

# The Delta Kappa Gamma Society International

## DELAWARE STATE ORGANIZATION STANDING RULES 2021

### 1. FINANCES

#### 1.0 General

- 1.0.1 Allocations for the following items shall be a part of the Delaware State Organization budget.
- a. At the death of a Delaware State Organization founder, a state charter member, a past Delaware State Organization president, or a present state officer, a contribution of fifteen (15) dollars shall be given in her memory to the State Founders Scholarship Fund or to the Delta Kappa Gamma Education Fund.
  - b. In the event of illness of a Delaware State Organization Executive Board member, a card shall be sent by the state secretary.
  - c. The state president's pin shall be presented to the elected president of the state organization at the time of her installation. It is the responsibility of the past state president to order the pin and present it.
  - d. President's pins returned to the state organization or chapter may be given or sold by the respective organization to presidents in office or past presidents.
  - e. The official society jewelry may be worn on a ribbon or other manner as desired by the member.
  - f. A state president, or her authorized alternative, attending an international convention shall be given an amount of up to \$800.00 toward her total convention expenses. The money may be given in advance of the convention. Authorization of an alternate shall be voted upon by the state Executive Board.
  - g. The incoming state president or her authorized alternate, attending a regional conference shall be given an amount of \$600.00 toward her total conference expenses. The money may be given in advance of the conference. Authorization of an alternative shall be voted upon by the state Executive Board.

- h. The state liaison to the U.S. Forum, or her authorized alternate, attending the U.S. Forum Legislative Seminar shall be given an amount of \$100.00 per year toward her total expenses. The money may be given in advance of the seminar. Authorization of an alternate shall be voted upon by the state Executive Board
- i. A chapter president, or her authorized alternate, attending an international convention/regional conference shall be given an amount of \$200.00 toward her total expenses. The money may be given in advance of the convention/conference. Authorization of an alternate shall be voted upon by the chapter Executive Board.
- j. Following the convention or conference, an itemized list of expenses paid for by state funds shall be presented to the state treasurer.

## **2. OFFICERS AND RELATED PERSONNEL**

### **2.0 General**

- 2.0.1 All outgoing state officers shall surrender their official files and records to their respective incoming state officers by June 30.
- 2.0.2 The state treasurer shall be selected by the state Executive Board at a meeting immediately following the state convention in odd-numbered years.
- 2.0.3 The outgoing state treasurer shall turn over all official files and records to the incoming state treasurer by June 30.
- 2.0.4 All necessary bank signature authorization cards shall be signed by the incoming president and the incoming treasurer in time to be effective as of July 1.

### **2.1 Nominations**

- 2.1.1 The name of a member may be submitted for nomination for any state elective office by an individual member, a committee, or a chapter organization. Permission of the person must be secured before her name is recommended for nomination. (The responsibility for chapter-sponsored nominations rests with the chapter Executive Board.)
- 2.1.2 The person recommended should be qualified for the position.
- 2.1.3 In the letter of recommendation, the office for which the person is being nominated should be stated, the member's Delta Kappa Gamma experience should be noted, and evidence of the member's leadership and personal qualities fitting her for the position should be known.

- 2.1.4 Letters of recommendation for nomination are to be sent to the chairman of the Nominations Committee prior to January 1.
- 2.1.5 The Nominations Committee shall reserve the right to place a name in a position on the slate other than that for which it was recommended. Consent of the nominee is required.
- 2.1.6 The first and second vice-presidents do not automatically advance to the presidency.
- 2.1.7 A chapter president shall complete her term of office before she may be considered by the Nominations Committee for the office of Delaware State Organization President. A chapter president may be nominated to hold any other state office during her chapter biennium.
- 2.1.8 A member of the Nominations Committee shall complete her term of service before she may be considered by the Nominations Committee for an elected state office.
- 2.1.9 Criteria for the selection of state nominees:
  - a. The state president:
    - (1) should have served as a chapter president;
    - (2) should have state committee experience;
    - (3) should have some familiarity with the work of the state Executive Board;
    - (4) should have attended state and regional meetings;
    - (5) should have organizational ability and the ability to delegate;
    - (6) should be able to speak well and communicate;
    - (7) should be dedicated to Delta Kappa Gamma;
  - b. The state officers:
    - (1) should have served as chapter officers and/or committee chairmen;
    - (2) should have interest in and time for the position for which each is nominated.

### **3. MEETINGS**

#### **3.0 General**

#### **3.1 State Conventions and Conferences**

- 3.1.1 State conventions shall be held biennially in April/May of odd-numbered years in New Castle or Sussex County on a rotating basis.
- 3.1.2 State conferences shall be held biennially in April/May of even-numbered years in the central part of the state (Kent County).
- 3.1.3 A registration fee shall be paid by each attendee at state conventions/conferences.

- 3.1.4 A person having to cancel her reservation shall receive a refund providing a written request is postmarked at least fifteen (15) days prior to the conference or convention.
- 3.1.5 At the convention, special tables may be reserved for seating of state founders, state charter members, past state presidents, state honorary members, and chapter presidents.
- 3.1.6 An expression of appreciation, a gift or an honorarium, shall be presented to the speaker(s).
- 3.1.7 A committee appointed by the state president shall approve the minutes of the convention.

## **3.2 State Executive Board Meetings**

- 3.2.1 Executive Board meetings shall be held in the central part of the state.
- 3.2.2 Executive Board meetings shall be held the third or fourth Saturday of September as determined by the state Executive Board at the previous January meeting, held on the fourth Saturday of January. Executive Board meetings may be held after state conferences or conventions at the discretion of the president.
- 3.2.3 A committee appointed by the president shall approve the minutes of the state Executive Board meeting. Following the approval by the committee, the minutes shall be sent to the Executive Board.
- 3.2.4 The approved minutes of the state Executive Board meeting shall be sent to the members of the state Executive Board no later than six (6) weeks following the date of the meeting.

## **4. FUNDS**

### **4.0 General**

#### **4.1 Scholarship Funds**

- 4.1.1 Delaware State Organization offers scholarships from the State Founders Scholarship Fund.

#### **4.2 Grant-in-Aid Funds**

- 4.2.1 Delaware State Organization offers grants-in-aid from the May B. Leasure Grant-in-Aid Fund.

### **4.3 Memorial or Bequest Funds**

- 4.3.1 In the event of a memorial contribution or a bequest of funds, the contributor may specify the use of said money.
- 4.3.2 The Delaware State Organization treasurer shall receive the funds and the Finance Committee shall administer the funds. (If the donor fails to specify a use, a committee member may contact the donor to solicit information.)
- 4.3.3 Upon request of the donor, Delaware State Organization Executive Board may determine, by majority vote, the use of the funds.
- 4.3.4 A special category for such funds shall be created, and a dedicated line item shall be included in the budget.

## **5. COMMITTEES**

### **5.0 General**

- 5.0.1 All committee chairmen shall surrender their official files and records to the incoming state president by June 30.
- 5.0.2 State committee chairmen and state committee members shall be listed in the state directory.
- 5.0.3 Society reports will be prepared and submitted by deadlines on forms supplied by Society Headquarters.

### **5.1 Rules Committee**

- 5.1.1 A current copy of each chapter's ruling documents shall be filed by the Rules Committee.

## **6. ELECTRONIC COMMUNICATION**

### **6.0 General**

- 6.0.1 The Delta Kappa Gamma Society International maintains a presence on the World Wide Web and other forms of electronic communications. The International Administrative Board annually reviews the Policy for Use of Electronic Communications and submits proposals for changes to the International Executive Board for approval. State organizations and chapters are encouraged to follow The Policy for the Use of Electronic Communications recommended by International (See 2006 International Standing

- Rules, Appendix V, "Policy for Use of Electronic Communications").
- 6.0.2 Individual chapters are encouraged to maintain their own websites. Space is available for rent from the international organization for \$36.00 (plus a one-time fee of \$15.00).\* The amount provides one (1) gigabyte of space on the Delta Kappa Gamma server. An additional ten (10) gigabytes are available at \$36.00 per year. Forms for obtaining the space are found on the international website ([www.dkg.org](http://www.dkg.org)).

\*IMPORTANT: These prices are subject to change. The prices will be reflected on the application form found on the Society website.

## 7. AWARDS

### 7.0 General

- 7.0.1 Professional growth and development are encouraged by making available two (2) funds annually: The Delaware State Organization Founders' Scholarship and the May B. Leasure Grant-in-Aid.
- 7.0.2 Application forms are available from chapter presidents or the Delaware State Organization Scholarship chairman.
- 7.0.2 The deadline for the Founders' Scholarship and the May B. Leasure Grant-in-Aid is April 1 of each year.

### 7.1 **The Delaware State Organization Founders' Scholarship fund has been established to develop and encourage advanced educational opportunities for Delaware State Organization members. At least one (1) Scholarship of \$1000.00 may be awarded annually depending on the availability of funds.**

- a. The following are criteria for determining eligibility:
- (1) The applicant must be an active member in good standing of the Delta Kappa Gamma Society International, Delaware State Organization. First consideration will be given to members of two years or more.
  - (2) Scholarship funds must be used for graduate level work at an approved institution of higher learning.
  - (3) The applicant must provide evidence of actual participation and leadership at the chapter and/or state levels of Delta Kappa Gamma.
  - (4) Reasonable standards as to scholarship and professional

services shall be considered and must be met by the candidate.

**7.2 The May B. Leasure Grant-in-Aid was established to offer opportunities to eligible male or female students who are seeking an undergraduate degree in a teacher preparation program. High school seniors and undergraduate college students, who are residents of Delaware, may apply. Depending upon available funds, at least one (1) annual grant-in-aid of \$500.00 shall be awarded.**

- a. The following are criteria for determining eligibility:
- (1) First consideration shall be given to applicants related to Delta Kappa Gamma members of Delaware State Organization.
  - (2) The grant-in-aid is available to outstanding Delaware high school graduates entering teacher preparation programs, or for college students, who graduated from a Delaware high school, and are completing their teacher preparation.
  - (3) The applicant will need to complete an essay on professional goals and the benefits of receiving the grant-in-aid.
  - (4) Race, color, national origin, sex, age, religion, disability, sexual orientation, or gender identity will not affect the awarding of this grant-in-aid.
  - (5) Two letters of recommendation are required: one academic and one character reference.
  - (6) The applicant will be judged on scholastic achievement, school and community activities, quality and content of the essay, letters of recommendation, and financial need.

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