

**ETA STATE STANDING RULES
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1 THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL ETA STATE ORGANIZATION

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3 *Eta State Standing Rules* (Updated May 13, 2015 GS; updated June 28, 2015 TC; updated April 30,
4 2016 EL, updated April 28, 2018 TC)

- 5
- 6 Adopted April 27, 1985
- 7 Amended 2005
- 8 Amended April 28, 2007
- 9 Amended April 25, 2009
- 10 Amended April 25, 2010
- 11 Amended April 30, 2011
- 12 Amended April 27, 2013
- 13 Amended April 26, 2014
- 14 Amended April 25, 2015
- 15 Amended April 23, 2016
- 16 Amended April 29, 2017
- 17 Amended April 28, 2018

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19 Standing rules are for the purpose of implementing the Eta State *Bylaws* and are binding on the state
20 and its chapters. Each chapter should have available at least one copy each of the *Constitution*,
21 *International Standing Rules*, the *Eta State Bylaws*, and the *Eta State Standing Rules*.

22
23 Standing rules may be amended or rescinded at any annual convention by 2/3 of the votes cast
24 without prior notice or by a majority vote with prior notice.

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26 These *Eta State Standing Rules* follow the order of the *Eta State Bylaws* for convenience in use, and
27 all division references are to the *Eta State Bylaws*.

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29 **1. NAME**

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32 **2. PURPOSES**

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35 **3. MEMBERSHIP**

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- 37 A. A candidate elected for active or honorary membership shall be initiated within a period of one
- 38 year from the time of election.
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- 40 B. Professional educator shall be interpreted to include one-to-one instruction, as well as group
- 41 instruction. Employed shall be interpreted as currently hired by an employer and/or paid a salary
- 42 or fee for specific educational services.
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- 44 C. Chapters shall consider recommendations which are signed and submitted by members from other
- 45 areas. Members may make recommendations to chapters in other areas.
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- 47 D. The chapter president and the chairman of the Membership Committee shall arrange an

48 orientation session with prospective members at a time after invitations are extended and before
49 initiation.

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- E. Chapters shall keep accurate files of membership:
- Individual membership – records up to date
 - Initiates – dates of initiation
 - Those who refuse membership – reasons, dates of invitations
 - Transfers in/out – dates and from/to which chapters
 - Deaths – dates
 - Resignations – reasons, letters
 - Reinstatements--dates and from which chapters they come

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4. FINANCES

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A. Dues

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1. The state annual dues shall be \$15 for each active member and \$2 for each reserve member. Each member shall also pay a scholarship fee of \$1, as well as international and chapter dues and any required chapter assessments. International dues are \$40 for each active member and \$20 for each reserve member.
2. Any changes in the amount of state dues shall require a two-thirds (2/3) vote of members at the annual convention in an odd-numbered year. Any proposal for changes in state dues shall be presented by the Finance Committee to the Executive Board in an even-numbered year and to the Eta State Convention the following year. In the interim, the proposed change shall be publicized to the membership through *Eta State News*. If it is approved by a two-thirds (2/3) vote of the Executive Board preceding the convention, it shall be presented for vote to the members in convention.
3. Annual dues and scholarship fee shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for nonpayment of dues and fees.
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.

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B. Budget

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1. In each odd-numbered year a biennial budget shall be prepared by the Finance Committee and a copy sent to each member of the Executive Board at least three (3) weeks prior to the state convention. The Executive Board shall adopt the budget at its session prior to the state convention.
2. Following adoption of the budget by the Executive Board, no expenditure with the exception of convention is to exceed the budgeted amount without approval of the Board. Any request approved by the president for revising a budgeted figure shall be considered by the Finance Committee and if judged feasible it shall be submitted to the Executive Board.

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3. The budget shall include a contingency fund of not less than \$500 to take care of unexpected needs. Sums of \$200 or less may be expended from this fund at the discretion of the president and the treasurer.
 4. At a meeting of the Executive Board in even-numbered, years, the budget for the second year of the biennium shall be reviewed and changes made as approved by the Board.
 5. Items occurring in the budget each year of the biennium
 - (a) amounts of equal stipends for the Eta State Executive Secretary, the Eta State Treasurer, and the Eta State Newsletter Editor, and the Eta State Webmaster;
 - (b) expenses incurred by the president and other officers, the executive secretary, the treasurer, the editor, the webmaster, and regional directors as they perform, their duties in Eta State;
 - (c) expenses of committees to permit at least one meeting per year and at least one communication with chapter committee chairmen;
 - (d) expenses of the regional directors in conducting a regional activity;
 - (e) a fidelity bond to cover the amount of the treasurer's liability up to \$500,000;
 - (f) membership dues in approved women's organizations;
 - (g) state convention; and
 - (h) audit, including accounts of the organization for review.
 6. Items occurring in the budget the first year of the biennium only
 - (a) workshop for new state officers and committee members; (Travel of all authorized participants shall be paid.)
 - (b) June workshop for new chapter presidents, treasurers, and program/EEC and membership chairmen, and regional directors. (Housing, meals, registration fee, and travel shall be paid for workshop leaders.); and
 - (c) initiation of state honorary member or members. (A one-time fee of \$49.50 is paid to International for each honorary member. An honorary member is presented a Society keypin by the state.)
 7. Items occurring in the budget the second year of the state organization biennium
 - (a) Leadership Development Seminar (Expenses incurred by the committee in planning the

- 142 seminar shall be paid.);
- 143
- 144 (b) Founders Award (The plaque and expenses of the recipient at the convention are paid by
- 145 the state.);
- 146
- 147 (c) The state shall pay expenses incurred for materials, meals, travel, and presenters for
- 148 Leadership Orientation/Training for Regional Directors. [This training occurs in the first
- 149 year of the regional directors' biennium (even-to-even numbered years) but expenses are
- 150 budgeted and expended in the second year of the state organization biennium (odd-to-odd
- 151 numbered years); and
- 152
- 153 (d) Nonrecurring items (anniversary celebrations, hosting international meetings, honoring or
- 154 memorializing outstanding members or other special needs) will be provided from the
- 155 Available Fund as circumstances warrant.
- 156
- 157 C. Convention financing
- 158 (Where the term *convention chairman* is used, *convention vice-chairman* is to be substituted
- 159 when applicable.)
- 160
- 161 1. Registration fee and special meals
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- 163 (a) The amount of the registration fee shall be determined by the Finance Committee in
- 164 cooperation with the president and convention chairman.
- 165
- 166 (b) The convention chairman shall be responsible for overseeing expenses to be covered by
- 167 the registration fee.
- 168
- 169 (c) The convention registration fee shall cover costs of flowers and other decorations,
- 170 music, place cards, favors, gifts to speakers, and the cost of special program
- 171 needs.
- 172
- 173 (d) Amounts paid by convention participants for special meals and for registration fees shall
- 174 be received by the convention treasurer. She, with the approval of the convention
- 175 chairman, shall be responsible for paying from these funds statements from the hotel for
- 176 special meals; statements from businesses furnishing favors, flowers and decorations;
- 177 music, place cards, gifts and other items to be covered by the registration fees.
- 178
- 179 (e) At the conclusion of the convention, the convention treasurer, Eta State Treasurer, and
- 180 Eta State President shall meet with the hotel comptroller to check records and pay for
- 181 special meals from the convention meal fund.
- 182
- 183 (f) After all authorized payments are made from the registration fee, any balance is sent to
- 184 the Eta State treasurer to be added to the Available Fund with an itemized report of
- 185 receipts and disbursements.
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- 187 (g) Any expenses authorized by the state president and treasurer not covered by the adopted
- 188 convention budget and registration fees will be paid from the Contingency Fund.

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2. Convention items in the state budget
 - (a) cost of printing convention programs and reports;
 - (b) meeting site technology equipment and services as needed for general sessions and board meetings
 - (c) lodging and meals for the international representative;
 - (d) expenses for special guests as the president deems appropriate;
 - (e) expenses on the basis of one-half the cost of a double room, registration fee, event meals, and travel for all state officers, regional directors, parliamentarian, state committee chairmen, convention chairman, registration chairman, convention treasurer, executive secretary, state treasurer, editor, and webmaster; and
 - (f) beginning Saturday at noon, expenses on the same basis as in (e) above for state honorary members, and state honorary initiates. (Exceptions to the double room requirement may be made at the president's discretion.)
 - (g) expenses for new master's and doctoral scholarship recipients; also for current master's and doctoral scholarship recipients returning to report on the status of their work, on the basis of one-half the cost of a double room for Saturday night, banquet cost, registration fee, and travel.
 - (h) All individuals listed in (e) and (g) shall prepay their expenses and submit expense forms to the Eta State president for approval for reimbursement before June 15.

218 D. General rules concerning finances

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1. Reimbursement for travel expense authorized by Eta State shall be made at the rate of \$.32 per mile. (Effective July 1, 2008)
 2. Expenses for travel, materials, postage, and urgent telephone calls shall be paid for state officers, regional directors, state committee chairmen, and anyone designated by the president to act in an official capacity in performing duties for Eta State.
 3. Expense forms will be issued by the executive secretary. All expenses must be recorded on these forms. The forms must be sent promptly to the president for approval and authorization of payment by the treasurer. The state president will send her expense forms to the chairman of the Finance Committee for approval and authorization of payment by the treasurer. Any expense form not received prior to June 30 of the fiscal year in which the expense was incurred may not be honored.
 4. Chapters of Eta State shall pay for meals and lodging (if needed) of state officers and regional directors whom they invite to chapter meetings or joint meetings of several chapters. Travel is

236 paid by Eta State.
237

- 238 5. A memorial gift of \$100 shall be presented to one of the state or international funds in
239 memory of any deceased member who has served as an international officer from the state or
240 as state president. A memorial gift of \$100 shall be presented to a state or international fund
241 in memory of state officers and appointed personnel, regional directors, or state committee
242 chairmen who pass away during their term of office. The Eta State Treasurer shall send a
243 letter to the family of the deceased in notification of the gift.
244
- 245 6. The state president's pin is presented by the state organization at the time of her installation as
246 the elected president. A contribution of \$100 shall be made to one of the Society funds in her
247 honor at the end of her term.
248
- 249 7. Expenses up to the budgeted amount shall be paid for the immediate past state president to
250 attend the Southeast Regional Conference.
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253 **5. ORGANIZATION**
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255 A. Chapters - See *Constitution*, Article V, Section B
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- 257 1. A minimum of four business meetings shall be held annually.
258
- 259 2. Chapter treasurers shall be retained in office as long as feasible because of the nature of their
260 responsibilities and the time required to learn the special details of the office.
261
- 262 3. If a chapter president is unable to attend a state convention, she shall notify the state president
263 in advance and submit the name of her substitute.
264
- 265 4. Each chapter shall have chapter rules which are consistent with the *Constitution* and
266 *International Standing Rules*, *Eta State Bylaws* and *Eta State Standing Rules*, as verified by
267 the Regional Directors, under the direction of the Rules Committee. The chapter rules shall
268 include the number of members necessary to constitute a quorum.
269
- 270 5. Chapters shall conduct workshops for new officers and committee members, acquainting
271 them with their duties and promoting a knowledge of the history, plans, and programs of
272 work of the organization.
273

274 B. New chapters
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276 It is strongly recommended that when a chapter's active membership approaches sixty the
277 members begin anticipating division or expansion.
278

279 C. Under-Involved chapters
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- 281 1. Upon learning that a chapter is under-involved, the state president in consultation with the
282 executive secretary, appropriate regional director(s), and immediate past state president will

283 appoint a team to provide assistance to the chapter.

- 284
285 2. Chapters which are designated as under-involved will be identified by the executive secretary
286 and the regional director.

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288 D. Regions

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290 1. Eta State is divided into eleven regions, each with a director who assists and encourages the
291 chapters in carrying out the Society's program of work. She shall conduct an activity
292 appropriate for the needs of her region.
293
294 2. The second vice-president shall serve as coordinator of the activities of the regional directors.
295 It is highly desirable, therefore, that she be a past regional director.
296
297 3. It is important that the regional director become acquainted with members in her region and
298 familiar with the programs and activities of the chapters. She should, therefore, be invited to a
299 meeting of each chapter or to a joint meeting of chapters at least once during her biennium.
300 She may come as a participant on the program or as a visitor.
301
302 4. The second vice-president and the regional directors shall notify the state president of
303 planned regional activities. The state president shall make every effort to include these
304 activities in her schedule and leave for her successor a list of those she was unable to attend.
305 The successor should make it a priority during her biennium to visit the regional activities of
306 those regions not visited by the preceding state presidents.
307
308 5. The selection of regional directors shall include consideration of each chapter or area of the
309 region on a rotating basis. A chapter unable to provide a suitable candidate in its turn shall
310 work to identify/prepare a candidate for the succeeding biennium. Every effort shall be made
311 to select a regional director from among those chapters which have not recently provided a
312 candidate. The selection of a regional director shall be based on identifying a qualified, eager
313 candidate rather than on selecting only on the basis of chapter representation. The
314 qualifications and procedures shall be as follows:
315
316 (a) She shall have been a member of Delta Kappa Gamma for at least five years.
317
318 (b) She shall have a good attendance record at meetings – chapter, regional, and state.
319
320 (c) She shall have served as chapter president and be well informed on structure, program,
321 and policies of Eta State and the Society.
322
323 (d) By January 15 of even-numbered years, each regional director shall submit to the second
324 vice-president the name of a qualified candidate who has agreed to serve as regional
325 director. These names shall be forwarded to the state president by February 1 for
326 appointment before the state convention.
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329 **6. OFFICERS AND RELATED PERSONNEL**

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- A. Officers and related personnel
 - 1. Nominations for Eta State officers of president, first vice-president, second vice-president, and secretary shall be submitted on the regulation forms to the chairman of the Nominations Committee by November 15 of even-numbered years.
 - 2. The Nominations Committee shall select at least one nominee for each office and present the nominees for vote by members attending the state convention.
 - 3. The parliamentarian shall be selected by the incoming president.
 - 4. The executive secretary, the treasurer, and the editor shall serve six-year terms. Should a replacement become necessary, the president shall notify the Personnel Committee to complete the selection process and present its recommendations to the Executive Board for action. If terms are expiring simultaneously, the state president may request a one-year extension of a six-year term to facilitate a smooth transition.

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- B. Chapter officers
 - 1. Chapter officers shall be elected no later than March 15 of even-numbered years in order to allow time to arrange for attending Eta State convention, usually held the last weekend in April.
 - 2. The chapter president's pin is presented by her chapter at the time of her installation as the elected president of the chapter.
 - 3. Newly-elected chapter presidents shall submit the names of all new officers to the executive secretary by June 1. As soon as the chapter president has appointed committees to serve during her biennium, she should submit a list of committee chairmen to the executive secretary.

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7. MEETINGS

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- A. Convention
 - 1. Eta State shall hold a convention annually in the spring to transact the business of the state organization and to provide fellowship and information for members.
 - 2. Selection of convention site shall be made as follows:
 - (a) The executive secretary shall follow the adopted rotation system. After consulting with the president, she will make one or more on-site inspections each year. The president may accompany the executive secretary to make the site inspections. Consideration shall be given to rates and adequacy of facilities.
 - (b) When the executive secretary and the president agree on a suitable site, the executive

377 secretary will recommend the site to the Executive Board at the meeting prior to
378 convention. Members of the Executive Board shall vote upon the proposed site. If a
379 change of site becomes necessary after Executive Board approval, the executive secretary
380 is empowered to effect the change, working cooperatively with the current president.
381

382 (c) At each convention a member from the region of the next year's convention shall issue an
383 invitation.
384

- 385 3. The Executive Board shall meet prior to the general session of the convention.
386
- 387 4. The recommendations of the Executive Board shall be presented at the general session
388 without a full reading of the minutes unless a request for the reading of the minutes is
389 sustained by a majority vote.
390
- 391 5. A Birthday Celebration at which the first vice-president presides shall be held at each
392 convention.
393
- 394 6. Workshops or committee meetings may be scheduled at the discretion of the president.
395
- 396 7. A Founders Celebration and Presidents Banquet shall be a part of each convention.
397
- 398 8. A convention reception is optional.
399
- 400 9. The initiation of state honorary members and installation of officers shall be held in alternate
401 years.
402
- 403 10. A representative from the Delta Kappa Gamma Society International shall be scheduled to
404 speak as she and the president agree.
405
- 406 11. A memorial service shall be held during convention. A tribute for each deceased member
407 shall be placed in the Book of Remembrance. Brief tributes to international officers from Eta
408 State, state presidents, executive secretaries, treasurers, and editors shall be read. A brief
409 tribute shall be read for state officers and related personnel, regional directors, and committee
410 chairmen who pass away during their term of office.
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412 B. Workshops and Seminars 413 414

- 415 1. The workshop for incoming state officers and committee members (held in odd-numbered
416 years) shall orient them to their responsibilities. Time shall be provided for planning the work
417 of the biennium.
418
- 419 2. The workshop for new chapter presidents, treasurers, regional directors, membership/EEC
420 and program committee chairmen (held in even-numbered years) shall be an orientation to
421 duties with an emphasis on state and international programs of work.
422
- 423 3. The Leadership Development Seminar (held in odd-numbered years) is designed for the

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general membership.

4. The Regional Director Leadership Orientation/Training held in the first year of the regional directors' biennium (even-to-even numbered years) is designed to enhance the leadership skills and their roles within the organizational structure of Eta State.
5. A transition meeting, called by the current state president, may be held for outgoing and incoming state officers and related personnel prior to the beginning of a new biennium.

8. EXECUTIVE BOARD

Detailed information concerning the state and chapter Executive Boards appears in the *Eta State Bylaws, Article VIII*.

9. COMMITTEES

Specific Duties

A. Educational Excellence Committee (EEC)

In addition to the responsibilities in *Eta State Bylaws*, Article IX, Section 3, the EEC is to

1. meet with the state president to develop and coordinate plans for the biennium; and
2. act as a steering committee to prioritize and coordinate projects/programs/activities for the state organization.

B. Headquarters Committee

In addition to the responsibilities described in *Eta State Bylaws*, Article VIII, Section 3, the committee has specific responsibilities:

1. oversee the use, maintenance, furnishing, local management, and funding of the headquarters building and grounds;
2. evaluate the acceptance of gifts to the headquarters;
3. make expenditures from the Headquarters Fund for operating expenses for the headquarters with exception of those expenses relating to the furnishing and operation of the offices of the executive secretary and treasurer;
4. have a committee member living in or near Asheboro select members for a local management team and serve as chairman of that group (Refer to SR#10 Activities, D); and
5. have the state treasurer serve as consultant to the local management team

- 471 C. Membership/Expansion Committee
472
473 In addition to the responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the
474 committee has specific responsibilities:
475
476 1. study loss in membership because of resignations and terminations due to non-
477 payment of dues and fees; and
478
479 2. work with chapter membership committees and presidents to retain members and
480 and to encourage invitations to women educators capable of making an impact on
481 education.
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- 483 D. Planning Committee
484
485 In addition to responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the committee
486 has specific responsibilities:
487
488 1. ensure that the approved actions of the Executive Board and the convention
489 assembly are recorded in the state organization bylaws and standing rules and other
490 appropriate documents, e.g., an operating procedures manual or a personnel
491 handbook; and
492
493 2. distribute information to individuals responsible for maintaining up-to-date records.
494
- 495 E. Rules Committee
496
497 In addition to responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the committee
498 has other responsibilities. Following an Eta State convention where amendments to *Eta State*
499 *Bylaws and Eta State Standing Rules* have been adopted, the Rules Committee is authorized to
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501 1. correct article and section designations;
502
503 2. make editorial changes as required in punctuation, numbering, and cross-referencing; and
504
505 3. make other technical or conforming changes as may be necessary to reflect the intent
506 of the convention decisions.
507
- 508 F. Scholarship Committee
509
510 In addition to the responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the
511 committee has specific responsibilities:
512
513 1. encourage members in all stages and disciplines of graduate study to apply for
514 international scholarships;
515
516 2. develop materials such as guidelines, instructions, and application forms to support the

- 517 application process and post a time line and deadlines for scholarship applicants;
518
519 3. consult with the Finance Committee about availability of funds, number of selections to be
520 made and scholarship categories in which funds are available;
521
522 4. post updated application materials on the state organization Web site at least three
523 months before the February 1 application postmark deadline;
524
525 5. select the designated number of scholarship recipients from among those who apply;
526
527 6. notify in writing the recipients and those not selected of the status of their
528 applications and to tell recipients of the responsibilities incumbent upon those who
529 accept scholarships; and
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531 7. inform the Executive Board about committee activities and recommend changes and
532 updates in committee practices and materials.
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535 **10. ACTIVITIES**

536 **A. Scholarships**

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539 1. The term *scholarships* shall mean monetary awards given to Eta State members by Eta State or
540 its chapters to support study or other educational activities. The term *grants-in-aid* shall
541 represent the general category of awards granted by the state organization and its chapters that
542 are supported by funds other than the scholarship fee.
543
544 2. All scholarships given by Eta State shall be awarded to members who have applied and are
545 selected by the Scholarship Committee.
546
547 3. The state organization sponsors two kinds of scholarships: (1) doctoral and sixth-year
548 scholarships and (2) post-baccalaureate scholarships.
549
550 4. Eta State Scholarships
551 (a) Three Eta State Academic Scholarships are designated for members enrolled in doctoral or
552 sixth-year graduate study and who are seeking degrees. These are the Gilbert-McNairy
553 Scholarship, the Emmons-Flintom Scholarship, and the Hunter-Moore Scholarship. The
554 scholarships shall be in the amount of \$4,000 each.
555
556 (b) Scholarships may be awarded to members for post-baccalaureate work in two categories:
557 (1) academic graduate work for which first priority is given those seeking master's
558 degrees, and (2) non-degree activities such as special projects, research, special studies
559 and/or add-on certifications, national certification renewal, or similar projects at master's
560 or post-master's levels.
561
562 5. The number of scholarships awarded annually shall be determined by the Finance Committee

563 and shall depend on availability of funds.
564

- 565 6. Rules governing the administration of the scholarships program shall be recommended by the
566 Scholarship Committee to the Executive Board and, upon recommendation of the Executive
567 Board, be presented to the state convention for approval.
568

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570 7. An Eta State member may apply for both an International and an Eta State Scholarship within
571 a given year. This information shall be posted on the Eta State Web Site.
572

573 B. Publications

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575 1. *Eta State News* shall be published four times a year and sent to each member in the state.
576
577 2. Chapters are encouraged to send news items concerning members to the editor for inclusion in
578 the publication.
579
580 3. *Eta Data*, a monthly electronic bulletin, shall be made available to members.

581
582 C. Awards Granted to Members or Non-Members

583
584 The recipient of Grant-In Aid Awards and other state awards shall be selected by the Awards
585 Committee, according to the guidelines recommended by the Executive Board and adopted by the
586 state convention. (See Appendix VII for Criteria)
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588 D. Headquarters Building

589 1. Use of building

- 590
591 (a) as a central office for the executive secretary and treasurer, with equipment and supplies
592 for their needs;
593
594 (b) as a storage place for Eta State records and other property; and
595
596 (c) as a meeting place for Executive Board, workshops, committees, chapters and other
597 Society activities.
598
599 (d) as a meeting and storage place for the North Carolina Delta Kappa Gamma Educational
600 Foundation
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603 2. Local Management Committee duties

- 604
605 (a) to oversee items of facility management such as safety, utilities, house cleaning, and lawn
606 care;
607
608 (b) to receive and approve requests for use of the building and verify the schedule;

- 609
610 (c) to provide for the opening and closing of the building for scheduled activities; and
611
612 (d) to post in the building a list of rules for use of the facilities.
613
614 3. Furniture and household supplies and items of interior decoration
615
616 The Headquarters Committee shall determine specific items needed and make appropriate
617 selections. Money from the Headquarters Fund may be used, or contributions from members
618 or chapters may be solicited.
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621 **11. STATE FUNDS**
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623 A. Available Fund
624

- 625 1. The Available Fund shall be derived from membership dues, initiation fees, interest from any
626 invested available funds or the principal on such investments, interest from the Permanent
627 Fund, and other sources as determined by the Executive Board.
628
629 2. Operating expenses, as specified in the budget, shall be paid from the Available Fund.
630

631 B. Permanent Fund
632

- 633 1. The Permanent Fund is the invested fund which shall be maintained at a minimum of thirty
634 (30) percent of the Available Fund annual income from initiation and annual dues.
635
636 2. Interest from the fund shall be transferred to the Available Fund.
637
638 3. Expenditures from the principal may be made to purchase articles of a permanent nature
639 following approval by the Executive Board.
640
641 4. If such expenditures reduce the balance below the minimum stated above, the Fund must be
642 restored to the designated ratio within four years.
643
644 5. Proceeds from the sale of state permanent fund assets (property and equipment) shall be
645 added to the principal of the Permanent Fund.
646

647 C. Reserve Fund
648

- 649 1. The Reserve Fund is a savings fund to be used should financial hardship dictate.
650
651 2. The Reserve Fund is derived from unexpended monies from the annual zero-based budget.
652 any excess shall accrue or any deficit shall be deducted from the Reserve Fund.
653
654 3. Expenditures from the Reserve Fund shall be proposed by the Finance Committee and

655 approved by the Executive Board.

656
657 D. Non-Dues Revenue Fund

- 658
659 1. The Non-Dues Revenue Fund is derived from any undesignated and/or unbudgeted income.
660
661 2. Expenditures from this fund shall be proposed by the Finance Committee and approved by
662 the Executive Board.

663
664 E. Scholarship Fund

- 665
666 1. The Scholarship Fund is an invested fund which accumulates chiefly by contributions
667 designated for use in funding scholarships. The amount available for awarding scholarships
668 each year is determined by the Finance Committee and is derived from
669
670 (a) interest from the invested fund;
671
672 (b) the state's portion of the scholarship fee paid by each member; and
673
674 (c) contributions designated for the Scholarship Fund. (Refer to *Eta State Standing Rules, 10,*
675 *A, and Appendix IV* for rules and procedures which govern the awarding of scholarships.)
676

677 F. Founders Award Fund

- 678
679 1. The Founders Award Fund consists of the invested amount, interest from which shall provide
680 for the presentation of a Founders Award in each odd-numbered year.
681
682 2. Investment of the fund shall be supervised by the Finance Committee.
683
684 3. The interest from this fund shall be added to the Available Fund, and the cost of the award
685 and other expenses involved in honoring the recipient shall be budgeted items.
686
687 4. The recipients of the award shall be selected by the Awards Committee.
688

689 G. Headquarters Fund

- 690
691 1. This fund is used solely for furnishing, maintenance, and use of the Headquarters building
692 and property/grounds.
693
694 2. Interest from the fund accrues to the fund.
695
696 3. An annual budget detailing expected income and expenditures shall be prepared by the
697 Headquarters Committee and presented at each convention to the Executive Board for
698 approval and to the general membership at each convention for information.
699
700 4. Non-budgeted expenses of more than \$1000 per item must be approved by the Executive

- 701 Board.
702
703 5. Contributions to the building other than money must be approved by the Headquarters
704 Committee.
705
706 H. The Pauline Moser Longest Leadership Development Fund
707
708 1. Appreciated assets from the this fund shall be used to finance personal and professional
709 development of members through (a) leadership management seminars to develop leadership,
710 communications, and management skills; (b) individual study stipends to develop
711 educational, professional, and leadership skills; and (c) conference attendance pertinent to
712 education and/or the status, recognition and advancement of women.
713
714 2. The Finance Committee will determine the amount of available funds.
715
716 3. Up to fifty percent (50%) of the money allocated for a given year should be used to finance
717 individual study stipends and conference attendance.
718
719 4. The Leadership Development Committee shall develop and publish the criteria for
720 expenditures from the fund. These criteria shall be reviewed by the Executive Committee
721 prior to action by the Executive Board.
722

723
724 **12. DISSOLUTION** (Refer to *Eta State Bylaws*)
725

726
727 **13. PARLIAMENTARY AUTHORITY** (Refer to *Eta State Bylaws*)
728

729
730 **14. AMENDMENTS** (Refer to *Eta State Bylaws*)
731

732
733 **15. APPENDICES**

734 Appendices relating to procedures and regulations used in administering the *Eta State Bylaws* and
735 *Eta State Standing Rules* shall be attached to the *Eta State Standing Rules* and shall be treated in
736 the same manner as *Eta State Standing Rules* in matters relating to proposed changes and
737 additions. Date of adoption shall be included.
738

739 GS 05/ 13/2015

740 TC 06/28/2015

741 2015 Eta State Convention (April 25, 2015 assembly *actions* included)

742 Dr. Teresa Cowan, Chairman Rules Committee

743 Amended April 23, 2016

744 2017 Eta State Convention (April 29, 2017) actions included – EL

745 2018 Eta State Convention (April 28, 2018) actions included- TC
746

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APPENDIX I

Guidelines for sale of items

- (a) Favors and decorations, or items officially approved by the Executive Committee or Executive Board, may be sold at state conventions. Samples of Society materials may be on display.
- (b) Eta State Committees or chapters desiring to sell their Society items at conventions shall follow the Guidelines for Sale of Items.
- (c) Individual members desiring to sell their Society or personal items at conventions shall follow the Guidelines for Sale of Items.
- (d) Outside vendors desiring to sell their Society or personal items at conventions shall follow the Guidelines for Sale of Items.
- (e) A fee shall be charged to any group of individuals that receives permission from the Finance Committee to sell items at conventions.

The development of sale items to support activities should be congruent with the Purposes and projects of The Delta Kappa Gamma Society International. These items provide visibility for the Society and should reflect a professional image.

The following guidelines are in compliance with all *International Standing Rules* dealing with the sale of items and the use of Society symbols. The Delta Kappa Gamma Society International is a not-for-profit organization classified under Section 501 (c) (6) of the Internal Revenue Code. Committees, Chapters and Individuals who sell items to support activities of the Society are exempt from North Carolina sales tax as long as the North Carolina Department of Revenue Section 17-1 A 2 dated 1-1-04 is met.

Guidelines

1. Money derived from sales by committees, chapters or individuals must be designated for financing of Society projects, not for individual profit.
2. Sale of items should be scheduled at times other than Society general sessions or business meetings.
3. Items should be of high quality reflecting the professional image of the Society.
4. The Society key should not be used on items designed to sell. The key of the Society may be printed on official Society materials such as stationary, yearbooks, Web sites, and programs.
5. Items may be advertised in state or chapter newsletters or brochures, consistent with postal regulations.
6. Permission must be obtained for any materials protected by copyright.

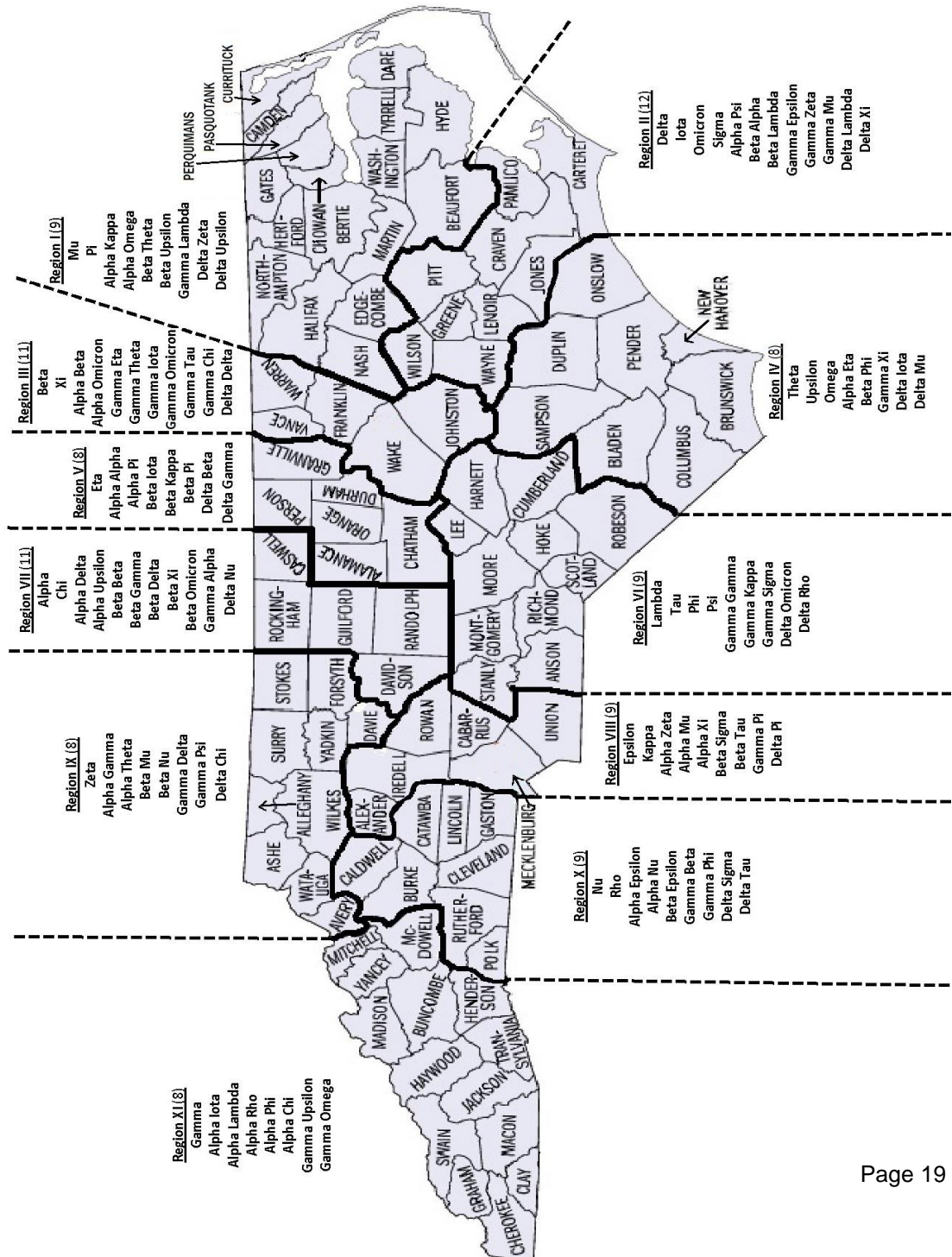
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7. Outside vendors must have a sales number to sell their products through a business, and they must handle their own sales table.
8. Individual members desiring to sell for personal profit will follow the guidelines for outside vendors.

APPENDIX II

Eta State Regions

2018 Eta State NC Regions & Chapters



805 **Eta State Regions, Chapter, and Counties (104 Chapters; 06.28.2015)**

806

807

Region I (9)

808

1. *Mu* (Edgecombe and Nash);

809

2. *Pi* (Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans, and Tyrell);

810

3. *Alpha Kappa* (Halifax and Northampton);

811

4. *Alpha Omega* (Beaufort and Hyde);

812

5. *Beta Theta* (Nash);

813

6. *Beta Upsilon* (Bertie, Gates, Hertford, Martin, Tyrell, and Washington);

814

7. *Gamma Lambda* (Edgecombe);

815

8. *Delta Zeta* (Dare);

816

9. *Delta Upsilon* (Northampton)

817

818

Region II (12)

819

1. *Delta* (Pitt);

820

2. *Iota* (Wayne);

821

3. *Omicron* (Wilson and Greene);

822

4. *Sigma* (Lenoir);

823

5. *Alpha Psi* (Craven and Pamlico);

824

6. *Beta Alpha* (Pitt);

825

7. *Beta Lambda* (Wayne);

826

8. *Gamma Epsilon* (Jones);

827

9. *Gamma Zeta* (Carteret);

828

10. *Gamma Mu* (Greene and Wilson);

829

11. *Delta Lambda* ((Wayne and Johnston);

830

12. *Delta Xi* (Pitt)

831

832

Region III (11)

833

1. *Beta* (Wake);

834

2. *Xi* (Vance);

835

3. *Alpha Beta* (Johnston);

836

4. *Alpha Omicron* (Wake);

837

5. *Gamma Eta* (Wake);

838

6. *Gamma Theta* (Wake);

839

7. *Gamma Iota* (Wake);

840

8. *Gamma Omicron*; (Wake);

841

9. *Gamma Tau* (Franklin);

842

10. *Gamma Chi* (Warren);

843

11. *Delta Delta* (Wake);

844

845

Region IV (9)

846

1. *Theta* (New Hanover, Brunswick, and Pender);

847

2. *Upsilon* (Onslow);

848

3. *Omega* (Columbus);

849

4. *Alpha Eta* (Duplin);

850

5. *Beta Phi* (New Hanover and Brunswick);

851

6. *Gamma Xi* (Bladen);

852

7. *Delta Iota* (Brunswick);

- 853 8. *Delta Mu* (Sampson, Wayne, and Harnett)
854 9. *Beta Chi* (New Hanover, Brunswick and Pender)
855

856 **Region V (8)**

- 857 1. *Eta* (Durham and Person);
858 2. *Alpha Alpha* (Alamance);
859 3. *Alpha Pi* (Orange and Chatham);
860 4. *Beta Iota* (Durham and Person);
861 5. *Beta Kappa* (Durham and Person);
862 6. *Beta Pi* (Granville);
863 7. *Delta Beta* (Orange and Chatham);
864 8. *Delta Gamma* (Durham and Person)
865

866 **Region VI (9)**

- 867 1. *Lambda* (Robeson and Scotland);
868 2. *Tau* (Anson and Richmond);
869 3. *Phi* (Harnett);
870 4. *Psi* (Stanly);
871 5. *Gamma Gamma* (Robeson and Scotland);
872 6. *Gamma Kappa* (Cumberland, Ft. Bragg, and Hoke);
873 7. *Gamma Sigma* (Lee and Moore);
874 8. *Delta Omicron* (Scotland);
875 9. *Delta Rho* (Lee)
876

877 **Region VII (11)**

- 878 1. *Alpha* (Guilford);
879 2. *Chi* (Guilford and Davidson);
880 3. *Alpha Delta* (Caswell and Rockingham);
881 4. *Alpha Upsilon* (Randolph);
882 5. *Beta Beta* (Guilford);
883 6. *Beta Gamma* (Guilford);
884 7. *Beta Delta* (Guilford);
885 8. *Beta Xi* (Guilford and Davidson);
886 9. *Beta Omicron* (South Guilford);
887 10. *Gamma Alpha* (Davidson);
888 11. *Delta Nu* (Randolph)
889
890

891 **Region VIII (9)**

- 892 1. *Epsilon* (Rowan);
893 2. *Kappa* (Mecklenburg);
894 3. *Alpha Zeta* (Mecklenburg and Union);
895 4. *Alpha Mu* (Cabarrus);
896 5. *Alpha Xi* (Alexander and Iredell);
897 6. *Beta Sigma* (Mecklenburg);
898 7. *Beta Tau* (Mecklenburg);
899 8. *Gamma Pi* (Cabarrus);
900 9. *Delta Pi* (Iredell)

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Region IX (8)

1. *Zeta* (Forsyth and Stokes);
2. *Alpha Gamma* (Avery and Watauga);
3. *Alpha Theta* (Surry);
4. *Beta Mu* (Forsyth);
5. *Beta Nu* (Forsyth);
6. *Gamma Delta* (Alleghany and Ashe);
7. *Gamma Psi* (Yadkin);
8. *Delta Chi* (Wilkes)

Region X (9)

1. *Nu* (Catawba);
2. *Rho* (Gaston);
3. *Alpha Epsilon* (Cleveland);
4. *Alpha Nu* (Burke and Caldwell);
5. *Beta Epsilon* (Gaston and Lincoln);
6. *Gamma Beta* (Rutherford and Polk);
7. *Gamma Phi* (Catawba);
8. *Delta Sigma* (Lincoln);
9. *Delta Tau* (Cleveland)

Region XI (8)

1. *Gamma* (Buncombe and Madison);
2. *Alpha Iota* (Cherokee, Clay, Graham, Haywood, Jackson, Macon, and Swain);
3. *Alpha Lambda* (Henderson);
4. *Alpha Rho* (Mitchell and Yancey);
5. *Alpha Phi* (Buncombe and Madison);
6. *Alpha Chi* (Buncombe and Madison);
7. *Gamma Upsilon* (Transylvania);
8. *Gamma Omega* (McDowell)

APPENDIX III

Rotation Schedule for Eta State Conventions

- 2015 – Region V
- 2016 – Region IX
- 2017 – Region IV
- 2018 – Region VI
- 2019 – Region X
- 2020 – Region VII
- 2021 – Region XI
- 2022 – Region I
- 2013 – Region III
- 2024 – Region VIII

949 The conventions rotate among three regions of North Carolina, the East, Central, and West:
950 East: I, II, IV
951 Central: III, V, VI, VII
952 West: VIII, IX, X, XI
953

954 Pattern is as follows: Regions I, III, VIII, II, V, IX, IV, VI, X, VII, and XI then repeat.
955

956 **APPENDIX IV**

957 **Scholarships Administration**

- 958
- 959
- 960 A. To be considered for an Eta State Academic Scholarship, an applicant seeking a doctoral or sixth-
961 year degree must provide documentation that she is accepted and enrolled in a graduate program
962 of a nationally accredited college or university. Applicants in doctoral study have the highest
963 priority for these scholarships; sixth-year graduate students have second priority. If no qualified
964 degree-seeking applicants are found, post-doctoral applicants pursuing research activities, special
965 projects, or special areas of study may be considered as a third priority for these three
966 scholarships.
967
- 968 B. To be considered for a scholarship to support work toward a master's degree, an applicant must
969 document that she is accepted and enrolled in a master's program at a regionally accredited
970 college or university.
971
- 972 C. To be considered for scholarship funds non-degree support (e.g. National Board Certification), an
973 applicant must be engaged in special projects in research or study at post-baccalaureate, master's,
974 or post-master's levels and must document involvement in such an endeavor.
975
- 976 D. All scholarship applicants must
- 977
- 978 1. have been a member of The Delta Kappa Gamma Society International for two calendar years;
 - 979 2. meet reasonable standards of professional service, health, and personality;
 - 980 3. show evidence of excellence in scholarship and professionalism;
 - 981 4. show evidence of present service, or the potential for service, to the Society; and
 - 982 5. show evidence of service to the community.
- 983
- 984
- 985
- 986
- 987
- 988 E. Details governing the application process and applicants' and recipients' responsibilities:
- 989
- 990 1. Application forms and guidelines dated with the year of application shall be posted on the Eta
991 State Web Site and sent to chapter presidents.
 - 992 2. The scholarship recipients shall be introduced at the Eta State Convention Banquet each
993 spring.
 - 994 3. Checks for the full amount of the scholarships shall be presented to recipients, preferably at
995
996

997 the Convention Banquet but no later than the end of the fiscal year.
998

- 999 4. Amounts and conditions for recipients' paid convention expenses, beginning at noon on
1000 Convention Saturday, are presented in *Eta State Standing Rules* 4, Finances, C, 2, (g) and (h).
1001
1002 5. Applicants and recipients shall follow all rules and guidelines. Incomplete applications or
1003 those not meeting the deadline date will not be considered.
1004
1005 6. Applicants should use no forms other than those specified for the year in which they are
1006 applying.
1007
1008 7. Applicants shall develop an application packet that includes a complete application form,
1009 three letters of recommendation from specified references, documentation of admission to
1010 graduate study or special project participation, and other materials deemed necessary by the
1011 Scholarship Committee. Details of applicant packet contents required each year are posted in
1012 guidelines on the Eta State Web site.
1013
1014 8. Applicants shall mail the packet to the chairman of the Scholarship Committee postmarked
1015 no later than February 1.
1016
1017 9. Recipients are expected to attend the Eta State Convention the year of their awards to accept
1018 the awards and the following year to report on their progress.
1019

1020
1021 **APPENDIX V**
1022

1023 **Guidelines for Identifying Under-involved Chapters**

1024 Chapters identified according to these criteria by the executive secretary and regional directors should
1025 be designated as under-involved:

- 1026 • has not been represented at an executive board meeting for two consecutive meetings;
1027 • has not submitted a list of chapter officers and committee chairmen to the executive secretary;
1028 • was not represented at the chapter presidents training;
1029 • has not submitted the chapter treasurer's report; and
1030 • has not submitted other chapter report
1031

1032 **APPENDIX VI**
1033

1034 Awards for Members or Non-members

- 1035
1036 A. Founders Award (approved moving from Standing Rules to become Appendix VII, April 25,
1037 2015)
1038

1039 The state Founders Award is reserved for women who have made outstanding contributions beyond
1040 the local and regional levels. By vote of the state convention, April 1981, an investment of \$10,000
1041 was set aside from the Available Fund, interest from which is to provide the award of \$500 and an
1042 appropriate plaque. Guidelines are
1043

- 1044 1. The Founders Award recipient is to be a woman who has made an outstanding contribution to

- 1045 the improvement of the quality of human life through education, research, publications, or
1046 service.
- 1047
- 1048 2. She must be a resident of North Carolina and may or may not be a member of The Delta
1049 Kappa Gamma Society International.
- 1050
- 1051 3. The award is presented at the convention the second year of the biennium. If there is no
1052 deserving nominee, the committee may decline to present the award.
- 1053
- 1054 4. The selection of the recipient is to be made by the Awards Committee. The president of Eta
1055 State shall serve as member ex officio with vote.
- 1056
- 1057 5. Nominations may be made by chapters or by individual members.
- 1058
- 1059 6. Each nomination must be made according to the Nominations Outline for the Eta State
1060 Founders Award.
- 1061
- 1062 7. Nominations must be received by February 1 of odd-numbered years.
- 1063

1064 B. Order of the Dogwood

1065

1066 The Order of the Dogwood was established to recognize and show appreciation and respect for all Eta
1067 State Past Presidents. Living past presidents will receive a certificate and a Stuart Nye sterling silver
1068 dogwood pin with Eta engraved on the back of one of the petals. This special pin signifies
1069 membership in the *Order of the Dogwood*.

1070

1071 C. Eta State Golden Key Award

1072

1073 The Eta State Golden Key Award honors Delta Kappa Gamma members who have made significant
1074 contributions to Delta Kappa Gamma at various levels of the Society. The Golden Key Award is
1075 designed for those members who are often times in the background getting things done without
1076 personal glory or gain for themselves. The committee is searching for those members who are the
1077 backbone of chapters all across the state. The Golden Key is for those dedicated members who are
1078 the thread that holds the chapter together and have a deep and abiding love for DKG. These are the
1079 members who may have never held an office but because of them the chapter moves along fulfilling
1080 the purposes of this great Society. One member from each of the eleven (11) regions will be honored
1081 at the Eta State Convention, if the nominees meet the standards for this award.

1082

1083 Eligibility standards and general guidelines are

- 1084 1. Recipients must be active members of Delta Kappa Gamma in Eta State for at least 7 years.
- 1085 2. No current elected state officer, appointed personnel, past Eta State president, or current
1086 member of the awards committee are eligible.
- 1087 3. Recipients must uphold the principles and purposes of Delta Kappa Gamma and demonstrate
1088 their commitment to Delta Kappa Gamma by being involved in local and state initiatives.
- 1089 4. No member may receive this award more than once.
- 1090 5. Members nominated in previous years, but not selected, may have their names resubmitted.
- 1091 6. Names of nominees shall remain anonymous.
- 1092 7. Each chapter can nominate one member annually.

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- Special emphasis is directed toward Delta Kappa Gamma participation.
 - Community involvement, involvement in other organizations and involvement in education in general are important in the selection process as to the extent that these activities further the purposes of the Society.
 - It is not a requirement that a nominee must have attended other Society events such as SE Regional or an International Convention, but this information can be included in the DKG participation.
 - The nomination form appears to be very specific related to accomplishments of the nominee. However, it is not intended to mean that the nominee must have been involved in all the items listed on the form in order to qualify. For example, the nomination form requests information regarding the number of state conventions, Southeast Regional/International Conferences the nominee has attended. This section along with some of the others; i.e. Regional Director, are listed so that chapters have a space to provide objective information about the nominee. There are also areas on the form that chapters may use to provide subjective information. This form has value in assisting the Awards Committee in the selection process.

1112 D. Rising Star Award

1113 The Eta State Rising Star Award is intended to recognize and encourage key women educators in
1114 their early years of active membership in NC Delta Kappa Gamma. These members demonstrate
1115 exceptional growth in education, leadership, and contributions to the organization consistent with our
1116 Vision and Purposes. Rising Star nominees reflect strong potential for successful leadership at the
1117 chapter and state levels and beyond. Five NC Delta Kappa Gamma members meeting the standards of
1118 this award will be honored each year at the Eta State NC Convention.

1119
1120 Guidelines and Requirements

- 1121
1122 (a) Candidate must be in the early years of DKG membership (1-7 years.)
1123 (b) Candidate accepts increasing levels of responsibility.
1124 (c) Candidate demonstrates exceptional and ongoing achievement in her profession and in the
1125 Society.
1126 (d) Candidate demonstrates strong leadership abilities or potential for leadership.
1127 (e) Current state officers and related personnel are not eligible.
1128 (f) Nomination is made with the candidate's permission.
1129 (g) Nomination form must be postmarked or emailed by March 1 to be considered.
1130 (h) Nomination form, recommendation letter, and a recent photo must be sent to Awards Committee
1131 Chairman.

1132
1133 E. Grant-In-Aid Awards (Criteria to be decided.)

1134
1135 A grant-in-aid is a monetary award granted by a state organization or chapter that is supported by
1136 funds other than the scholarship fee. Grant-In-Aid recipients do not have to be members of Delta
1137 Kappa Gamma.
1138
1139

1140 2013 Eta State Convention (April) actions included – May 29, 2013
1141 *Edited* by Rules Committee—January 19, 2014
1142 *Edited/Amended* by Rules Committee – July 16, 2014
1143 2015 Eta State Convention (April 25 assembly actions included)
1144 Dr. Teresa Cowan, Chair
1145 Amended – April 23, 2016
1146 2017 Eta State Convention (April 29, 2017) actions included – Emily Lucas, Chair
1147 2018 Eta State Convention (April 28, 2018) actions included- Tammy Cullom, Chair