminate current Society information, provide guidance for chapter officers and committee chairpersons, and give opportunities for personal/professional growth.
2. The time of the workshop shall be determined by the Executive Board
3. The place shall be selected by the president and hostess chapter(s)
4. The quorum shall be the majority of those members who have registered at the convention.

Section C. Publications

1. The **MAINSRING** shall be published twice each year and sent to all members of Alpha Psi State Maine. The **MAINSRING** editors will inform chapter reporters of the suggested format for submitting material. A pre-convention flier shall be sent to all members.
2. The publication of special monograms and brochures shall be approved by the president and plans submitted to the Executive Board for financial approval.

#### Section D. Sale of Society Items

1. The name of the Society in any form shall be used on printed materials for commercial purposes only with the permission of the international president or the executive coordinator of the Society.
2. Favors and decorations, or items officially approved by the Administrative Board or the Executive Board, may be sold at international conventions or regional conferences. Samples of Society items may be on display.
3. States desiring to sell their items at conventions and regional conferences shall submit a proposal for approval to the international president prior to the fall Administrative Board meeting, listing items for sale with samples and assuring state supervision of their displays during the meetings.

#### Section E. Monitoring of Chapter Rules

The Alpha Psi State Maine Rules and Bylaws Committee shall review the Chapter Rules on file, in order that any inconsistencies with the most recent edition of the **CONSTITUTION** and *Alpha Psi State Maine Bylaws* may be brought to the attention of the chapter organization and Chapter officers.

#### Section F. Electronic Communication

Alpha Psi State Maine at all levels may establish and maintain various typed of electronic communications to facilitate meetings and to communicate with members. Refer to International "Policy For Use of Electronic Communication", 1997 draft" for specific details, assistance, and guidance.

### **ARTICLE X: FUNDS**

#### Section A. Scholarships

1. The number of scholarships and amount of each shall be recommended by the Scholarship Committee and adopted by the members at the convention,
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board.

#### Section B. The Founder's Fund

1. The Founders' Fund, created through chapter contribution, in the amount of \$5,000, the interest to provide grants honoring founders of Alpha Psi State Maine. It was awarded for the first time at Alpha Psi State Maine's 1983 convention celebrating the 40th anniversary of its founding.
2. The grants are available to members for unique educational opportunities.
3. The Founders' Fund shall be administered by the Scholarship Committee.

#### Section C. Guidelines-Use of Clara Soule Fund

1. Clara Soule funds at the state level are to be used for retired educators with special needs, upon request with the approval of the state Clara Soule Committee and the Alpha Psi State Executive Board.
2. A recommended amount of \$200 may be awarded. The remuneration must not exceed the amount available.



3. Retired educators wishing to use this fund should send a request to the Alpha Psi State President who will forward the request to the Clara Soule Chairman for consideration.
4. Under special circumstances (illness/disasters), the funds may be used upon request with approval of the state Clara Soule Committee and the Alpha Psi State Executive Board
5. At the end of the fiscal year, local chapters with money left in the Clara Soule Funds shall return the funds (\$5.00 or more) to Alpha Psi State.

Section D. Roberta Rogers Fund Guidelines:

1. the committee shall be appointed by the president
2. funds will be invested and self sustaining by paying all fees required of this fund
3. expenditures will be established from the interest earned and be voted by the majority of the Alpha Psi State Executive Board
4. the Maine State meal at the International Convention/Northeast Convention will be partially funded by this fund in the spirit of Roberta Rogers.
5. disbursements may include but not limited to:
  - Achievement Award
  - State Convention-Banquet, Luncheon, Breakfast and/or entertainment
  - Fall Workshop
  - Leadership Seminar-even number years
  - Executive Board Retreat-odd number years
  - Website maintenance

## ARTICLE XI: AMENDMENTS

Section A.

These *Bylaws* may be amended at the convention, in odd-numbered years, by a majority vote, a quorum being present, provided that notice of proposed amendments will be published and distributed to members at least thirty (30) days before the convention.

Section B.

Proposed amendments to the *Bylaws* may be submitted in writing to the Rules Committee by any member and by any committee, board, or chapter.

Section C.

All proposed amendments will be reviewed by the Rules Committee and approved by the Executive Board before being submitted to the convention.

Section D.

Standing Rules may be amended or rescinded at any annual convention by a two-thirds (2/3) vote, a quorum being present.

## **ARTICLE XII: DISSOLUTION**

### **Section A. Dissolution of Alpha Psi State Maine**

In the event of the dissolution of Alpha Psi State Maine or winding up of its affairs, or other liquidation of its assets, the net assets of the corporation shall be distributed as follows:

1. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made thereof.
2. Assets in the founders' and Permanent Funds shall revert to the Delta Kappa Gamma Society International in Austin, Texas.
3. The balance in the Scholarship Fund shall revert to the Blaine House Scholarship Fund.
4. The balance in the Clara Soule Fund shall revert to the Maine Retired Teachers' Association in Augusta, Maine.

### **Section B. Dissolution of a Chapter**

1. Before a chapter is dissolved, the approval of the Alpha Psi State Maine Executive Board must be obtained. An intervention plan shall be set up and interventions tried prior to a vote on dissolution by the Executive Board.
2. International procedures must be followed regarding the manner in which those desiring to maintain membership transfer to other chapters.
3. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made therefore
4. The Chapter Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds,
5. Any remaining funds in the Chapter account shall be sent to the Alpha Psi State Maine treasurer for state or international projects.
6. The Chapter's paraphernalia, the Society publications, and the Chapter records shall be retained in the Alpha Psi State Maine archives and made available for use.
7. The Chapter charter must be returned to the state to be forwarded to the International Headquarters.
8. The Alpha Psi State Maine Executive Board shall decide whether the Greek name shall be reused or not.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY** :

Robert's Rules of Order, Newly Revised, shall govern the proceedings of Alpha Psi State Maine and its chapters in all cases not provided for in the **CONSTITUTION**, *Alpha Psi State Maine Bylaws*, and *Standing Rules*.