

BYLAWS
of
Alpha Rho State
(Oregon)

The Delta Kappa Gamma
Society International

Revised/Amended
Alpha Rho State Convention 2011

Next Revision/Amendment Due:

Alpha Rho State Convention

2015

Proposals due: October 15, 2014

Section 2: Chapter

In the event that it be necessary to dissolve a chapter in Alpha Rho State, the procedures shall be as follows:

A. Before a chapter is dissolved, the Membership Committee shall intervene with the Member Field Services Program for up to one year, after which the approval of the State Executive Board must be obtained.

B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.

C. Any remaining funds in the chapter account shall be sent to the state treasurer for state or International projects.

D. The chapter’s paraphernalia, the Society publications and the chapter records shall be retained in the state archives and made available for use.

E. The charter must be returned to the state to be forwarded to International Headquarters.

F. The State Executive Board shall decide whether the Greek name shall be reused.

BYLAWS
of
Alpha Rho State (Oregon)

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**ARTICLE XI
AMENDMENTS**

Section 1: Bylaws

These Bylaws may be amended every four years at a state convention.

A. Proposals for amendments to or revisions of the Bylaws may be submitted to the Bylaws Committee by any member, committee, board, or chapter of Alpha Rho State by October 15 of the year preceding a revision.

B. Proposals for amendments and/or revisions shall be studied by the Bylaws Committee, and recommendations for changes shall be printed in the Winter or Spring issue of *The New Oregon Trail*.

C. Recommendations for change, as printed, shall be submitted to the Executive Board before they are submitted to a vote of the state convention.

D. Any proposed amendment to or revision of the Bylaws that does not receive the recommendation of the Bylaws Committee or the Executive Board may be submitted for a vote of the convention when requested in writing by five members of the Executive Board.

E. Approval by two-thirds of the votes cast by members registered and attending convention shall be required for the adoption of an amendment to or a revision of the Bylaws.

F. The newly amended Bylaws may be submitted to the International Constitution Committee for review.

Section 2: Standing Rules

Standing Rules may be adopted, amended or rescinded in odd-numbered years by a majority of those present.

Section 3: Effective Date

Amendments to the *Bylaws and Standing Rules* shall become effective on July 1 following the convention at which they were adopted, unless otherwise stated in the amendment.

**ARTICLE XII
DISSOLUTION**

Section 1: State

In the event of dissolution of the Alpha Rho State organization, the Executive Committee shall follow the procedures in accordance with the State of Oregon.

b. Initiated members between March 15 of the year preceding the convention and March 15 of the year of the convention, according to the following parameters:

- 1) Small chapters (10-30 members) initiate at least 3 new members.
- 2) Medium chapters (31-50 members) initiate at least 4 new members.
- 3) Large chapters (51 or more members) initiate at least 5 new members.

C. Awards Granted to Members

The State may recognize members in the following categories:

- a. Achievement or service to Alpha Rho State.
- b. Achievement or service to community.
- c. Achievement or service to education.

D. Membership Longevity Awards

Certificates shall be presented at the convention to members who have reached their 25th or 50th anniversary of membership in the Society.

E. Certificate of Appreciation

The Alpha Rho State Certificate of Appreciation may be awarded to any person, regardless of membership, who has or is rendering exceptional educational service. Certificates may be obtained from the state president.

Section 6: Publications

A. *The New Oregon Trail*, official newsletter of the state, shall be published at least three times each year and sent to all members in the state and to others at the discretion of the state president.

B. The Alpha Rho State Leadership Directory shall be published and distributed to members of the Executive Board, state committee chairmen and special personnel.

Section 7: Memorials

Upon the death of a past state president, state honorary member, current officer, an appropriate memorial shall be made to an Alpha Rho State scholarship fund. The amount and the fund are to be designated by the state Executive Committee.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

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

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**ARTICLE I
NAME**

Section 1: State

The name of this organization shall be The Delta Kappa Gamma Society International, Alpha Rho State (Oregon), hereafter known as Alpha Rho State. Alpha Rho State's Articles of Incorporation – Nonprofit are approved by and filed with the State of Oregon Corporation Commission in perpetuity

Section 2: Chapters

Each chapter of Alpha Rho State may be designated by a Greek letter, a combination of Greek letters or Geographic area. Chapters shall be listed in chronological order of organization. Previously used names of dissolved chapters may be reassigned by the State Executive Board.

**ARTICLE II
MISSION AND PURPOSES**

The mission and purposes of Alpha Rho State shall be to:

1. Promote the purposes of The Delta Kappa Gamma Society International as found in the International Constitution, ARTICLE II.
2. Act as liaison between chapters and the international organization.
3. Organize Delta Kappa Gamma chapters within the state.
4. Provide leadership training for state and chapter leaders.
5. Cooperate with other organizations of similar purposes.
6. Provide a voice in the state for education and for women.

**ARTICLE III
MEMBERSHIP**

Section 1: Classes

The membership of Alpha Rho State shall be composed of active, reserve, and honorary members of chapters within the boundaries of the state. All membership shall be in accordance with the International Constitution, ARTICLE III.

Section 2: Chapters

- A. Chapters in the state shall have full power to act on matters of chapter membership.
- B. Candidates for active membership shall be voted upon in a chapter meeting in a manner determined by the chapter.
- C. Membership records shall be kept at the chapter level.

Section 3: State Honorary

- A. Honorary members shall be recommended by members and/or chapters to the state Membership Committee.
- B. Honorary members shall be elected by a majority vote of the State Executive Board.
- C. Honorary members may be transferred to another chapter.

Section 4: Leadership Transition Retreat

- A. A leadership transition retreat for incoming and outgoing state officers and key personnel shall be held in odd-numbered years prior to July 1 at a time and place determined by the state president and the Leadership Development Committee.
- B. The purpose shall be to provide for an orderly transition of state leadership.

Section 5: Awards

A. Financial Awards

1. The state shall maintain four scholarship funds: the Hazel Fishwood, the Commemorative, the Emma Hinkle, and the State Founders and State Presidents. One scholarship awarded annually from the Commemorative Scholarship Fund shall be known as the Isabel Huston Scholarship. One of the State Founders and State Presidents' Scholarship shall be awarded annually in honor of Bernice Conoly.
2. Personal Enrichment scholarships may be awarded using monies from the Commemorative Fund.
3. The state shall maintain the Dagmar Jeppeson Grant fund for those studying in elementary education.
4. The state shall maintain the Edith Green Grant fund for those studying in secondary education.
5. Scholarship awards and grants may be made annually only from the interest from the funds.
6. Rules governing the administration of the scholarship and grant funds shall be recommended by the Scholarship Committee and adopted by the Executive Board.

B. Awards Granted to Chapters

1. The Rosette Award

The Rosette Award shall be presented at the state convention to chapters that have completed the following:

- a. Sent a copy of the chapter yearbook by December 1 to each of the following: the State President, Educational Excellence Chair, and the appropriate District Coordinator.
- b. Sent a copy of the chapter President's report by February 1 to the State President.
- c. Sent four chapter newsletters and the brochure by March 1 to the Communication/Technology Chair.

2. The Order of the Rose

The Order of the Rose Award shall be presented at the state convention to chapters that have completed the following:

- a. All requirements for the Rosette Award.

J. The Scholarship/Financial Awards Committee shall be responsible to act on recommendations from the International Scholarship Committee, to disseminate information about International and State Scholarships and grants, to recommend rules governing state scholarship and grants to the Executive Board for approval, to promote fund-raising activities for State scholarships, to review scholarships and grant applications, and to select scholarship and grant recipients at the state level.

ARTICLE IX AREAS OF ACTIVITY

Section 1: Conventions

- A. A state convention shall be held annually in the spring at a time and place approved by the Executive Board.
- B. The purpose shall be to conduct state business and provide opportunities for professional and personal growth of the members.
- C. Every member who is registered may vote. A roll call vote as specified in the Constitution, ARTICLE IX, Section B may be ordered.
- D. The quorum shall be a majority of those members who have registered at the convention.
- E. An Executive Board meeting shall be held during the convention.

Section 2: Conferences

- A. A state conference, open to all members, may be held annually in the fall at a time and place approved by the Executive Board.
- B. The purpose shall be to provide opportunities for professional and personal growth of the members, to disseminate information from International, regional, and state meetings, and to hold an Executive Board meeting as determined by the state president.
- C. Other state conferences may be held at the request of the Executive Board or the Executive Committee.

Section 3: District and/or Combined Workshops

- A. District and/or combined workshops shall be held in even-numbered years at a time and place determined by the state president and the Leadership Development Committee.
- B. The purpose shall be to provide intensive orientation for incoming chapter officers and committee chairmen with emphasis on procedure.

Section 4: Records

A. Membership Records

An accurate current record of all members shall be maintained by the state treasurer.

B. Historical Records

An accurate account of the history of the Society in Oregon and the contributions of its members to education and to the Delta Kappa Gamma Society International shall be maintained by the state historian.

C. Death Records

The chapter president shall submit a death notice promptly upon the death of a chapter member or honorary member, using the appropriate current form from International Headquarters. A file of deceased members shall be maintained by the chapter president.

D. Termination Records

- 1. A complete record of all memberships terminated in Alpha Rho State shall be maintained by the state treasurer.
- 2. A complete record of all memberships terminated in a chapter, including the reason and date of termination, shall be maintained by the chapter treasurer.
- 3. Chapters shall maintain letters of resignation, and record the action taken in the chapter minutes.

E. Reinstatement Records

The chapter treasurer shall notify the state treasurer when any former member of the Society has been reinstated.

F. Financial Records

The treasurer shall maintain an accurate record of receipts, expenditures and bank statements.

Article IV FINANCES

Section 1: Annual Dues and Fees

- A. The state annual dues shall be determined by two-thirds of the votes cast by the members registered and attending the state convention.
- B. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. Membership shall be terminated on November 1 for non-payment of dues and fees.
- C. All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded to the state treasurer.

Section 2: Financial Controls

A. Budget

- 1. The state shall maintain an Available Fund that shall be the Operating Fund.
- 2. A budget shall be adopted annually by the State Executive Board.

Section 4: Records

A. Membership Records

An accurate current record of all members shall be maintained by the state treasurer.

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Section 2: Financial Controls

A. Budget

1. The state shall maintain an Available Fund that shall be the Operating Fund.
2. A budget shall be adopted annually by the State Executive Board.

3. The Finance Committee shall submit a proposed budget to the members of the Executive Board at least thirty days prior to the spring Executive Board meeting.

4. The Executive Board shall examine, modify if necessary, and adopt the budget prior to the beginning of the fiscal year on July 1.

B. Expense Vouchers

1. All expense vouchers must first be sent to the Budget Controller for account verification.

2. All expense vouchers shall be signed by the state president before payment may be made by the state treasurer.

3. Payment for expenses incurred by the state president will be authorized by the chairman of the Finance Committee.

4. Vouchers for approved budgeted advances shall be signed and money disbursed by the state treasurer upon receipt of the proposed budget of the project using the monies.

5. Expenses not budgeted shall received prior approval of the Finance Committee before payment may be made from state funds.

C. Borrowing

The state organization shall not borrow funds from any source without approval of the Executive Board, nor shall organizational monies be co-mingled.

D. Financial Review

1. An accountant knowledgeable in tax exempt section 501 (c) (6), not-for-profit

Corporations shall be employed by the Financial Committee to perform the annual financial review.

2. The state treasurer shall submit all financial records for financial review by July 31.

3. The financial review shall be submitted for acceptance by the Executive Board at the next Executive Board meeting.

Section 3: Permanent Fund

A. Alpha Rho State shall maintain a permanent fund of not less than 30% of the annual income.

B. Expenditures from the permanent fund shall be authorized by the Executive Board.

Section 4: Scholarship Fund

The state shall maintain a Scholarship Fund.

Section 7: Duties of Appointed Committees

A. The Awards Committee shall be composed of past award winners and/or members of the State Executive Committee. The Committee shall make all decisions regarding categories and honorees. A nomination letter signed by the chapter president or vice-president, detailing reasons why the member deserves a particular award will be received by the committee no later than March 15. The awards will be presented at the state convention. The state president shall not be eligible for an Achievement Award during her term of office.

B. The Bylaws Committee shall be responsible for considering amendments to the *Alpha Rho State Bylaws and Standing Rules*, for presenting them for adoption at state conventions if needed, and for printing revised Bylaws every four years and revised Standing Rules every two years.

C. The Bylaws Interpretation Committee, which is the Executive Committee, shall review, interpret, and rule by mail or electronic means on questions concerning *Alpha Rho State Bylaws and Standing Rules* until submitted to the next state convention for a vote.

D. The Communications/Technology Committee shall promote communication and public relations skills throughout the state, sponsor and maintain the Alpha Rho State Region web site, obtain permission to publish names, email addresses/images on the web site.

E. The Educational Excellence Committee may represent the areas of Personal & Services/Literacy, Professional Affairs/Legislation, Research and Music.

1. Implement state program of action and international program focus.

2. Research and recommend literacy projects for the state and chapters.

3. Develop and implement programs designed to enrich the personal lives of members and make recommendations to chapters.

4. Encourage mutual respect and cooperation within the profession.

5. Promote women in education.

6. Study and recommend action on professional issues.

7. Initiate, endorse, and support desirable legislation in the interest of education and of women educators.

8. Conduct research and aid chapters in the development of educational research.

F. The Expansion Committee shall be responsible for expansion within the state, shall keep the Executive Board informed of its activities, and shall secure approval of the Executive Board for the organization of new chapters.

G. The International Projects Committee shall be responsible for disseminating information and promoting fund-raising activities for International projects. The chairman shall serve as liaison to the Delta Kappa Gamma UN Network.

H. The Leadership Development Committee, with the state president, shall be responsible for planning and implementing leadership development programs for state and chapter officers and state and chapter committee personnel.

I. The Membership Committee shall be responsible for supervising membership within the state, including nominations, elections and initiations of state honorary members, necrology services, and orientation programs. They shall also be responsible for the maintenance of historical records.

**ARTICLE V
ORGANIZATION**

Section 3: Special Committees

Special committees shall be appointed by the president as authorized by the Executive Board or a convened convention. A special committee shall be dissolved after submitting the final report to the authorizing body.

Section 4: General Procedures

- A. All committee chairs shall be appointed by the president except the Finance and Nominations Committees.
- B. The president shall serve as an ex-officio member of all committees except the Nominations Committee.
- C. Committees shall meet at least once a year but not during scheduled business sessions of state meetings.
- D. Matters requiring immediate committee action may be voted upon by mail, or electronic means, after all committee members have been notified.
- E. Committee chairmen shall receive required reports from chapters.
- F. Committee chairmen shall prepare and submit the required reports to the International chair.

Section 5: Committee Structure

- A. Due consideration may be given to representation from all districts.
- B. There shall be an uneven number of members on appointed committees.
- C. A member shall serve no more than two consecutive terms on the same committee.

Section 6: Duties of Elected Committees

- A. The Finance and Nominations Committees shall consist of one member from each district elected for a term of two biennium.
- B. Nominations for members of the Finance and Nominations Committees shall be received from the districts by the district coordinators and submitted to the Nominations Committee by December 15 of even-numbered years.
- C. The election of committee members from District #1, #2, and #3 shall alternate each biennium with the election of committee members from District #4, #5, and #6 in odd-numbered years at state convention.
- D. Election of members to the Finance and Nominations Committees shall be by ballot by members of the Executive Board from the districts of the candidate. Election shall be by a majority of the ballots cast.
- E. The Finance Committee shall be responsible for supervision of the financial affairs of the state, including recommendations for the expenditure and investment of funds, preparation of an annual budget for adoption by the Executive Board, and arranging for an annual financial review.
- F. The Nominations Committee shall be responsible for seeking qualified candidates for state offices and elective positions, preparing recommendation forms, providing information for *The New Oregon Trail*, preparing the ballots, conducting elections, and installing officers.

Section 1: Chapters

- A. Each chapter shall conduct its business in a manner consistent with the *International Constitution and Alpha Rho State Bylaws and Standing Rules*.
- B. Each chapter shall have chapter rules which are consistent with the *International Constitution and Alpha Rho State Bylaws and Standing Rules*.
- C. 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 or until a successor is named.
 - 2. All officers shall take office on July 1 following their election.
 - 3. The treasurer shall be selected by the chapter Executive Board.
- D. The chapter president or her designee shall represent the chapter as a voting member of the State Executive Board.
- E. A quorum for chapter meetings shall be determined by the chapter.

Section 2: New Chapters

- A. The State Executive Board shall approve the organization of a new chapter including its name, and assign the chapter to the appropriate district within the state.
- B. The Expansion Committee, in consultation with the state president, shall be responsible for the process of organization including the initiation of new members, and the installation of a new chapter.

Section 3: Districts

- A. The state shall be divided into districts for the purpose of more effective , better service to the membership and the provision of district representation on state committees.
- B. The State Executive Board shall define the boundaries of the districts and the chapters in each district.
- C. The state president shall appoint a coordinator for each district.
- D. The coordinator's term shall be no more than two biennium in succession.

Section 4: Coordinating Councils

- A. With the approval of the State Executive Board, coordinating councils may be organized in counties and/or cities where several chapters exist.
- B. The coordinating council shall meet at least once a year to plan activities of benefit to all members.
- C. Coordinating councils shall register with the state treasurer.

**ARTICLE V
ORGANIZATION**

Section 1: Chapters

- A. Each chapter shall conduct its business in a manner consistent with the *International Constitution and Alpha Rho State Bylaws and Standing Rules*.
- B. Each chapter shall have chapter rules which are consistent with the *International Constitution and Alpha Rho State Bylaws and Standing Rules*.
- C. 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 or until a successor is named.
 - 2. All officers shall take office on July 1 following their election.
 - 3. The treasurer shall be selected by the chapter Executive Board.
- D. The chapter president or her designee shall represent the chapter as a voting _____ member of the State Executive Board.
- E. A quorum for chapter meetings shall be determined by the chapter.

Section 2: New Chapters

- A. The State Executive Board shall approve the organization of a new chapter including its name, and assign the chapter to the appropriate district within the state.
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- B. The State Executive Board shall define the boundaries of the districts and the chapters in each district.
- C. The state president shall appoint a coordinator for each district.
- D. The coordinator's term shall be no more than two biennium in succession.

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- A. With the approval of the State Executive Board, coordinating councils may be organized _____ in counties and/or cities where several chapters exist.
- B. The coordinating council shall meet at least once a year to plan activities of benefit to all members.
- C. Coordinating councils shall register with the state treasurer.

**ARTICLE VI
OFFICERS, RELATED AND SPECIAL PERSONNEL**

Section 1: State Officers

- A. The state officers shall be a president, a vice-president, a secretary, all elected.
- B. A treasurer and an administrative secretary shall be selected by the Executive Board upon recommendation of the President.

Section 2: Related Personnel

- A. Related personnel shall be the immediate past state president, a parliamentarian, and an editor of *The New Oregon Trail*.

Section 3: Duties of Officers

These officers shall perform the duties as prescribed in the Constitution, ARTICLE VI, and as authorized by the *Alpha Rho State Bylaws and Standing Rules*. The elected officers shall serve on the Executive Board and the Executive Committee as voting members. The treasurer shall serve on the Executive Board as an ex-officio member with vote. The administrative secretary shall serve on the Executive Board as an ex-officio member without vote. No officer shall serve as chairman of a standing committee.

- A. The president shall:
 - 1. Recommend to the Executive Board:
 - a. A treasurer
 - b. An editor of *The New Oregon Trail*.
 - c. An administrative secretary.
 - 2. Appoint:
 - a. A parliamentarian.
 - b. All standing committees, special committees and special personnel, except the Finance and Nominations Committees.
 - c. The chairmen of the Finance and Nominations Committees are appointed from the members of the committees who are serving their second biennium.
 - d. District Coordinators.
 - 3. Recommend to the Executive Board a Convention Coordinator.
 - 4. Serve as an ex-officio of all committees except Nominations.
 - 5. Name an official representative for meetings the president is unable to attend.
 - 6. Be responsible for leadership development throughout the state.
 - 7. Serve as chairman of the Executive Committee.
 - 8. Appoint three members of the Executive Board to review and recommend for approval the minutes of State Executive Board meetings and state conventions.

Section 2: Chapter Executive Boards

Chapter Executive Boards shall function in accordance with the Constitution, ARTICLE VII, Section c.

Section 3: State Executive Committee

- A. The members of the Executive Committee shall be the elected officers. The immediate past state president, the administrative secretary, the parliamentarian, the treasurer, and the editor may serve as ex-officio members without vote.
- B. The Executive Committee may meet between meetings of the Executive Board to conduct business delegated to it by the Executive Board and *Alpha Rho State Bylaws and Standing Rules*, and to take action on matters requiring immediate decision. They shall report their action to the Executive Board.
- C. The Executive Committee shall:
 - 1. Serve as the Bylaws Interpretation Committee.
 - 2. Serve as the Board of Directors for the Alpha Rho State Corporation-Nonprofit.
 - 3. Make decisions regarding bequests to Alpha Rho State and memorials.
 - 4. Recommend host and assistant host chapters for conventions and conferences to the Executive Board for approval.
- D. In the event of dissolution of Alpha Rho State organization, the Executive Committee shall follow the procedures in accordance with the State of Oregon.

**ARTICLE VIII
COMMITTEES**

Section 1: Elected Committees

- A. Finance
- B. Nominations

Section 2: Appointed Committees

- A. Awards
- B. Bylaws
- C. Bylaws Interpretation
- D. Communication/Technology
- E. Educational Excellence
- F. Expansion
- G. International Projects
- H. Leadership
- I. Membership
- J. Scholarship/Financial Awards

**ARTICLE VII
EXECUTIVE BODIES**

SECTION 1: State Executive Board

- A. The members of the Executive Board shall be the elected officers, the immediate past president, all past state presidents, and the chapter presidents. The treasurer shall serve as an ex-officio member with vote. The administrative secretary, parliamentarian, and editor shall serve as ex-officio members without vote.
- B. The Executive Board shall:
1. Perform duties as prescribed in the Constitution, ARTICLE VII, Section b, and in the *Alpha Rho State Bylaws and Standing Rules*.
 2. Approve the organization, names, and districts of new chapters.
 3. Define the boundaries of districts and assign the chapters within each district.
 4. Approve the organization of coordinating councils.
 5. Elect, by district, members of the state Finance and Nominations Committees.
 6. Elect state honorary members.
 7. Select from the candidates recommended by the state president: a state treasurer, an editor for *The New Oregon Trail*, a convention coordinator, an administrative secretary, and a parliamentarian.
 8. Approve the time and place of state conventions and conferences.
 9. Adopt a budget prior to the beginning of the fiscal year on July 1.
 10. Approve any changes in criteria for state scholarships and grants.
- C. The Executive Board shall meet at least once a year at the spring convention. An additional meeting may be scheduled at the Fall Conference to share new information from International Convention and Northwest Regional Conference.
- D. Executive Board Quorum
1. A quorum shall be a majority of the voting members of the Executive Board.
 2. Past state presidents unable to attend an Executive Board meeting will not be considered when a quorum is determined.
 3. Each voting member shall be entitled to one vote.
 4. There shall be no proxy voting.

9. Be responsible with the Membership Committee for orientation and initiation of honorary members.
 10. Consult with the Expansion Committee and/or sponsoring chapters regarding new chapters and the candidates for membership in these chapters.
 11. Secure the incoming state president's pin for presentation at the state convention.
- B. The vice-president shall:
1. Serve as general coordinator for all state conferences, district and/or combined district workshops, and retreats.
 2. Perform those duties assigned by the president and/or the Executive Board.
 3. Serve as presiding officer in the absence of the president.
- C. The secretary shall:
1. Be responsible for minutes of Alpha Rho State.
 - a. Record, prepare and forward complete minutes to the review personnel within 45 days of the event.
 - b. Be responsible for printing minutes of all Executive Board meetings and state conventions.
 - c. Distribute minutes to all members of the Executive Board and the Leadership Team.
 2. Prepare an Executive Board roster and present a quorum report of Board meetings.
 3. Prepare and forward to the state historian a record of all proceedings of state conventions and conferences for inclusion in the archives.
 4. Maintain a file of correspondence, reports and minutes from the previous and current biennium.
 5. Perform those duties assigned by the president and/or the Executive Board.
- D. The treasurer shall:
1. Maintain a current accurate membership list of all Alpha Rho State members.
 2. Maintain a record of the registrations of all coordinating councils.
 3. Receive and disburse as designated all monies belonging to Alpha Rho State.
 4. Keep an accurate account of receipts, expenditures and bank statements.
 5. Surrender the records for financial review.
 6. Submit the annual financial review to the Executive Committee, which may, at the discretion of that committee be included in the next issue of *The New Oregon Trail*.

7. Serve as Alpha Rho State's registered agent with the Oregon State Department of Commerce, Corporate Division, and pay the annual fee.

8. Serve as an ex-officio member without vote on the Finance Committee.

E. The administrative secretary shall:

1. Provide secretarial and organizational assistance as requested by the state president.

2. Duties may include but are not limited to:

a. Producing documents such as the membership directory, leadership directory and annual report packet.

b. Maintaining the state membership and information data base.

c. Serving as registrar for state meetings.

d. Attend state meetings.

Section 4: Duties of Related Personnel

The related personnel shall perform duties as prescribed in the Constitution, ARTICLE VI, and as authorized by the *Alpha Rho State Bylaws and Standing Rules*.

A. The immediate past state president shall:

1. Serve in an advisory capacity to the president and perform those duties assigned by the president and/or the Executive Board.

2. Serve on the Executive Board as a voting member.

3. Secure a token of appreciation for the retiring president for presentation at state convention.

B. The parliamentarian shall:

1. Serve as an advisor to the officers and members in matters pertaining to the *International Constitution, Alpha Rho State Bylaws and Standing Rules*, and parliamentary usage.

2. Perform those duties assigned by the president and/or the Executive Board.

3. Serve on the Executive Board and the state Bylaws Committee as an ex-officio member without vote.

C. The editor shall:

1. Be responsible to the president.

2. Supervise the production of and edit *The New Oregon Trail*.

3. Serve on the Executive Board and state Communications Committee as an ex-officio member without vote.

Section 5: Duties of Special Services Personnel

A. District coordinators shall:

1. Serve as liaisons between the chapters of the district and the state, attend chapter meetings and provide assistance as needed.

2. Secure recommendations for a member to serve on the state Nominations and Finance Committees as a district representative and submit the recommendations to the state Nominations Committee.

3. Work with local chapter presidents to provide appropriate locations and arrangements for district and/or combined district workshops.

4. Perform other duties as assigned by the state president.

B. Administrative assistant (optional) shall provide secretarial and organizational assistance as requested by the state president to carry out her duties.

Section 6: Term of Office

A. Officers, elected at the state convention in odd-numbered years, shall have a term of two years or until a successor has been named.

B. No officer, except the treasurer and administrative secretary, 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 shall be selected by the Executive Board upon recommendation of the president each biennium.

E. The administrative secretary shall be selected by the Executive Committee each biennium.

Section 7: Vacancies

A. When a vacancy occurs in the office of president, the vice-president shall become president.

B. When a vacancy occurs in other elective or appointive positions, except that of immediate past president, the president shall name a successor.

Section 8: Nominations and Elections

A. Nominations for state president, vice-president, and secretary shall be made by the Nominations Committee and election shall take place during the state convention in odd-numbered years.

B. Election of state president, vice-president, and secretary shall be by a majority vote of written ballots cast by members registered and attending state convention.