

**NC DKG BYLAWS
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THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
NORTH CAROLINA STATE ORGANIZATION
Voices of Influence Empowering North Carolina Women Educators

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NC DKG Bylaws

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ARTICLE I NAME

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Section 1.

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The name of this state organization shall be **The North Carolina State Organization of The Delta Kappa Gamma Society International (formerly known as Eta State), abbreviated as NC DKG.**

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Section 2.

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Each chapter in NC DKG shall be designated by a Greek letter or a combination of Greek letters.

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ARTICLE II OBJECTIVES

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The objectives of NC DKG shall be to

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1. promote the Mission, Vision, and Purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II;
 2. act as liaison between chapters and the international organization;
 3. organize Delta Kappa Gamma chapters within the state;
 4. provide leadership training for state and chapter leaders; and
 5. seek to make the Society more visible and more influential in educational endeavors.

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ARTICLE III MEMBERSHIP

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Section 1.

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Classification: The membership of NC DKG shall be composed of active, reserve, collegiate, and honorary members of chapters within the state. Membership practices shall be in accordance with the *Constitution*, Article III.

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- A. An active member shall be a woman who is, or has been employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.

- 49 B. Reserve members shall be formerly active members who are unable to participate in the activities of
50 the chapter because of physical disability and/or geographical location. Reserve status shall be
51 granted by a majority vote of the chapter. A reserve member, so requesting, may be restored to active
52 membership.
53
- 54 C. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
55 (1). Undergraduate student collegiate members shall
56 a. be enrolled in an institution offering an education degree and have the intent to continue
57 academically and professionally in the field of education; and
58 b. be enrolled within the last two years of their undergraduate education degree.
59 (2) Graduate student collegiate members shall have graduate standing in an
60 Institution offering an education degree and have the intent to continue academically and
61 professionally in the field of education.
62 (3) When a collegiate member starts her career as a paid educator, she will pay active member dues
63 and become an active member. If a collegiate member does not pursue a career as an educator,
64 her membership will expire upon graduation or withdrawal from the education degree program.
65
- 66 D. Honorary members shall be women, not eligible for active membership, who have rendered notable
67 service to education or to women and are elected to honorary membership in recognition of such
68 service. They shall be privileged to participate in all activities except that of holding office. A
69 lifetime fee of \$49.50 shall be paid for each honorary member at the time of induction. This fee shall
70 be paid by the inducting unit of the Society.
71

72 Section 2.

- 73 A. Chapters in the state shall have authority to act in matters of chapter membership in accordance with
74 the *Constitution*. All membership records shall be kept at the chapter level.
75
- 76 B. An individual becomes a member of the Society when she pays her dues.
77
- 78 C. A candidate for active membership shall be selected by the method established by the chapter's
79 rules.
80

81 Section 3.

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83 State honorary members

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- 85 A. State honorary members shall be nominated by chapters and/or members, recommended by the
86 Membership Committee, and elected by a majority vote of the Executive Board.
87
- 88 B. Induction of state honorary members shall be conducted at the state convention unless
89 circumstances dictate that the president and chairman of the Membership Committee make other
90 arrangements.
91
- 92 C. The state president and the chairman of the Membership Committee shall organize the orientation
93 session and the induction.
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- 95 D. The chairman of the Membership Committee shall assign each state honorary member to a chapter in
96 the area in which she resides or works.

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Section 4.

Termination of membership

- A. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death. The chapter treasurer shall report to the state treasurer the record of all memberships terminated, including the reasons and dates of termination.
- B. The chapter shall file all letters of resignation.

Section 5.

Reinstatement

- A. A former member shall be reinstated to membership by the chapter receiving the request.
- B. The chapter treasurer shall report to the state treasurer when a former member has been reinstated.

ARTICLE IV FINANCES

Section 1.

Annual dues

- A. Annual dues shall be paid by active, reserve, and collegiate members in accordance with membership requirements of the Society.
- B. 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.
- C. Payment of dues and fees shall be in accordance with the *Constitution* (Article IV. Section C and *NC DKG Standing Rules* 4)

Section 2.

Financial controls

A. Budget

- (1) The Finance Committee shall prepare in odd-numbered years the Available Fund biennial budget. The budget shall be presented to the Executive Board for adoption at its meeting prior to the state convention.
- (2) This budget shall be subject to review and amendment, if necessary, by the Finance Committee and the Executive Board at any business meeting of the Executive Board.

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B. Expense vouchers

The president shall approve all expense vouchers before they are sent to the treasurer for payment. The president's expense vouchers shall be approved by the chairman of the Finance Committee.

D. Annual Financial Review/ Audit

(1) The financial records shall be reviewed annually by an external CPA. An audit shall be performed when a new treasurer is appointed.

(2) The Finance Committee shall present each financial review/audit to the Executive Board for information and adoption.

Section 3.

Gifts

Gifts to NC DKG, except gifts to Headquarters, are subject to the approval of the NC DKG Executive Committee and the Finance Committee. If the Executive Committee and the Finance Committee determine that conditions/restrictions make the gift unacceptable, they may enter into discussion/negotiation with the donor to effect modifications that would make the gift acceptable.

ARTICLE V ORGANIZATION

Section 1.

Chapters

A. Each chapter shall have chapter rules which are consistent with the *Constitution* and the *NC DKG Bylaws and Standing Rules* and shall include a number specified as a quorum for all business meetings. (*Constitution*, Article V, Section B,3)

B. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.

(1) The term of each elected officer shall be two years. No officer, except the treasurer, shall serve in the same office longer than two terms in succession. All chapter officers shall take office on July 1 following election.

(2) The chapter treasurer shall be selected by the Executive Board each biennium.

C. The chapter president shall represent the chapter as a voting member of the state Executive Board.

Section 2.

New Chapters

A. The state Membership/Expansion Committee, in cooperation with the local chapter, shall determine the need for new chapters and, after approval by the Executive Board, shall make arrangements for

195 the organization of additional chapters resulting from the division of existing chapters or the
196 sponsoring of a new chapter by the state organization.

- 197
- 198 B. Each sponsored chapter so organized shall have no fewer than twelve members, at least three of
199 whom shall have been Delta Kappa Gamma members for a minimum of three years.
- 200
- 201 C. Recommendations of candidates for membership in a sponsored chapter shall be screened by the
202 state Membership/Expansion Committee and shall be subject to the approval of the state president.
203

204 Section 3.

205
206 Regions

- 207
- 208 A. Regions are for the purpose of rendering service to the membership and informing members of state
209 policies and programs of work.
- 210
- 211 B. The state Executive Board shall define the boundaries of regions and the chapters in each.
212
- 213 C. Each region shall have a director who acts as a liaison between the state organization and the
214 chapters. She may plan and conduct a regional activity. She shall visit each chapter in her region at
215 least once during her term of office. She shall collaborate with the state president when working with
216 under-involved chapters.
- 217
- 218 D. The regional director shall be a non-voting member of the Executive Board.
219

220 Section 4.

221
222 Coordinating Council Organization

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- 224 A. Coordinating councils may be organized in counties and/or cities where several chapters exist.
225
- 226 B. Coordinating councils shall adopt rules that are consistent with the *Constitution and International*
227 *Standing Rules*.
- 228
- 229 C. Each participating chapter shall be represented by the chapter president and at least one additional
230 chapter member.
- 231
- 232 D. Participating chapters shall approve the activities of their coordinating council.
233
- 234 E. Activities of a coordinating council shall be financed by the chapters choosing to organize
235 themselves as a coordinating council.
236

237 Section 5.

238
239 U.S. Forum

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- 241 A. NC DKG recognizes the U.S. Forum as a means of serving the interest of members, insofar as it
242 reflects the purposes of the Society. (*Constitution*, Article V, Section D, 6, b)
243

- 244 **B.** The NC DKG president shall appoint a State U.S. Forum Liaison to receive and distribute
245 information concerning the U.S. Forum and to organize forum activities at the state convention.
246
247 **C.** Each chapter president shall appoint a chapter liaison as a contact for distributing information.
248

249 ARTICLE VI OFFICERS AND RELATED PERSONNEL

250
251 Section 1.

252
253 Officers and related personnel

- 254
255 **A.** The elected state officers shall be president, first vice-president, second vice-president, and secretary;
256 the selected officers shall be the treasurer and the executive secretary.
257
258 **B.** The treasurer, the executive secretary, the editor, and the webmaster shall be selected by the
259 Executive Board upon the recommendation of the Personnel Committee.
260
261 **C.** The parliamentarian shall be appointed by the president and is not an officer.
262
263 **D.** Regional directors shall be appointed by the president upon recommendation of the chapters of the
264 region and current regional director. (See *NC DKG's Standing Rules 5, Organization D, 5.*)
265

266 Section 2.

267
268 Duties of officers

269
270 In addition to the duties listed below, the officers will be responsible for such other duties applicable to the
271 office as prescribed by the *Constitution*, these *Bylaws*, and the current edition of *Robert's Rules of Order*
272 *Newly Revised*.

- 273
274 **A.** The president shall
275 (1) plan and conduct a workshop for incoming state officers and committee members after
276 July 1 of odd-numbered years;
277 (2) plan for and preside at the annual NC DKG Convention;
278 (3) plan workshops for incoming chapter presidents, treasurers, program/educational excellence
279 committee chairmen, and membership committee chairmen, prior to June 30 of even-
280 numbered years;
281 (4) in consultation with the second vice-president/coordinator of regional directors, plan and
282 implement leadership/orientation training for regional directors prior to June 30 in even-
283 numbered years.
284 (5) with the Leadership Committee, plan the Leadership Development Seminar held in odd-
285 numbered years;
286 (6) visit chapters upon invitation by chapters or coordinating councils;
287 (7) contact an under-involved chapter and, if needed, form a team to assist the chapter;
288 (8) respond to chapters inviting assistance and form a team to assist the chapter;
289 (9) provide for a review of the minutes of business meetings to ensure accuracy;
290 (10) approve all materials before they are posted to the state website.
291
292 **B.** The first vice-president shall preside at the Birthday Celebration during the state

293 convention.

294

295 C. The second vice-president shall serve as coordinator of activities of the regional directors.

296

297 D. The secretary shall

298 (1) take minutes at state business meetings;

299 (2) submit a draft of the minutes to the state president and parliamentarian as soon as possible, but
300 no later than 14 days after the meeting;

301 (3) edit the minutes and submit them again to the president prior to submitting them to the minutes
302 review/approval committee;

303 (4) submit the minutes to the review committee;

304 (5) return approved minutes to the president; if corrections are needed the process is repeated;

305 (6) do the final formatting, specify that electronic signatures are acceptable, and obtain necessary
306 signatures (including the president's) for the approved minutes;

307 (7) sign (adjacent to the president's signature) the final version; initial, insert date of approval, and
308 keep a copy for the secretary's file;

309 (8) send approved and signed minutes to the executive secretary for placement in the permanent file
310 at headquarters and for distribution electronically or in print prior to the next business meeting;
311 and

312 (9) strive to complete steps 3-8 as soon as possible, but no later than 45 days after the business
313 meeting.

314

315 E. The treasurer shall submit for annual financial review/audit the accounts of the organization. She
316 shall maintain a record of receipts, bills, and bank statements. She shall maintain an accurate and
317 current membership roster.

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319 Section 3.

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321 Terms of office

322

323 A. Officers, elected by the members attending the state convention in odd-numbered years, shall
324 have a term of two (2) years, or until a successor has been named.

325

326 B. The terms of the executive secretary, the treasurer, the editor and the webmaster shall be six (6)
327 years, or until a successor is named.

328

329 C. All officers and related personnel shall take office on July 1 following their election or selection.

330

331 D. When a new treasurer, executive secretary, editor, or webmaster is to be named, she shall be
332 recommended by the Personnel Committee and selected by the Executive Board.

333

334 Section 4.

335

336 Vacancies

337

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

339

340 B. When a vacancy occurs in the office of first vice-president, the second vice-president shall
341 become first vice-president.

- 342 C. When a vacancy occurs in the office of second vice-president, secretary, or other elected or
343 selected position, the president shall name a successor.
344
- 345 D. When a vacancy occurs in the position of treasurer, executive secretary, editor, or webmaster, the
346 president in consultation with the Personnel Committee may name a person to serve until the
347 Executive Board selects a successor.
348
- 349 E. In the event that a member holding an elected or selected position is unable to perform her duties,
350 the position shall be declared vacant by the Executive Committee and a successor named by the
351 president.
352

353 Section 5.

354 Nominations and elections

355 A. Nominations Committee

- 357 (1) Nominations for state officers shall be made by the Nominations Committee.
358 The committee consists of five members, appointed by the president for terms of four years.
359 (2) Terms of the members shall overlap, with three members appointed in one
360 biennium and two in the alternate biennium.
361 (3) The state president shall appoint one of the members to serve as chairman.
362 (4) Geographical representation shall be considered in appointing members of the
363 committee.
364

365 B. Election of officers

- 366 (1) The Nominations Committee shall, in election years, present its report of nominees to the
367 state president, the executive secretary, and the editor by the deadline for the spring issue of
368 the state newsletter.
369 (2) The nominees, with candidate qualifications, shall be published in the spring issue the state
370 newsletter.
371 (3) The committee shall present to the members in convention in odd-numbered years the name
372 of at least one nominee for each elective office. Consent of the
373 nominee must be obtained.
374 (4) After the report of the committee has been made to the convention, additional
375 nominations may be made from the floor with the consent of the nominees.
376 (5) Election shall be by ballot. A majority of the votes cast elects. If there is but one nominee for
377 an office, the election may be by voice vote.
378 (6) The Nominations Committee shall prepare the ballot and conduct the election.
379

- 380 C. The Nominations Committee shall actively seek members for *official recommendation for*
381 *nomination* for selection to international committees. The committee may present to the
382 Executive Board for *endorsement* the names of candidates nominated for international office by
383 chapters or individuals.
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386 ARTICLE VII MEETINGS

387
388 Section 1.
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390 Convention

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A. Business of the state shall be conducted annually at a convention held at the date and place as determined by the Executive Board for the purpose of receiving reports, amending bylaws and rules, electing officers, and conducting other business which may properly come before it.

B. Any member attending a state organization meeting may make motions, enter discussions, and vote, except in cases where a roll-call vote is 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 the vote for the chapter, one (1) vote for the chapter and one (1) vote for each five (5) active and reserve members or major fraction thereof within the chapter. The vote may be divided.

C. The quorum shall be a majority of those members who have registered at the convention.

Section 2.

Other meetings

A. A regional activity may be coordinated by the regional director and chapter presidents during their biennium.

B. A workshop for incoming state officers and committee members shall be planned by the president and held after July 1 of odd-numbered years.

C. The president shall plan and implement an orientation/workshop for new chapter presidents, treasurers, program educational excellence committee chairmen, and membership committee chairmen prior to June 30 of even-numbered years.

D. The president, in consultation with the second vice-president/coordinator of regional directors, shall plan and implement a leadership/orientation for regional directors prior to June 30 in even-numbered years.

E. A Leadership Development Seminar shall be planned by the president and the Leadership Development Committee for odd-numbered years.

F. 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.

Section 3.

Regular Chapter Meetings

A. Regular meetings of chapters shall be held at least four (4) times per year.

B. All members being notified, chapter meetings may be face to-face, through electronic

- 438 communications, or through a combination of the two, as long as members present may
439 simultaneously hear one another and participate during the meeting.
440
441 C. A quorum for chapter business shall be determined by the chapter.
442
443 D. All members being notified, matters requiring immediate chapter action may be voted upon by
444 mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote.
445 A majority vote of chapter members shall be required for action.
446
447 E. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face
448 meeting of the chapter.
449
450 F. There shall be no proxy voting.
451

452 ARTICLE VIII EXECUTIVE BOARDS AND EXECUTIVE COMMITTEE

453 Section 1.

454 State Executive Board

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456
457
458 A. The members of the Executive Board shall be the elected officers, the immediate past state
459 president, and the chapter presidents. Other past state presidents shall serve ex officio. The
460 executive secretary, the treasurer, the editor, the regional directors, the parliamentarian, the
461 webmaster, and the chairmen of state committees shall be ex-officio members without vote.
462
463 B. The duties of the Executive Board shall be to
464 (1) recommend policies and procedures for consideration by the state convention or chapters;
465 (2) establish the procedure for budget development and approval;
466 (3) examine, modify if necessary, and adopt the state budget;
467 (4) supervise state organization finances;
468 (5) select the executive secretary, the treasurer, the editor, the webmaster, and such other
469 personnel as may be needed, prescribe their duties, and fix their stipends;
470 (6) determine the date and place of state meetings ;
471 (7) act in the interim between board meetings upon matters requiring immediate attention;
472 (8) elect by majority vote state honorary members;
473 (9) approve the creation of new chapters and/or dissolution of chapters;
474 (10) define the boundaries of regions and the chapters in each;
475 (11) authorize ad hoc committees;
476 (12) examine, modify, if necessary and approve the budget for the Headquarters which is
477 administered by the Headquarters Committee ; and
478 (13) approve the state strategic plan.
479
480 C. Meetings of the Executive Board shall be held at least twice each year. Special meetings may be
481 called by the president with thirty (30) days' notice.
482 (1) The presence of a majority of the voting members, excluding ex officio members, shall
483 constitute a quorum at meetings.
484 (2) A chapter president who is unable to attend the state Executive Board
485 meeting may appoint an official representative who shall have full

486 privileges of participation.
487 (3) Chapter presidents shall notify the state president of substitute representatives.
488

489 D. A vote by postal or electronic mail is authorized when necessary.
490

491 Section 2.

492

493 Executive Committee

494

495 A. The members of the Executive Committee shall be the elected officers. (*Constitution*, Article VII,
496 Section B, 3.)

497

498 B. The committee shall meet at the call of the president to conduct business delegated to it by the
499 Executive Board, to take action on matters requiring immediate decision, and to serve in a
500 consulting capacity to the president.

501

502 C. The committee and the Finance Committee will evaluate the acceptance of any proposed gift and
503 present a recommendation to the Executive Board for final action.

504

505 D. The state president may secure a vote of the Executive Committee by postal or electronic mail
506 when necessary.

507

508 E. Executive Committee member(s) shall

509 (1) be a point of contact for members to express observations and requests for action concerning
510 NC DKG operating procedures; and

511

512 (2) acknowledge input from member(s) and ensure follow-up.

513

514

515 Chapter executive boards shall function in accordance with the *Constitution*, Article VII, Section C.

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519 ARTICLE IX COMMITTEES

520

521 Section 1. Standing Committees (14)

522

523 A. Society Mission and Purposes (7)

524 Awards

525 Beginning Teacher Support

526 Educational Excellence

527 Educational Law and Policy

528 Leadership Development

529 Membership/Expansion

530 Scholarship

531

532 B. Society Business (7)

533 Communications and Marketing

534 Finance
535 Headquarters
536 Nominations
537 Personnel
538 Planning
539 Rules
540

541 Section 2.

542
543 General procedures
544

545 A. State organization and chapters
546

- 547 (1) The state organization and chapters may fulfill their constitutional responsibilities by
548 choosing to have a committee structure similar to the international committee structure or
549 may choose to accomplish its tasks in another manner.
550 (2) Committees at the state organization and chapter level shall be appointed by the
551 president.
552 (3) The president shall serve as member ex officio on all committees except the Nominations
553 Committee.
554 (4) Committee business requiring immediate attention may be voted upon by mail (postal or
555 e-mail) when all members of the committee have been notified.
556 (5) A committee meeting may be face-to-face or through electronic communication.
557 (6) A committee may meet through electronic communication as long as all the members
558 may simultaneously hear one another and participate during the meeting.
559 (7) The committee chairman shall request the approval of the president prior to scheduling a
560 committee meeting.
561 (8) The president shall authorize the mode, i.e., face to face, or electronic, of each committee
562 meeting.
563 (9) The committee chairman has the responsibility of submitting committee reports.
564 (10) The state organization and chapters are responsible, at their respective levels, for state
565 organization responsibilities and/or chapter responsibilities related to the work of certain
566 international committees.
567 (11) Committees for which state organizations and chapters have work responsibilities are
568 marked with an asterisk in *Constitution*, Article VIII, Sections B and C: Communication
569 and Marketing; Finance; Membership; Educational Excellence; Scholarship; and World
570 Fellowship.
571 (12) Reports requested from state organizations and chapters shall be submitted in the format
572 specified by Society Headquarters.
573

574 B. State organization
575

- 576 (1) The president may assign a recognized member affiliate, representative, or liaison as a
577 consultant to or as an appointed member of a specific committee for a particular purpose.
578 These include, but are not limited to, the United States Forum representative, and the
579 North Carolina state organization liaison to the United Nations DKG Representatives.
580 (2) The treasurer shall serve as member ex officio, without vote, on the Finance Committee.
581 (3) The executive secretary shall serve as consultant to the Finance Committee.

- 582 (4) The state organization webmaster and editor shall serve as members ex officio, with vote,
583 on the Communications and Marketing Committee.
584 (5) Committee chairmen shall submit state organization committee reports to the executive
585 secretary at least six weeks prior to the first day of the state organization convention or by
586 the deadline announced.
587

588 Section 3.

589 Duties of committees

590
591
592 Committees for which state organizations and chapters have constitutional responsibilities are
593 Communication and Marketing, Finance, Membership, Educational Excellence, Scholarship, and World
594 Fellowship. [*Constitution*, Article VIII, Sections B and C] Committee responsibilities are described
595 below.
596

597 A. Society Mission and Purposes (7 committees)

- 598
599 (1) Awards Committee – The committee shall not exceed five (5) members.
600 The committee is to design and implement a selection process for awards. The committee
601 shall select the recipients of the Founders Award, the Order of the Dogwood, the Golden Key
602 Award, the Rising Star Award, and additional awards as established. The committee may
603 study and recommend the establishment of additional awards for deserving women, members
604 or non-members. (Award Selection Criteria Appendix VII)
605
606 (2) Beginning Teacher Support Committee – The committee shall not exceed five (5) members.
607 The committee is to support beginning teachers by impacting education locally. The
608 committee’s impact locally can be accomplished by
609 (a) identifying and implementing strategies to sustain and retain quality
610 teachers;
611 (b) supporting quality education for all children; and
612 (c) seeking alliances with entities external to the Society that share a common interest in
613 the status of women and children and excellence in education.
614
615 (3) Educational Excellence Committee (EEC) – The committee’s seven (7) appointed members
616 include the EEC chairman, a music or fine arts representative, a World Fellowship
617 representative, and the chairmen of four committees: Beginning Teacher Support; Education
618 Law and Policy; Leadership Development; and Membership/Expansion.
619

620 The committee’s decisions shall be guided by the Society Mission and Purposes and the state
621 organization’s mission and vision. The committee is to

- 622 (a) identify and promote activities which sustain and support early-career
623 educators;
624 (b) promote state organization and Society activities that increase the personal
625 and professional pride of members;
626 (c) emphasize member development;
627 (d) recognize the value of fine arts in education and during Society events,
628 (e) encourage involvement of members in legislative action; and
629 (f) emphasize global perspectives and educational excellence worldwide.

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The Planning Committee chairman shall serve as a consultant to the EEC.

- (4) Educational Law and Policy Committee – The committee is to
- (a) study and recommend action on professional issues;
 - (b) urge the state organization and chapters to initiate, endorse, and support desirable legislation and other suitable endeavors in the interest of education and women educators;
 - (c) educate members in strategies to impact educational policy; and
 - (d) promote activities that garner support for education at the local and state levels.

The Society has specific guidelines for state organizations and chapters to follow when initiating, endorsing, and supporting legislation:

- * The state organization and the chapters may cooperate with other organizations when their legislative activities promote the Purposes of the Society.
- * An individual may only represent the state organization on legislative issues after receiving authorization from the state organization president.
- * Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
- * Legislative activity shall be concerned with educational issues, not with candidates nor political parties.
- * Neither the state organization nor a chapter shall endorse a political candidate.
- * Neither the state organization nor a chapter shall financially support a political candidate’s campaign.
- * Expenditures for legislative activities by the state organization or chapter shall be no more than a nominal portion of its income.

- (5) Leadership Development Committee – This committee shall have five (5) appointed members. The committee shall have staggered four-year terms of service with two members appointed during one biennium and the other three appointed in the next biennium. The president shall designate a chairman.

The committee is to

- (a) evaluate the leadership development needs of members, the state organization, and the chapters;
- (b) prioritize, plan, schedule, promote, and implement activities to provide leadership development opportunities for members; and
- (c) encourage members to realize their potential as the leaders they are.

The committee is to promote the leadership development opportunities available to members at Society conferences and conventions, and the events of organizations external to the Society. These opportunities include, but are not limited to, speeches, presentations, workshops, training sessions, and women’s conferences.

The committee shall assist the president with the Leadership Development Seminar in odd-numbered years and the workshop for chapter leaders in even-numbered years.

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- (6) Membership/Expansion Committee – The committee shall not exceed six (6) members, one of whom is designated as an expansion representative.

The committee is to

- (a) encourage the recruitment and involvement of women educators capable of impacting education;
- (b) develop and implement strategies to sustain membership by engaging the hearts and minds of members; and
- (c) expand the numbers of chapters within the state organization.

- (7) Scholarship Committee – The committee shall have five (5) appointed members. At least one member shall have been a state organization scholarship recipient. Four members shall serve a two-year (2) term with one member continuing for a second two-year term. The president shall designate a chairman.

The committee is to

- (a) design and implement the scholarship application process;
- (b) consult with the Finance Committee regarding the number of scholarships available; and
- (c) select recipients and present scholarships.

A member of the Scholarship Committee who wants to apply for a scholarship must resign from the committee before she files her scholarship application.

B. Society Business (7 committees)

- (1) Communications and Marketing Committee – The committee shall not exceed six (6) appointed members; the state news editor, Eta Data editor, and webmaster shall serve as members ex officio, with vote.

The committee is to

- (a) be a conduit for information exchange between and among members at all levels of the Society including, but not limited to, *Eta Data*;
- (b) encourage communication with groups external to the Society;
- (c) suggest to the state organization and chapter leadership ways to market and promote the Society; and
- (d) monitor the state organization website for accuracy and regularity of updates.

Technology groups may be appointed by the state organization president to inform and assist the state organization leadership and members with the use of technology for Society business.

- (2) Finance Committee – The committee shall not exceed four (4) members, who serve terms of four (4) years. The president in consultation with the Executive Committee appoints two members each biennium. The president shall designate one member as chairman.

In addition to the committee responsibilities described in Article IV, Finances, the committee

- 726 has other responsibilities.
- 727 (a) The committee shall consult with the treasurer in selecting a CPA to perform an annual
- 728 financial review. The committee shall select an auditor when a new treasurer is
- 729 appointed.
- 730 (b) The committee and the treasurer shall review the CPA's/auditor's report and the
- 731 treasurer's financial report prior to presenting financial information to the Executive
- 732 Board.
- 733 (c) The Finance Committee and the Executive Committee shall evaluate the acceptance of
- 734 proposed gifts, except gifts to Headquarters. The chairman of the Finance Committee
- 735 shall make a recommendation regarding the acceptance of a gift to the Executive Board.
- 736 (d) The committee shall
- 737 1) determine the number of scholarships to be given;
- 738 2) set the convention registration fee in cooperation with the president
- 739 and the convention chairman; and
- 740 3) perform other duties assigned by the Executive Board.
- 741
- 742 (3) Headquarters Committee – The committee shall have no more than six (6)
- 743 appointed members, one of whom shall be a local contact person. Two new members shall be
- 744 named each biennium for a six-year term. The state president, treasurer, and executive
- 745 secretary shall serve ex officio, without vote. The president shall designate a chairman.
- 746
- 747 This committee shall serve as a supervisory body for the operation and maintenance of the
- 748 headquarters building and grounds/property.
- 749
- 750 The committee shall prepare and present an annual budget to the Executive Board for
- 751 approval.
- 752
- 753 No major action shall be taken without the consent of the Executive Board and the knowledge
- 754 and consent of the membership.
- 755
- 756 (4) Nominations Committee (The committee consists of 5 members appointed by the president
- 757 for staggered terms of 4 years.) In addition to the responsibilities listed in the *Bylaws*, Article
- 758 VI, Officers, Section 5, the committee shall actively seek members for official
- 759 recommendation for nomination to international office and for recommendation for selection
- 760 to international committees and present those to the Executive Board for action. The
- 761 committee may present to the Executive Board for endorsement the names of candidates
- 762 nominated for international office by chapters or individuals.
- 763
- 764 (5) Personnel Committee – The committee shall not exceed five (5) members. At least one
- 765 member of the committee shall be a past state president.
- 766
- 767 The committee is to
- 768 (a) study matters related to personnel and make recommendations concerning
- 769 personnel policies to the Executive Board;
- 770 (b) maintain an up-to-date record of paid personnel's duties and present those
- 771 duties to the Executive Board when personnel or duties change;
- 772 (c) maintain an up-to-date record of the responsibilities of each standing
- 773 committee and the committee chairman; and

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(d) screen applicants and recommend candidates for the positions of executive secretary, treasurer, editor, and webmaster to the Executive Board when a vacancy occurs in any of the positions.

- (6) Planning Committee – This committee shall not exceed five (5) appointed members. The state president and executive secretary shall serve as members ex officio, without vote. The appointed members shall serve staggered four-year (4) terms, with two members appointed in one biennium and three members appointed the next biennium. Two committee members with recent chapter president experience should be on the committee at all times. The president shall designate a chairman.

The committee is to

- (a) focus attention on areas necessary to sustain a state organization, support change, and promote growth;
- (b) review and update, as an on-going task, the state organization’s strategic plan;
- (c) monitor the implementation of the actions approved by the Executive Board and/or convention body;
- (d) compile an annual report of progress for the Executive Board; and
- (e) make proposals for future action by the state organization.

The committee shall recommend a strategic action plan to the Executive Board for adoption.

Officers and committee chairmen with designated responsibility for the actions on the approved strategic action plan shall report progress to the Planning Committee.

The state president and/or the executive secretary shall be present at each Planning Committee meeting.

The Educational Excellence Committee chairman shall act as a consultant to the Planning Committee.

- (7) Rules Committee – The committee shall not exceed four (4) appointed members. The parliamentarian shall serve as member ex officio, without vote.

The committee is to

- (a) review governing documents each biennium for concordance, accuracy, and clarity;
- (b) make proposed amendments for change, if needed;
- (c) receive all proposed amendments to state organization *Bylaws* and *Standing Rules*;
- (d) format in print the proposed amendments for publication and distribution, so that members would receive notice at least six weeks prior to the first day of convention;
- (e) present the proposed amendments to the Executive Board for information and recommendation and to the convention assembly for adoption;
- (f) after a convention, ascertain that the *Bylaws* and *Standing Rules* are in concordance with approved actions; and

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(g) with the assistance of the regional directors, review chapter rules on a four-year cycle beginning in 2004 for consistency with the state organization and international governing documents.

The Rules Committee shall make *NC DKG Bylaws* available to the international Constitution Committee for review each time the document is amended or revised.

After each convention, the Rules Committee shall prepare digital copies of the *Bylaws* and/or *Standing Rules* to be posted on the Website. The committee shall also prepare hard copies for the executive secretary for placement in the permanent file. Both digital and hard copies shall be placed in the Rules Committee files located at NC DKG Headquarters.

Section 4.

Special Committees

The president may appoint a special committee, if the committee is authorized by the Executive Board. Such committees shall be dissolved after submitting a final report.

ARTICLE X ACTIVITIES

Section 1.

Scholarships

- A. State scholarships shall be awarded to members who apply and are selected by the Scholarship Committee. The number of scholarships shall depend upon the availability of funds as determined by the Finance Committee.
- B. Rules governing the administration of the scholarships program shall be presented by the Scholarship Committee to the Executive Board for its recommendation for consideration by the state convention. The Scholarship Committee should review criteria governing the selection process of the scholarships program each biennium and submit any proposed changes to the Executive Board for approval.

Section 2.

Publications

- A. The state newsletter shall be published four times a year and sent to each member in the state.
- B. *NC DKG Directory* shall be published every four years, with supplementary material supplied as needed during the intervening years.
- D. The NC DKG website shall serve as a resource for members and others who seek information

869 about the organization. Materials must be approved by the state president before being posted on
870 the website.

871
872 D. The publication of special monographs and/or brochures shall be approved by the president and
873 the Executive Committee in consultation with the Finance Committee.

874
875 E. *Eta Data*, a monthly electronic bulletin, shall be made available to members.

876
877 Section 3.

878
879 Awards Granted to Members or Non-members

880
881 The recipient of Grant-in-Aid Awards* and other state awards shall be selected by the Awards
882 Committee, according to the guidelines recommended by the Executive Board and adopted by the state
883 convention. (*NC DKG Standing Rules* 10, Activities, C; see Appendix VII for criteria.)

884
885 *The term *grant-in-aid* represents the general category of awards granted by the state organization and
886 chapters that are supported by funds other than the scholarship fee.

887
888 ARTICLE XI STATE FUNDS

889
890 Section 1.

891
892 Available Fund

893
894 The state shall maintain an Available Fund. It shall be an operating fund and shall require a budget.
895 (*Constitution*, Article IV, Finance, Section F, Funds, 1.)

896
897 Section 2.

898
899 Permanent Fund

900
901 Maintenance of this fund is required by the *Constitution*, Article IV, Section F, Funds,
902 3. a.b.c.e. The principal of the permanent fund shall be used for the purchase of articles and equipment of
903 a permanent nature.

904
905 Expenditures from the state permanent fund shall be authorized by the state Executive Board.

906
907 Section 3.

908
909 Reserve Fund

910
911 NC DKG shall maintain a Reserve Fund for the purpose of saving an amount to be used for the operation
912 of the organization should financial hardship dictate. Any excess from the year's budget shall accrue to or
913 any deficit shall be deducted from this Reserve Fund. Expenditures from this fund shall be proposed by
914 the Finance Committee and approved by the Executive Board.

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916

917 Section 4
918
919 Non-Dues Revenue Fund
920
921 The Non-Dues Revenue Fund is derived from any undesignated and/or unbudgeted income. Expenditures
922 from this fund shall be proposed by the Finance Committee and approved by the Executive Board.
923
924 Section 5
925
926 Scholarship Fund
927
928 The Scholarship Fund provides for the awarding of state scholarships according to Society guidelines.
929 (*NC DKG Standing Rules*, 11, State Funds, C.)
930
931 Section 6.
932
933 Founders Award Fund
934
935 A. The Founders Award Fund provides an award to honor a woman who has made outstanding
936 contributions beyond the local and regional level. (*NC DKG Standing Rules*, 11. State Funds, F.)
937
938 B. Investment of the fund shall be supervised by the Finance Committee.
939
940 Section 7.
941
942 Headquarters Fund
943
944 This fund consists of contributions to the state designated for headquarters and is used for operation and
945 maintenance of the headquarters building and grounds/property.
946
947 Section 8.
948
949 Pauline Moser Longest Leadership Development Fund
950
951 A. The fund provides resources for personal and professional development experiences to equip key
952 women educators for leadership in The Delta Kappa Gamma Society International and in the field
953 of education.
954 B. The fund shall be a supplement to and shall extend leadership opportunities beyond those that are
955 funded by the NC DKG budget.
956
957 C. The fund shall accumulate, through contributions and interest, a balance of \$50,000 before
958 disbursements are considered. Disbursements can be made only from the net appreciated assets,
959 i.e., earnings from the Fund.
960
961 D. Disbursements for a fiscal year shall not exceed 80% of the appreciated assets as of June
962 30 of the preceding year.
963
964 F. The Finance Committee shall determine the amount of funds available for use.

965 ARTICLE XII DISSOLUTION

966

967 Section 1.

968

969 State Dissolution

970

971 Upon recommendation of the Executive Board of NC DKG by a two-thirds (2/3) vote, followed
972 by a two-thirds (2/3) vote of the NC DKG Convention assembled in regular session, the
973 dissolution of the North Carolina State Organization of The Delta Kappa Gamma Society
974 International shall be carried out in the following order in accordance with the laws of
975 incorporation in North Carolina:

976

977 A. Audit of treasurer's records by an independent accounting firm

978

979 B. Payment of all liabilities and obligations

980

981 C. Disposition of residual assets as determined by the Executive Board of NC DKG

982

983 Section 2.

984

985 Chapter Dissolution

986

987 A. Before a chapter is dissolved, the approval of the state Executive Board must be
988 obtained.

989

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

992

993 C. Any remaining funds in the chapter account shall be sent to the state organization
994 treasurer and deposited in the Available Fund.

995

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

998

999 E. The chapter charter must be returned to the state to be forwarded to the International
1000 Headquarters.

1001

1002 F. The state Executive Board shall decide whether the chapter Greek name shall be reused.

1003

1004 Section 3.

1005

1006 Chapter Merger or Consolidation

1007

1008 A. In the case of a *merger* of two chapters, one of the two chapters continues while the
1009 other loses its independent identity and ceases to exist since it is absorbed into the
1010 former.

1011

1012 B. In the case of a *consolidation* of two or more chapters, each chapter involved
1013 discontinues its independent existence. A new entity is formed that includes

1014 memberships of the consolidating organizations, continues their work, and assumes
1015 their assets and liabilities.

1016
1017 C. In either a merger or a consolidation of two or more chapters, the resulting chapter
1018 entity shall keep the chapter assets of the chapters involved in the merger or
1019 consolidation.

1020
1021 D. In either a merger or consolidation of chapters, the resulting entity may be given a new
1022 name by the state organization.

1023
1024 ARTICLE XIII PARLIAMENTARY AUTHORITY

1025
1026 *Robert's Rules of Order Newly Revised* (current edition) shall govern the proceedings of NC
1027 DKG and its chapters in all cases not provided for in the *Constitution, International Standing*
1028 *Rules, NC DKG Bylaws, and NC DKG Standing Rules.*

1029
1030 ARTICLE XIV AMENDMENTS

1031
1032 Section 1
1033 The Rules Committee is authorized to make any changes necessary to bring *NC DKG Bylaws*
1034 *and Standing Rules* into compliance with amendments to the *International Constitution and*
1035 *Standing Rules*. The Rules Committee will notify the membership of amendments subsequent to
1036 the convention in the fall edition of the state newsletter and on the state website.

1037
1038 Section 2.

1039
1040 Amendments to the *NC DKG Bylaws*

1041
1042 A. Proposals for amending the *Bylaws* shall be considered in odd-numbered years.
1043 B. Proposals for amending
1044 (1) may be submitted to the Rules Committee by any member, committee, board, or
1045 chapter;
1046 (2) shall be submitted to the Executive Board for approval before they are submitted to
1047 a vote at the state convention; and
1048 (3) that have been rejected by the Executive Board shall be submitted to a vote of the
1049 convention noting the disapproval.

1050
1051 C. Notification of proposed amendments
1052 Proposed amendments to the *Bylaws* shall be prepared in printed form and distributed
1053 so that members receive notice at least six (6) weeks prior to the first day of convention.

1054
1055 D. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall be
1056 required for the adoption of an amendment to the *NC DKG Bylaws*.

1057
1058 E. The adopted amendments take effect immediately upon adoption.

1059
1060 G. Incorporating the adopted amendments into the *NC DKG Bylaws* shall be the
1061 responsibility of the Rules Committee.

1062

1063 Section 3.

1064

1065 Amendments to *NC DKG Standing Rules*

1066

1067 A. Proposals for amending the *NC DKG Standing Rules* shall be considered at each annual
1068 convention.

1069

1070 B. Proposals may be submitted by any member, committee, board or chapter.

1071

1072 C. Proposed amendments to the *NC DKG Standing Rules* shall be prepared in printed form
1073 and distributed so that members receive notice at least six (6) weeks prior to the first
1074 day of convention.

1075

1076 D. Vote for adoption

1077 (1) A standing rule may be amended or rescinded by a majority vote, a quorum being
1078 present, if the notice has been prepared in printed form and distributed so that
1079 members receive notice at least (6) weeks prior to the first day of convention.

1080 (2) An amendment that has not been published will require a two-thirds (2/3) vote, a
1081 quorum being present, to be adopted or rescinded.

1082 (3) The adopted amendment will take effect immediately upon adoption.

1083 (4) Incorporating the adopted amendment into the *NC DKG Standing Rules* shall be the
1084 responsibility of the Rules Committee.

1085

1086 Article XV The North Carolina Delta Kappa Gamma Educational Foundation The Enabling Act

1087

1088 Section A.

1089 As a means of furthering the educational purposes of The North Carolina State Organization of
1090 The Delta Kappa Gamma Society International (NC DKG), consent is given to the
1091 establishment and operation of an educational foundation for charitable educational purposes
1092 under the North Carolina Non-profit Corporation Act. The Foundation, named "The North
1093 Carolina Delta Kappa Gamma Educational Foundation," will operate under the Internal
1094 Revenue Code as a 501 (c) (3) non-profit organization and shall abide by current federal and
1095 state rules or those which shall hereafter be in effect.

1096

1097 Section B.

1098 The Board of directors governing the Foundation shall be elected in accordance with procedures
1099 specified in the *Foundation Bylaws*. Such officers of NC DKG as are designated in the
1100 *Foundation Bylaws* are authorized to serve on the Board of Directors of the Foundation.

1101

1102 Section C.

1103 Members of NC DKG shall be members of the Foundation. There shall be no fees for
1104 membership.

1105

1106 Section D.

1107 A *Memorandum of Understanding* between NC DKG and the Foundation shall be maintained to
1108 deal with relational issues, such as agreements allowing the Foundation office to be located at
1109 NC DKG Headquarters or allowing the Foundation to hold meetings at NC DKG events.

1110

1111 Section E.

1112 This enabling act shall not be subject to revision or amendment. The act shall become void only
1113 upon the dissolution or liquidation of the Foundation, as provided for in the *Articles of*
1114 *Incorporation* and the *Foundation Bylaws*.

1115
1116 **[end 05/13/2015 GS]**

1117 **[end 06/28/2015 TC]**

1118 **[end 05/02/2017 EL]**

1119 **[end 5/3/19 TC]**

1120

1121 Eta State Convention *actions* – adopted April 29, 2017; Emily Lucas, Rules Committee Chairman

1122 NC DKG Convention *actions* - adopted May 3, 2019, Tammy Cullom, Rules Committee Chairman

1123