

**2021 STANDING RULES
of the North Carolina State Organization
of The Delta Kappa Gamma Society International**

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1 **THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**
2 **NORTH CAROLINA STATE ORGANIZATION**
3 **STANDING RULES 2021**
4

5 Standing Rules are for the purpose of implementing the *NC DKG Bylaws* and are binding on the state and its
6 chapters. Each chapter should have available at least one copy each of the *Constitution, International Standing*
7 *Rules*, the *NC DKG Bylaws*, and the *NC DKG Standing Rules*.
8

9 Standing rules may be amended or rescinded at any annual convention by 2/3 of the votes cast without prior notice
10 or by a majority vote with prior notice.
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12 These *NC DKG Standing Rules* follow the order of the *NC DKG Bylaws* for convenience in use, and all division
13 references are to the *NC DKG Bylaws*.
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15 **1. NAME**
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18 **2. PURPOSES**
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21 **3. MEMBERSHIP**

- 22 **A.** Professional educator shall be interpreted to include one-to-one instruction, as well as group instruction.
23 Employed shall be interpreted as hired by an employer and/or paid a salary or fee for specific educational
24 services.
25 **B.** A collegiate member may participate in the activities of the Society except holding office. A collegiate
26 member may serve as parliamentarian which is not an elected office.
27 **C.** Chapters shall consider recommendations which are signed and submitted by members from other areas.
28 Members may make recommendations to chapters in other areas.
29 **D.** The chapter president and the chairman of the Membership Committee shall arrange an orientation
30 session with prospective members at a time after invitations are extended.
31 **E.** Chapters decide if and when to have an induction ceremony.
32 **F.** Chapter shall keep accurate files of membership:
33 • Individual membership – records up to date
34 • Inductees – dates of induction
35 • Those who refuse membership – reasons, dates of invitations
36 • Transfers in/out – dates and from/to which chapters
37 • Deaths – dates
38 • Resignations – reasons, letters
39 • Reinstatements – dates and from which chapters they come
40 • Terminations – name, reason and date must be recorded in the minutes
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42 **4. FINANCES**

43 **A. Dues**

- 44 1. The state annual dues shall be \$15 for each active member and \$2 for each reserve member.
45 Collegiate member dues shall be \$5. Active and reserve members shall pay a scholarship fee of \$1.

46 Active members shall also pay any required chapter assessments. International dues are \$40 for each
47 active member and \$20 for each collegiate and reserve member.

48 2. Any changes in the amount of state dues shall require a two-thirds (2/3) vote of members at the annual
49 convention in an odd-numbered year. Any proposal for changes in state dues shall be presented by the
50 Finance Committee to the Executive Board in an even-numbered year and to the NC DKG
51 Convention the following year. In the interim, the proposed change shall be publicized to the
52 membership through the state newsletter. If it is approved by a two-thirds (2/3) vote of the Executive
53 Board preceding the convention, it shall be presented for vote to the members in convention.

54 **B. Payment of Dues and Fees**

- 55 1. The membership year is July 1- June 30. A member shall pay annual dues and fees no later than June
56 30 for the following fiscal year. On October 1, members shall be dropped for nonpayment of dues and
57 fees.
- 58 2. For new membership or reinstatement between July 1 and December 31, the member shall pay
59 induction fee (new member only), dues, and scholarship fee for the current year.
- 60 3. Beginning on or after January 1, the new members shall pay 1/2 international and state dues, in
61 addition to the induction fee and scholarship fee.
- 62 4. New members shall pay an induction fee of \$10. The chapter treasurer shall send \$2.50 to the state
63 treasurer.
- 64 5. Beginning April 1, dues and fees for the following year will be collected.
- 65 6. All dues and fees shall be collected by the chapter treasurer by June 30. Beginning July 1, 2019, the
66 chapter treasurer shall send International dues electronically to Society Headquarters. Chapter
67 treasurers will send state dues and fees to the state treasurer.

68 **C. Budget**

- 69 1. In each odd-numbered year a biennial budget shall be prepared by the Finance Committee and a copy
70 sent to each member of the Executive Board at least three (3) weeks prior to the state convention. The
71 Executive Board shall adopt the budget at its session prior to the state convention.
- 72 2. Following adoption of the budget by the Executive Board, no expenditure, with the exception of
73 convention, is to exceed the budgeted amount without approval of the Board. Any request approved
74 by the president for revising a budgeted figure shall be considered by the Finance Committee and if
75 judged feasible, shall be submitted to the Executive Board.
- 76 3. The budget shall include a contingency fund of not less than \$500 to take care of unexpected needs.
77 Sums of \$200 or less may be expended from this fund at the discretion of the president and the
78 treasurer.
- 79 4. At a meeting of the Executive Board in even-numbered years, the budget for the second year of the
80 biennium shall be reviewed and changes made as approved by the Board.
- 81 5. Items occurring in the budget each year of the biennium
 - 82 a) amounts of equal stipends for the NC DKG Executive Secretary, the NC DKG Treasurer, the NC
83 DKG Newsletter Editor, and the NC DKG Webmaster;
 - 84 b) expenses incurred by the president and other officers, the executive secretary, the treasurer, the
85 editor, the webmaster, and regional directors as they perform, their duties in NC DKG;
 - 86 c) expenses of committees to permit at least one meeting per year;
 - 87 d) expenses of the regional directors in conducting a regional activity;
 - 88 e) a fidelity bond to cover the amount of the treasurer's liability up to \$500,000;
 - 89 f) membership dues in approved women's organizations;
 - 90 g) state convention; and

- 91 h) audit, including accounts of the organization for review.
- 92 6. Items occurring in the budget the first year of the biennium only
- 93 a) workshop for new state officers and committee members: Travel of all authorized participants
- 94 shall be paid.
- 95 b) June workshop for new chapter presidents, treasurers, EEC and membership chairmen, and
- 96 regional directors. Housing, meals, registration fee, and travel shall be paid for workshop leaders;
- 97 and
- 98 c) induction of state honorary member or members: A one-time fee of \$49.50 is paid to International
- 99 for each honorary member. An honorary member is presented a Society
- 100 key pin by the state.
- 101 7. Items occurring in the budget the second year of the state organization biennium.
- 102 a) Leadership Development Seminar. Expenses incurred by the committee in planning the seminar
- 103 shall be paid.
- 104 b) Founders Award. The commemorative item and expenses of the recipient at the convention are
- 105 paid by the state.
- 106 c) The state shall pay expenses incurred for materials, meals, travel, and presenters for Leadership
- 107 Orientation/Training for Regional Directors. This training occurs in the first year of the regional
- 108 directors' biennium (even-to-even numbered years) but expenses are budgeted and expended in
- 109 the second year of the state organization biennium (odd-to-odd numbered years).
- 110 d) Expenses for nonrecurring items (anniversary celebrations, hosting international meetings,
- 111 honoring or memorializing outstanding members or other special needs) will be paid from the
- 112 Available Fund as circumstances warrant.

113 **D. Convention Financing**

114 Where the term *convention chair* is used, *convention vice-chair* is to be substituted when applicable.

- 115 1. Registration fee and special meals
- 116 a) The amount of the registration fee shall be determined by the Finance Committee in cooperation
- 117 with the president and convention chairman.
- 118 b) The convention chairman shall be responsible for overseeing expenses to be covered by the
- 119 registration fee.
- 120 c) The convention registration fee shall cover costs of flowers and other decorations, music,
- 121 place cards, favors, gifts to speakers, and the cost of special program needs.
- 122 d) Amounts paid by convention participants for special meals and for registration fees shall be
- 123 received by the state treasurer. She, with the approval of the convention chairman, shall be
- 124 responsible for paying from these funds, statements from the hotel for special meals; statements
- 125 from businesses furnishing favors, flowers and decorations; music, place cards, gifts, and other
- 126 items to be covered by the registration fees.
- 127 e) At the conclusion of the convention, the state executive secretary, state treasurer, and state
- 128 president shall meet with the hotel comptroller to check records and arrange for payment.
- 129 f) After all authorized payments are made from the registration fee, any balance is sent to the state
- 130 treasurer to be added to the Available Fund with an itemized report of receipts and disbursements.
- 131 g) Any expenses authorized by the state president and treasurer not covered by the adopted
- 132 convention budget and registration fees will be paid from the Contingency Fund.
- 133 2. Convention items in the state budget
- 134 a) cost of printing convention programs and reports;

- 135 b) meeting site technology equipment and services as needed for general sessions and board
136 meetings;
- 137 c) lodging and meals for the international representative;
- 138 d) expenses for special guests as the president deems appropriate;
- 139 e) expenses on the basis of one-half the cost of a double room, registration fee, event meals, and
140 travel for all state officers, regional directors, parliamentarian, state committee chairmen,
141 convention chairman, registration chairman, convention treasurer, executive secretary, state
142 treasurer, editor, and webmaster;
- 143 f) beginning Saturday at noon, expenses on the same basis as in (e) above for state honorary
144 members, and state honorary inductees. Exceptions to the double room requirement may be made
145 at the president's discretion.
- 146 g) expenses for new master's and doctoral scholarship recipients and for current master's and
147 doctoral scholarship recipients returning to report on the status of their work; on the basis of one-
148 half the cost of a double room for Saturday night, banquet cost, registration fee, and travel.
- 149 h) All individuals listed in (e) and (g) shall prepay their expenses and submit expense forms to the
150 state president for approval for reimbursement before June 15.

151 **E. General Rules Concerning Finances**

- 152 1. Reimbursement for travel expense authorized by NC DKG shall be made at the rate of \$.32 per mile.
153 Effective July 1, 2008.
- 154 2. Expenses for travel, materials, postage, and urgent telephone calls shall be paid for state officers,
155 regional directors, state committee chairmen, and anyone designated by the president to act in an
156 official capacity in performing duties for NC DKG.
- 157 3. Reimbursement requests shall be submitted to the state treasurer using the established electronic
158 system. Expenses will be approved by the President before payment is made. The state President's
159 expenses shall be approved by the chairman of the Finance Committee. Any reimbursement request
160 not received by June 30 of the fiscal year in which the expense was incurred may not be honored
- 161 4. Chapters of NC DKG shall pay for meals and lodging, if needed, of state officers and regional
162 directors whom they invite to chapter meetings or joint meetings of several chapters. Travel is paid by
163 NC DKG.
- 164 5. A memorial gift of \$100 shall be presented to one of the state or international funds in memory of any
165 deceased member who has served as an international officer from the state or as state president. A
166 memorial gift of \$100 shall be presented to a state or international fund in memory of state officers
167 and related personnel, regional directors, or state committee chairmen who pass away during their
168 term of office. The state treasurer shall send a letter to the family of the deceased in notification of the
169 gift.
- 170 6. The state president's pin is presented by the state organization at the time of her installation as the
171 elected president. A contribution of \$100 shall be made to one of the Society funds in her honor at the
172 end of her term.
- 173 7. Expenses up to the budgeted amount shall be paid for the immediate past state president to
174 attend the International Conference.

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177 **5. ORGANIZATION**

178 **A. Chapters - See *Constitution*, Article V, Section B**

- 179 1. A minimum of four business meetings shall be held annually.

- 180 2. Chapter treasurers shall be retained in office as long as feasible because of the nature of their
181 responsibilities and the time required to learn the special details of the office.
182 3. If a chapter president is unable to attend a state convention, she shall notify the state president in
183 advance and submit the name of her substitute.
184 4. Each chapter shall have chapter rules which are consistent with the *Constitution* and *International*
185 *Standing Rules, NC DKG Bylaws* and *NC DKG Standing Rules*, as verified by the Regional Directors,
186 under the direction of the Rules Committee. The chapter rules shall include the number of members
187 necessary to constitute a quorum.
188 5. Chapters shall conduct workshops for new officers and committee members, acquainting them with
189 their duties and promoting knowledge of the history, plans, and programs of work of the organization.

190 **B. New Chapters**

191 It is strongly recommended that when a chapter's active membership approaches sixty the members begin
192 anticipating division or expansion

193 **C. Under-Involved Chapters**

- 194 1. Upon learning that a chapter is under-involved, the state president in consultation with the executive
195 secretary, appropriate regional director(s), and immediate past state president will appoint a team to
196 provide assistance to the chapter.
197 2. Chapters which are designated as under-involved will be identified by the executive secretary the
198 regional director, and the state editors.

199 **D. Regions**

- 200 1. NC DKG is divided into eleven regions, each with a director who assists and encourages the chapters
201 in carrying out the Society's program of work. She may conduct an activity appropriate for the needs
202 of her region.
203 2. The second vice president shall serve as coordinator of the activities of the regional directors. It is
204 highly desirable, therefore, that she be a past regional director.
205 3. It is important that the regional director become acquainted with members in her region and familiar
206 with the programs and activities of the chapters. She should, therefore, be invited to a meeting of each
207 chapter or to a joint meeting of chapters at least once during her biennium. She may come as a
208 participant on the program or as a visitor.
209 4. The second vice president and the regional directors shall notify the state president of planned
210 regional activities. The state president shall make every effort to include these activities in her
211 schedule and leave for her successor a list of those she was unable to attend. The successor should
212 make it a priority during her biennium to visit the regional activities of those regions not visited by
213 the preceding state presidents.
214 5. The selection of regional directors shall include consideration of each chapter or area of the region on
215 a rotating basis. A chapter unable to provide a suitable candidate in its turn shall work to
216 identify/prepare a candidate for the succeeding biennium. Every effort shall be made to select a
217 regional director from among those chapters which have not recently provided a candidate. The
218 selection of a regional director shall be based on identifying a qualified, eager candidate rather than
219 on selecting only on the basis of chapter representation. The qualifications and procedures shall be as
220 follows:
221 a) She shall have been a member of Delta Kappa Gamma for at least five years.
222 b) She shall have a good attendance record at meetings – chapter, regional, and state.
223 c) She shall have served as chapter president and be well informed on structure, program, and
224 policies of NC DKG and the Society.

- 225 d) By January 15 of even-numbered years, each regional director shall submit to the second vice
226 president the name of a qualified candidate who has agreed to serve as regional director. These
227 names shall be forwarded to the state president by February 1 for appointment before the state
228 convention.
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230 **6. OFFICERS and RELATED PERSONNEL**

231 **A. Officers and Related Personnel**

- 232 1. Nominations for NC DKG offices of president, first vice president, second vice president, and
233 secretary shall be submitted on the regulation forms to the chairman of the Nominations Committee
234 by November 15 of even-numbered years.
- 235 2. The Nominations Committee shall select at least one nominee for each office and present the
236 nominees for vote by members attending the state convention.
- 237 3. The parliamentarian shall be selected by the incoming president.
- 238 4. The executive secretary, the treasurer, the editor, and the webmaster shall serve six-year terms.
239 Should a replacement become necessary, the president shall notify the Personnel Committee to
240 complete the selection process and present its recommendations to the Executive Board for action. If
241 terms are expiring simultaneously, the state president may request a one-year extension of a six-year
242 term to facilitate a smooth transition.

243 **B. Chapter Officers**

- 244 1. Chapter officers shall be elected in the spring of even-numbered years.
- 245 2. The chapter president's pin is presented by her chapter at the time of her installation as the
246 elected president of the chapter.
- 247 3. Newly-elected chapter presidents shall submit the names of all new officers to the NC DKG executive
248 secretary by June 1. As soon as the chapter president has appointed committees to serve during her
249 biennium, she should submit a list of committee chairmen to the executive secretary.
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251 **7. MEETINGS**

252 **A. Convention**

- 253 1. NC DKG shall hold a convention annually in the spring to transact the business of the state
254 organization and to provide fellowship and information for members.
- 255 2. Selection of convention site shall be made as follows:
- 256 a) The executive secretary shall follow the adopted rotation system. After consulting with the
257 president, she will make one or more on-site inspections each year. The president may accompany
258 the executive secretary to make the site inspections. Consideration shall be given to rates and
259 adequacy of facilities.
- 260 b) When the executive secretary and the president agree on a suitable site, the executive secretary
261 will recommend the site to the Executive Board at the meeting prior to convention. Members of
262 the Executive Board shall vote upon the proposed site. If a change of site becomes necessary after
263 Executive Board approval, the executive secretary is empowered to effect the change, working
264 cooperatively with the current president.
- 265 c) At each convention a member from the region of next year's convention shall issue an invitation.
- 266 3. The Executive Board shall meet prior to the general session of the convention.
- 267 4. The recommendations of the Executive Board shall be presented at the general session without a full
268 reading of the minutes unless a request for the reading of the minutes is sustained by a majority vote.
- 269 5. A Birthday Celebration at which the first vice president presides shall be held at each convention.

- 270 6. Workshops or committee meetings may be scheduled at the discretion of the president.
271 7. A Founders Celebration and Presidents Banquet shall be a part of each convention.
272 8. A convention reception is optional.
273 9. The induction of state honorary members and installation of officers shall be held in alternate years.
274 10. A representative from the Delta Kappa Gamma Society International shall be scheduled to speak as
275 she and the president agree.
276 11. A memorial service shall be held during convention. A tribute for each deceased member shall be
277 placed in the Book of Remembrance. Brief tributes to international officers from NC DKG, state
278 presidents, executive secretaries, treasurers, and editors shall be read. A brief tribute shall be read for
279 state officers and related personnel, regional directors, and committee chairmen who pass away
280 during their term of office.

281 **B. Workshops and Seminars**

- 282 1. The workshop for incoming state officers and committee chairs (held in odd-numbered years) shall
283 orient them to their responsibilities. Time shall be provided for planning the work of the biennium.
284 2. The workshop for new chapter presidents, treasurers, regional directors, membership, and
285 EEC/program committee chairmen (held in even-numbered years) shall be an orientation to duties
286 with an emphasis on state and international programs of work.
287 3. The Leadership Development Seminar (held in odd-numbered years) is designed for the general
288 membership.
289 4. The Regional Director Leadership Orientation/Training held in the first year of the regional directors'
290 biennium (even-to-even numbered years) is designed to enhance the leadership skills and their roles
291 within the organizational structure of NC DKG.
292 5. A transition meeting, called by the current state president, shall be held for outgoing and incoming
293 state officers and related personnel prior to the beginning of a new biennium.
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295 **8. EXECUTIVE BOARD**

296 Detailed information concerning the state and chapter Executive Boards appears in the *NC DKG Bylaws*,
297 Article VIII.
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299 **9. COMMITTEES**

300 Specific Duties

301 **A. Educational Excellence Committee (EEC)**

302 In addition to the responsibilities in *NC DKG Bylaws*, Article IX, Section 3, the EEC shall

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

305 **B. Headquarters Committee**

306 In addition to the responsibilities in *NC DKG Bylaws*, Article IX, Section 3, the committee has specific
307 responsibilities:

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

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C. Membership/Expansion Committee

In addition to the responsibilities described in *NC DKG Bylaws*, Article IX, Section 3, the committee has specific responsibilities:

1. study loss in membership because of resignations and terminations due to non-payment of dues and fees;
2. work with chapter membership committees and presidents to retain members and to encourage invitations to women educators capable of making an impact on education;
3. notify NC DKG editor of member's death upon receipt of Form 6 from chapter

D. Planning Committee

In addition to responsibilities described in *NC DKG Bylaws*, Article IX, Section 3, the committee has specific responsibilities:

1. ensure that the approved actions of the Executive Board and the convention assembly are recorded in the state organization bylaws and standing rules and other appropriate documents, e.g., an operating procedures manual or a personnel handbook; and
2. distribute information to individuals responsible for maintaining up-to-date records.

E. Rules Committee

In addition to responsibilities described in *NC DKG Bylaws*, Article IX, Section 3, the committee has other responsibilities. Following a state convention where amendments to *NC DKG Bylaws and NC DKG Standing Rules* have been adopted, the Rules Committee is authorized to

1. correct article and section designations;
2. make editorial changes as required in punctuation, numbering, and cross-referencing; and
3. make other technical or conforming changes as may be necessary to reflect the intent of the convention decisions.

F. Scholarship Committee

In addition to the responsibilities described in *NC DKG Bylaws*, Article IX, Section 3, the committee has specific responsibilities:

1. encourage members in all stages and disciplines of graduate study to apply for international scholarships;
2. develop materials such as guidelines, instructions, and application forms to support the application process and post a time line and deadlines for scholarship applicants;
3. consult with the NC DKG Educational Foundation Board about availability of funds, number of selections to be made and scholarship categories in which funds are available;
4. post updated application materials on the state organization website at least three months before the February 1 application postmark deadline;
5. select the designated number of scholarship recipients from among those who apply;
6. notify in writing the recipients and those not selected of the status of their applications and tell recipients of the responsibilities incumbent upon those who accept scholarships; and
7. inform the Executive Board about committee activities and recommend changes and updates in committee practices and materials.

10. ACTIVITIES

A. Scholarships

1. The term *scholarships* shall mean monetary awards given to NC DKG members by the state organization or its chapters to support study or other educational activities. The term *grants-in-aid*

- 362 shall represent the general category of awards granted by the state organization and its chapters that
363 are supported by funds other than the scholarship fee.
- 364 2. All scholarships given by *NC DKG* shall be awarded to members who have applied and are selected
365 by the Scholarship Committee.
 - 366 3. The state organization sponsors two kinds of scholarships: (1) doctoral and sixth-year scholarships
367 and (2) post-baccalaureate scholarships.
 - 368 4. *NC DKG* Scholarships
 - 369 a) Five *NC DKG* Academic Scholarships are designated for members enrolled in doctoral or sixth-
370 year graduate study and who are seeking degrees. These are the Gilbert-McNairy Scholarship, the
371 Emmons-Flintom Scholarship, the Hunter-Moore Scholarship, the Day-Edinger Scholarship and
372 the Longest-Simmons Scholarship. The scholarships shall be in the amount of \$4,000 each.
373 **Proviso:** The Day-Edinger and Longest-Simmons Scholarships will be given in 2022-2023 and
374 then placed in the award rotation with other named state doctoral scholarships.
 - 375 b) Scholarships may be awarded to members for post-baccalaureate work relating to the pursuit of
376 an advanced degree or other professional academic certification.
 - 377 5. The number of scholarships awarded annually shall be determined by the *NC DKG* Educational
378 Foundation Board and shall depend on the availability of funds.
 - 379 6. Rules governing the administration of the scholarships program shall be recommended by the
380 Scholarship Committee to the Executive Board and, upon recommendation of the Executive Board, be
381 presented to the state convention for approval.
 - 382 7. An *NC DKG* member may apply for both an International and an *NC DKG* Scholarship within a
383 given year. This information shall be posted on the *NC DKG* website.

384 **B. Publications**

- 385 1. The *NC DKG News* shall be published quarterly and sent electronically to chapter presidents and
386 editors for distribution to all members.
- 387 2. Chapters are encouraged to send news items concerning members to the editor for inclusion in the
388 publication.
- 389 3. *NC Data*, a monthly electronic bulletin, shall be made available to state officers and related
390 personnel, chapter presidents and editors.

391 **C. Awards Granted to Members or Non-Members**

392 The recipient of Grant-in-Aid Awards and other state awards shall be selected by the Awards Committee,
393 according to the guidelines recommended by the Executive Board and adopted by the state convention.
394 (See Appendix VII for criteria)

395 **D. Headquarters Building**

- 396 1. Use of building
 - 397 a) as a central office for the executive secretary and treasurer, with equipment and supplies for their
398 needs;
 - 399 b) as a storage place for *NC DKG* records and other property;
 - 400 c) as a meeting place for Executive Board, workshops, committees, chapters and other Society
401 activities;
 - 402 d) as a meeting and storage place for the North Carolina Delta Kappa Gamma Educational
403 Foundation
- 404 2. Local Management Committee Duties
 - 405 a) to oversee items of facility management such as safety, utilities, house cleaning, and lawn care;
 - 406 b) to receive and approve requests for use of the building and verify the schedule;

- 407 c) to provide for the opening and closing of the building for scheduled activities; and
- 408 d) to post in the building a list of rules for use of the facilities.
- 409 3. Furniture, Household Supplies, and Items of Interior Decoration
- 410 The Headquarters Committee shall determine specific items needed and make appropriate selections.
- 411 Money from the Headquarters Fund may be used, or contributions from members or chapters may be
- 412 solicited.

414 11. STATE FUNDS

415 A. Available Fund

- 416 1. The Available Fund shall be derived from membership dues, induction fees, interest from any
- 417 invested available funds or the principal on such investments, interest from the Permanent Fund,
- 418 and other sources as determined by the Executive Board.
- 419 2. Operating expenses, as specified in the budget, shall be paid from the Available Fund.

420 B. Permanent Fund

- 421 1. The Permanent Fund is the invested fund which shall be maintained at a minimum of thirty (30)
- 422 percent of the Available Fund annual income from induction and annual dues.
- 423 2. Interest from the fund shall be transferred to the Available Fund.
- 424 3. Expenditures from the principal may be made to purchase articles of a permanent nature following
- 425 approval by the Executive Board.
- 426 4. If such expenditures reduce the balance below the minimum stated above, the Fund must be restored to
- 427 the designated ratio within four years.
- 428 5. Proceeds from the sale of state permanent fund assets (property and equipment) shall be added to the
- 429 principal of the Permanent Fund.

430 C. Reserve Fund

- 431 1. The Reserve Fund is a savings fund to be used should financial hardship dictate.
- 432 2. The Reserve Fund is derived from unexpended monies from the annual zero-based budget. Any
- 433 excess shall accrue or any deficit shall be deducted from the Reserve Fund.
- 434 3. Expenditures from the Reserve Fund shall be proposed by the Finance Committee and approved by
- 435 the Executive Board.

436 D. Non-Dues Revenue Fund

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

440 E. Scholarship Fund

- 441 1. The Scholarship Fund is an invested fund which accumulates chiefly by contributions designated for
- 442 use in funding scholarships.
- 443 2. The amount available for awarding scholarships each year is determined by the NC DKG Educational
- 444 Foundation Board and is derived from
- 445 a) interest from the invested fund;
- 446 b) the state's portion of the scholarship fee paid by each member; and
- 447 c) contributions to the NC DKG Educational Foundation, designated for the Scholarship Fund.
- 448 (Refer to *NC DKG Standing Rules*, 10, A, and *Appendix IV* for rules and procedures which
- 449 govern the awarding of scholarships.)

450 F. Founders Award Fund

- 451 1. The Founders Award Fund consists of the invested amount, interest from which shall provide for the

- 452 presentation of a Founders Award in each odd-numbered year.
- 453 2. Investment of the fund shall be supervised by the Finance Committee.
- 454 3. The interest from this fund shall be added to the Available Fund, and the cost of the award and other
- 455 expenses involved in honoring the recipient shall be budgeted items.
- 456 4. The recipients of the award shall be selected by the Awards Committee.

457 **G. Headquarters Fund**

- 458 1. This fund is used solely for furnishing, maintenance, and use of the Headquarters building and
- 459 property/grounds.
- 460 2. Interest from the fund accrues to the fund.
- 461 3. An annual budget detailing expected income and expenditures shall be prepared by the Headquarters
- 462 Committee and presented at each convention to the Executive Board for approval and to the general
- 463 membership at each convention for information.
- 464 4. Non-budgeted expenses of more than \$1000 per item must be approved by the Executive Board.
- 465 5. Contributions to the building other than money must be approved by the Headquarters Committee.

466 **H. Pauline Moser Longest Leadership Development Fund**

- 467 1. Appreciated assets from this fund shall be used to finance personal and professional development of
- 468 members through
- 469 a) leadership management seminars to develop leadership, communications, and management skills;
- 470 b) individual study stipends to develop educational, professional, and leadership skills;
- 471 c) conference attendance pertinent to education and/or the status, recognition, and advancement of
- 472 women.
- 473 2. The NC DKG Educational Foundation Board will determine the amount of available funds.
- 474 3. Up to fifty percent (50%) of the money allocated for a given year should be used to finance individual
- 475 study stipends and conference attendance.
- 476 4. The Leadership Development Committee shall develop and publish the criteria for expenditures from
- 477 the fund. These criteria shall be reviewed by the Executive Committee prior to action by the
- 478 Executive Board.

479

480 **12. DISSOLUTION** (Refer to *NC DKG Bylaws*.)

481

482 **13. PARLIAMENTARY AUTHORITY** (Refer to *NC DKG Bylaws*.)

483

484 **14. AMENDMENTS** (Refer to *NC DKG Bylaws*.)

485 **Amendment Voting Procedures**

- 486 1. Following the distribution of proposed amendments to the NC DKG Bylaws and/or Standing Rules,
- 487 members would be given two (2) weeks to indicate via electronic form any amendments they would like
- 488 to discuss further and/or amend.
- 489 2. After the two (2) week time period, the Rules Committee would create a consent agenda based on the
- 490 proposed amendments that had no request for discussion and/or amending
- 491 a) The consent agenda would be voted upon electronically at least one week prior to the first day of
- 492 convention.
- 493 b) All NC DKG members would have the opportunity to vote on the proposed consent agenda
- 494 amendments and/or indicate a need for further discussion
- 495 c) The results of the consent agenda would be ratified at convention.

496 3. The remaining proposed amendments would be presented at the convention for discussion and/or
497 amending and would be voted on by those present at the convention.

498 **Proviso:** The 2021 state convention voted to temporarily implement in order to fully accomplish the
499 outlined procedures, gather data, and revise as necessary, with a final vote for adoption in 2023.

500

501 **15. APPENDICES**

502 Appendices relating to procedures and regulations used in administering the *NC DKG Bylaws* and *NC DKG*
503 *Standing Rules* shall be attached to the *NC DKG Standing Rules* and shall be treated in the same manner as
504 *NC DKG Standing Rules* in matters relating to proposed changes and additions. Date of adoption shall be
505 included.

506

507 ***NC DKG Standing Rules Amended April 24, 2021, NC DKG Convention***

508

509 **APPENDIX I. Guidelines for Sale of Items**

510 a) Favors and decorations, or items officially approved by the Executive Committee or Executive Board,
511 may be sold at state conventions. Samples of Society materials may be on display.

512 b) NC DKG Committees or chapters desiring to sell their Society items at convention shall follow the
513 Guidelines for Sale of Items.

514 c) Individual members design to sell their Society or personal items at conventions shall follow the
515 Guidelines for Sale of Items.

516 d) Outside vendors desiring to sell Society or personal items at conventions shall follow the Guidelines
517 for Sale of Items.

518 e) A fee shall be charged to any group of individuals that receives permission from the Finance
519 Committee to sell item at conventions.

520 The development of sale items to support activities should be congruent with the Purposes and projects of
521 The Delta Kappa Gamma Society International. These items provide visibility for the Society and should
522 reflect a professional image. The following guidelines are in compliance with all *International Standing*
523 *Rules* dealing with the sale of items and the use of Society symbols. The Delta Kappa Gamma Society
524 International is a not-for-profit organization classified under Section 501 (c) (6) of the Internal Revenue
525 Code. Committees, Chapters and Individuals who sell items to support activities of the Society are exempt
526 from North Carolina sales tax as long as the North Carolina Department of Revenue Section 17-1 A 2, dated
527 1-104, is met.

528

529 **Guidelines**

530 1. Money derived from sales by committees, chapters or individuals must be designated for financing of
531 Society projects, not for individual profit.

532 2. Sale of items should be scheduled at times other than Society general sessions or business meetings.

533 3. Items should be of high quality reflecting the professional image of the Society.

534 4. The Society key should not be used on items designed to sell. The key of the Society may be printed on
535 official Society materials such as stationery, yearbooks, websites, and programs.

536 5. Items may be advertised in state or chapter newsletters or brochures, consistent with postal regulations.

537 6. Permission must be obtained for any materials protected by copyright.

538 7. Outside vendors must have a sales number to sell their products through a business, and they handle
539 their own sales table.

540 8. Individual members desiring to sell for personal profit will follow the guidelines for outside vendors.

541 **APPENDIX II. NC DKG Regions, Chapters, Counties (96 Chapters, June 2021) and Map**

542

543 **Region I**

- 544 1. *Mu* (Edgecombe and Nash)
- 545 2. *Pi* (Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans, and Tyrell)
- 546 3. *Alpha Kappa* (Halifax and Northampton)
- 547 4. *Alpha Omega* (Beaufort and Hyde)
- 548 5. *Beta Theta* (Nash)
- 549 6. *Beta Upsilon* (Bertie, Gates, Hertford, Martin, Tyrell, and Washington)
- 550 7. *Gamma Lambda* (Edgecombe)
- 551 8. *Delta Zeta* (Dare)

552

553 **Region II**

- 554 1. *Delta* (Pitt)
- 555 2. *Iota* (Wayne)
- 556 3. *Omicron* (Wilson and Greene)
- 557 4. *Sigma* (Lenoir)
- 558 5. *Alpha Psi* (Craven and Pamlico)
- 559 6. *Beta Alpha* (Pitt)
- 560 7. *Beta Lambda* (Wayne)
- 561 8. *Gamma Epsilon* (Jones)
- 562 9. *Gamma Zeta* (Carteret)
- 563 10. *Gamma Mu* (Greene and Wilson)
- 564 11. *Delta Lambda* (Wayne and Johnston)
- 565 12. *Delta Xi* (Pitt)

566

567 **Region III**

- 568 1. *Beta* (Wake)
- 569 2. *Alpha Beta* (Johnston)
- 570 3. *Alpha Omicron* (Wake)
- 571 4. *Gamma Eta* (Wake)
- 572 5. *Gamma Theta* (Wake)
- 573 6. *Gamma Iota* (Wake)
- 574 7. *Gamma Omicron* (Wake)
- 575 8. *Gamma Tau* (Franklin)
- 576 9. *Gamma Chi* (Warren)
- 577 10. *Delta Delta* (Wake)

578

579 **Region IV**

- 580 1. *Theta* (New Hanover, Brunswick, and Pender)
- 581 2. *Upsilon* (Onslow)
- 582 3. *Omega* (Columbus)
- 583 4. *Alpha Eta* (Duplin)
- 584 5. *Gamma Xi* (Bladen)
- 585 6. *Delta Iota* (Brunswick)

586 7. *Delta Mu* (Sampson, Wayne, and Harnett)

587

588 **Region V**

589 1. *Eta* (Durham and Person)

590 2. *Alpha Pi* (Orange and Chatham)

591 3. *Beta Iota* (Durham and Person)

592 4. *Beta Kappa* (Durham and Person)

593 5. *Beta Pi* (Granville)

594 6. *Delta Beta* (Orange, Alamance and Chatham)

595

596 **Region VI**

597 1. *Lambda* (Robeson and Scotland)

598 2. *Tau* (Anson and Richmond)

599 3. *Phi* (Harnett)

600 4. *Psi* (Stanly)

601 5. *Gamma Gamma* (Robeson and Scotland)

602 6. *Gamma Kappa* (Cumberland, Ft. Bragg, and Hoke)

603 7. *Gamma Sigma* (Lee and Moore)

604 8. *Delta Omicron* (Scotland)

605 9. *Delta Rho* (Lee)

606

607 **Region VII**

608 1. *Alpha* (Guilford)

609 2. *Chi* (Guilford and Davidson)

610 3. *Alpha Delta* (Caswell and Rockingham)

611 4. *Alpha Upsilon* (Randolph)

612 5. *Beta Beta* (Guilford)

613 6. *Beta Gamma* (Guilford)

614 7. *Beta Delta* (Guilford)

615 8. *Beta Xi* (Guilford and Davidson)

616 9. *Beta Omicron* (South Guilford)

617 10. *Gamma Alpha* (Davidson)

618 11. *Delta Nu* (Randolph)

619

620 **Region VIII**

621 1. *Epsilon* (Rowan)

622 2. *Kappa* (Mecklenburg)

623 3. *Alpha Zeta* (Mecklenburg and Union)

624 4. *Alpha Mu* (Cabarrus)

625 5. *Alpha Xi* (Alexander and Iredell)

626 6. *Beta Tau* (Mecklenburg)

627 7. *Gamma Pi* (Cabarrus)

628 8. *Delta Pi* (Iredell)

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Region IX

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) *Delta Chi* (Wilkes)
8. *Delta Chi* (Wilkes)
9. *Delta Psi* (Stokes)

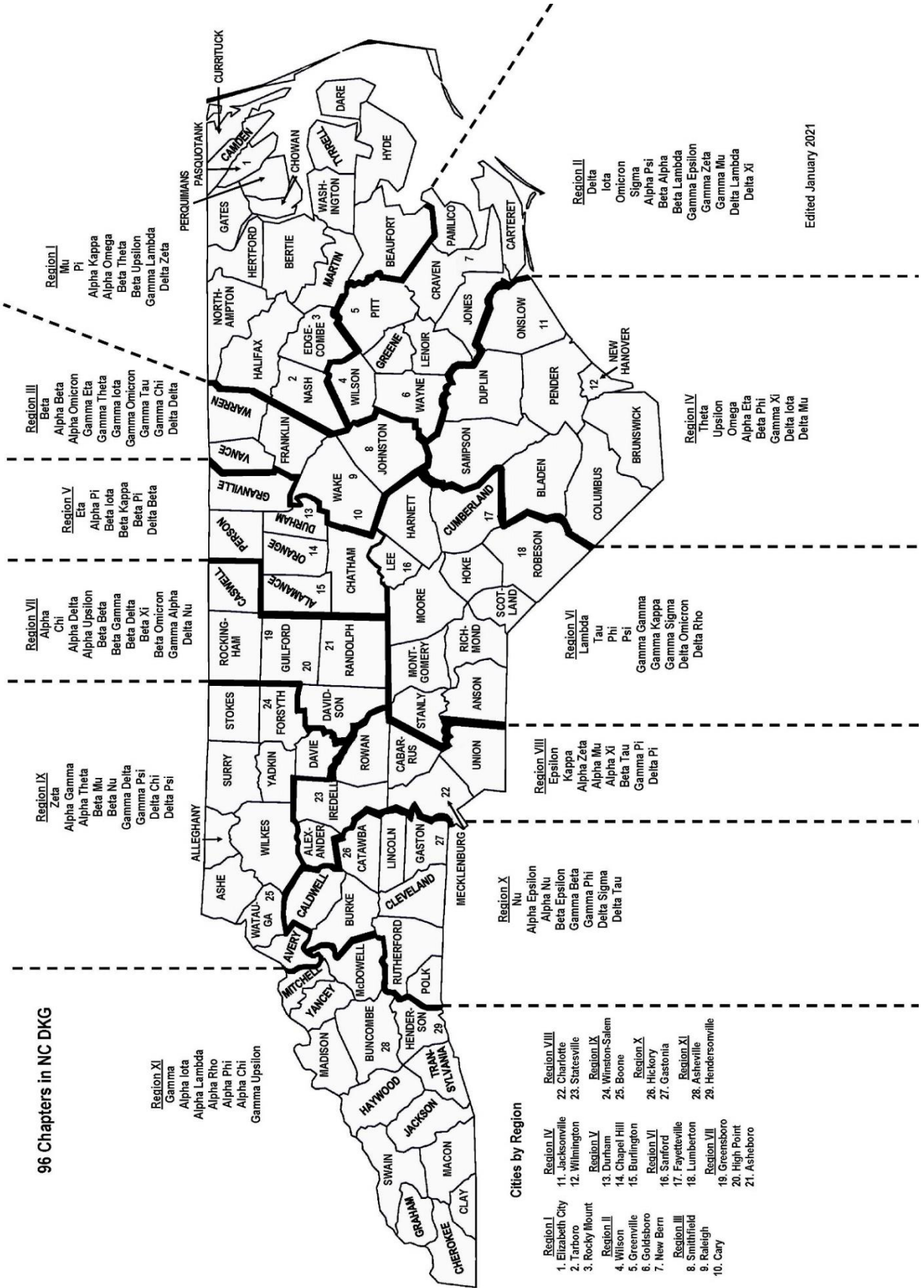
Region X

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

Region XI

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)

2021 NC DKG Regions & Chapters



Edited January 2021

669 **APPENDIX III. Rotation Schedule for NC DKG Conventions**

670

671 State conventions rotate among three regions of North Carolina, the East, Central, and West.

672 East: I, II, IV

673 Central: III, V, VI, VII

674 West: VIII, IX, X, XI

675 Pattern is as follows: Regions I, III, VIII, II, V, IX, IV, VI, X, VII, and XI. Repeat.

676

677 Rotation Schedule for NC DKG Conventions

678 • 2020 – Region VII (canceled)

679 • 2021 – Region XI (virtual)

680 • 2022 – Location Asheville

681 • 2023 – Region I

682 • 2024 – Region III

683 • 2025 – Region VIII

684 • 2026 – Region II

685 • 2027 – Region V

686 • 2028 – Region IX

687 • 2029 – Region IV

688

689

690 **APPENDIX IV. Scholarship Administration**

691

692 A. To be considered for a NC DKG Academic Scholarship, an applicant seeking a doctoral or sixth year degree
693 must provide documentation that she is accepted and enrolled in a graduate program of a regionally accredited
694 college or university. Applicants in doctoral study have the highest priority for these scholarships; sixth-year
695 graduate students have second priority.

696

697 B. To be considered for a NC DKG academic scholarship to support work toward a post- baccalaureate degree
698 an applicant must document that she is accepted and enrolled in a post- baccalaureate program at a regionally
699 accredited college or university.

700

701 C. To be considered for a scholarship to support work toward a professionally academic certification an
702 applicant must document enrollment in that certification program.

703

704 D. All scholarship applicants must

705 1. have been a member of The Delta Kappa Gamma Society International for two calendar years;

706 2. show evidence of excellence in scholarship and professionalism;

707 3. show evidence of present service, or the potential for service, to the Society; and

708 4. show evidence of service to the community.

709

710 E. Details governing the application process and applicants' and recipients' responsibilities:

711 1. Application forms and guidelines dated with the year of application shall be posted on the NC

712 DKG Website and sent to chapter presidents.

- 713 2. The scholarship recipients shall be introduced at the NC DKG Convention each spring.
714 3. Checks for the full amount of the scholarships shall be presented to recipients, preferably at the
715 Convention, but no later than the end of the fiscal year.
716 4. Amounts and conditions for recipients' paid convention expenses, beginning at noon on
717 Convention Saturday, are presented in *NC DKG Standing Rules* 4, Finances, C, 2, (g) and (h).
718 5. Applicants and recipients shall follow all rules and guidelines. Incomplete applications or those not
719 meeting the deadline date will not be considered.
720 6. Applicants should use no forms other than those specified for the year in which they are applying.
721 7. Applicants shall develop an application packet that includes a complete application form, three
722 letters of recommendation from specified references, documentation of admission to graduate
723 study or special project participation, and other materials deemed necessary by the Scholarship
724 Committee. Details of applicant packet contents required each year are posted in guidelines on the
725 NC DKG Website.
726 8. Applicants shall submit the packet to the chair of the Scholarship Committee no later than
727 February 1 at 11:59 pm. The chair will acknowledge the receipt of the application packet by
728 contacting the applicant within 48 hrs.
729 9. Recipients are expected to attend the NC DKG Convention the year of their awards to accept the
730 awards and the following year to report on their progress.
731
732

733 **APPENDIX V. Guidelines for Identifying Under-involved Chapters**

734
735 Chapters identified according to these criteria by the executive secretary, regional directors, and editors should be
736 designated as under-involved:

- 737 • has not been represented at an executive board meeting for two consecutive meetings;
 - 738 • has not submitted a list of chapter officers and committee chairmen to the executive secretary;
 - 739 • was not represented at the chapter presidents training;
 - 740 • has not submitted the chapter treasurer's report;
 - 741 • has not submitted other chapter reports;
 - 742 • has not responded to state communications requests from editors.
- 743
744

745 **APPENDIX VI. Awards for Members and Non-members**

746 747 A. Founders Award

748 The state Founders Award is reserved for women who have made outstanding contributions beyond the local and
749 regional levels. By vote of the state convention, April 1981, an investment of \$10,000 was set aside from the
750 Available Fund, interest from which helps to provide the award of \$500 and a commemorative item.

751 Guidelines are

- 752 1. The Founders Award recipient is to be a woman who has made an outstanding contribution to the
753 improvement of the quality of human life through education, research, publications, or service.
- 754 2. She must be a resident of North Carolina and may or may not be a member of The Delta Kappa Gamma
755 Society International.
- 756 3. The award is presented at the convention the second year of the biennium. If there is no deserving
757 nominee, the committee may decline to present the award.
- 758 4. The selection of the recipient is to be made by the Awards Committee. The president of NC DKG shall
759 serve as member ex officio with vote.

- 760 5. Nominations may be made by chapters or by individual members.
761 6. Each nomination must be made using the current nomination form for the NC DKG Founders Award.
762 7. Nominations must be received by February 1 of odd-numbered years.

763
764 B. Order of the Dogwood
765 The Order of the Dogwood was established to recognize and show appreciation and respect for all NC DKG
766 Past Presidents. Living past presidents will receive a certificate and a Stuart Nye sterling silver dogwood pin
767 with NC DKG engraved on the back. This special pin signifies membership in the *Order of the Dogwood*.
768

769 C. NC DKG Golden Key Award
770 The NC DKG Golden Key Award honors Delta Kappa Gamma members who have made significant
771 contributions to Delta Kappa Gamma at various levels of the Society. The Golden Key Award is designed
772 for those members who are often times in the background getting things done without personal glory or gain
773 for themselves. The committee is searching for those members who are the backbone of chapters all across
774 the state. The Golden Key is for those dedicated members who are the thread that holds the chapter together
775 and have a deep and abiding love for DKG. These are the members who may have never held an office but
776 because of them the chapter moves along fulfilling the purposes of this great Society. Up to eleven NC DKG
777 members meeting the standards of this award will be honored each year at the state convention. Preference
778 will be given to one member from each region.
779

780 Eligibility standards and general guidelines are

- 781 1. Recipients must be active members of Delta Kappa Gamma in NC for at least 10 years.
782 2. Current elected state officers, related personnel, regional directors, past state presidents, and current
783 members of the awards committee are not eligible.
784 3. Recipients must uphold the principles and purposes of Delta Kappa Gamma and demonstrate their
785 commitment to Delta Kappa Gamma by being involved in local and state initiatives.
786 4. No member may receive this award more than once.
787 5. Members nominated in previous years, but not selected, may have their names resubmitted.
788 6. Names of nominees may remain anonymous.
789 7. Each chapter may nominate one member annually.
- 790 • Special emphasis is directed toward Delta Kappa Gamma participation.
 - 791 • Community involvement, involvement in other organizations and involvement in education in
792 general are important in the selection process as to the extent that these activities further the
793 purposes of the Society.
 - 794 • It is not a requirement that a nominee must have attended other Society events such as a Regional
795 Conference or an International Convention, but this information can be included in the DKG
796 participation.
 - 797 • The nomination form appears to be very specifically related to accomplishments of the nominee.
798 However, it is not intended to mean that the nominee must have been involved in all the items listed
799 on the form in order to qualify.

800
801 D. Rising Star Award

802 The NC DKG Rising Star Award is intended to recognize and encourage key women educators in their early
803 years of active membership in NC Delta Kappa Gamma. These members demonstrate exceptional growth in
804 education, leadership, and contributions to the organization consistent with our Vision and Purposes. Rising Star
805 nominees reflect strong potential for successful leadership at the chapter and state levels and beyond. Up to eleven

806 NC Delta Kappa Gamma members meeting the standards of this award will be honored each year at the state
807 convention.

808

809 Guidelines and Requirements

- 810 1. Candidate must be in the early years of DKG membership, up through seven years.
- 811 2. Candidate accepts increasing levels of responsibility.
- 812 3. Candidate demonstrates exceptional and ongoing achievement in her profession and in the
813 Society.
- 814 4. Candidate demonstrates strong leadership abilities or potential for leadership.
- 815 5. Current state officers, regional directors, and related personnel are not eligible.
- 816 6. Names of nominees may remain anonymous.
- 817 7. Nomination form must be submitted by March 1 to be considered.
- 818 8. Nomination form, recommendation letter, and a recent photo must be sent to Awards Committee
819 Chairman.

820

821 E. Grant-in-Aid Awards (Criteria to be decided.)

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

825

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827

828 ***NC DKG Standing Rules and Appendices Amended April 24, 2021, NC DKG Convention***