

# STANDING RULES

Of

Alpha Rho State

(Oregon)

The Delta Kappa Gamma

Society International

Revised/Amended:

Alpha Rho State Convention 2011

Next Revision/Amendment date:

Alpha Rho State Convention

2013

Proposals due: October 15, 2012

# NOTES

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2. Send communiqués to chapter chairmen with copies to the state president.
3. Respond promptly to all correspondence relating to committee or special personnel.
4. Maintain a current list of chairmen in the chapters having comparable committees.
5. Keep an accurate accounting of all expenditures.
6. Send a copy of the minutes of all committee meetings to the state president.
7. Attend, or send a representative to state conventions and conferences, and , when possible, attend regional conferences and International conventions.
8. Prepare and submit a budget request to the Finance Committee.
9. Prepare and update, as directed by the president, of committee and special personnel duties and activities for the *Alpha Rho State Guidelines for Standing Committees and Special Personnel* by February 15 of odd-numbered years.

- e. Maintain current records on scholarship and grant applicants and recipients.
- f. Promote scholarship fund-raising projects.
- g. Keep the policies and procedures pertaining to Alpha Rho State scholarships and grants up to date.

**III. SPECIAL ASSIGNMENTS**

**A. Special Personnel**

- 1. Special personnel shall carry out duties assigned by the state president and/or the state Executive Board.
- 2. Special personnel may include:
  - a. District Coordinators.
  - b. Others as deemed necessary by the state Executive Board.

**B. State Leadership Team**

- 1. The state Leadership Team shall assist with state organizational duties and/or leadership development activities of Alpha Rho State.
- 2. The state Leadership Team shall include:
  - a. State officers and related personnel
  - b. State committee chairmen
  - c. Special personnel

**IV. DUTIES OF STATE COMMITTEE CHAIRMEN AND SPECIAL PERSONNEL.**

- A. State committee chairman and special personnel shall:
  - 1. Prepare brief oral and/or written reports for state meetings as directed by the president.

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## **1. Structure**

### **A. Membership**

1. Selection of well qualified candidates for membership shall be the responsibility of all chapter members.
2. Transfers
  - a. When an active or reserve member in good standing wishes to transfer from a chapter, the member shall:
    - (1) Obtain an Application for Transfer from the chapter president or International Headquarters, fill it out, and mail it to Headquarters be processed.
    - (2) Be assigned to a chapter, or given a list of chapters in the area where she is moving so the member can select a chapter.
  - b. The transfer is not in effect until copies of the Official Notice of Transfer have been received by the member and by the presidents and treasurers of the sending and receiving chapters.
3. State Honorary Members
  - a. Honorary membership may be awarded to women who are not eligible for active membership, but who have made contributions of statewide or national significance to education and/or to women.
  - b. The state Membership Committee shall screen recommendation from members and/or chapters postmarked by December 15 and send the date to members of the state Executive Board for vote by mail.
  - c. The chairman of the state Membership Committee and the state president shall be responsible for the orientation and initiation of honorary members.
  - d. Honorary candidates shall be initiated within one year of election at any meeting of Delta Kappa Gamma members.
  - e. State Honorary members may be transferred.

### **B. Finances**

1. The state annual dues shall be active-\$40, reserve-\$20.
2. All allowances for reimbursement shall be recommended annually in the proposed budget by the Finance Committee and adopted as recommended or amended by the Executive Board.

2. The Nominations Committee shall serve on the Elections Committee and shall:

- a. Prepare written ballots, with the nominees listed by district, for the election of members to the Finance and Nominations Committees and conduct the election during the spring Executive Board meeting in odd-numbered years, at a time and place announced by the presiding officer.
- b. Prepare written ballots for the election of state officers and conduct the election during the spring state convention in odd-numbered years, at a time and place announced by the presiding officer.
- c. Submit an election report to the presiding officer, including the names of candidates and the number of votes each candidate received. The names of the winning candidates will be read. The complete report is to be filed with the secretary and included in the minutes.

### **J. Educational Excellence Committee**

1. The Educational Excellence Committee may:
  - a. Report to the International Committee as requested.
  - b. Distribute and explain to chapter chairmen materials sent from International.
  - c. Provide programs and music at state meetings.
2. The chairman of the Educational Excellence Committee shall attend an appropriate workshop held prior to the regional conference.

### **K. Financial Awards Committee**

1. Financial Awards Committee shall:
  - a. Provide to chapters information concerning application procedures for scholarships.
  - b. Supply requested application packets for state scholarships.
  - c. Select scholarship recipients, notify the applicants of their status, and request recipients to attend the convention event at which the scholarship awards are to be made.
  - d. Provide information and recommendation forms to chapter/members for the Jeppeson and Green Grants, screen and select the recipients.

- c. Maintain a file of state honorary members.
  - d. Prepare a script and program booklet for the Ceremony of Remembrance at state convention.
  - e. Administer the Member Field Services Program for chapters considering dissolution.
2. One member of the committee, designated as the State Historian, shall keep an accurate account of the history of the Society in Oregon and the contributions made by its members to education and to The Delta Kappa Gamma Society International.
  3. The committee chairman shall attend the membership workshop held prior to the regional conference

**I. Nominations Committee**

1. The Nominations Committee shall:
  - a. Receive recommendations for positions of elected state officers from individual members and/or chapters in the fall of even-numbered years, postmarked by December 15. Permission of the person must be secured before being nominated.
  - b. Receive names of candidates for Finance and Nominations Committees from district coordinators in the fall of even-numbered years, postmarked by December 15. Publish names of all nominated candidates in the winter/spring issue of *The New Oregon Trail*.
  - c. Consider and select from the recommendations the names of qualified candidates for each elective office, reserving the right to place any name submitted into a different position on slate, provided the committee secures the prior consent of the candidate, to ensure that at least one candidate is running per office.
  - d. Prepare, in standard format, the qualifications of the slate of candidates to be submitted to the editor for publication in the spring issue of *The New Oregon Trail*.
  - e. Submit, as published, to the convention, a slate of proposed candidates for each elective office after which nominations of qualified person may be made from the floor of the convention with previous consent of the candidate.
  - f. Introduce each candidate running for an elective office to the convention floor by reading her name and having her stand, before voting takes place

3. All requests for reimbursement shall be submitted on a voucher obtained from the Budget Controller. Receipts must accompany the voucher.
4. All requests for reimbursement shall be made no later than 30 days after the expense is incurred. Travelers on Society business may make a request for reimbursement of special-offer pre-purchased tickets immediately after purchase.
5. The registration fee for state, regional, and International meetings shall be the responsibility of each attending member.
6. Travel reimbursement shall be allowed as follows:
  - a. Within the state:
    - (1) State officers (elected and appointed) and related personnel shall receive travel reimbursement, within the limits of the adopted budget, when attending state conventions and state conferences.
    - (2) State committee members may receive travel reimbursement, within the limits of the adopted budget, when attending committee meetings that are not held at the state convention.
    - (3) State committee members may receive travel reimbursement, within the limits of the adopted budget, when attending committee meetings that are not held at the state convention.
    - (4) State officers may receive travel reimbursement; for state business, within the limits of the adopted budget.
  - b. Outside the state:
    - (1) The president shall receive travel reimbursement when attending the Northwest Regional Conference for the amount not reimbursed by International, within the limits of the adopted budget.
    - (2) The president shall receive travel reimbursement when attending the International Convention within the limits of the adopted budget.
    - (3) The State Membership Chair, the State Program Chair, the State Treasurer, and the State Editor shall receive travel reimbursement when attending their respective Leadership Development Conference workshops held prior to the Northwest Regional Conference.
    - (4) Travel reimbursement shall be for the cost of a commercial ticket or auto travel mileage according to the state mileage rate. All travel reimbursements shall be within the limits of the adopted budget.

7. Lodging reimbursement shall be allowed as follows:

- a. Within the state:
    - (1) The president shall receive lodging reimbursement for a single room at state convention, state conferences, and if necessary when traveling on state business, within the limits of the adopted budget.
    - (2) Members, other than the president, of the State Executive Committee; all state committee chairmen or their representatives; Related Personnel, and special Personnel may receive lodging reimbursement of one-half the cost of a double occupancy room when attending state conventions and state conferences within the limits of the adopted budget.
  - b. Outside the state:
    - (1) The president shall receive lodging reimbursement for one-half the cost of a double occupancy room when attending the Northwest Regional Conference.
    - (2) The president shall receive lodging reimbursement for one-half the cost of a double occupancy room when attending the International Convention.
8. Other specified reimbursements:
- a. Members of the State Executive Committee shall receive reimbursement for meals served as part of state conventions and conferences, within the limits of the adopted budget.
  - b. The president shall receive reimbursement, within the limits of the adopted budget, for meals served as part of the Northwest Regional Conference.
  - c. The president shall receive reimbursement, within the limits of the adopted budget, for meals served as part of the International Convention.
  - d. Any other Alpha Rho State member who is requested to participate in a leadership role at the Northwest Regional Conference or International Convention, and who will not receive reimbursements from International, may submit estimated expenses to the Finance Committee for approval at least thirty days prior to the event. The amount of reimbursement allowed will be determined by the Finance Committee's taking into consideration the funds budgeted and the number of request.

- e. Approve selection of an accountant to conduct a financial review of the treasurer's books.
  - f. Arrange for bonding of state treasurer.
  - g. Develop and maintain an investment program for state funds.
  - h. Approve all state-wide fund-raising projects.
  - i. Review financial reports of state conventions and conferences.
2. A member of the Finance Committee shall serve as Budget Controller.

**F. International Projects Committee**

1. The International Projects Committee shall:
- a. Further the work of International Projects including World Fellowship, Golden Gift, Educator's Award, and others.
  - b. Assist chapter chairmen to presenting programs and distributing information and materials about International projects.
  - c. Encourage chapter fund raisers and contributions to International projects.
  - d. Maintain contact with World Fellowship recipients, especially those attending Oregon colleges and universities.
  - e. Serve as state representative for the Society's UN Network.

**G. Leadership Development Committee**

1. The Leadership Development Committee shall have as its objectives:
- a. To nurture the leadership potential of Alpha Rho State members.
  - b. To disseminate knowledge of the Society and its purposes, traditions, and policies.
2. The Leadership Development Committee shall:
- a. Maintain a current resource file of names of potential leaders, material pertinent to leadership development, and evaluation of leadership development sessions.
  - b. With the state president, plan the program for retreats and district and/or combined district workshops.
  - c. Provide parliamentary training for leaders and members.

**H. Membership Committee**

1. The Membership Committee shall:
- a. Request from the state treasurer a current list of Alpha Rho State membership.
  - b. Maintain all state materials related to membership and initiation paraphernalia.

- c. Encourage members to contribute to state and International publications.
- d. Sponsor and maintain an Alpha Rho State website.
- e. Obtain permission to publish members' names, email addresses/images on the website.

**D. Expansion Committee**

1. The Expansion Committee shall recommend the organization of new chapters when and where advisable.
2. After approval is granted by the Executive Board, the Expansion Committee and/or sponsoring chapter, if any, shall proceed with the process of organization which includes:
  - a. Securing a list of transfers and/or qualified prospective members.
  - b. Issuing invitations.
  - c. Orienting prospective members.
  - d. Securing the charter and chapter materials from International.
  - e. Developing and carrying out plans for initiation and installation.
  - f. Sending a list of charter members and all elected and appointed personnel to International Headquarters.
  - g. Assisting with orientation during the first year.
3. Committee members shall be reimbursed for travel expenses related to expansion incurred within the limits of the adopted budget.
4. Committee members shall be reimbursed for shared costs with the sponsoring chapter, if any, for organizational expenses incurred in initiation and installation of a new chapter.

**E. Finance Committee**

1. The Finance Committee shall:
  - a. Receive budget requests from committee chairmen and state officers prior to the formation of a budget.
  - b. Prepare an annual budget and establish a state mileage rate.
  - c. Submit proposed budget to members of the Executive Board thirty (30) days prior to the state convention.
  - d. Revise budget, if necessary, in accordance with Executive Board recommendations.

**9. State Treasurer's Fidelity Bond**

The state treasurer shall provide information for a fidelity bond for a sufficient amount, the cost to be paid by Alpha Rho State.

**10. Chapter Treasurer's Bond**

Each chapter treasurer for whom total annual receipts require a bond shall participate in the State Fidelity Bond program, the cost of such bond to be paid by the chapter.

**11. Use of Investment Income**

Investment income from the state permanent fund may be allocated to the state available fund by vote of the state Executive Board.

**C. Organization**

**1. New Chapters**

- a. The Expansion Committee or a chapter desiring to sponsor a new chapter shall consult with the state president and secure approval of the Executive Board which will assign the name.
- b. Application of candidates for membership in a new chapter shall be screened and voted upon by the sponsoring chapter, or the Expansion Committee if there is no sponsoring chapter. Transfer members are not screened, voted upon, nor initiated.

**2. District Coordinators**

The coordinators may represent the state at chapter meetings, installations, initiations, and other Society functions throughout their districts upon the request of a chapter or the state president.

**3. Coordination councils**

Every Coordinating Council shall register the following information with the state treasurer:

- a. The date of the organization of the council.
- b. The names of the participating chapters.
- c. The purpose and the activities of the council.

**D. Nominations and Elections**

1. The procedure for securing and publishing nominations for officers and elected committee members shall be the responsibility of the Nominations Committee.
2. The slate of nominees shall be published in *The New Oregon Trail*.
3. The report of the Nominations Committee shall be given during the first General Session of the state convention.



4. A member nominated from the floor for an office may distribute to the members present one printed sheet denoting her qualifications.
5. Upon close of nominations for all elective positions, nominees shall be introduced.
6. Elections, by printed ballot, shall take place at a time and place announced by the presiding officer.

#### **E. State Meetings**

1. Conventions and Conferences
  - a. State conventions and conferences shall be self-supporting through the registration fee. Any member attending part of the convention or conference shall pay the registration fee. The registration fee shall not be refunded after the stated cancellation deadline.
  - b. Pre-convention and pre-conference operating expense money shall be advanced upon request made to the state treasurer following the meeting. A financial report of the convention or conference shall be submitted to the Finance Committee for financial review.
  - c. The Convention Coordinator shall:
    - (1) Perform duties as directed by the state president.
    - (2) Secure two or more bids, if possible, for convention facilities. Sites for convention shall be secured at least two years in advance.
  - d. Each chapter in Alpha Rho State shall take its turn as host or assistant host as recommended by the Executive Committee. Host and assistant host chapters shall be announced three years in advance.
  - e. The state vice-president shall serve as general coordinator of conferences and shall arrange for conference facilities.
  - f. Contracts and/or agreements for convention and conference facilities shall be signed by the state president and treasurer.
2. District and/or Combined District Workshops
  - a. Workshops are open to all members.
  - b. The state president and the Leadership Development Committee shall plan the workshop program.
  - c. The state vice-president, in cooperation with the district coordinators, coordinators shall secure the facilities and ask local chapters to host.
  - d. Other training opportunities shall be provided upon request by chapter(s) to the state president.

3. Retreats
  - a. The state president and the Leadership Development Committee shall plan the retreat program.
  - b. The state vice-president shall secure the site.

## **II. STANDING COMMITTEES**

### **A. Bylaws Committee**

1. The Bylaws Committee shall:
  - a. Review the state *Bylaws and Standing Rules* and all proposals for changes in the state *Bylaws and Standing Rules* which have been received from members, chapter, and/or boards, postmarked no after then October 15.
  - b. Publish in the appropriate winter or spring issue of *The New Oregon Trail* the committee's recommendations for changes in the *Bylaws* and/or *Standing Rules*.
  - c. Report to state convention every two years the committee's recommendations for changes in the *Standing Rules*.
  - d. Report to state convention every four years for the committee's recommendations for changes in the *Bylaws*.
  - e. Publish updated *Standing Rules* every two years and updated *Bylaws* very four years.
  - f. Review chapter rules of a new chapter as it is formed.
  - g. Review chapter rules periodically for compliance with state and International documents. A schedule shall be established to ensure that chapter rules will be reviewed every four years.

### **B. Bylaws Interpretation Committee**

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.

### **C. Communications/Technology Committee**

1. The Communications/Technology Committee shall:
  - a. Encourage chapters through workshops and communiqués to use Society communication materials and Society activity information.
  - b. Assist chapter chairmen in preparing communications for local publications capitalizing upon chapter and state projects, events, and member accomplishments.