

**ETA STATE BYLAWS  
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1 **THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**  
2 **ETA STATE ORGANIZATION –Voices of Influence Empowering North Carolina Women**  
3 **Educators**  
4

5 *Eta State Bylaws* (Updated 05/13/2015 **GS2**; Updated 06/30/15 TC;)

6 Revised April 29, 2005

7 Amended April 28, 2007

8 Amended April 25, 2009

9 Amended April 30, 2011

10 Amended April 27, 2013

11 Amended April 25, 2015

12 Amended April 29, 2017

13  
14 **ARTICLE I NAME**

15  
16 Section 1.

17  
18 The name of this state organization shall be Eta State North Carolina of The Delta Kappa Gamma  
19 Society International, hereafter known as Eta State.

20  
21 Section 2.

22  
23 Each chapter in Eta State shall be designated by a Greek letter or a combination of Greek letters.

24  
25 **ARTICLE II OBJECTIVES**

26  
27 The objectives of Eta State shall be to

- 28  
29 1. promote the Mission, Vision, and Purposes of The Delta Kappa Gamma Society International  
30 as found in the *Constitution*, Article II;  
31 2. act as liaison between chapters and the international organization;  
32 3. organize Delta Kappa Gamma chapters within the state;  
33 4. provide leadership training for state and chapter leaders; and  
34 5. seek to make the Society more visible and more influential in educational endeavors.

35  
36 **ARTICLE III MEMBERSHIP**

37  
38 Section 1.

39  
40 Classification: The membership of Eta State shall be composed of active, reserve, and honorary  
41 members of chapters within the state. Membership practices shall be in accordance with the  
42 *Constitution*, Article III.

- 43  
44 A. An active member shall be a woman who is employed as a professional educator at the  
45 time of her election or has been retired from an educational position. An active member  
46 shall participate in the activities of the Society.  
47  
48 B. Reserve members shall be formerly active members who are unable to participate in the  
49 activities of the chapter because of physical disability and/or geographical location.

50 Reserve status shall be granted by a majority vote of the chapter. A reserve member, so  
51 requesting, may be restored to active membership.

- 52
- 53 C. Honorary members shall be women not eligible for active membership who have  
54 rendered notable service to education or to women and are elected to honorary  
55 membership in recognition of such service. They shall be privileged to participate in all  
56 activities except that of holding office. A lifetime fee of \$49.50 shall be paid for each  
57 honorary member at the time of initiation. This fee shall be paid by the initiating unit of  
58 the Society.

59

60 Section 2.

61

62 Chapters in the state shall have authority to act in matters of chapter membership in accordance  
63 with the *Constitution*. All membership records shall be kept at the chapter level.

64

65 Section 3.

66

67 State honorary members

- 68
- 69 A. State honorary members shall be nominated by chapters and/or members, recommended  
70 by the Membership Committee, and elected by a majority vote of the Executive Board.
- 71
- 72 B. Initiation of state honorary members shall be conducted at the state convention unless  
73 circumstances dictate that the president and chairman of the Membership Committee  
74 make other arrangements.
- 75
- 76 C. The state president and the chairman of the Membership Committee shall organize the  
77 orientation session and the initiation.
- 78
- 79 D. The chairman of the Membership Committee shall assign each state honorary member to  
80 a chapter in the area in which she resides or works.

81

82 Section 4.

83

84 Termination of membership

- 85
- 86 A. Membership in the Society is terminated for non-payment of dues and fees, resignation,  
87 or death. The chapter treasurer shall report to the state treasurer the record of all  
88 memberships terminated, including the reasons and dates of termination.
- 89
- 90 B. The chapter shall file all letters of resignation.

91

92 Section 5.

93

94 Reinstatement

- 95
- 96 A. A former member shall be reinstated to membership by the chapter receiving the request.
- 97

- 98 B. The chapter treasurer shall report to the state treasurer when a former member has been  
99 reinstated.

100  
101 ARTICLE IV FINANCES

102  
103 Section 1.

104  
105 Annual dues

- 106  
107 A. Annual dues shall be required of active and reserve members at each level of the Society.  
108  
109 B. Any changes in the amount of state dues shall require a two-thirds (2/3) vote of members  
110 at the annual convention in an odd-numbered year.

111  
112 Section 2.

113  
114 Financial controls

115  
116 A. Budget

- 117 (1) The Finance Committee shall prepare in odd-numbered years the Available Fund  
118 biennial budget. The budget shall be presented to the Executive Board for adoption at  
119 its meeting prior to the state convention.  
120  
121 (2) This budget shall be subject to review and amendment, if necessary, by the Finance  
122 Committee and the Executive Board at any business meeting of the Executive Board.

123  
124 B. Expense vouchers

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

128  
129 C. Annual Financial Review/ Audit

- 130 (1) The financial records shall be reviewed annually by an external CPA. An audit shall  
131 be performed when a new treasurer is appointed.  
132  
133 (2) The Finance Committee shall present each financial review/audit to the Executive  
134 Board for information and adoption.

135  
136 Section 3.

137  
138 Gifts

139  
140 Gifts to Eta State, except gifts to Headquarters, are subject to the approval of the Eta State  
141 Executive Committee and the Finance Committee. If the Executive Committee and the Finance  
142 Committee determine that conditions/restrictions make the gift unacceptable, they may enter into  
143 discussion/negotiation with the donor to effect modifications that would make the gift acceptable.

144  
145 ARTICLE V ORGANIZATION  
146

147 Section 1.

148

149

150 Chapters

151

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

155

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

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

161

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

163

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

166

167 Section 2.

168

169 New Chapters

170

171 A. The state Membership/Expansion Committee, in cooperation with the local chapter, shall  
172 determine the need for new chapters and, after approval by the Executive Board, shall  
173 make arrangements for the organization of additional chapters resulting from the division  
174 of existing chapters or the sponsoring of a new chapter by the state organization.

175

176 B. Each sponsored chapter so organized shall have no fewer than twelve members, at least  
177 three of whom shall have been Delta Kappa Gamma members for a minimum of three  
178 years.

179

180 C. Recommendations of candidates for membership in a sponsored chapter shall be screened  
181 by the state Membership/Expansion Committee and shall be subject to the approval of the  
182 state president.

183

184 Section 3.

185

186 Regions

187

188 A. Regions are for the purpose of rendering service to the membership and informing  
189 members of state policies and programs of work.

190

191 B. The state Executive Board shall define the boundaries of regions and the chapters in each.

192

193 C. Each region shall have a director who acts as a liaison between the state organization and  
194 the chapters. She may plan and conduct a regional activity. She shall visit each chapter in

195 her region at least once during her term of office. She shall collaborate with the state  
196 president when working with under-involved chapters.

197  
198 D. The regional director shall be a non-voting member of the Executive Board.  
199

200 Section 4.

201  
202 Coordinating Council Organization

- 203  
204 A. Coordinating councils may be organized in counties and/or cities where several chapters  
205 exist.  
206  
207 B. Coordinating councils shall adopt rules that are consistent with the *Constitution and*  
208 *International Standing Rules*.  
209  
210 C. Each participating chapter shall be represented by the chapter president and at least one  
211 additional chapter member.  
212  
213 D. Participating chapters shall approve the activities of their coordinating council.  
214  
215 E. Activities of a coordinating council shall be financed by the chapters choosing to  
216 organize themselves as a coordinating council.  
217

218 Section 5.

219  
220 U.S. Forum

- 221  
222 A. Eta State recognizes the U.S. Forum as a means of serving the interest of members,  
223 insofar as it reflects the purposes of the Society. (*Constitution*, Article V, Section D, 7, b)  
224  
225 B. The Eta State president shall appoint a State U.S. Forum Liaison to receive and distribute  
226 information concerning the U.S. Forum and to organize forum activities at the state  
227 convention.  
228  
229 C. Each chapter president shall appoint a chapter liaison as a contact for distributing  
230 information.  
231

232 ARTICLE VI OFFICERS AND RELATED PERSONNEL

233  
234 Section 1.

235  
236 Officers and related personnel

- 237  
238 A. The elected state officers shall be president, first vice-president, second vice-president,  
239 and secretary; the selected officers shall be the treasurer and the executive secretary.  
240  
241 B. The treasurer, the executive secretary, and the editor, and the webmaster shall be selected  
242 by the Executive Board upon the recommendation of the Personnel Committee.  
243

- 244 C. The parliamentarian shall be appointed by the president and is not an officer.  
245  
246 D. Regional directors shall be appointed by the president upon recommendation of the  
247 chapters of the region and current regional director. (See *Eta State Standing Rules 5,*  
248 *Organization D, 5.*)  
249

250 Section 2.

251 Duties of officers  
252

253  
254 In addition to the duties listed below, the officers will be responsible for such other duties  
255 applicable to the office as prescribed by the *Constitution*, these *Bylaws*, and the current edition of  
256 *Robert's Rules of Order Newly Revised*.  
257

258 A. The president shall

- 259 (1) plan and conduct a workshop for incoming state officers and committee members  
260 after July 1 of odd-numbered years;  
261 (2) plan for and preside at the annual Eta State Convention;  
262 (3) plan workshops for incoming chapter presidents, treasurers, program/educational  
263 excellence committee chairmen, and membership committee chairmen, prior to June  
264 30 of even-numbered years;  
265 (4) in consultation with the second vice-president/coordinator of regional directors, plan  
266 and implement leadership/orientation training for regional directors prior to June 30  
267 in even-numbered years.  
268 (5) with the Leadership Committee, plan the Leadership Development Seminar held in  
269 odd-numbered years;  
270 (6) visit chapters upon invitation by chapters or coordinating councils;  
271 (7) contact an under-involved chapter and, if needed, form a team to assist the chapter;  
272 (8) respond to chapters inviting assistance and form a team to assist the chapter;  
273 (9) provide for a review of the minutes of business meetings to ensure accuracy;  
274 (10) approve all materials before they are posted to the state Web site.  
275

276 B. The first vice-president shall preside at the Birthday Celebration during the state  
277 convention.  
278

279 C. The second vice-president shall serve as coordinator of activities of the regional directors.  
280

281 D. The secretary shall

- 282 (1) take minutes at state business meetings;  
283 (2) submit a draft of the minutes to the state president and parliamentarian as soon as  
284 possible, but no later than 14 days after the meeting;  
285 (3) edit the minutes and submit them again to the president prior to submitting them to  
286 the minutes review/approval committee;  
287 (4) submit the minutes to the review committee;  
288 (5) return approved minutes to the president; if correction are needed the process is  
289 repeated;  
290 (6) do the final formatting, specify that electronic signatures are acceptable, and obtain  
291 necessary signatures (including the president's) for the approved minutes;

- 292 (7) sign (adjacent to the president's signature) the final version; initial, insert date of  
293 approval, and keep a copy for the secretary's file;  
294 (8) send approved and signed minutes to the executive secretary for placement in the  
295 permanent file at headquarters and for distribution electronically or in print prior to  
296 the next business meeting; and  
297 (9) strive to complete steps 3-8 as soon as possible, but no later than 45 days after the  
298 business meeting.  
299

300 E. The treasurer shall submit for annual financial review/audit the accounts of the organization.  
301 She shall maintain a record of receipts, bills, and bank statements.  
302

### 303 Section 3.

#### 304 Terms of office

- 305  
306  
307 A. Officers, elected by the members attending the state convention in odd-numbered years,  
308 shall have a term of two (2) years, or until a successor has been named.  
309  
310 B. The terms of the executive secretary, the treasurer, the editor and the webmaster shall be  
311 six (6) years, or until a successor is named.  
312  
313 C. All officers and related personnel shall take office on July 1 following their election or  
314 selection.  
315  
316 D. When a new treasurer, executive secretary, editor, or webmaster is to be named, she  
317 shall be recommended by the Personnel Committee and selected by the Executive  
318 Board.  
319

### 320 Section 4.

#### 321 Vacancies

- 322  
323  
324 A. When a vacancy occurs in the office of president, the first vice-president shall become  
325 president.  
326  
327 B. When a vacancy occurs in the office of first vice-president, the second vice-president  
328 shall become first vice-president.  
329  
330 C. When a vacancy occurs in the office of second vice-president, secretary, or other  
331 elective or selected position, the president shall name a successor.  
332  
333 D. When a vacancy occurs in the position of treasurer, executive secretary, editor, or  
334 webmaster, the president in consultation with the Personnel Committee may name a  
335 person to serve until the Executive Board selects a successor.  
336  
337 E. In the event that a member holding an elected or selected position is unable to perform  
338 her duties, the position shall be declared vacant by the Executive Committee and a  
339 successor named by the president.  
340



341 Section 5.

342  
343 Nominations and elections

344  
345 A. Nominations Committee

346 (1) Nominations for state officers shall be made by the Nominations Committee.

347 The committee consists of five members, appointed by the president for terms of  
348 four years.

349 (2) Terms of the members shall overlap, with three members appointed in one  
350 biennium and two in the alternate biennium.

351 (3) The state president shall appoint one of the members to serve as chairman.

352 (4) Geographical representation shall be considered in appointing members of the  
353 committee.

354  
355 B. Election of officers

356 (1) The Nominations Committee shall, in election years, present its report of nominees  
357 to the state president, the executive secretary, and the editor by the deadline for the  
358 spring issue of *Eta State News*.

359 (2) The nominees, with candidate qualifications, shall be published in the spring issue  
360 the *Eta State News*.

361 (3) The committee shall present to the members in convention in odd-numbered years  
362 the name of at least one nominee for each elective office. Consent of the  
363 nominee must be obtained.

364 (4) After the report of the committee has been made to the convention, additional  
365 nominations may be made from the floor with the consent of the nominees.

366 (5) Election shall be by ballot. A majority of the votes cast elects. If there is but one  
367 nominee for an office, the election may be by voice vote.

368 (6) The Nominations Committee shall prepare the ballot and conduct the election.  
369

370 C. The Nominations Committee shall actively seek members for *official recommendation*  
371 *for nomination* for selection to international committees. The committee may present to  
372 the Executive Board for *endorsement* the names of candidates nominated for  
373 international office by chapters or individuals.  
374

375 ARTICLE VII MEETINGS

376  
377 Section 1.

378  
379 Convention

380  
381 A. Business of the state shall be conducted annually at a convention held at the date and  
382 place as determined by the Executive Board for the purpose of receiving reports,  
383 amending bylaws and rules, electing officers, and conducting other business which may  
384 properly come before it.  
385

386 B. Any member attending a state organization meeting may make motions, enter  
387 discussions, and vote, except in cases where a roll-call vote is taken:

- 388 (1) A roll-call vote shall be taken when sustained by a majority vote of those present or  
389 when requested by five (5) chapter presidents.  
390 (2) The chapter president or her official representative shall cast the vote for the  
391 chapter, one (1) vote for the chapter and one (1) vote for each five (5) active  
392 and reserve members or major fraction thereof within the chapter. The vote  
393 may be divided.  
394  
395 C. The quorum shall be a majority of those members who have registered at the  
396 convention.  
397

398 Section 2.

399 Other meetings

- 401  
402 A. A regional activity may be coordinated by the regional director and chapter presidents  
403 during their biennium.  
404  
405 B. A workshop for incoming state officers and committee members shall be planned by the  
406 president and held after July 1 of odd-numbered years.  
407  
408 C. The president shall plan and implement an orientation/workshop for new chapter  
409 presidents, treasurers, program educational excellence committee chairmen, and  
410 membership committee chairmen prior to June 30 of even-numbered years.  
411  
412 D. The president, in consultation with the second vice-president/coordinator of regional  
413 directors, shall plan and implement a leadership/orientation for regional directors prior  
414 to June 30 in even-numbered years.  
415  
416 E. A Leadership Development Seminar shall be planned by the president and the  
417 Leadership Development Committee for odd-numbered years.  
418  
419 F. A transition meeting, called by the current state president, may be held for outgoing and  
420 incoming state officers and related personnel prior to the beginning of a new biennium.  
421

422 ARTICLE VIII EXECUTIVE BOARDS AND EXECUTIVE COMMITTEE

423  
424 Section 1.

425  
426 State Executive Board

- 427  
428 A. The members of the Executive Board shall be the elected officers, the immediate past  
429 state president, and the chapter presidents. Other past state presidents shall serve ex  
430 officio. The executive secretary, the treasurer, the editor, the regional directors, the  
431 parliamentarian, the webmaster, and the chairmen of state committees shall be ex-officio  
432 members without vote.  
433  
434 B. The duties of the Executive Board shall be to

- 435 (1) recommend policies and procedures for consideration by the state convention or  
436 the chapters;  
437 (2) establish the procedure for budget development and approval;  
438 (3) examine, modify if necessary, and adopt the state budget;  
439 (4) supervise state organization finances;  
440 (5) select the executive secretary, the treasurer, the editor, the webmaster, and such  
441 other personnel as may be needed, prescribe their duties, and fix their stipends;  
442 (6) determine the date and place of state meetings ;  
443 (7) act in the interim between board meetings upon matters requiring immediate  
444 attention;  
445 (8) elect by majority vote state honorary members;  
446 (9) approve the creation of new chapters and/or dissolution of chapters;  
447 (10) define the boundaries of regions and the chapters in each;  
448 (11) authorize ad hoc committees;  
449 (12) examine, modify, if necessary and approve the budget for the Headquarters  
450 which is administered by the Headquarters Committee ; and  
451 (13) approve the state strategic plan.  
452  
453 C. Meetings of the Executive Board shall be held at least twice each year. Special meetings  
454 may be called by the president with thirty (30) days notice.  
455 (1) The presence of a majority of the voting members, excluding ex officio  
456 members, shall constitute a quorum at meetings.  
457 (2) A chapter president who is unable to attend the state Executive Board  
458 meeting may appoint an official representative who shall have full  
459 privileges of participation.  
460 (3) Chapter presidents shall notify the state president of substitute representatives.  
461  
462 D. A vote by postal or electronic mail is authorized when necessary.  
463

## 464 Section 2.

### 465 Executive Committee

- 466  
467  
468 A. The members of the Executive Committee shall be the elected officers. (*Constitution*,  
469 Article VII, Section B, 3.)  
470  
471 B. The committee shall meet at the call of the president to conduct business delegated to it  
472 by the Executive Board, to take action on matters requiring immediate decision, and to  
473 serve in a consulting capacity to the president.  
474  
475 C. The committee and the Finance Committee will evaluate the acceptance of any proposed  
476 gift and present a recommendation to the Executive Board for final action.  
477  
478 D. The state president may secure a vote of the Executive Committee by postal or  
479 electronic mail when necessary.  
480  
481 E. Executive Committee member(s) shall

- 482 (1) be a point of contact for members to express observations and requests for action  
483 concerning Eta State operating procedures; and  
484 (2.) acknowledge input from member(s) and ensure follow-up.  
485

486 Section 3.

487 Chapter executive boards shall function in accordance with the *Constitution*, Article VII, Section C.  
488

489 ARTICLE IX COMMITTEES  
490

491 Section 1.

492 Standing Committees (14)  
493

494 A. Society Mission and Purposes (7 )

- 495 Awards
- 496 Beginning Teacher Support
- 497 Educational Excellence
- 498 Educational Law and Policy
- 499 Leadership Development
- 500 Membership/Expansion
- 501 Scholarship

502 B. Society Business (7)

- 503 Communications and Publicity
- 504 Finance
- 505 Headquarters
- 506 Nominations
- 507 Personnel
- 508 Planning
- 509 Rules

510 Section 2.  
511

512 General procedures  
513

514 A. State organization and chapters  
515

- 516 (1) The state organization and chapters may fulfill their constitutional  
517 responsibilities by choosing to have a committee structure similar to the  
518 international committee structure or may choose to accomplish its tasks in  
519 another manner.
- 520 (2) Committees at the state organization and chapter level shall be appointed by the  
521 president.
- 522 (3) The president shall serve as member ex officio on all committees except the  
523 Nominations Committee.
- 524 (4) Committee business requiring immediate attention may be voted upon by mail  
525 (postal or e-mail) when all members of the committee have been notified.  
526  
527  
528  
529

- 530 (5) A committee meeting may be face-to-face or through electronic communication.  
531 (6) A committee may meet through electronic communication as long as all the  
532 members may simultaneously hear one another and participate during the  
533 meeting.  
534 (7) The committee chairman shall request the approval of the president prior to  
535 scheduling a committee meeting.  
536 (8) The president shall authorize the mode, i.e., face to face, or electronic, of each  
537 committee meeting.  
538 (9) The committee chairman has the responsibility of submitting committee reports.  
539 (10) The state organization and chapters are responsible, at their respective levels, for  
540 state organization responsibilities and/or chapter responsibilities related to the  
541 work of certain international committees.  
542 (11) Committees for which state organizations and chapters have work  
543 responsibilities are marked with an asterisk in *Constitution*, Article VIII,  
544 Sections B and C: Communication and Publicity; Finance; Membership;  
545 Educational Excellence; Scholarship; and World Fellowship.  
546 (12) Biennial international reports of the constitutional work of the state organization  
547 and chapters shall be prepared on forms supplied by Society Headquarters and  
548 submitted by the deadline indicated to the persons designated on the forms.  
549

#### 550 B. State organization

- 551 (1) The president may assign a recognized member affiliate, representative, or  
552 liaison as a consultant to or as an appointed member of a specific committee for  
553 a particular purpose. These include, but are not limited to, the United States  
554 Forum representative, and the North Carolina state organization liaison to the  
555 United Nations DKG Representatives.  
556 (2) The treasurer shall serve as member ex officio, without vote, on the Finance  
557 Committee.  
558 (3) The executive secretary shall serve as consultant to the Finance Committee.  
559 (4) The state organization webmaster and editor shall serve as members ex officio,  
560 with vote, on the Communications and Publicity Committee.  
561 (5) Committee chairmen shall submit state organization committee reports to the  
562 executive secretary at least six weeks prior to the first day of the state  
563 organization convention or by the deadline announced.  
564  
565

### 566 Section 3.

#### 567 Duties of committees

568 Committees for which state organizations and chapters have constitutional responsibilities are  
569 Communication and Publicity, Finance, Membership, Educational Excellence, Scholarship, and  
570 World Fellowship. [*Constitution*, Article VIII, Sections B and C] Committee responsibilities are  
571 described below.  
572  
573

#### 574 A. Society Mission and Purposes (7 committees)

- 575 (1) Awards Committee – The committee shall not exceed five (5) members.  
576  
577

578 The committee is to design and implement a selection process for awards. The  
579 committee shall select the recipients of the Founders Award, the Order of the  
580 Dogwood, the Golden Key Award, the Rising Star Award, and additional awards as  
581 established. The committee may study and recommend the establishment of  
582 additional awards for deserving women, members or non-members. (Award Selection  
583 Criteria Appendix VII)  
584

- 585 (2) Beginning Teacher Support Committee – The committee shall not exceed five (5)  
586 members. The committee is to support beginning teachers by impacting education  
587 locally. The committee’s impact locally can be accomplished by  
588 (a) identifying and implementing strategies to sustain and retain quality  
589 teachers;  
590 (b) supporting quality education for all children; and  
591 (c) seeking alliances with entities external to the Society that share a common  
592 interest in the status of women and children and excellence in education.  
593
- 594 (3) Educational Excellence Committee (EEC) – The committee’s seven (7) appointed  
595 members include the EEC chairman, a music or fine arts representative, a World  
596 Fellowship representative, and the chairmen of four committees: Beginning Teacher  
597 Support; Education Law and Policy; Leadership Development; and  
598 Membership/Expansion.  
599

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

- 602 (a) identify and promote activities which sustain and support early-career  
603 educators;  
604 (b) promote state organization and Society activities that increase the personal  
605 and professional pride of members;  
606 (c) emphasize member development;  
607 (d) recognize the value of fine arts in education and during Society events,  
608 (e) encourage involvement of members in legislative action; and  
609 (f) emphasize global perspectives and educational excellence worldwide.  
610

611 The Planning Committee chairman shall serve as a consultant to the EEC.  
612

- 613 (4) Educational Law and Policy Committee – The committee is to  
614 (a) study and recommend action on professional issues;  
615 (b) urge the state organization and chapters to initiate, endorse, and support  
616 desirable legislation and other suitable endeavors in the interest of  
617 education and women educators;  
618 (c) educate members in strategies to impact educational policy; and  
619 (d) promote activities that garner support for education at the local and state  
620 levels.  
621

622 The Society has specific guidelines for state organizations and chapters to  
623 follow when initiating, endorsing, and supporting legislation:  
624

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

- 641
- 642 (5) Leadership Development Committee – This committee shall have five (5) appointed
- 643 members. The committee shall have staggered four-year terms of service with two
- 644 members appointed during one biennium and the other three appointed in the next
- 645 biennium. The president shall designate a chairman.

646

647 The committee is to

- 648 (a) evaluate the leadership development needs of members, the state
  - 649 organization, and the chapters;
  - 650 (b) prioritize, plan, schedule, promote, and implement activities to provide
  - 651 leadership development opportunities for members; and
  - 652 (c) encourage members to realize their potential as the leaders they are.
- 653
- 654

655 The committee is to promote the leadership development opportunities available to

656 members at Society conferences and conventions, and the events of organizations

657 external to the Society. These opportunities include, but are not limited to, speeches,

658 presentations, workshops, training sessions, and women's conferences.

659

660 The committee shall assist the president with the Leadership Development Seminar

661 in odd-numbered years and the workshop for chapter leaders in even-numbered

662 years.

- 663
- 664 (6) Membership/Expansion Committee – The committee shall not exceed six (6)
- 665 members, one of whom is designated as an expansion representative.

666

667 The committee is to

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

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- (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 Publicity Committee – The committee shall not exceed six (6) appointed members; the Eta 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 Web site 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 has other responsibilities.

- (a) The committee shall consult with the treasurer in selecting a CPA to perform an annual financial review. The committee shall select an auditor when a new treasurer is appointed.
- (b) The committee and the treasurer shall review the CPA's/auditor's report and the treasurer's financial report prior to presenting financial information to the Executive Board.



721 (c) The Finance Committee and the Executive Committee shall evaluate the  
722 acceptance of proposed gifts, except gifts to Headquarters. The chairman of the  
723 Finance Committee shall make a recommendation regarding the acceptance of a  
724 gift to the Executive Board.

725 (d) The committee shall

- 726 1) determine the number of scholarships to be given;
- 727 2) set the convention registration fee in cooperation with the president  
728 and the convention chairman; and
- 729 3) perform other duties assigned by the Executive Board.

730  
731 (3) Headquarters Committee – The committee shall have no more than six (6)  
732 appointed members, one of whom shall be a local contact person. Two new  
733 members shall be named each biennium for a six-year term. The state president,  
734 treasurer, and executive secretary shall serve ex officio, without vote. The president  
735 shall designate a chairman.

736  
737 This committee shall serve as a supervisory body for the operation and maintenance  
738 of the headquarters building and grounds/property.

739  
740 The committee shall prepare and present an annual budget to the Executive Board  
741 for approval.

742  
743 No major action shall be taken without the consent of the Executive Board and the  
744 knowledge and consent of the membership.

745  
746 (4) Nominations Committee (The committee consists of 5 members appointed by the  
747 president for staggered terms of 4 years.) In addition to the responsibilities listed in  
748 the *Bylaws*, Article VI, Officers, Section 5, the committee shall actively seek  
749 members for official recommendation for nomination to international office and for  
750 recommendation for selection to international committees and present those to the  
751 Executive Board for action. The committee may present to the Executive Board for  
752 endorsement the names of candidates nominated for international office by chapters  
753 or individuals.

754  
755 (5) Personnel Committee – The committee shall not exceed five (5) members. At least  
756 one member of the committee shall be a past state president.

757  
758 The committee is to

- 759 (a) study matters related to personnel and make recommendations concerning  
760 personnel policies to the Executive Board;
  - 761 (b) maintain an up-to-date record of paid personnel's duties and present those  
762 duties to the Executive Board when personnel or duties change;
  - 763 (c) maintain an up-to-date record of the responsibilities of each standing  
764 committee and the committee chairman; and
  - 765 (d) screen applicants and recommend candidates for the positions of executive  
766 secretary, treasurer, editor, and webmaster to the Executive Board when  
767 a vacancy occurs in any of the positions.
- 768

769 (6) Planning Committee – This committee shall not exceed five (5) appointed members.  
770 The state president and executive secretary shall serve as members ex officio,  
771 without vote. The appointed members shall serve staggered four-year (4) terms, with  
772 two members appointed in one biennium and three members appointed the next  
773 biennium. Two committee members with recent chapter president experience should  
774 be on the committee at all times. The president shall designate a chairman.  
775

776  
777 The committee is to

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

786  
787 The committee shall recommend a strategic action plan to the Executive Board for  
788 adoption.

789  
790 Officers and committee chairmen with designated responsibility for the actions on  
791 the approved strategic action plan shall report progress to the Planning Committee.  
792

793 The state president and/or the executive secretary shall be present at each Planning  
794 Committee meeting.  
795

796 The Educational Excellence Committee chairman shall act as a consultant to the  
797 Planning Committee.  
798

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

801  
802 The committee is to

- 803 (a) review governing documents each biennium for concordance, accuracy,  
804 and clarity;
- 805 (b) make proposed amendments for change, if needed;
- 806 (c) receive all proposed amendments to state organization *Bylaws* and  
807 *Standing Rules*;
- 808 (d) format in print the proposed amendments for publication and distribution,  
809 so that members would receive notice at least six weeks prior to the  
810 first day of convention;
- 811 (e) present the proposed amendments to the Executive Board for information  
812 and recommendation and to the convention assembly for adoption;
- 813 (f) after a convention, ascertain that the *Bylaws* and *Standing Rules* are in  
814 concordance with approved actions; and
- 815 (g) with the assistance of the regional directors, review chapter rules on a  
816 four-year cycle beginning in 2004 for consistency with the state

817 organization and international governing documents.  
818

819 The Rules Committee shall make *Eta State Bylaws* available to the international  
820 Constitution Committee for review each time the document is amended or revised.  
821

822 After each convention, the Rules Committee shall prepare digital copies of the  
823 *Bylaws* and/or *Standing Rules* to be posted on the Web site. The committee shall  
824 also prepare hard copies for the executive secretary for placement in the permanent  
825 file. Both digital and hard copies shall be placed in the Rules Committee files  
826 located at Eta State Headquarters.  
827

828 Section 4.

829 Special Committees

830 The president may appoint a special committee, if the committee is authorized by the Executive  
831 Board. Such committees shall be dissolved after submitting a final report.  
832

833  
834 ARTICLE X ACTIVITIES

835 Section 1.

836 Scholarships

- 837  
838  
839  
840 A. State scholarships shall be awarded to members who apply and are selected by the  
841 Scholarship Committee. The number of scholarships shall depend upon the availability  
842 of funds as determined by the Finance Committee.  
843  
844 B. Rules governing the administration of the scholarships program shall be presented by the  
845 Scholarship Committee to the Executive Board for its recommendation for consideration  
846 by the state convention. Written requirements and guidelines governing the selection  
847 process of scholarship recipients shall be submitted to the Executive Board for approval.  
848 These criteria should be reviewed by the Scholarships Committee at least every six  
849 years. (*Eta State Standing Rules*, 10, Activities, A)  
850  
851

852 Section 2.

853 Publications

- 854 A. *Eta State News* shall be published four times a year and sent to each member in the state.  
855  
856 B. The *Eta State Directory* shall be published every four years, with supplementary  
857 material supplied as needed during the intervening years.  
858  
859 C. The Eta State Web site shall serve as a resource for members and others who seek  
860 information about the organization. Materials must be approved by the state president  
861 before being posted on the Web site.  
862  
863 D. The publication of special monographs and/or brochures shall be approved by the  
864

865 president and the Executive Committee in consultation with the Finance Committee.

866

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

868

869 Section 3.

870

871 Awards Granted to Members or Non-members

872

873 The recipient of Grant-in-Aid Awards\* and other state awards shall be selected by the Awards  
874 Committee, according to the guidelines recommended by the Executive Board and adopted by  
875 the state convention. (*Eta State Standing Rules 10, Activities, C; see Appendix VII for criteria.*)

876

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

879

880 ARTICLE XI STATE FUNDS

881

882 Section 1.

883

884 Available Fund

885

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

888

889 Section 2.

890

891 Permanent Fund

892

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

896

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

898

899 Section 3.

900

901 Reserve Fund

902

903 Eta State shall maintain a Reserve Fund for the purpose of saving an amount to be used for the  
904 operation of the organization should financial hardship dictate. Any excess from the year's  
905 budget shall accrue to or any deficit shall be deducted from this Reserve Fund. Expenditures  
906 from this fund shall be proposed by the Finance Committee and approved by the Executive  
907 Board.

908

909 Section 4

910

911 Non-Dues Revenue Fund

912

913 The Non-Dues Revenue Fund is derived from any undesignated and/or unbudgeted income.  
914 Expenditures from this fund shall be proposed by the Finance Committee and approved by the  
915 Executive Board.

916  
917 Section 5

918  
919 Scholarship Fund

920  
921 The Scholarship Fund provides for the awarding of state scholarships according to Society  
922 guidelines. (*Eta State Standing Rules*, 11, State Funds, C.)

923  
924 Section 6.

925  
926 Founders Award Fund

927  
928 A. The Founders Award Fund provides an award to honor a woman who has made  
929 outstanding contributions beyond the local and regional level. (*Eta State Standing Rules*,  
930 11. State Funds, F.)

931  
932 B. Investment of the fund shall be supervised by the Finance Committee.

933  
934 Section 7.

935  
936 Headquarters Fund

937  
938 This fund consists of contributions to the state designated for headquarters and is used for  
939 operation and maintenance of the headquarters building and grounds/property.

940  
941 Section 8.

942  
943 Pauline Moser Longest Leadership Development Fund

944  
945 A. The fund provides resources for personal and professional development experiences to  
946 equip key women educators for leadership in The Delta Kappa Gamma Society  
947 International and in the field of education.

948  
949 B. The fund shall be a supplement to and shall extend leadership opportunities beyond  
950 those that are funded by the Eta State budget.

951  
952 C. The fund shall accumulate, through contributions and interest, a balance of \$50,000  
953 before disbursements are considered. Disbursements can be made only from the net  
954 appreciated assets, i.e., earnings from the Fund.

955  
956 D. Disbursements for a fiscal year shall not exceed 80% of the appreciated assets as of June  
957 30 of the preceding year.

958  
959 E. The Finance Committee shall determine the amount of funds available for use.

960

961 ARTICLE XII DISSOLUTION

962 Section 1.

963 State Dissolution

964  
965 Upon recommendation of the Executive Board of Eta State by a two-thirds (2/3) vote, followed  
966 by a two-thirds (2/3) vote of the Eta State Convention assembled in regular session, the  
967 dissolution of Eta State of The Delta Kappa Gamma Society International shall be carried out in  
968 the following order in accordance with the laws of incorporation in North Carolina:  
969

- 970
- 971 A. Audit of treasurer's records by an independent accounting firm
  - 972
  - 973 B. Payment of all liabilities and obligations
  - 974
  - 975 C. Disposition of residual assets as determined by the Executive Board of Eta State
  - 976
  - 977

978 Section 2.

979 Chapter Dissolution

- 980
- 981 A. Before a chapter is dissolved, the approval of the state Executive Board must be  
982 obtained.
  - 983
  - 984 B. Careful consideration shall be given to the manner in which those desiring to maintain  
985 membership transfer to other chapters. International procedures must be followed.
  - 986
  - 987 C. Any remaining funds in the chapter account shall be sent to the state organization  
988 treasurer and deposited in the Available Fund.
  - 989
  - 990 D. The chapter's paraphernalia, the Society publications, and the chapter records shall be  
991 retained in the state archives and made available for use.
  - 992
  - 993 E. The chapter charter must be returned to the state to be forwarded to the International  
994 Headquarters.
  - 995
  - 996 F. The state Executive Board shall decide whether the chapter Greek name shall be reused.
  - 997
  - 998

999 Section 3.

1000 Chapter Merger or Consolidation

- 1001
- 1002 A. In the case of a *merger* of two chapters, one of the two chapters continues while the  
1003 other loses its independent identity and ceases to exist since it is absorbed into the former.
  - 1004
  - 1005 B. In the case of a *consolidation* of two or more chapters, each chapter involved  
1006 discontinues its independent existence. A new entity is formed that includes  
1007 memberships of the consolidating organizations, continues their work, and assumes their  
1008 assets and liabilities.
  - 1009

1010  
1011 C. In either a merger or a consolidation of two or more chapters, the resulting chapter entity  
1012 shall keep the chapter assets of the chapters involved in the merger or consolidation.  
1013

1014 D. In either a merger or consolidation of chapters, the resulting entity may be given a new  
1015 name by the state organization.  
1016

1017 ARTICLE XIII PARLIAMENTARY AUTHORITY  
1018

1019 *Robert's Rules of Order Newly Revised* (current edition) shall govern the proceedings of Eta  
1020 State and its chapters in all cases not provided for in the *Constitution, International Standing*  
1021 *Rules, Eta State Bylaws, and Eta State Standing Rules.*  
1022

1023 ARTICLE XIV AMENDMENTS  
1024

1025 Section 1.  
1026

1027 Amendments to the *Eta State Bylaws*  
1028

1029 A. Proposals for amending the *Bylaws* shall be considered in odd-numbered years.

1030 B. Proposals for amending

1031 (1) may be submitted to the Rules Committee by any member, committee, board, or  
1032 chapter;

1033 (2) shall be submitted to the Executive Board for approval before they are submitted to  
1034 a vote at the state convention; and

1035 (3) that have been rejected by the Executive Board shall be submitted to a vote of the  
1036 convention noting the disapproval.  
1037

1038 C. Notification of proposed amendments

1039 Proposed amendments to the *Bylaws* shall be prepared in printed form and distributed so  
1040 that members receive notice at least six (6) weeks prior to the first day of convention.  
1041

1042 D. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall be required  
1043 for the adoption of an amendment to the *Bylaws*.  
1044

1045 E. The adopted amendments take effect immediately upon adoption.  
1046

1047 F. Incorporating the adopted amendments into the *Eta State Bylaws* shall be the  
1048 responsibility of the Rules Committee.  
1049

1050 Section 2.  
1051

1052 Amendments to *Eta State Standing Rules*  
1053

1054 A. Proposals for amending the *Standing Rules* shall be considered at each annual  
1055 convention.  
1056

1057 B. Proposals may be submitted by any member, committee, board or chapter.  
1058

1059 C. Proposed amendments to the *Standing Rules* shall be prepared in printed form and  
1060 distributed so that members receive notice at least six (6) weeks prior to the first day of  
1061 convention.

1062  
1063 D. Vote for adoption

- 1064 (1) A standing rule may be amended or rescinded by a majority vote, a quorum being  
1065 present, if the notice has been prepared in printed form and distributed so that  
1066 members receive notice at least (6) weeks prior to the first day of convention.  
1067 (2) An amendment that has not been published will require a two-thirds (2/3) vote, a  
1068 quorum being present, to be adopted or rescinded.  
1069 (3) The adopted amendment will take effect immediately upon adoption.  
1070 (4) Incorporating the adopted amendment into the Eta State *Standing Rules* shall be the  
1071 responsibility of the Rules Committee.  
1072

1073 Article XV The North Carolina Delta Kappa Gamma Educational Foundation The Enabling Act  
1074

1075 Section A.

1076 As a means of furthering the educational purposes of The North Carolina State Organization of  
1077 The Delta Kappa Gamma Society International (Eta State), consent is given to the establishment  
1078 and operation of an educational foundation for charitable educational purposes under the North  
1079 Carolina Non-profit Corporation Act. The Foundation, named “The North Carolina Delta Kappa  
1080 Gamma Educational Foundation,” will operate under the Internal Revenue Code as a 501 (c) (3)  
1081 non-profit organization and shall abide by current federal and state rules or those which shall  
1082 hereafter be in effect.  
1083

1084 Section B.

1085 The Board of directors governing the Foundation shall be elected in accordance with procedures  
1086 specified in the *Foundation Bylaws*. Such officers of Eta State as are designated in the  
1087 *Foundation Bylaws* are authorized to serve on the Board of Directors of the Foundation.  
1088

1089 Section C.

1090 Members of Eta State shall be members of the Foundation. There shall be no fees for  
1091 membership.  
1092

1093 Section D.

1094 A *Memorandum of Understanding* between Eta State and the Foundation shall be maintained to  
1095 deal with relational issues, such as agreements allowing the Foundation office to be located at  
1096 Eta State Headquarters or allowing the Foundation to hold meetings at Eta State events.  
1097

1098 Section E.

1099 This enabling act shall not be subject to revision or amendment. The act shall become void only  
1100 upon the dissolution or liquidation of the Foundation, as provided for in the *Articles of*  
1101 *Incorporation* and the *Foundation Bylaws*.  
1102

1103 [end 05/13/2015 GS]

1104 [end 06/28/2015 TC]

1105 [end 5/2/2017 EF]  
1106

1107 Eta State Convention *actions* – adopted April 29, 2017; Emily Lucas, Rules Committee Chairman  
1108