

**BYLAWS OF ALPHA PHI STATE,
WEST VIRGINIA**
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

**ARTICLE I
NAME AND EMBLEMS**

Section A. Name

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

Section B. Chapter Designation

Each chapter in Alpha Phi State, West Virginia, shall be designated by a Greek letter or a combination of Greek letters in the order which the chapter is chartered following the sequence of the Greek alphabet.

Section C. Emblems and Jewelry

1. The key is the official symbol of membership.
2. Official jewelry shall be the keypin, state and chapter president's pin, and the State Achievement Award medallion.

**ARTICLE II
PURPOSES**

Section A. Alpha Phi State shall promote the purposes of The Delta Kappa Gamma Society International and will act as liaison between chapters and the international organization.

Section B. Mission Statement

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Section C. Vision Statement

Leading Women Educators Impacting Education Worldwide

Section D. Purposes

The purposes of the Delta Kappa Gamma Society International shall be

1. to unite women educators of the world in a genuine spiritual fellowship;
2. to honor women who have given or who evidence a potential for distinctive service in any field of education;
3. to advance the professional interest and position of women in education;
4. to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators;

5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
7. to inform the members of current economic, social, political and education issues so that they may participate effectively in a world society.

ARTICLE III MEMBERSHIP

Section A. Membership

1. Membership in the Delta Kappa Gamma Society International shall be by invitation. A member initiated into the Society becomes a member of a chapter, a state organization, and the International Society.
2. An individual becomes a member of the Society when she is initiated. She is initiated only once.

Section B. Classification

1. An active member shall be a woman who is employed as a professional educator or has been retired from an educational position. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
3. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service.

Section C. Election to Membership

1. A candidate for active membership shall be voted on at a chapter meeting in a manner to be determined by the chapter.
2. A candidate for honorary membership at the chapter level shall be elected by the method established in their rules.
3. State honorary members shall be recommended by the state Membership Committee and be elected by the Executive Board.
4. Every Alpha Phi State, West Virginia, chapter shall maintain a continuous record of the status of its members

Section D. Transfer of Membership

Transfer of membership shall be in accordance with the CONSTITUTION 2010, Article III, Section D.

Section E. Termination

1. Membership in the Society is terminated for non-payment of dues, resignation, or death.
2. A complete record of all terminations of membership shall be maintained in the files of the state treasurer. The record shall include the reason and the date of the termination. The chapter membership chairman shall file letters of resignation.

Section F. Reinstatement of Membership

Reinstatement of membership shall be in accordance with the CONSTITUTION 2010, Article III, Section F.

**ARTICLE IV
FINANCES**

Section A. Annual Dues

1. The state annual dues shall be determined by a vote of the members present at a state convention held in odd-numbered years upon the recommendation of the finance committee and the executive board.
2. Annual dues and scholarship fees shall be paid between July 1 and October 31. On November 1 members shall be dropped for nonpayment of dues and fees.
3. State and international dues and fees shall be forwarded to the state treasurer by November 15.
4. Financial assessments may be levied only by the chapter.

Section B. Financial Accounting

1. The fiscal year of Alpha Phi State shall be July 1 – June 30 inclusive.
2. The finance committee shall submit a proposed budget for the Available Fund for adoption by the Executive Board and final approval of the convention.
3. All expense vouchers shall be signed by the president before payment is made by the treasurer.
4. Copies of the annual audit / financial review shall be submitted to the Executive Board for adoption.
5. The treasurer shall be bonded.
6. Any investments shall be in government-secured certificates at the highest rate available upon approval of the Executive Committee.

Section C. Funds

1. The Available Fund shall be the operating fund and shall require a budget.
2. A Permanent Fund shall be maintained. This fund is not less than 30% of the state's available fund annual income. The permanent fund principal shall be used for the purchase of initiation paraphernalia and articles and equipment of a

permanent nature, and for rent of office space or erection and furnishing of a headquarters. Expenditures may be authorized by the Executive Board.

3. A Scholarship Fund shall be maintained by the state for the benefit of its members. A chapter may maintain a scholarship fund. The scholarship fee of one dollar (\$1.00) paid by a member shall be divided as follows:
 - a. twenty percent (20%) to the international fund.
 - b. eighty percent (80%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.
 - c. sixty percent (60%) retained by the chapter having a chapter scholarship fund.
 - d. chapters maintaining scholarship funds shall also send an additional five (\$5.00) to the state fund.
4. A Disaster Fund shall be for assistance to members who sustain major losses from floods, tornadoes, hurricanes, and other natural catastrophic disasters. The fund shall be maintained by voluntary contributions.
5. A State Projects Fund shall be maintained to support state projects approved by the Executive Board.
6. A Headquarters Fund shall be maintained to establish a future state headquarters.

ARTICLE V ORGANIZATION

Section A. Levels of Organization

The business of the Society is conducted on three levels: chapter, state, and international.

Section B. Chapters

1. 1. Chapters shall be organized in accordance with *Alpha Phi State Bylaws and Standing Rules*.
2. The chapter president shall represent the chapter as a voting member of the state Executive Board unless an official representative has been named by her.
3. Each chapter shall have chapter rules which are consistent with the current CONSTITUTION and the *Alpha State Bylaws and Standing Rules*. A copy of the rules should be sent to the state Bylaws Committee for review by December 1 in even numbered years
4. The Executive Board shall determine new chapters and shall approve the organization of a new chapter.
5. Coordinating councils may be organized in counties and / or cities where three or more chapters exist.

- a. The state Executive Board shall define the boundaries of the coordinating councils.
- b. Coordinating councils shall be governed in accordance with the Alpha Phi State Standing Rules.
- c. The coordinating councils shall meet at least once a year for the purpose of clearing prospective members, planning, scheduling, and implementing activities of mutual concern.
- d. Each participating chapter shall be represented by the chapter president and at least one (1) other member.
(International SR 5.12)

Section C. Alpha Phi State Organization

- 1. The state organization shall consist of the chapters within the state and members holding membership within the state.
- 2. Alpha Phi State Bylaws shall be consistent with the Constitution for the governance of the state organization and its chapters. The state president will be responsible for submitting a copy of the bylaws to International for review.
- 3. The state shall be divided into four (4) regions, to be defined as Northeast, Northwest, Southeast and Southwest regions, in order to provide improved services to the membership.
- 4. If more regions and/or new boundaries need to be established a recommendation regarding the changes shall be initiated by the state Membership / Expansion Committee.

Section D. U.S. Forum

- 1. Each Society member in the United States is a member of the U.S. Forum which meets at regional conferences and international conventions
- 2. The state shall designate a person from the Programs for Educational Excellence Committee to receive information and communicate with chapters.
- 3. Each chapter shall designate a liaison for contact about the U.S. Forum.

**ARTICLE VI
OFFICERS AND RELATED PERSONNEL**

Section A. Officers

- 1. The state officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, and a recording secretary (all elected) and a treasurer, with vote, (selected by the Executive Board). (CONSTITUTION 2010, Article VI, Section A, 2)
- 2. Chapter officers, all of whom must be members of the society, shall be a president, a vice-president, a secretary (all elected), a treasurer (selected by the executive board), plus the option of a

second vice-president and a corresponding secretary (both elected).

Section B. Related Personnel

1. The four regional directors shall be voting members of the Executive Board. They shall serve as liaison officers between this board and their respective regions.
2. The state president shall appoint the state parliamentarian who shall serve as ex-officio member of the Executive Board without vote. It is desired that the parliamentarian be a member.
3. The state president shall appoint a treasurer with the approval of the Executive Board.
4. The executive secretary shall be selected by the Executive Board and shall serve as an ex-officio member, without vote, of the Executive Board.
5. The state editor shall serve as ex-officio member, without vote, of the Executive Board.

Section C. Duties of Officers

These officers shall perform the duties enumerated in the CONSTITUTION 2010, Article VI, Section C;

Section D. Term of Office

1. The term of office for all elected officers shall be in accordance with the CONSTITUTION 2010, Article VI, Section D 2 c.
2. The term of office for the regional directors and the parliamentarian shall be two years or until a successor is named, and they shall serve no more than two consecutive terms.
3. The executive secretary and editor may serve a maximum of 10 years.

Section E. Elections

1. Nominations for state officers, regional directors, and the Nominations Committee shall be made by a committee of five, elected by members present at a state convention in odd-numbered years. The chairman shall be elected from among its members.
2. The Nominations Committee shall submit the name of one nominee for each elective position. Consent of each nominee must be obtained. The slate, with member qualifications, shall be published in the SPRING issue of the *Alpha Phi Newsette*. After the report of the Nominations Committee has been made at the convention, additional nominations may be made from the floor with the consent of the nominee.
3. The election of the directors from each of the four regions shall be by vote of the members from within her region.
4. If there is only one nominee for an office, election shall be by voice vote, and a majority of votes cast elects.

5. If there are two or more nominees for an office, election shall be by ballot, and a majority of votes cast elects. The state Nominations Committee shall prepare the ballots. The state president shall appoint the tellers to count the ballots, and she shall report the results.
6. A member serving in an office at the state or regional level is not eligible for a second office or related position, appointed, elected, or selected.

Section F. Vacancies

1. In the event that a member holding an elective or appointive position at the state or chapter level is unable to perform her duties, the position shall be declared vacant by the respective officers and a successor named by the state or chapter president. (CONSTITUTION 2010, Article VI Section E 2).

**ARTICLE VII
EXECUTIVE BOARD AND EXECUTIVE COMMITTEE**

Section A. State Executive Board

1. The members of the State Executive Board shall be the elected officers, the past state presidents who retain membership in Alpha Phi State, the chapter presidents, and the four regional directors. The parliamentarian, the executive secretary and the editor shall serve as ex-officio members without vote; the treasurer also shall serve as ex-officio member, with vote. A past president who serves as parliamentarian shall relinquish her voting privilege during her term of office except for a ballot vote. (International Standing Rule 6.02)
2. The duties of the Executive Board include:
 - a. Shall recommend policies and procedures for consideration by the convention or the chapters.
 - b. Shall examine and modify, if necessary, the budget for adoption by the convention.
 - c. Shall select the executive secretary, the treasurer, and the state editor.
 - d. Shall approve dates and sites of state meetings.
 - e. Shall act in the interim between conventions upon matters requiring immediate decision.

Section B. State Executive Committee

1. Alpha Phi State, West Virginia, shall have an executive committee composed of the elected officers as voting members. The treasurer also shall serve as ex-officio member, without vote. The Executive Committee shall conduct business delegated to it by the board and take action on matters requiring immediate attention. Related personnel may be invited to attend as deemed necessary.

2. The state president shall serve as chairman of the Executive Committee; the recording secretary will record the minutes.
3. The committee shall meet annually to adopt the audit / financial review report, to announce vacancies when necessary, to plan state activities, and to approve investments.
4. The Executive Committee shall screen applications for the executive secretary and the state editor and make recommendations to the Executive Board for approval.
5. A quorum shall be a majority of the voting members of the committee. Each voting member is entitled to one vote.

Section C. Chapter Executive Board (CONSTITUTION Article VII, Section C)

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The treasurer and the parliamentarian shall serve as members ex officio, the parliamentarian without vote, and the treasurer also without vote if paid.
2. Duties of the Executive Board
 - a. select the treasurer for the biennium;
 - b. act in matters requiring immediate action and decision;
 - c. recommend policies and procedures for consideration by members;
 - d. establish rules for budget development and approval and for the supervision of chapter finances.

**ARTICLE VIII
COMMITTEES**

Section A. Committee Structure

1. Society Business
 - a. Bylaws and Standing Rules
 - b. Communication / Publicity
 - c. Finance
 - d. Membership / Expansion
 - e. Nominations
2. Society Mission and Purposes
 - a. Programs for Educational Excellence
 - b. Achievement Awards
 - c. Music
 - d. Publications Awards
 - e. Scholarships
 - f. World Fellowships / International Projects

3. Other Committees
 - a. Archives
 - b. Disaster
 - c. Technology

Section B. General Procedures

1. All committees shall be appointed by the state president except the Nominations Committee.
2. The state president shall serve as ex-officio member of all committees except the Nominations Committee.
3. The treasurer shall serve as an ex-officio member of the Finance Committee.
4. The State Editor shall serve as an ex-officio member of the Communications / Publicity Committee.
5. Committee meetings shall be held annually with the approval of the president.
6. Matters requiring immediate attention may be voted upon by mail or by teleconference.
7. All committees will do the research in their committee area.

Section C. Composition of the Committee

Each committee shall consist of five members with at least one member from each of the four regions. The chairman shall be designated at the time of the appointment. A member shall serve no more than two terms in succession.

Section D. Duties of Committees

1. Society Business
 - a. Bylaws and Standing Rules
 - (1) Shall receive and screen proposals for amendments to the *Alpha Phi State Bylaws and Standing Rules*. The recommended amendments and revisions are to be published in the SPRING issue of the *Alpha Phi Newsette* according to the amending procedure in Bylaws Article XII, Section A. The proposals shall be submitted to the Executive Board and the Convention. (Bylaws Article XII, Section D)
 - (2) Shall submit an updated copy of *Alpha Phi State Bylaws and Standing Rules* to the state president for presentation to the International Constitution Committee.
 - (3) Shall receive and review chapter rules to insure compliance with the current CONSTITUTION and State Bylaws.
 - (4) Shall interpret *Alpha Phi State Bylaws and Standing Rules*.
 - b. Communications / Publicity
 - (1) Shall provide the linkage of member to member, chapter to state organization and state organization to

international; encourage communication with external groups; and suggest ways to market and promote the Society.

- (2) Shall plan a training session for chapter chairmen and chapter officers.
 - (3) Shall publicize the organization through newspaper, radio, and TV.
 - (4) Shall make recommendations regarding publicity and publications in Alpha Phi State, West Virginia.
 - (5) Shall assist the state editor with obtaining articles for the *Alpha Phi Newsette*
- c. Finance
- (1) Shall be responsible for supervision of the financial affairs of the organization, including the recommendations for expenditures and investment of funds.
 - (2) Shall prepare the budget for adoption by the Executive Board and the convention.
 - (3) Shall conduct the annual audit / financial review.
 - (4) Shall look at non-dues revenues as a source of income.
- d. Membership / Expansion
- (1) Shall study and make recommendations related to membership problems..
 - (2) Shall screen recommendations for state honorary members and submit the names for vote of the Executive Board.
 - (3) Shall be responsible for necrology and membership records.
 - (4) Shall make a written membership report the second year of the membership chairman's term.
 - (5) Shall be responsible for organizing new chapters within the state and recommending restructure of boundaries and regions upon authorization of the Executive Board.
 - (6) Shall ask regional directors for input concerning new chapters.
- e. Nominations
- (1) Shall be composed of five members (four new and one carryover) elected by ballot at the state convention in odd-numbered years. The committee shall elect a chairman from among its members.
 - (2) Shall present in the election year a report of one nominee for each elective position and five members of a nominations committee.
 - (3) Shall prepare the ballot.

2. Society Mission and Purposes
 - a. Programs for Educational Excellence
 - (1) Shall promote programs and projects for excellence in education.
 - (2) Shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts at meetings; and develop strategies that will enable chapters to encourage members to become leaders.
 - (3) Shall encourage the state and chapters to participate in programs that promote professional growth of women educators.
 - (4) Shall study and recommend action on professional issues and shall urge the initiation, endorsement and support of desirable legislation or other suitable endeavors in the interest of education and of women educators. Shall keep members informed of legislative action in matters affecting these topics.
 - (5) Shall acquaint chapter committees with the plans of the international committee and the state committee, and shall assist chapters with program materials and suggestions.
 - (6) Shall coordinate state projects as approved by the Executive Committee
 - (7) Shall be responsible for receiving information from the international organization concerning forums planned at regional conferences and international conventions and shall encourage members attending to take part in the U.S. Forum. Shall keep chapters informed of these sessions and receive from members concerns that relate to education and any activities related to implementing U.S. goals.
 - (8) Shall oversee the activities of the Women's Commission as it relates to the Society.
 - b. Achievement Award
Shall select a recipient for the Annual State Achievement Award; shall purchase such award and present it at the state convention.
 - c. Music
 - (1) Shall conduct and direct choral activities at the state conventions and other state functions.
 - (2) Shall encourage the use of music as a part of every chapter program.

- d. Publication Awards
Shall judge, and select recipients for the State Publication Awards, from chapter entries displayed at a state meeting. The chairman of the Publications Award Committee shall present the awards.
- e. Scholarships
 - (1) Shall take action on recommendations from the international Scholarship Committee; shall promote interest and support for the scholarship programs.
 - (2) Shall recommend scholarship recipients for graduate study and/or specialization at the state level.
 - (3) Shall recommend rules governing administration of the state scholarships program to the State Executive Board for approval and adoption.
- f. World Fellowships / International Projects
 - (1) Shall inform members concerning the following international projects: World Fellowships, the Golden Gift Fund, the International Speakers Fund and any project that is promoted by the Society.
 - (2) Shall encourage participation in these projects.
- 3. Other Committees
 - a. Archives
 - (1) Shall maintain and regularly update archival records at WVU.
 - (2) Shall collaborate with the executive secretary to maintain records suitable to update the state history at reasonable intervals.
 - (3) Shall encourage chapters to collaborate with the executive secretary to maintain records suitable to update the chapter history at reasonable intervals.
 - b. Disaster
Shall receive requests from chapter presidents for assistance and make decisions on awards.
 - c. Technology
Shall maintain the state web page and promote the use of technology.
- 4. Ad Hoc Committees
Ad hoc committees shall be appointed by the president as authorized by the state convention. After submitting the final report to the convention, the committee shall be dissolved automatically.

Section E. Chapter Committees

- 1. Chapters shall establish such committees as are necessary to carry out duties represented by each international and state committee.

2. The work of the chapter committees shall be reported on forms supplied by the Society each biennium and shall be submitted to the person designated on the form.

ARTICLE IX MEETINGS

Section A. Chapter Meetings

1. Regular Meetings
 - a. Regular chapter meetings shall be held at least four times per year.
 - b. A quorum for chapter business shall be determined by the chapter.
 - c. There shall be no proxy voting.
2. Meetings of the Executive Board
 - a. Meetings of the chapter executive board shall be held annually. The board may meet at other times upon the call of the president.
 - b. A quorum shall be a majority of the voting members of the board.
 - c. The chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

Section B. State Meetings

1. State Executive Board
 - a. Meetings of the executive board shall be held annually.
 - b. Chapter presidents who are unable to attend their state executive board meeting may appoint an official designee who shall have full privileges of participation.
 - c. A quorum shall be a majority of voting members of the board. Each voting member shall be entitled to one (1) vote. There shall be no proxy voting.
 - d. The executive board may transact business by mail (postal or electronic).
2. State Convention
 - a. The business of the state shall be conducted at a state convention. The convention shall be held annually in the spring at a time, no later than the first weekend in May, and place to be determined by the Executive Board for the purposes of receiving reports, recommending policy, amending the bylaws and standing rules, electing officers, and conducting other business which may properly come before it.

- b. A quorum is a majority of the members who have registered at the convention. (CONSTITUTION 2010, Article IX, Section B.2 b)
- c. Any member attending a state convention may make motions, enter discussions, and vote except in cases where a roll call vote taken.
 - (1) A roll call vote shall be taken when sustained by a majority vote of those present or when requested by five (5) chapter presidents.
 - (2) The chapter president or her official representative shall cast a vote for the chapter, one (1) vote for each five (5) active and reserve members or major fraction thereof within the chapter. The vote may be divided.
- 3. Other Meetings
 - a. A workshop for chapter officers, chapter chairmen and interested members shall be in even-numbered years at state convention.
 - b. A state leadership workshop for state officers, state chairmen and regional directors shall be held at state convention in odd numbered years.

ARTICLE X PUBLICATIONS

Section A. Publications

- 1. The *Alpha Phi Newsette* shall be published four (4) times each year, in the FALL, WINTER, SPRING and SUMMER, and sent to all members of Alpha Phi State.
- 2. A state directory shall be prepared for publication as a responsibility of the Executive Secretary. The 5 ½ x 8 ½ directory shall be printed in a quantity sufficient to give each chapter the number they request.
- 3. *Alpha Phi State Bylaws and Standing Rules* shall be published in the state directory.
- 4. The publication of special monographs and brochures shall be approved by the Executive Committee, and plans for such publications shall be submitted to the Executive Board for approval.

ARTICLE XI AWARDS

Section A. Scholarships

- 1. Scholarships are given only to members.
- 2. The number of scholarships and the amount of each stipend shall be recommended by the Scholarship Committee, approved

by the Executive Board and adopted by the members at a state meeting.

3. Scholarship recipients shall be selected by the Scholarship Committee. The awards shall be presented annually at a state meeting by the chairman.

Section B. Achievement Award

An Achievement Award may be presented at the state convention to a member of Alpha Phi State, West Virginia, for outstanding service with special consideration given for service to the chapter, to Alpha Phi State, and to education.

Section C. Publications Awards

Alpha Phi State shall present annual awards for outstanding works in the field of publication by chapters such as: chapter newsletters, scrapbooks, chapter publicity through newspaper clippings, and a single display of a topic illustrating a particular accomplishment or a chapter activity.

Section D. Grant-in-Aid Awards

1. The term grant-in-aid shall represent the general category of awards granted by the state or chapters that are supported by funds other than the scholarship fee.
2. The specific title of a grant-in-aid award is the choice of the presenter.

ARTICLE XII PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, NEWLY REVISED (current edition) shall govern the proceedings of Alpha Phi State, West Virginia, and its chapters in all cases not provided in the current CONSTITUTION and *Alpha Phi State Bylaws and Standing Rules*.

ARTICLE XIII AMENDMENTS

Section A. Amending Procedure

These Bylaws may be amended in the odd-numbered years at the Alpha Phi State Convention by a two-thirds (2/3) vote of the membership present provided notice of proposed amendments shall have been presented to the membership in printed form not later than the SPRING issue of the *Alpha Phi Newsette*.

Section B. Amendments to Bylaws

Proposed amendments to the *Alpha Phi State Bylaws and Standing Rules* may be submitted to the committee chairman by any board, chapter, or individual member no later than January 1 of odd-numbered years.

Section C. Amendments to Standing Rules

In the odd-numbered years at the Alpha Phi State Convention a standing rule may be added, amended, or rescinded by a majority vote, a quorum being present, if the notice of the proposed change has been published in the *Alpha Phi Newsette*. An amendment that has not been published will require a two-thirds (2/3) vote, a quorum being present.

Section D. Presentation of Proposed Amendments

All proposed amendments shall be submitted to the Executive Board and Convention by the chairman of the Bylaws and Standing Rules Committee or her designee.

ARTICLE XIV DISSOLUTION

In the event of a dissolution of Alpha Phi State or a chapter within the state, these procedures are to be followed:

Section A. State Dissolution

1. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.
2. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds (CONSTITUTION 2010, Article XIX, 2).

Section B. Chapter Dissolution (CONSTITUTION XIX, 3)

1. Chapter dissolution must have the approval of the state Executive Board.
2. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapter. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the state treasurer and deposited in the state available fund or as directed by the vote of the state Executive Board.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained by the state executive secretary/ and may be made available for use.
5. The charter must be returned to the state to be forwarded to the Society Headquarters.
6. The state executive board shall decide whether the Greek name shall be reused.

Revised April 30, 2011

STANDING RULES OF ALPHA PHI STATE, WEST VIRGINIA

The Delta Kappa Gamma Society International

1.0 Name and Emblems

1.1 Name

1.11 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 and the corporate secretary of the Society.

1.12 The key of the Society may be used on official Society materials such as stationery, yearbooks, Web sites, and programs.

1.2 Presidents' Pins

1.21 The Alpha Phi state president's pin shall be presented to her at the time of her installation to the office (International Standing Rule 1:13) and shall be gold.

1.22 The chapter president's pin shall be presented to her at the time of her installation to the office (International Standing Rule 1:13).

3.0 Membership – General

3.01 A candidate elected for active or honorary membership at any level shall be initiated within a period of one (1) year from the time of election.

3.02 A member may submit a recommendation for a candidate's election to membership to any chapter.

3.03 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state active or a state reserve member. Status as a state member must be requested. State membership refers to the unit to which the member belongs.

3.1 Active Membership

3.11 In the selection of a member, the definition of professional educator is interpreted to include one-to-one instruction as well as group instruction.

3.2 Reserve Membership

3.21 A reserve member may participate in the activities of the Society except holding office.

3.3 Honorary Membership

3.31 In the selection of an honorary member, service shall be of local significance in the case of chapter honorary members; be of statewide significance in the case of a state honorary member.

3.32 Any member, chapter, or state organization of the Society may submit a name for honorary membership.

3.33 An honorary member may participate in the activities of the Society except holding office.

- 3.34 An honorary member may serve as parliamentarian since the position of parliamentarian is not an office.
- 3.35 The Executive Board's vote for state honorary members shall be by paper ballot, and shall require approval of four-fifths (4/5) of the votes cast.
- 3.36 Orientation and initiation of state honorary members shall be conducted by the state Membership Committee at a state convention.
- 3.37 Expenses incurred with the orientation and initiation of state honorary members shall be the responsibility of the state.
- 3.38 If a state honorary member moves out of the state, her name shall be kept on the roll as long as it is possible to keep in touch with her. If a chapter honorary member moves out of the area, the chapter may or may not keep her on the roll. The member shall be informed that her honorary membership is not transferable.

4.0 Finances

4.1 Dues

- 4.11 The state annual dues shall be twelve dollars (\$12.00) for active members and six dollars (\$6.00) for reserve members.
- 4.12 A lifetime fee of \$50.00 shall be paid for each state honorary member at the time of initiation (International Standing Rule 4.23)
- 4.13 All state and international dues and fees shall be sent to the state treasurer by November 15 so that the Alpha Phi state organization shall have a complete record of all funds.
- 4.2 All donations to International projects shall be sent directly to International headquarters.

4.3 Financial Accounting

- 4.31 All bills (including those for state convention) must be submitted to the state treasurer before the close of the fiscal year (June 30).
- 4.32 Expenses of Officers and Chairmen
- 4.321 Each elected and appointed state officer, regional directors, the immediate past state president, state editor and executive secretary shall receive expenses for attendance at the state convention. The room expense shall be up to a maximum of 1/2 the double occupancy room rate.
- 4.322 Each chairman of a state committee and the convention pianist shall receive expenses as budgeted for attendance at a state convention and for mailings to her chapter counterparts. Vouchers and receipts shall be presented to the state president for payment by the state treasurer.
- 4.323 Each chapter president, or duly authorized representative, shall

receive the allowed mileage expense for one car transporting members to state convention.

- 4.324 The state president, 1st vice-president, 2nd vice-president, immediate past president, executive secretary, state editor, state treasurer, recording secretary, parliamentarian and regional directors shall receive expenses as budgeted for attendance at International Convention or Northeast Regional Conference if she attends the general sessions and workshops relevant to her position.
- 4.33 Regional directors shall be reimbursed for expenses and mileage as budgeted.
- 4.34 Any request for financing committee projects must be presented to the Finance Committee before February 1.
- 4.35 The treasurer must record in her account book all check numbers, the person to whom each check is written, the amount of the check and a running balance of each account. A copy of this written report should be sent to the Alpha Phi state president and to the chairman of the Finance Committee each month.
- 4.36 The current Alpha Phi state president's signature should be on file with the bank(s) along with the Alpha Phi state treasurer's signature. This should include all accounts and investments.

4.4 Funds

- 4.41 Disaster Fund
- 4.411 Moneys for this fund may come from voluntary contributions and as memorial gifts from individuals and chapters
- 4.412 The moneys collected shall be sent at any time to the state treasurer.
- 4.413 The chapter president shall forward any request for assistance to the chairman of the state committee when a member of her chapter has experienced a major loss because of a disaster.
- 4.414 The amount of the assistance to be granted shall be up to \$300 and shall be by unanimous consent of the committee and the approval of the president.
- 4.42 State Projects Fund
- 4.421 Each president shall make an effort to replenish the fund so the next president will have start-up money for another project. This may be done with grants or other fund-raising efforts.

5.0 Organization

5.1 Coordinating Councils

- 5.11 The term for area coordinating council members shall be two (2) years, beginning on July 1 of even-numbered years.
- 5.12 A council chairman shall be designated by the order in which the chapters were installed following the sequence of the Greek alphabet.

- 5.13 A secretary may be appointed from the council membership.
- 5.14 Coordinating councils may divide, subject to the state Executive Board's approval of the division plans. The need for division shall be proposed by the chairman of an existing council and reviewed by the Membership / Expansion Committee for submission to the Executive Board for action.
- 5.15 Coordinating councils shall closely monitor new chapters within the area for at least two (2) years.
- 5.16 The chairman or the secretary of the coordinating council shall send a copy of the minutes of the council meetings to chapter presidents within the area and to the state president.

5.2 State Organization

- 5.21 The state organization shall provide support for its chapters;
 - a. Shall monitor chapter progress.
 - b. Shall provide leadership training for chapter leaders.
 - c. Shall share / demonstrate strategies for strengthening chapters.
 - d. Shall implement an intervention plan when chapters show sign of stagnation or cease to thrive.

5.3 Regions

- 5.31 Four regions are designated: Northeast, Northwest, Southeast, and Southwest. Chapters in each region are:
 - a. Northeast – Eta, Lambda, Alpha Beta, Alpha Kappa,
 - b. Northwest – Gamma, Delta, Epsilon, Kappa, Upsilon, Alpha Epsilon, Alpha Zeta, Alpha Mu
 - c. Southeast – Zeta, Iota, Nu, Xi, Phi, Omega, Alpha Gamma, Alpha Theta,
 - d. Southwest – Alpha, Beta, Theta, Mu, Omicron, Pi, Rho, Sigma, Tau, Chi, Psi, Alpha Delta, Alpha Iota, Alpha Nu

6.0 Officers, Related Personnel and Chairmen

6.1 State Officers

- 6.11 The state president, or her designee, shall visit each chapter, or a combination of chapters, once during her biennium.
- 6.12 The recording secretary shall submit the minutes of any state meeting to the state president within sixty (60) days of the close of the meeting. After approval by the state president the minutes are forwarded to the state executive secretary for distribution to the executive board and the members of the appointed committee for review.

6.2 Elected Officers

- 6.21 Qualification of Individuals
 - a. Must have been an active member in good standing for more than seven (7) years.

- b. Must have served as a chapter president, or a state officer, or a state chairman.
 - c. Must be knowledgeable about the origin, background, policies, practice and traditions of The Delta Kappa Gamma Society International.
 - d. Must have attended at least two (2) out of the last four (4) state conventions.
 - e. Must demonstrate good rapport with others and ability to guide, direct, inspire and encourage members and chapters.
 - f. Must have time available for travel to, and visitation with, chapters upon request.
- .6.22 Regional Directors, In addition to duties specified in the *Alpha Phi State Bylaws*, Article VI, Section C1, shall:
- a. Work with the state membership chairman in studying attendance problems within the respective regions to involve active participation at state conventions.
 - b. Visit chapters within the region when requested by the state president as her official representative or by invitation from a specific chapter.
 - c. Maintain close contact with chapters in the region through written, electronic, and telephone communications.
 - d. Visit new chapters in a region at least once a year, or as often as needed the first two years.
 - e. Assume an active role on the Membership / Expansion Committee and be involved in the ceremonies when a new chapter is installed.
- 6.3 State Chairman**
- 6.31 Chairmen of state committees shall attend scheduled meetings of the state Executive Board.
- 6.32 All officers/committee chairmen/related personnel are to submit a written report including office/committee goals, accomplishments, activities, and any suggestions or recommendations. This report must be submitted by February 1 of odd numbered years to the state president and executive secretary. It is advisable to use the state format that will be found on the website.
- 6.4 Executive Secretary**
- 6.41 There shall be an executive secretary who with the president, coordinates the activities of Alpha Phi State.
- 6.42 The executive secretary shall be selected by the Executive Board to serve no more than 10 years.
- 6.421 The executive secretary shall be selected from those members submitting written applications.

- 6.422 Application forms for state executive secretary may be secured from the state president; when completed, forms shall be returned to the state president.
- 6.43 Duties and responsibilities include the following:
- a. To maintain records of Alpha Phi State as directed by the Executive Board and / or state president and to maintain a perpetual inventory of all state equipment.
 - b. To duplicate and prepare for mailing and / or distribution for state meetings necessary communications such as notices of meetings, agendas, reports, applications, and forms.
 - c. To assist the president, when requested by her, with international communications.
 - d. To secure names and addresses of chapter committee chairmen from chapter presidents and to furnish these lists to appropriate state chairmen.
 - e. To keep records of attendance at international and state meetings
 - f. To be responsible for the publication of a printed directory each biennium.
 - g. To assist, in an advisory capacity, the state president and the hosting chapter in planning state conventions.
 - h. To use the state archives for maintaining records for updating the State History
- 6.5 State Editor**
- 6.51 There shall be a state editor responsible for editing / publishing four (4) copies of the *Alpha Phi Newsette* annually.
- 6.52 The state editor shall be selected by the Executive Board to serve no more than 10 years
- 6.521 The editor shall be selected from those members submitting written applications.
- 6.522 Application forms for editor may be secured from the state president; when completed, forms shall be returned to the state president.
- 6.6 Chapter Officers and Chapter Chairmen
- 6.61 Election of chapter officers and five-member Nominations Committee shall be completed by May 1 in even-numbered years and the list sent to the state president and executive secretary promptly.
- 6.62 When a chapter president is unable to attend a meeting of the State Executive Board, the state president shall be notified of the designated official representative.
- 6.63 Incoming chapter presidents should attend state Executive Board meetings as observers.

- 6.64 Appointment of chapter chairmen shall be completed by June 1 in the even-numbered years and the list sent to the state president and the executive secretary promptly.

7.0 Boards – General

7.1 Executive Board

- 7.11 A committee appointed by the state president shall review the minutes of the state meeting/s. The appointed committee shall report their findings at the state convention.

8.0 Committees - General

- 8.01 Communications from state committee chairmen to chapter counterparts shall be sent at least once annually, with copies to all members of the state Executive Committee.

- 8.02 Required annual / biennial committee / officer reports shall be submitted to the appropriate counterpart as specified on the report form as found on the international and state websites.

8.1 Bylaws and Standing Rules

- 8.11 Following an international or state convention when the Constitution and International Standing Rules or Alpha Phi State Bylaws and Standing Rules have been amended, the Bylaws Committee is authorized to:
- a. Correct title and section designations
 - b. Make editorial changes as required in punctuation, numbering, cross referencing
 - c. Make such other technical or conforming changes as may be necessary to reflect the intent of the convention decisions in connection with the adopted amendments. (International Standing Rule 8.021)

8.2 Communications / Publicity

- 8.21 Shall be responsible for compiling and maintaining biographical sketches, including tapes when possible, of founders and past Alpha Phi State presidents.
- 8.24 Shall encourage chapters to publish a newsletter and to send copies to the state president and the state editor.
- 8.25 Shall encourage members who may have books published to donate a copy to their local library.

8.3 Finance

- 8.31 The Finance Committee shall prepare a Reimbursement Policy Handbook with information regarding all expenses to be paid by Alpha Phi State, including to whom and for what purpose. This information shall be kept updated and shall be distributed to all members of the Executive Board and state chairmen each year at the beginning of the state convention.

8.4 Membership / Expansion

- 8.41 Shall make recommendations to the State Executive Board concerning:
- a. Division of chapters whose size make them unwieldy.
 - b. Organizing new chapters in areas of the state where no chapters exist.
 - c. Initiating action and making recommendations, upon authorization of the Executive Board, relative to restructuring of boundaries and regions.
- 8.42 Shall recommend to the State Executive Board for approval, rules governing the installation of new chapters in combination with the orientation and initiation of new members.

8.5 Committee on Nominations

- 8.51 Shall give consideration to naming nominees representing the four regions of the state.
- 8.52 Shall submit the committee's recommendation for state officers, regional directors and the nominations committee to the state president no later than February 1 of odd-numbered years.
- 8.53 Qualifications for serving on the Nominations Committee shall be the following:
- a. Members must represent different regions of the state.
 - b. Members must have held a state office, served on a state committee, or served as chairman of an area coordinating council.
 - c. Members must have attended a state convention and an Executive Board meeting.
 - d. The out-going chairman, or her designee, also a member of the former committee, shall serve on the successive committee as member.
 - e. A member of the Nominations Committee shall complete her term before she may be considered by the Nominations Committee for another state elective position.

8.6 Programs for Educational Excellence

- 8.61 Shall encourage chapters to plan the program and yearbook to extend from November 1 to October 31.
- 8.62 Shall encourage chapters to plan, if possible, more than four (4) meetings per year to give adequate attention to programs, business matters, action programs and involvement of members.
- 8.63 Shall inform chapters they must send one (1) copy of the chapter yearbook and / or insert to the state program chairman, the state president, and the executive secretary by November 1 of each year.
- 8.64 Shall encourage community projects undertaken in the name of Delta Kappa Gamma. Chapters should cooperate with other organizations in community service, and chapter members

- should serve on planning boards of community organizations.
- 8.65 Shall encourage members to attend meetings of city council and school boards.
- 8.66 Shall encourage Individuals to make the greatest possible use of materials and suggestions provided by state and international program chairmen.

9.0 Meetings

9.1 State Convention

- 9.11 Sites for state conventions and state board meetings should be projected for five (5) bienniums. Contracts for facilities should be signed as soon as feasible.
- 9.12 The host chapter shall be responsible for any incidental expenses incurred for hosting state meetings as authorized by the chapter.
- 9.121 State funds shall be available for expenses such as special flowers traditionally used and the expenses of international guests.
- 9.122 Hostess chapters for State Conventions may charge a \$10.00 registration fee if registration is mailed before April 15th and \$15.00 for any registration mailed after that date.
- 9.13 A meeting of the new state officers shall be held following the last business session at the state convention in odd numbered years.

10.0 Publications

10.1 Alpha Phi Newsette

- 10.11 The copy deadlines for the *Alpha Phi Newsette* are as follows: FALL-September 1; WINTER-December 1; SPRING-March 1; and SUMMER-June 1.
- 10.12 Copies of the *Alpha Phi Newsette* shall be distributed to the various states, provinces and countries electronically.

10.2 Electronic Communications

- 10.21 Alpha Phi State shall adhere to the *International Policy for Use of Electronic Communications* in their use of electronic communications
- 10.22 Chapters that use electronic communications are encouraged to also adhere to the international policy..

11.0 Awards

11.1 Scholarships

- 11.11 Twelve (12) scholarships shall be granted as follows:
- a. Two Gertrude Roberts Scholarships (\$1000.00 each)
 - b. Two State Founders Scholarships (\$1000.00 each) are awarded toward doctoral or post-doctoral study.

- c. Two Past State Presidents Memorial Honorary Awards (\$750.00 each) may be given to members pursuing a master's degree.
 - d. Two Masters Plus Scholarships (\$600.00 each) may be awarded to members taking graduate courses beyond a master's degree.
 - e. Two Professional Workshop / Seminar Scholarships (\$100.00 each) may be given to members attending educational workshops or seminars.
 - f. Two International Convention / NE Regional Conference Scholarships (\$300 each) may be given to members who present a workshop at the meeting or who are first time attendees.
- 11.12 With the approval of the Finance Committee, other scholarships may be given.
- 11.13 Scholarship application forms shall be requested from the state scholarship chairman and shall be returned to the chairman by February 1.
- 11.14 Minimum requirements for scholarships shall be;
- a. Applicants must be members in good standing and must have held membership for at least two (2) years.
 - b. Applicants must meet reasonable standards of general health, personality, scholarship, professional service, and evidence of potential.
 - c. Applicants must show promise of distinction in their respective fields of study, with importance attached to their contribution to Delta Kappa Gamma and other organizations.
 - d. Applicants must have at least three (3) letters of reference regarding her personal life and professional ability.
- 11.15 Whether or not the same person shall receive scholarships in successive years shall be left to the discretion of the Scholarship Committee.
- 11.16 A recipient of an international scholarship shall not receive an Alpha Phi state scholarship in the same year.
- 11.17 Any funds in excess of awarded scholarships shall revert to the State Founders Scholarship Fund to accrue interest for use in subsequent years.
- 11.18 The state Scholarship Committee shall compile, record, and maintain data on all scholarship recipients and update the scholarship brochure each biennium.

11.2 Alpha Phi State Achievement Award

11.21 Guidelines

- a. The Alpha Phi State Special Achievement Award will be presented annually to an active member for outstanding

- service and leadership in Delta Kappa Gamma at the state and chapter levels, and for notable contributions to education. The recipient must be presently engaged in rendering exceptionally fine service to the society.
- b. A minimum of five years of active membership in good standing is required for a nominee. If two nominees have equal qualifications, the one having the longest membership shall have priority.
 - c. The nominee need not have been a state president. No state president shall be eligible for the award during her term of office.
 - d. Nominations are to be submitted on the prescribed form. Additional information must be typed on an additional sheet of paper and should include name and number of the sections with which it corresponds. Individuals who wish to nominate may do so through their own chapter. The nominee does not have to be a member of the chapter that submits the nomination, but the prescribed form should be used.
 - e. The nomination form and guidelines shall be on the website and available for down-loading by November 1. Hard copies may be requested from the chairman of the committee. A reminder shall be sent by mail or e-mail to former recipients, Alpha Phi State officers and regional directors, past state presidents, and chapter presidents. The nomination must be returned on the official form by February 1 of the following year.
 - f. A State Achievement Award Committee consisting of four or five members will study the service records of the nominees and, based on a point system, make a choice. Each region should be represented on the committee.
 - g. The Achievement Award Committee Chairman shall order from the Greek Division of Herff Jones the special gold medallion at least eight weeks before the presentation date. The medal shall have the words, "Achievement Award," engraved on the front; on the back it will read, "Alpha Phi State, The Delta Kappa Gamma Society International," the year, and the name of the recipient. An eighteen inch gold chain shall also be ordered for the award.
 - h. The name of the recipient shall be kept secret until it is announced and presented by the previous year's recipient at The Alpha Phi State Convention banquet.
 - i. One member of the committee should continue through two bienniums to provide continuity of traditions and purposes.

- j. An Alpha Phi State member shall receive the Alpha Phi State Achievement Award only once.

Revised April 30, 2011

Bylaws and Standing Rules Committee:

Esther Dyer, Alpha Beta
Linda Ramsey, Xi
Rebecca Wood, Alpha
Rita Hennen, Delta, Chairman

Revision Consultants:

Jana Adkins, Treasurer
Cookey Gunther, 1st Vice-President
Carol Watson, President