

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

DKG Vermont State Organization

Bylaws

and

Standing Rules

Amended 2023



DKG VERMONT BYLAWS

ARTICLE I

NAME

Section A

The name of this state organization shall be Vermont State Organization of Delta Kappa Gamma Society International, hereafter known as DKG Vermont.

Section B

Each chapter in Vermont shall be named by the state organization and shall be designated by a Greek letter or a combination of Greek letters.

ARTICLE II

OBJECT

The object of DKG Vermont shall be to:

1. promote Purposes of **The Delta Kappa Gamma Society International** as found in the *Constitution*, Article II, Section D
2. act as liaison between chapters and the International Society
3. provide leadership training for state and chapter leaders.

ARTICLE III

MEMBERSHIP

Section A

Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the International Society, a state organization, and a chapter. The membership of DKG Vermont shall be composed of active, reserve, honorary, and collegiate members. All membership is in accordance with the *Constitution*, Article III, Section B & C.

Section B (April 2023)

1. Active membership shall be granted when an individual pays her dues. She then becomes a member of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill.
3. Honorary Members
 - a. A state organization honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service. She shall be recommended by any member or chapter of the state organization to the state Membership Committee, be elected by a majority vote of the Executive Board and inducted at a state meeting.
 - b. An international honorary member shall be a woman who has rendered notable service to education or to women, who is elected to honorary membership in recognition of such service, and who is not a current or former member of DKG at the time of election.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Bachelor student collegiate members shall
 - (1) be enrolled in an institution offering coursework leading to a career in education; and have the intent to continue academically and professionally in the field of education; and
 - (2) be enrolled within the last two years of their bachelor's education degree.

b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/ Doctoral standing in an institution offering coursework in the field of education; and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

ARTICLE IV

FINANCES

Section A

Available Fund

1. The state shall maintain an Available Fund that is an operating fund and requires a budget.
2. The state president shall approve all expenses from the Available Fund before payment is made.

Available Reserve Fund

3. The state shall set aside up to twenty percent (20%) of their state organization dues until the total of the Available Fund Reserve equals one year's operating expenses at which time the state organization executive board may reduce or discontinue further allocations.
4. The Available Fund Reserve may be used at the discretion of the state organization executive board.

Section B (April 2023)

Annual Dues

1. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
2. Annual dues and scholarship fees shall be paid by June 30 of each year. On July 1 members shall be dropped for non-payment of dues and fees. For induction or reinstatement between July 1 and December 31, the member shall pay dues and fees for the current year; for induction or reinstatement on or after January 1, the member shall pay half the dues.
3. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters
4. All dues and fees shall be collected by the chapter treasurer. State dues and fees shall be forwarded to the state treasurer. International dues shall be forwarded to DKG International.

Section C

Financial Controls

1. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board in its meeting at the Spring Convention / Leadership Conference.
2. All expense vouchers shall be signed by the president.
3. The report of the annual audit shall be submitted to the Executive Board for adoption.
4. The principal of the Society and state organization permanent funds shall be used for the following:
 - (a) purchasing induction paraphernalia;
 - (b) purchasing articles and equipment of a permanent nature;
 - (c) technology-related upgrades and licenses for computer software;
 - (d) renting office space;
 - (e) constructing a headquarters building; and
 - (f) furnishing a headquarters building. (April 2023)

ARTICLE V

ORGANIZATION

Section A

Chapter

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the *International Standing Rules*, and the *Vermont Bylaws and Standing Rules*.
2. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote. The term of each elected officer shall be two years. No officer, except the treasurer, may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election.
 - a. The treasurer shall be selected by the Executive Board each biennium.
3. The chapter president or a designated alternate shall represent the chapter as a voting member of the state Executive Board.
4. Each chapter shall have chapter rules in writing. A current copy shall be on file with the chair of the Rules Committee by September 30 of even numbered years.

Section B

New Chapter

1. The state Executive Board shall approve the organizing of a new chapter.
2. Applications of candidates for membership in a new chapter shall be screened by the state Membership Committee.
3. The induction of new members and the installation of a new chapter shall be recommended by the Expansion Committee.

ARTICLE VI

Section A

Officers

The elected state officers shall be a president, a first vice-president, a second vice-president, a recording secretary, and a corresponding secretary. A treasurer shall be approved by the Executive Board upon recommendation of the president. All state officers must be members of the Society.

Section B

Duties

These officers shall perform the duties as prescribed in the *Constitution*, Article VI, the *International Standing Rules*, and as authorized by Vermont *Bylaws and Standing Rules*. These duties also include:

1. The President shall:
 - a. appoint all state committee members except Nominating Committee and those designated in the committee description
 - b. appoint a parliamentarian
 - c. visit each chapter at least once every two years
 - d. send periodic communications to each chapter president
 - e. organize and preside over the spring convention
 - f. encourage attendance at regional conferences and international conventions.
 - g. make the membership aware of international correspondence
 - h. arrange for the printing and distribution of committee biennial reports
 - i. distribute the list of all state committee members, including naming chairs of all committees, to all Executive Board members by the fall Executive Board meeting
 - j. submit a president's message to each issue of the *DKG Vermont News* by the published deadlines.
 - k. serve as a member of the International Executive Board be responsible for providing leadership within her state organization.
 - l. be responsible for providing leadership within her state organization.

2. The First Vice-President:
 - a. shall serve as Educational Excellence Committee chair
 - b. shall assist the president with the preparation of the spring convention
 - c. may assume the office of the president for the ensuing biennium

3. The Second Vice-President shall:
 - a. serve as State Leadership Development chair
 - b. support the president by attendance and participation
 - c. compile a list of all chapter officers and committee chairs and distribute same to all Executive Board members in even-numbered years.

4. The Recording Secretary shall:
 - a. keep the minutes of all Executive Board meetings and state conventions / conferences and submit them for approval using the process described in the state standing rules.
 - b. within two weeks of the time the approval process is completed the recording secretary shall send the minutes to the Executive Board members electronically.

5. The Corresponding Secretary shall:
 - a. write letters as directed by the president and the Executive Board
 - b. read correspondence at state meetings.

6. The state treasurer shall:
 - a. be bonded with the amount set and paid by the state organization. (April 2023)
 - b. receive and pay out all moneys belonging to DKG Vermont
 - c. keep an accurate account of receipts and expenditures
 - d. maintain a record of receipts, bills, and bank statements
 - e. present a report at each regular meeting;
 - f. file required tax reports
 - g. submit for annual audit/financial review the accounts of the organization
 - h. serve as a member of the state executive board
 - i. maintain an accurate and current membership roster
 - j. serve on the finance committee.

Section C

Term of Office

1. Officers, elected by the state convention in odd-numbered years, shall have a term of two years, unless otherwise specified or until a successor has been named.
2. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
3. All officers shall take office on July 1 following their election.
4. The treasurer shall be approved by vote of the Executive Board.

Section D

Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in the office of first vice-president, the second vice-president shall become first vice-president.
3. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

Section E

Nominating and Elections

1. The state Nominating Committee shall consist of five members to be elected at the spring convention in odd-numbered years.
2. The chair shall be elected by the committee from among the committee members after their election. The chair shall report to the Executive Board.
3. The committee shall submit the name of one nominee for each elective office and nominees for Nominating Committee members to the state Executive Board at the winter Executive Board Meeting. Consent of the nominees shall be obtained.
4. The current Nominating Committee shall present the slate of officers and nominees for the Nominating Committee along with candidate information to the state news editor and the web-master for publication in the *DKG Vermont News* and on the Web site prior to the spring convention in odd-numbered years.
5. After the report of the committee has been made to the convention, additional nominations may be made from the floor with the consent of the nominees.
6. Elections shall be held at the spring convention in odd-numbered years. Election is by a majority of the votes cast. If there is but one nominee for each position, the election may be by voice vote.
7. The Nominating Committee shall prepare the ballot and conduct the election.
8. Electronic (non-secret) voting for officers and other elected personnel may be permitted when the election is held at an electronic meeting.

ARTICLE VII

EXECUTIVE BOARD

Section A

State Executive Board

1. The members of the Executive Board shall be elected officers, treasurer (without vote if under remunerative contract for her services), past state presidents, state committee chairs, and current chapter presidents. The parliamentarian shall serve as an ex-officio member, without vote.
2. The duties of the Executive Board shall be as specified in the *Constitution*, Article VII, Section B, 2, the *International Standing Rules*, and as authorized by *Vermont Bylaws and Standing Rules*.
3. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president.
 - a. The presence of a majority of the elected officers and chapter presidents shall constitute a quorum at meetings.
 - b. Chapter presidents who are unable to attend a state Executive Board meeting shall appoint an official representative with full privileges of participation and voting.
4. A vote by mail or email is authorized when necessary.
5. An Executive Committee composed of the elected officers may meet between meetings of the Executive Board to conduct business delegated to it by the board and to take action on matters requiring immediate decisions.
6. Electronic Meetings - Business of DKG Vermont and all of the bodies governed by its *Bylaws* may be transacted electronically as long as all members are able to hear each other simultaneously and can actively participate in the meeting.

Section B

Chapter executive boards shall function in accordance with the *Constitution*, Article VII, Section C, and the *International Standing Rules*.

ARTICLE VIII
COMMITTEES

Section A

Standing committees shall be:

1. Society Business
 - a. Communications and- Marketing / Publicity
 - b. Expansion
 - c. Finance
 - d. State History
 - e. Leadership Development
 - f. Membership
 - g. Nominating (2023)
 - h. Rules
 - i. Technology (2022)
2. Society Mission and Purposes
 - a. Educational Excellence
 - b. Fine Arts
 - c. Music
 - d. Scholarship
 - e. Super Sessions (2023)
 - f. World Fellowship
3. Other
 - a. Achievement Award
 - b. Service to Education Award
 - c. Years of Membership

Section B

General Procedures

1. All committees shall be composed of three members, unless otherwise specified in the committee description.
2. The president shall be an ex-officio member of all committees, except the Nominating Committee.
3. Matters requiring immediate committee action may be voted upon by mail, email, or telephone, all members being notified.
4. Committee meetings shall be held with the knowledge of the president.
5. All committee members shall be appointed by the state president, except the Nomination Committee. At least two chapters shall be represented on each committee. The president shall appoint one of the members as chair of each committee, except Nominating.
6. Each committee chair shall submit a written biennial report detailing committee work to the state president by April 1 of odd-numbered years.
7. Reports requested from DKG Vermont and local Vermont chapters shall be submitted in the format specified by International Society Headquarters.

Section C

Duties

Duties of each committee shall include all responsibilities that are applicable to the state as defined by the *Constitution*, Article VIII, the *International Standing Rules*, and the Vermont Bylaws and Standing Rules. These duties include:

1. Society Business
 - a. The Communications, Marketing, and Publicity Committee:
 - (1) shall be composed of five (5) members
 - (2) shall include the editor of *DKG Vermont News* as a member of the committee
 - (3) shall include the webmaster as a member of the committee. The webmaster shall maintain the state organization website
 - (4) shall publish the *DKG Vermont News*

- (5) shall prepare material to encourage more effective communications within the Society
- (6) shall encourage members to submit items to the *DKG Bulletin*
- (7) shall maintain a file of the state publication, *DKG Vermont News*
- (8) may present the Women of Distinction Award at the spring convention.
- b. The Expansion Committee shall be responsible for organizing new chapters in the state.
- c. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board.
- d. The State History Committee shall:
 - (1) maintain an accurate record of DKG Vermont history
 - (2) maintain a list and current record of names and addresses of past state presidents.
- e. The Leadership Development Committee shall be responsible for administering, planning and implementing the Leadership Training Conference programs for the state and chapter officers and committee chairs during the second year of the biennium. All members are invited and encouraged to participate in the Leadership Training Conference. The second vice-president shall serve as chair of the Leadership Development Committee.
- f. The Membership Committee shall:
 - (1) maintain a complete list of state membership
 - (2) disseminate information between International and chapter chairs
 - (3) make recommendations for state honorary membership to the Executive Board
 - (4) be responsible for necrology and membership reports
 - (5) conduct an initiation service at the spring convention upon request of at least one chapter unless authorized by the Executive Board to do otherwise
 - (6) be responsible for the Service of Remembrance at the spring convention.
- g. The Nominating Committee of five members shall meet to select nominees for elected officers and elected committees.
- h. The Rules Committee shall:
 - (1) keep Vermont *Bylaws and Standing Rules* current and consistent with the International *Constitution*
 - (2) distribute current Vermont *Bylaws and Standing Rules* to the state Executive Board members by the state fall Executive Board meeting in odd-numbered years
 - (3) review chapter rules each biennium
 - (4) send the current Vermont *Bylaws* to the International Constitution Committee chair by July 1 of odd-numbered years.
- i. The Technology Committee shall:
 - (1) consist of the following members: State Technology Coordinator (Chair), Tech Representatives, one from each chapter, and State Communications members: Webmaster, Newsletter Editor, and Publicity/Marketing Chair;
 - (2) disseminate the International and State communications to all members across the state;
 - (3) send out individual Chapter communications to the chapter members;
 - (4) share feedback from chapter members about technology hopes, dreams, and immediate needs with the committee.
 - (5) meet in the Spring, Fall and Winter to discuss any technology needs that arise, as well as identify any anticipated needs as technology updates rapidly.
 - (6) provide Technological Assistance to the State and Chapters relative to electronic communications options, software and hardware and support and up to date innovative ways to use technology to support the growth and continued success of DKG Vermont;
 - (7) assist Chapters and Members with the technology needed for conventions, conferences, meetings and accessing information.
 - (8) meet in spring, fall and winter to discuss any technology needs that arise, as well as identify any anticipated needs as technology updates rapidly. (April 2022);

2. Society Mission and Purposes

- a. The Educational Excellence Committee shall:
 - (1) be composed of the 1st vice-president or designee from each chapter and chaired by the state 1st vice-president;
 - (2) promote within the state a program that follows a yearly theme;

- (3) assist chapter committees in developing worthwhile programs aligned with the International theme;
 - (4) encourage a program of selective recruitment of teachers and retention of qualified educators;
 - (5) encourage action in the field of legislation to improve education and the status of women educators.
- b. The Fine Arts Committee shall:
 - (1) enrich the personal life of members by requesting members and members of the committee to submit articles about the arts to the *DKG Vermont News*
 - (2) celebrate and embrace the arts through programs and workshops
 - (3) encourage members to become aware of and develop their artistic talents by sponsoring an annual Women and the Arts Retreat
 - (4) create a climate in which women’s talents are recognized and rewarded.
 - c. The Music Committee shall:
 - (1) encourage singing at all state meetings and
 - (2) present the Evelyn DeBrune Springstead Music Award every five years, beginning in 1986
 - d. The Scholarship Committee shall:
 - (1) select scholarship recipients
 - (2) promote interest in and support for scholarships.
 - e. The Super Sessions Committee shall:
 - (1) increase participation, communication and camaraderie among chapters,
 - (2) determine a variety of online activities that members can participate in that are designed to keep us all educated, engaged and connected to DKG Vermont.(April 2023)
 - f. The World Fellowship Committee shall:
 - (1) disseminate information received from International
 - (2) report annually to the Executive Board on funds collected at state and chapter level.

3. Other

- a. Achievement Award Committee may present the DKG Vermont Achievement Award at the Spring Convention.
- b. Service to Education Award Committee may present the Outstanding Service to Education Award at the Spring Convention to persons who are not licensed educators nor are members of DKG.
- c. Years of Membership Committee shall recognize annually those Delta Kappa Gamma – Vermont members who have reached 5, 10, 15, 20, 25, 30, 35, 40, etc. milestone years of membership in Delta Kappa Gamma.

Section D

Ad hoc committees shall be appointed by the president as authorized. After submitting a final report to the body that authorized it, the ad hoc committee shall be dissolved.

**ARTICLE IX
ACTIVITIES**

Section A

Conventions, Conferences and Meetings

- 1. **SPRING CONVENTIONS:** Business of the state shall be conducted at a Spring Convention held biennially in odd numbered years, (years that state officers are elected), for the purpose of taking action on reports, adopting policy, amending bylaws, establishing the amount of dues, and electing state officers. Programs at Spring Convention should be exciting, interactive, interesting and purposeful with learning outcomes which result in professional development. Professional development certificates should be available at the conclusion of meetings. Spring Conventions shall be held at a time and place determined by the Executive Board. (April 2022)

2 LEADERSHIP TRAINING CONFERENCES: Training for incoming chapter officers, committee chairs and members shall be held biennially in the late spring of even-numbered years, (years that chapter officers / chairs are elected / appointed) for the purpose of providing training, meetings and workshops. Both the outgoing and incoming chapter officers and committee chairs would attend. All members would be invited and encouraged to attend to participate in programs that are intended to provide leadership training, dissemination of society information and to highlight the role of all members as leaders in formal or informal capacities, and to allow for the sharing among chapters of successful and “not so successful” experiences. Leadership Training Conferences shall be planned by the Leadership Development Committee and held at a time and place determined by the Executive Board. (April 2022)

3. Every member who is registered may vote.

4. Quorum

- a. The quorum shall be a majority of those members registered at the convention.
- b. A quorum for chapter meetings shall be determined by the chapter.

Section B Scholarships

1. The number and size of scholarships shall be recommended by the Scholarship Committee to the Executive Board and adopted by the members in convention.
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board.

Section C Publications

1. A state newsletter, *DKG Vermont News*, shall be published at regular intervals at the discretion of the Executive Board and sent to all state members.
2. The publication of special booklets and brochures shall be approved by the president and plans submitted to the Executive Board for financial approval.

Section D Special Funds

1. The Scholarship Fund shall be a permanent fund as authorized by the *Constitution*, Article IV, Section F, 2.
2. The Permanent Fund shall be maintained as authorized by the *Constitution*, Article IV, Section F, 3, and the Executive Board upon recommendation of the Finance Committee. The principal of the Society and state organization permanent funds shall be used for the following:
 - (a) purchasing induction paraphernalia;
 - (b) purchasing articles and equipment of a permanent nature;
 - (c) technology-related upgrades and licenses for computer software;
 - (d) renting office space;
 - (e) constructing a headquarters building; and
 - (f) furnishing a headquarters building. (April 2023)
3. Special funds may be recommended by the Executive Board and approved at the spring convention.
4. Special funds shall be maintained by voluntary contributions and monies from such other sources as may be determined by the Executive Board.

Section E
Special Awards

1. Achievement Award

The Vermont Achievement Award may be presented at the Spring Convention to a member who has given distinguished and outstanding service to DKG Vermont by promoting the Purposes of the Delta Kappa Gamma Society International.

2. Music Award

The Music Award shall:

- a. be named after Evelyn DeBrune Springstead
- b. be awarded every five years beginning in 1986
- c. be given as a plaque at the Spring Convention.

3. Outstanding Service to Education Award

- a. The Outstanding Service to Education Award: may be presented at the Spring Convention to a non-member who is not a licensed educator and who has made a significant contribution to education.
- b. is presented by the Service to Education Award Committee.

4. Women of Distinction Award

- a. Woman of Distinction Award honors members for outstanding achievement at the chapter level
- b. may be presented at the state Spring Convention
- c. is presented by the Communications and Publicity Committee

ARTICLE X
PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the proceedings of Vermont and its chapters in all cases not provided for in the *Constitution*, the *International Standing Rules*, and *DKG Vermont Bylaws and Standing Rules*.

ARTICLE XI
AMENDMENTS

Section A

Bylaws may be amended at the Spring Convention or Leadership Conference by a two-thirds vote, provided notice of proposed amendments shall have been published to members at least 30 days before convening the convention.

Section B

Proposed amendments to the Bylaws shall be submitted to the Rules Committee chair, by any member, committee, or chapter. Such proposals shall be sent to the Executive Board for approval for publication.

Section C

With prior notice, all proposed amendments shall be approved by a two-thirds vote of the Executive Board before being submitted by the Rules Committee at the annual convention.

Section D

Bylaws shall be reviewed at least every four years following the receipt of the International *Constitution* revision.

Section E

A standing rule may be amended or rescinded at the Spring Convention by a majority vote if the notice of the proposed change has been published in the DKG Vermont News. An amendment that has not been published will require a two-thirds (2/3) vote to be adopted or rescinded.

Section F

Changes in the *Bylaws and Standing Rules* of DKG VT that are necessitated by amendments to the DKG International Constitution and/or Standing Rules shall be made by the DKG VT Rules Committee with the State President as an ex-officio member and then reported to members as soon as possible on our web site and in the next issue of the *Vermont State Newsletter*.

ARTICLE XII

DISSOLUTION

Section A - State

1. All liabilities and obligations shall be paid and adequate provision shall be made for them.
2. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

Section B - Chapter

1. The state Executive Board, upon the recommendation of the state Expansion Committee, may approve the dissolution of a chapter.
2. After all of the chapter's liabilities have been paid, any remaining funds shall be sent to the state treasurer.
3. The state Membership Chair shall facilitate the transfer of members of the dissolved chapter to other chapters.
4. The chapter charter shall be returned to the state president, who shall forward it to International Headquarters.
5. The dissolved chapter's records, Society publications, and other historical materials shall be retained in the state files. The chapter's paraphernalia shall be available for purchase or loan with the approval of the state Executive Board.
6. The state Executive Board shall determine whether the name of the dissolved chapter shall be used again.

DKG VERMONT STANDING RULES

1. Bylaws

- 1.1 All proposed changes in the Bylaws shall be printed in the newsletter. (5-5-07)

2. Conventions, Conferences, Meetings

- 2.1 There shall be no fundraising projects, except for international funds, at the spring convention unless approved by the Executive Board. (3-20-82)
- 2.2 A Leadership Training Conference, open to all members, shall be held in early spring in even-numbered years to provide leadership for all members, including outgoing and incoming chapter officers and chairs. (2022)
- 2.3 Each spring the Executive Board will determine if a Society Ambassador will be invited to the following spring convention/conference. Three names will be submitted. (2022)
- 2.4 Chapter Guidelines for Hosting Spring Conventions, current edition, shall be followed. (4-28-12)
- 2.5 All motions shall be presented in writing to the secretary. (10-3-87)
- 2.6 All Vermont items to be displayed at state meetings will reside with the chapter that will host the next spring convention. (4-28-12)

3. Executive Board

- 3.1 State committee chairs or their substitutes may vote at the board meetings. Neither is to be considered part of the quorum. (10-2-70)
- 3.2 The spring Executive Board meeting shall be held on the Friday evening immediately preceding the Spring Convention / Leadership Training Conference. (2022)
- 3.3 The following process shall be used for the approval of minutes: The state president shall appoint a (3) three member review/approval committee at the beginning of each business meeting.

The recording secretary shall:

- (a) take minutes at business meetings
- (b) submit a draft of the minutes to the state president and state parliamentarian as soon as possible, but no later than 14 days after the meeting
- (c) edit the minutes and submit them again to the president prior to submitting them to the minutes review/approval committee
- (d) submit the minutes to the minutes review/approval committee with deadline for response;
- (e) return approved minutes to the president; if corrections are needed the process is repeated;
- (f) finalize formatting and obtain president's signature for the approved minutes;
- (g) sign with pen and ink (adjacent to the president's signature) the final version, initial, insert date of approval, scan, and keep a copy for the secretary's file;
- (h) mail approved minutes with original signatures to the State Historian for placement in DKG Vermont's permanent files;
- (i) distribute approved minutes of business meetings (executive board and state convention) with scanned signature page to executive board members within 45 days of meeting and make printed copies of state convention minutes available at next state convention. [4-27-19]

4. Finances

- 4.1 When stationery is purchased, the letter heading shall be such that the stationery may be used during several bienniums. (4-29-95)
- 4.2 The treasurer's annual report shall be presented at the spring convention / leadership conference. (4-30-22)
- 4.3 The Finance Committee shall have a tentative budget ready to submit at the spring Executive Board meeting for approval. (5-4-91)
- 4.4 The international conference and international convention fund shall be budgeted at \$150.00 per chapter. This money shall be divided equally among the Vermont members who attend the conference or convention, with the exception of the state president. If no member is going, the money shall be kept in an account to be used for future conferences and/or conventions. (5-5-01)
- 4.5 The Expense Report Form shall be used for reimbursement for state expenses. (5-3-03)
- 4.6 Money shall be budgeted for international meeting expenses for the president. (5-2-75)
- 4.7 The president shall appoint a second person who shall be authorized to sign checks and handle other financial matters that may arise during the absence of the treasurer. (1-10-76)
- 4.8 The Finance Committee shall be authorized to purchase insurance coverage for members of the state Executive Board traveling to and from official meetings. (9-27-80)
- 4.9 Mileage reimbursement for the state president and other members traveling on approved state business shall be at the current I.R.S. rate. (4-29-95)
- 4.10 State annual dues for active members shall be \$15.00, which includes \$1.00 for the state Scholarship funds. (5-3-03)
- 4.11 State annual dues for reserve members shall be \$8.00, which includes \$1.00 for the state Scholarship funds. (5-3-03)
- 4.12 The chapter treasurer shall report contributed funds to the state World Fellowship chair. (5-3-03)
- 4.13 Corsages for the state president and the immediate past state president at international conventions and conferences shall be paid for by the state. (5-4-91)

5. Induction

- 5.1 Every new member should have a sponsor for the first year to aid her in becoming a more active working member. (9-24-60)
- 5.2 All inductees should receive a copy of the Vermont Bylaws and Standing Rules, the *Constitution*, and the *International Standing Rules* at the time of initiation. (5-5-07)
- 5.3 Initiation paraphernalia shall remain with the chair of the Membership Committee. (4-30-11)

6. Membership

- 6.1 A complete file of all the membership recommendations (International Form #11) shall be kept at the chapter level. (5-2-87)
- 6.2 The Membership Chair shall distribute copies of the state membership list to all members of the Executive Board and state committee chairs at or before the spring convention or leadership conference. (April 2022)
- 6.3 All transfers to a chapter shall be kept with the membership recommendations at the chapter level. (5-3-03)
- 6.4 Changes in membership at the chapter level shall be reported to the state Membership Chair. (5-3-03)
- 6.5 An active member shall be a woman who is or has been employed (paid) as a professional educator at the time of her election.
- 6.6 A collegiate member may participate in the activities of the Society except holding office. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.
- 6.7 A member may submit a recommendation for membership to any chapter

7. Nominating

- 7.1 The state Nominating Committee shall contact each chapter nominating chair and/or president for the purpose of obtaining prospective nominees for state offices and elected committees. In the fall of even numbered years the state Nominating Committee shall contact prospective nominees for the purpose of obtaining consent and pertinent information about the prospective candidates. (5-2-15)
- 7.2 A member shall be elected to the office of state president only after having served at least one biennium on the state Executive Board. (5-2-86)
- 7.3 The Nominating Committee shall consist of five members. The five elected members shall represent as many different chapters of Vermont as possible. No member may serve on the Nominating Committee for more than two consecutive bienniums. (5-5-07)
- 7.4 Nominating committee members shall serve for 4-year terms. Three members shall be elected at one DKG Vermont election, and two members shall be elected in the subsequent election. (5-5-07)

8. Officers and Chairs

- 8.1 The president shall be a delegate to the international convention; in the event that she is unable to attend, the Executive Board will have power to appoint an alternate. (5-11-52)
- 8.2 Yearly chapter information, including programs, chapter officers and all committee chairs with their contact information (phone and email), shall be given to all chapter presidents, the state president, Educational Excellence Committee chair, Leadership Development Committee chair, Membership Committee chair, Nominating Committee chair, state treasurer, newsletter editor, webmaster, corresponding secretary, and recording secretary. These will be distributed at the fall Executive Board meeting. (5-2-15)
- 8.3 Vermont shall provide the *Constitution* and the *International Standing Rules* for all state officers and committee chairs when new editions are published. (5-5-07)
- 8.4 Vermont shall provide two copies of *Robert's Rules of Order Newly Revised* (current edition) for use by the president and parliamentarian (5-7-05)

9. Pins

- 9.1 Pins of resigned or deceased members which have been turned in to the Society may be sold or given to new initiates or to members who have lost their pins. (9-20-86)

10. Publications

10.1 Chapters may offer copies of the international *Bulletin* to the college and public libraries in their respective areas. (5-7-05)

10.2 The newsletter editor, the webmaster and the technology committee chair shall be encouraged to serve longer than one biennium. (April 2022)

11. Scholarships

11.1 The DKG Vermont organization shall maintain a Memorial Scholarship fund. (5-4-96)

11.2 The DKG Vermont state organization shall maintain a Scholarship Fund for Educational Enrichment Grants. [4-27-19]

11.3 Any person who qualifies for the Vermont Scholarship may be considered more than once. (9-22-78)

11.4 The \$2000 Vermont Memorial Scholarship may be awarded when it is funded. (5-4-96)

11.5 The Memorial Scholarship and the Educational Enrichment Grants shall have no deadlines for filing. [4-27-19]

11.6 Each fiscal year a fee of \$1.00 per member shall be assessed for scholarships as required by *International Standing Rule 4.2*. Chapters who maintain a scholarship fund shall allocate 80% of the scholarship fee to the chapter scholarship fund and 20% to DKG Vermont scholarship funds. Chapters who do not maintain a scholarship fund shall allocate 100% of the scholarship fee to DKG Vermont for its scholarship funds.

DKG Vermont shall allocate 50% of the scholarship fees it receives to the Memorial Scholarship Fund and 50% to the Enrichment Grant Fund. In years in which the Memorial Scholarship Fund is already fully funded, 100% of the annual scholarship fees received will be allocated to the Enrichment Grant Fund. [5-1-21]

12. Music Fund

12.1 The purpose of the music fund is 1) to support music at DKG Vermont functions and 2) to recognize significant achievements in music education by Vermont DKG members. The Executive Board may authorize expenditures from the fund for these purposes. [4-27-19]

13. Rules Committee

13.1 DKG Vermont Rules Committee is authorized to correct article and section designations, punctuation, capitalization, and cross references and to make such other technical and conforming changes to the State Bylaws and Standing Rules documents as may be necessary to reflect the intent of the membership when the membership duly adopts amendments to the documents. [4-27-19]

END