

**BYLAWS OF
ALPHA DELTA STATE OHIO**

2017

**THE DELTA KAPPA GAMMA SOCIETY
INTERNATIONAL**



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Bylaws of Alpha Delta State Ohio:

Adopted: May 5, 1984

Revised: April 24, 1993

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ARTICLE I – NAME

Section A.

The name of this state organization shall be Alpha Delta State Organization of Ohio, of The Delta Kappa Gamma Society International, herein- after referred to as Alpha Delta State or State.

Section B.

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

ARTICLE II – MISSION AND PURPOSES

Section A.

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

1. promote the purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II, Section D;
2. act as liaison between the chapter and the International organization;
3. provide leadership training at the State and chapter levels;
4. provide workshops, State conventions, conferences, and other meetings; and
5. organize Delta Kappa Gamma chapters within the State.

ARTICLE III – MEMBERSHIP

Section A.

The membership of Alpha Delta State shall be composed of active, reserve, and honorary members within the chapter areas of the state. All membership is in accordance with the *Constitution*, Article III.

Section B.

Chapters in the State shall have the responsibility to act in matters of chapter membership. Membership records shall be kept at the chapter level.

Section C. State Honorary Members

1. State honorary members shall be recommended by individual members or chapters to the State Membership Committee.
2. The State Membership Committee shall screen the recommendations for honorary membership and present the ballot to the State Executive Board. 1.

3. A four-fifths (4/5) vote of approval or preferential voting by the State Executive Board shall be used according to the number of persons recommended.
4. Initiation of State honorary members shall be at the State convention or at a meeting when circumstances warrant. The state president shall make the arrangements for the orientation and the initiation.

Section D. Termination of Membership

1. The state treasurer shall maintain the official record of all termination of membership in the State for a period of eight (8) years. This record shall include the reason and date for termination.
2. The chapter treasurer shall maintain a permanent record of members whose membership has been terminated. This record shall include the reason and date for termination.

Section E. Reinstatement

1. Reinstatement of members shall be in accordance with the *Constitution*, Article III, Section F and Article IV, Section C, 3.
2. The treasurer of the receiving chapter shall notify her state treasurer when a former member has been reinstated.

ARTICLE IV – FINANCES

Section A. Annual Dues

1. The State annual dues shall be reviewed annually.
2. The State annual dues shall be determined by a two-thirds (2/3) vote of the registered members present at a general session of the State convention.
3. Annual dues and scholarship fees shall be paid by October 31 each year. On November 1, members shall be dropped for non-payment of dues and fees.
4. 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 B. Financial Controls

1. A budget of available funds shall be adopted annually by the Executive Board.

2.

2. All expense vouchers shall be signed by the president before payment is made by the treasurer.
3. A certified public accountant shall be selected by the State Finance Committee for the purpose of auditing annually all financial records. This accountant shall not be a member or directly affiliated with a member of the Society.
4. The report of the annual audit shall be submitted for acceptance by the Executive Board.
5. A permanent fund shall be maintained according to society guidelines.
6. A scholarship fund shall be maintained according to Society guidelines.

ARTICLE V – ORGANIZATION

Section A. Chapters

1. Each chapter shall have *Chapter Rules* which are consistent with the *Constitution* and *Bylaws of Alpha Delta State*. Chapters shall take prompt action to keep these rules consistent with the *Constitution* in its most recent revision and with the current revision of the *State Bylaws*.
2. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote. *Constitution*, Article VI, Section D, 3.
 - a. The term of each elected officer shall be two years. No officer, except the treasurer, may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election.
 - b. The treasurer shall be selected by the chapter Executive Board each biennium.
3. The parliamentarian shall be appointed by the chapter president each biennium.
4. The chapter president or her official representative shall represent the chapter as a voting member of the State Executive Board.
5. Each chapter shall have no fewer than twelve (12) members.

Section B. New Chapters

1. The State Executive Board shall determine chapter areas.
2. The organization and installation of a new chapter shall be approved by the State Executive Board.

3. Each newly-organized chapter shall have no fewer than twelve (12) charter members.
4. Recommendations of candidates for membership in a new chapter shall be screened by the sponsoring chapter(s). All plans for the organization of a new chapter shall be approved by the state organizer appointed by the state president.

Section C. Areas

1. Alpha Delta State shall be divided into areas. The State Executive Board shall define the boundaries of areas and designate the chapters in each area.
2. Areas are for the purpose of rendering better service to the membership and providing for area representation in the nomination of officers and the selection of committee members.

Section D. Coordinating Councils

1. A Coordinating Council may be organized in counties and/or cities where two or more chapters exist.
2. A Coordinating Council may suggest policy but may implement policy only after the policy has been established by the chapters.
3. A Coordinating Council, once organized, shall meet at least once a year.

ARTICLE VI – OFFICERS AND RELATED PERSONNEL

Section A. State Organization Officers

State organization 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/or a corresponding secretary (both elected).

Section B. Related Personnel

The State related personnel shall be the immediate past state president, the editor and the parliamentarian. The state editor shall be selected by the State Executive Board and the parliamentarian shall be appointed by the incoming state president.

Section C. Duties

The officers and related personnel shall perform the duties as prescribed in the *Constitution*, Article VI, Section C, and as authorized by the *Bylaws of Alpha Delta State*, *Policies and Procedures of Alpha Delta State Ohio*, and *Bylaws of the Alpha Delta State Ohio Educational Foundation*.

Section D. Term of Office

1. Officers, elected by members attending the General Session at the State convention in odd-numbered years, shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
2. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
3. All officers shall take office on July 1 following their election.

Section E. Vacancies

1. According to the *Constitution*, Article VI, Section C, 2a, when a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in other elected or appointed positions, the president shall appoint a successor. *Constitution*, Article VI, Section E, 2
3. If an elected officer becomes unable to fulfill her duties, resigns, dies, or changes her residence so that she is unable to actively participate in an Ohio chapter, the state president shall appoint a member to carry out the duties of the office until the following election.

Section F. Nominations and Elections

1. The Nominations Committee shall be comprised of one member from each area of the state. These members shall be elected by members attending the General Session at the State convention in the odd-numbered years. No Nominations Committee member may serve more than one biennium.
2. The incoming state president shall appoint a chairman from those elected. A member of the Nominations Committee shall complete her term before she may be considered by the Nominations Committee for another State elected position.
3. In the odd-numbered years, the Nominations Committee shall present to the members attending the General Session at the State convention a slate of one candidate for each elective State office, together with one candidate from each area for the Nominations Committee.
4. In accordance with the *Articles of Incorporation of the Alpha Delta State Ohio Educational Foundation*, the Nominations Committee shall present a separate ballot to the State Executive Board for the election of Foundation Directors.

Section G. Paid Personnel

1. The treasurer and the editor shall be approved by majority vote of the Executive Board.
2. According to the *Procedure for Employing Paid Personnel*, as adopted by the State Executive Board, performance of employees shall be reviewed for the purpose of employment or re-employment.
3. When a vacancy occurs in a paid position, the Personnel Committee shall screen candidates and make recommendations to the Executive Board.
4. The experience and training of an individual shall determine payment for service. The State Finance Committee shall make the salary recommendations to the State Executive Board.
5. If a paid person becomes unable to fulfill her duties, resigns, dies, or changes residence so that she is unable to actively participate in an Ohio chapter, the state president shall appoint a person to carry out the duties until the position can be filled.
6. The contract of a paid person shall be terminated if she becomes unable to fulfill her duties, receives an unsatisfactory appraisal, resigns, dies, or changes residence so that she is unable to be an active participant in an Ohio chapter.
7. If the paid person's term in service is ending and no new employee has been secured, the state president shall appoint a person to carry out the duties in an interim capacity of one- year intervals until the position can be filled.

Section H. Bonding

1. The state treasurer shall be covered by a fidelity bond in the amount of \$100,000 in accordance with the *Constitution*, Article VI, Section C, 9b.
2. The chapter treasurer shall follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter Finance Committee and in accordance with the *Constitution*, Article VI, Section C, 9c.

ARTICLE VII – EXECUTIVE BOARD AND ADVISORY COMMITTEE

Section A. State Executive Board

1. The members of the Executive Board shall be the elected officers, the past state presidents, and the chapter presidents. The parliamentarian, committee chairmen, and

legislative advocate shall be ex-officio members without vote. The treasurer and editor, who are under remunerative contract, shall be ex-officio members without vote.

2. The Executive Board shall

- a. execute the duties as specified in the *Constitution*, Article VII, Section B, 2,
- b. elect the Board of Trustees of the A. Margaret Boyd Overseas Foundation, and
- c. approve the state treasurer and state editor.

3. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president.

- a. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
- b. Chapter presidents who are unable to attend the State Executive Board meeting may appoint an official representative who shall have full privileges of participation.

4. A vote by mail is authorized when necessary. The outcome of the vote shall be determined by a majority of the ballots returned.

Section B. State Advisory Committee

1. The members of the State Advisory Committee shall be the elected officers and the past state presidents. The state treasurer, the state editor, and the state parliamentarian are members without vote. The state president may invite chairmen or other related personnel to participate in the Advisory Committee meeting when they have a project to present.

2. Under the leadership of the state president, the duties of the Advisory Committee shall be

- a. to study and discuss matters pertaining to State business,
- b. to serve in an advisory capacity to State committee chairmen, ad hoc committees, and State convention steering committees, and
- c. to submit recommendations for action to the State Executive Board or the State convention assemblage.

3. Meetings of the State Advisory Committee shall be held at least once each year. Special meetings may be called by the president.

Section C. Chapter Executive Boards

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

ARTICLE VIII – COMMITTEES

Section A. Standing Committees shall be:

1. Society Business

- a. Bylaws/Policies and Procedures*
- b. Communications and Publicity*
- c. Expansion
- d. Finance*
- e. Leadership Development*
- f. Membership*
- g. Nominations*
- h. Personnel

2. Society Mission and Purposes

- a. +Educational Excellence*
- b. Personal Growth and Services
- c. Scholarships and Grants*
- d. World Fellowship*

*Required committees. Other committees listed may be appointed by the president as needed.

+The Educational Excellence Committee includes the Legislative Advocate, the Liaison to the U.S Forum, the Liaison to the U.N., the work of Personal Growth and Services, and the Music Representative, and is responsible for International projects.

Section B. Ad Hoc Committees

- 1. Ad Hoc Committees shall be appointed by the president.
- 2. An Ad Hoc Committee shall be discontinued after submitting its final report.

Section C. General Procedures

- 1. The president shall appoint all committees except the Nominations Committee.
- 2. The president shall be an ex-officio member of all committees except the Nominations Committee.
- 3. Matters requiring immediate committee action may be voted on by mail.
- 4. Committee meetings shall be planned with the president.
- 5. Funding for committee work shall be provided in the budget.

Section D. Duties of Committees

1. The State standing committees, as patterned after International committees, shall perform the duties specified in the Constitution, article VIII, of the Society and further interpreted in the current International Handbook and the Manual of Policies and procedure of Alpha Delta State. Reports of the work of state organizations and chapters shall be prepared on forms supplied by Society Headquarters and submitted to the persons designated of the forms.
2. The Bylaws/Policies and Procedures Committee*
 - a. shall review current bylaws/policies and procedures to keep them consistent with the *Constitution* in its most recent revision.
 - b. shall review *Chapter Rules* on file in order to bring to the attention of chapter officers any inconsistencies with the most recent edition of the *Constitution* and *State Bylaws*.
 - c. The state president and the state Bylaws/Policies and Procedures Committee chairman are responsible for submitting *State Bylaws* to the International Constitution Committee for review.
3. The Communications and Publicity Committee* shall provide support to assist chapters in effectively communicating with members and external groups. The committee shall keep a list of Society publications and chapter newsletters and shall create guidelines for evaluating them. The committee shall recommend guidelines for conducting electronic meetings.
4. The Expansion Committee shall be responsible for expansion within Alpha Delta State.
5. The Finance Committee* shall prepare an annual budget, review financial policies, review investments, conduct internal annual audits, investigate non-dues revenue sources, and perform other duties assigned by the state president.
6. The Leadership Development Committee* shall be responsible for planning and implementing leadership programs. Under the direction of the state president, this committee shall assist in planning State and area workshops.
7. The Membership Committee* shall be responsible to initiate State honorary members, maintain necrology reports, plan and conduct necrology services, study chapter assignments to regions, and plan membership initiatives.
8. The Nominations Committee*
 - a. In odd-numbered years, the Nominations Committee shall present to members attending the General Session at the State convention a slate of one candidate for each

elective State office together with one candidate from each area for the Nominations Committee. The Nominations Committee shall prepare the ballot and conduct the election.

b. The Nominations Committee shall also conduct the election of members to the Board of Directors of the Alpha Delta State Ohio Educational Foundation in accordance with the *Bylaws of the Foundation*.

9. The Personnel Committee shall screen applicants and recommend candidates to the State Executive Board whenever a vacancy occurs in a position filled by employment in Alpha Delta State. The Committee shall study matters related to paid personnel and make recommendations to the State Executive Board.

10. The Educational Excellence Committee* including the Legislative Advocate, the Liaison to the United Nations, the Liaison to the U.S. Forum, and the music representative, shall be responsible to promote programs and projects for excellence in education, and support initiatives recommended by International.

The committee shall encourage chapters to participate in programs that promote professional growth of women educators. The committee shall study and recommend action on professional issues and shall encourage chapters to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators. At the direction of the state president, the state music representative shall facilitate the music for State meetings.

11. The Personal Growth and Services Committee shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts; and develop strategies that will enable members to become leaders.

12. The Scholarships and Grants Committee* is responsible for recommending the rules governing the administration of the scholarships and grants programs adopted by the State Executive Board. This committee shall determine the number of scholarships and the amount of each. This committee contacts prospective applicants for Esther H. Strickland Student Teaching Grants through the financial aid offices of the state universities and selects qualified students among the applicants.

13. The World Fellowship Committee* is responsible to keep members informed about International World Fellowship recipients who are studying in Ohio. The committee will maintain personal contact with recipients who are in Ohio. The committee will encourage chapters to arrange for collections of voluntary contributions to support the International program.

ARTICLE IX – MEETINGS AND ACTIVITIES

Section A. Convention

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

Section B. Other Meetings

Area conferences and/or workshops shall be held for the purpose of leadership training and dissemination of Society information.

Section C. Chapter Meetings

1. Business meetings of chapters shall be held at least four (4) times per year.
2. A quorum for chapter business shall be determined by the chapter.

Section D. Scholarships and Grants

Rules governing the administration of the scholarships and grants programs shall be recommended by the Scholarships and Grants Committee and adopted by the Executive Board. The number of scholarships and the amount of each shall be determined by the Scholarships and Grants Committee.

Section E. Publications

1. *The Voice of Alpha Delta State* shall be published and distributed to all members of Alpha Delta State.
2. Special publications shall be approved by the president and plans for such publications shall be submitted to the State Executive Board for financial approval.

Section F. Special Awards

Special awards may be authorized by the State Executive Board.

Section G. Symbols

1. The state/chapter president's pin shall be presented by her state/chapter at the time of her installation to the respective office.

2. Presidents' pins returned to the State or to chapters may be given or sold to presidents in office or to past presidents.
3. Official jewelry may be worn on a ribbon or other manner as desired by the member.

ARTICLE X – FUNDS

Section A. Funds

1. Alpha Delta State maintains three funds: Available Fund which is the operating fund and requires a budget, the Scholarship Fund, and the Permanent Fund.
2. Investment of Funds
 - a. The Finance Committee shall be responsible for developing guidelines for the investment of funds in accordance with *Guidelines for State and Chapter Treasurers* as established by the Society.
 - b. The Finance Committee may consult with a financial advisor before developing these guidelines.
 - c. Guidelines for the investment of funds shall be approved by the Executive Board

Section B. Permanent Fund (*Constitution, Article IV, Section F, 3*)

1. Investment income from the State permanent fund may be allocated to the State available fund by the vote of the State Executive Board.
2. Expenditures from the State permanent fund shall be authorized by the State Executive Board.

Section C. Special Funds

1. The Esther H. Strickland Student Teaching Grant
 - a. Alpha Delta State shall support a state-wide project of incentive grants for students in education.
 - b. This project shall be supported through voluntary contributions from chapters and individual members.
2. Special Projects

A separate fund for a special project may be established for a specific period of time with approval of the State Executive Board.
3. Scholarship Fund

ARTICLE XI – AMENDMENTS

Section A. Notification

These *Bylaws* may be amended at the Alpha Delta State convention by two-thirds (2/3) of the votes cast at the General Session provided notice of proposed amendments shall have been published to members at least thirty (30) days before the convention.

Section B. Proposed Amendments

1. Proposed amendments to the Bylaws may be submitted to the Bylaws Committee by any member, committee, board, or chapter. Proposals must be submitted by June 1st each year.
2. All proposed amendments shall be thoroughly studied by the Bylaws Committee and referred to the Advisory Committee for review before being submitted to the members at the General Session of the State convention.
3. Notification of action taken by the Bylaws Committee on each proposed amendment shall be sent to the originator(s) of the proposal by September 1.

Section C. International Mandates

At those times when The Delta Kappa Gamma Society International makes revisions in its *Constitution* or *Standing Rules* which mandate changes in the *Bylaws of Alpha Delta State Ohio*, the Bylaws Committee shall have the authority to make the necessary changes in the *Bylaws* and to announce such changes to the Alpha Delta State Executive Board.

ARTICLE XII – DISSOLUTION

In the event of the dissolution of Alpha Delta State, the net assets of the organization shall, in accordance with the incorporation statutes of the state of Ohio, be distributed as follows:

Section A. State

1. All liabilities and obligations shall be paid and satisfied, or adequate provisions shall be made thereof.
2. The State Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

Section B. Chapters

The State Executive Board shall grant permission for the dissolution of a chapter. If granted:

- a. the charter shall be returned to the state president for forwarding to International Headquarters;
- b. remaining chapter funds shall be sent to the state treasurer;
- c. initiation paraphernalia and all chapter records shall be sent to the state president;
- d. members desiring to maintain membership will transfer to other chapters; and
- e. the State Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order (current edition) shall govern Alpha Delta State and its chapters’ proceedings in instances in which this authority is not inconsistent with the *Constitution* or other adopted Society rules.

ARTICLE XIV – ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION An Enabling Act

Section A.

As a means of furthering the educational purposes of The Delta Kappa Gamma Society International, consent is given to the establishment and operation of an educational corporation under the Ohio revised Code, to be named, “Alpha Delta State Ohio Educational Foundation”, for such purposes and to be formed and operated in such way that said Foundation will be exempt from federal income taxation under the Internal Revenue Code now or which shall hereafter be in effect; and the proper officers of Alpha Delta State Ohio are authorized to advise the Secretary of State of Ohio that Alpha Delta State Ohio approves and consents to the use of such name by the said Foundation.

Section B.

Such officers of Alpha Delta State Ohio as are or may be designated in the bylaws of said Foundation are authorized to act as officers and directors of Alpha Delta State Ohio Educational Foundation, and the Alpha Delta State Ohio Executive Board is authorized to elect directors of said Foundation, according to the By Laws of said Foundation.

Section C.

This enabling act shall not be subject to revision or amendment. The act shall become void only upon the dissolution or liquidation of Alpha Delta State Ohio Educational Foundation as provided for in Article XIII of the Articles of Incorporation of said Foundation.

