

**BYLAWS OF DELTA KAPPA GAMMA SOCIETY
A CALIFORNIA MUTUAL BENEFIT CORPORATION**

ARTICLE I

NAME

Section A

The name of this organization shall be Delta Kappa Gamma Society which shall do business as the California State Organization of the Delta Kappa Gamma Society International, hereinafter referred to as "Chi State."

Section B

Each Chapter in Chi State shall be designated by a Greek letter or a combination of Greek letters.

ARTICLE II

PURPOSES, MISSION AND VISION STATEMENT

Section A

The Purposes of Chi State shall be:

1. To promote the Purposes of The Delta Kappa Gamma Society International as stipulated in the Constitution of The Delta Kappa Gamma Society International
2. To organize Delta Kappa Gamma Chapters within the state
3. To act as liaison between Chapters and the International Society
4. To provide state meetings such as conventions, study sessions, workshops, and appropriate activities for members
5. To provide leadership training for state officers and state committee members
6. To provide training for Chapter Presidents, elected officers, treasurers and committee personnel.

Section B

The Mission Statement of Chi State shall be:

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Section C

The Vision Statement of Chi State shall be:
Leading Women Educators Impacting Education Worldwide

ARTICLE III

MEMBERSHIP

Section A

Membership

The membership of Chi State shall be composed of active, reserve and honorary members of Chapters, plus state and state honorary members. Membership procedures shall be followed as stipulated in the Constitution of The Delta Kappa Gamma Society International and the Standing Rules of The Delta Kappa Gamma Society International.

Section B

State Membership

1. An active or reserve member who does not belong to a Chapter because of geographic isolation may be retained as a state active or reserve member.
2. State membership refers to the unit to which the member belongs.
3. Chi State shall permit state membership to protect members in situations where otherwise they would be forced to resign.
4. Application for state membership shall be made to the Chi State Membership Committee for review and recommendation, with the final decision to be made by the Chi State Executive Committee.

Section C

State Honorary Membership

1. State honorary membership may be awarded to a woman not eligible for active membership who has made contributions of statewide or national significance to education and/or women.
2. State honorary members shall be recommended by the Chi State Membership Committee and elected by the Chi State Executive Board. A four-fifths (4/5) vote of approval is required.
3. Initiation of State honorary members may be conducted at the Chi State Convention or at a local Chapter when authorized by Chi State.
4. A lifetime fee of U.S. \$50 for International publications shall be paid for each honorary member at the time of initiation, to be paid by the initiating unit.

Section D

Membership Records

1. Chi State membership records shall be kept in perpetuity in the Chi State Education Center.
2. The Chapter acts in matters of membership and membership records shall also be kept in perpetuity at the Chapter level.

ARTICLE IV

FINANCES

Section A

Funds

The Available Fund shall be the operating fund and shall require a budget.

Section B

Annual Chi State Dues and Fees

1. The Chi State annual dues shall be twenty-four dollars (\$24.00) for active members and ten dollars (\$10.00) for reserve members.
2. The Chi State publication fee shall be three dollars (\$3.00).
3. A scholarship fee of one dollar (\$1.00) shall be paid annually by each active and reserve member.
4. The amount of the Chi State dues and fees shall be determined by a two-thirds (2/3) vote of the Chi State Executive Board.
5. Annual dues and fees shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for non-payment of dues and fees. Members may be reinstated by payment of current dues and fees.
6. All dues and fees shall be collected by the Chapter Treasurer. State and International dues and fees shall be forwarded to the Chi State Treasurer at the Chi State Education Center.
7. An active or reserve member who does not belong to a Chapter because of geographic isolation shall pay annual dues and fees directly to Chi State Treasurer between July 1 and October 31 of each year.

Section C

Financial Controls

1. The Chi State Finance Committee shall submit a proposed budget annually for adoption by the Chi State Executive Board.
2. Expense vouchers shall be approved and signed by the Chi State President before payment is made by the Chi State Treasurer.
3. An annual audit shall be made by a qualified public accountant.
4. The completion of the annual audit shall be reported to and accepted by the Chi State Executive Board.

ARTICLE V
ORGANIZATION

Section A

Chapters

1. Each Chapter shall govern the conduct of its business as stipulated in the Constitution of The Delta Kappa Gamma Society International, International Standing Rules and the Bylaws of Chi State.
2. The Chapter President, or her designated representative, shall represent the Chapter as a voting member of the Chi State Executive Board.
3. Each Chapter shall have Chapter rules that are consistent with the Constitution of The Delta Kappa Gamma Society International, International Standing Rules, and the Bylaws of Chi State.
4. Chapter Rules shall be updated at least once each biennium and submitted to the Chi State Bylaws Committee.

Section B

New Chapters

1. Upon recommendation of the Area Director or Membership Committee, the Chi State President may give approval for the formation of a new Chapter for ratification by the Chi State Executive Board at the next business meeting.
2. New Chapters may be:
 - a. Sponsored by existing Chapters
 - b. Formed by division of a larger Chapter
 - c. Formed by action of the Chi State Executive Board.

Section C

Areas

1. To facilitate the administration of Chapters throughout Chi State and promote the Program of Work, the Chi State Executive Board shall establish areas, determine the number of areas to be formed, and define their geographic boundaries.
2. Each Chapter shall be assigned to an area.
3. A Director shall be appointed for each area by the Chi State President to assist in the administration of Chi State business.
4. Area Directors shall carry out the responsibilities outlined in the latest edition of the *Chi State Handbook of Area Procedures*.

ARTICLE VI

OFFICERS AND RELATED PERSONNEL

Section A

Officers

1. The Chi State elected officers shall be: President, First Vice-President, Second Vice-President, Recording Secretary, and Corresponding Secretary.
2. The Treasurer and the Executive Secretary shall be approved by the Chi State Executive Board, upon the recommendation of the Chi State President.

Section B

Duties

All personnel shall perform their duties as stipulated in the *Constitution of The Delta Kappa Gamma Society International*, *International Standing Rules* and the *Bylaws of Chi State*.

1. President

The President shall:

- a. Act as presiding officer at regular and called meetings and direct the activities of the organization
- b. Act as chairman of the Chi State Executive Board and the Chi State Executive Committee
- c. Submit the name of her recommendation for Chi State Treasurer and Chi State Executive Secretary to the Chi State Executive Board
- d. Appoint the Chi State Parliamentarian from the state membership
- e. Appoint standing and special committees
- f. Appoint a Director for each Area
- g. Appoint a member of each committee to serve as chairman, including the elected Nominations Committee
- h. Serve on the Chi State Finance Committee
- i. Serve as an ex-officio member of all committees, except the Nominations Committee
- j. Fill all vacancies in office, by appointment
- k. Represent the Society at meetings, conferences and other events
- l. Review motions/resolutions/recommendations submitted for action at business meetings of the Chi State Executive Board and Convention
- m. Approve publications
- n. Approve for payment all expense claims
- o. Coordinate protocol procedures for special guests of Chi State
- p. Serve as a member of the International Executive Board
- q. Take action with the advice and approval of the Chi State Executive Committee or the Chi State Executive Board on matters which cannot be deferred until the next convention or meeting
- r. Execute legal documents as authorized by the Chi State Executive Board or Chi State Executive Committee
- s. Be covered under the fidelity bond

2. First Vice-President

The First Vice-President shall:

- a. Serve as presiding officer in the absence of the Chi State President
- b. Succeed to the office of Chi State President, in the event of the resignation or death of the President, and serve until the next regular election of officers
- c. Serve on the Chi State Finance Committee
- d. Perform such other duties as the Chi State President shall assign
- e. Be covered under the fidelity bond.

3. Second Vice-President

The Second Vice-President shall:

- a. Serve as presiding officer in the absence of the Chi State President and the First Vice-President
- b. Succeed to the office of Chi State President, in the event of the resignation or death of the President and the First Vice-President, and serve until the next regular election of officers
- c. Perform such other duties as the Chi State President shall assign.

4. Recording Secretary

The Recording Secretary shall:

- a. Serve as secretary to the Chi State Executive Board and Chi State Executive Committee
- b. Keep records of all official meetings of Chi State
- c. Record the proceedings of the Chi State Summer and Winter Planning Sessions.
- d. Perform such other duties as the Chi State President shall assign.

5. Corresponding Secretary

The Corresponding Secretary shall:

- a. Carry on such correspondence as may be delegated by the Chi State President
- b. Perform such other duties as the Chi State President shall assign.

6. Treasurer (selected)

The Treasurer shall:

- a. Be responsible for the receiving and paying out of monies belonging to the organization
- b. Be responsible for keeping an accurate account of receipts and expenditures
- c. Be responsible for keeping a file of receipts, bills, canceled checks and bank statements
- d. Present a report at each regular meeting of the Chi State Finance Committee, the Chi State Executive Board, and the Chi State Executive Committee
- e. File required tax reports

- f. Submit for annual audit/financial review the accounts of the organization
- g. Serve on the Chi State Executive Board as an ex-officio member, with vote, unless under remunerative contract for her services
- h. Serve on the Chi State Executive Committee as an ex-officio member, with vote, unless under remunerative contract for her services
- i. Serve on the Chi State Finance Committee as an ex-officio member, with vote, unless under remunerative contract for her services
- j. Furnish information for a fidelity bond in the amount of \$100,000, the cost of such bond to be paid by Chi State
- k. Execute legal documents as authorized by the Chi State Executive Board, the Chi State Executive Committee, and/or the Chi State President.
- l. Perform such other duties as the Chi State President shall assign.

7. Parliamentarian (appointed)

The Parliamentarian shall:

- a. Act as advisor to the officers and the members of Chi State in matters pertaining to parliamentary usage and to the interpretation of the Constitution and Standing Rules of The Delta Kappa Gamma Society International and the Bylaws and Standing Rules of Chi State
- b. Serve on the Chi State Executive Board as an ex-officio member, without vote
- c. Serve on the Chi State Executive Committee as an ex-officio member, without vote
- d. Serve as a consultant to the Chi State Bylaws Committee
- e. Serve as Chairman of the Chi State Resolutions Committee at Convention
- f. Maintain a record of motions acted upon by the Executive Board and/or the Chi State Convention body. Copies of all motions shall be filed in the Motion Binder in the Chi State Education Center
- g. Prepare and present Convention Standing Rules for the conduct of business at the Executive Board and Business Meetings at Convention.
- h. Perform such other duties as the Chi State President shall assign.

8. Executive Secretary (selected)

The Executive Secretary shall:

- a. Be a member in good standing in Chi State, have had leadership experience in The Delta Kappa Gamma Society International, and possess leadership and management skills
- b. Be appointed by the Chi State President with the approval of the Executive Board for a term of two years
- c. Serve no more than two terms in succession
- d. Expedite the work of the Chi State President and the Executive Committee

- e. Attend the Chi State Executive Committee meetings, when invited, in a non-voting capacity
- f. Perform such other duties as may be delegated by the Chi State President
- g. Be reimbursed by the same policy as state committee members when requested to travel and/or attend meetings.

Section C

Nominations

1. Nominations for elected officers and the Nominations Committee shall be made by the five (5) member Chi State Nominations Committee elected by the Chi State Convention in odd-numbered years
2. The Chi State Nominations Committee shall solicit recommendations for elected officers and the Nominations Committee from Chapters and individual members.
 - a. Consent of the nominees must be obtained prior to submitting their names to the Committee
 - b. The Committee shall submit the name of one nominee for each elective office
 - c. The nominees for the Chi State Nominations Committee will be selected using the following criteria:
 - 1) One member of the previous Committee shall be nominated by the Committee to assure continuity
 - 2) A Past Chi State President or past Chi State elected officer shall be selected as a nominee
 - 3) If a Past Chi State President is elected, she shall not serve two consecutive terms
 - 4) Geographical consideration shall be given to the selection of a nominee
 - 5) A Committee member shall be limited to a maximum of two consecutive terms
 - 6) The Chi State President shall fill vacancies occurring within the Committee according to the above considerations, 1 through 5
3. When selecting nominees for the slate, the criteria listed in Chi State Standing Rules Section 6.1 shall be followed.
4. The slate of nominees may be announced at the discretion of the Nominations Committee, but no later than the Chi State Winter Planning Session.
5. The slate of nominees for elected officers and Nominations Committee members, with their qualifications, shall be published in the spring issue of the *Chi State News*.
6. After the slate of nominees has been presented to the Chi State Convention, nominations may be made from the floor with prior approval of each member so nominated. Individuals nominated from the floor must

meet the same criteria as those included on the slate from the Nominations Committee.

Section D

Elections

1. Elections may be by voice vote of the Chi State Convention, if a single slate of nominees is presented and there is no nomination from the floor.
2. A majority of the votes cast shall determine the election.
3. The Chi State Nominations Committee shall prepare a ballot for the Chi State Convention in case additional nominations are made from the floor or in the instance where a vote by ballot is ordered by a majority vote of the Executive Board.
4. The Chi State President will appoint tellers to distribute, collect, and count the ballots, and report the vote.

Section E

Term of Office

1. Officers shall be elected by the Chi State Convention in odd-numbered years for a term of two (2) years, or until a successor has been named.
2. No officer, except the Chi State Treasurer, may serve in the same office longer than two (2) terms in succession.
3. Officers shall take office on July 1 following their election.

Section F

Vacancies

1. In the event of the death of the Chi State President, the First Vice-President will automatically become the President for the remainder of the term, and the vacancy arises in the position of Second Vice-President.
2. In the event the Chi State President is unable to perform the duties specified for the office, the position shall be declared vacant by the Chi State Executive Committee and the First Vice-President shall succeed to the office of President until the next regular election of officers.
3. In the event the Chi State President and the First Vice-President are unable to perform their duties, and both positions shall be declared vacant by the Chi State Executive Committee, the Second Vice-President shall succeed to the office of President and serve until the next regular election of officers.
4. When a vacancy occurs in other elective or appointive offices, the position shall be declared vacant by the Chi State Executive Committee and a successor named by the Chi State President.

ARTICLE VII

EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section A

Chi State Executive Board

1. The members of the Chi State Executive Board shall be the elected officers, the Past State Presidents and the Chapter Presidents. The Chi State Treasurer and the Chi State Parliamentarian shall be ex-officio members, the Chi State Parliamentarian without vote, and the Chi State Treasurer with vote, unless under remunerative contract for her services.
2. The duties of the Chi State Executive Board shall be:
 - a. To implement the duties as stipulated in the Constitution of The Delta Kappa Gamma Society International, International Standing Rules, and the Bylaws and Standing Rules of Chi State
 - b. To determine the Area to which a Chapter is assigned
 - c. To conduct other business as needed.
3. The annual meeting of the Chi State Executive Board shall be held at the Chi State Convention. The Board may meet at other times upon the call of the Chi State President.
 - a. A majority of the voting members present shall constitute a quorum.
 - b. A Chapter President unable to attend the Chi State Executive Board meeting may designate a member of her Chapter as her alternate. An alternate's name shall be submitted to the Chi State President at least 24 hours prior to the opening of the Executive Board Meeting. The Chapter President shall give the completed, signed official delegate card to her alternate to present at the Delegate's Registration desk.

Section B

Chi State Executive Committee

1. The Chi State Executive Committee shall be the elected officers which include the Immediate Past Chi State President.
2. The Treasurer and the Parliamentarian shall be ex-officio members, the Parliamentarian without vote, and the Treasurer with vote, unless under remunerative contract for her services.
3. The Chi State Executive Committee shall conduct business delegated to it by the Chi State Executive Board and take action on matters requiring immediate decisions.
4. A majority of the voting members involved in the meeting shall constitute a quorum.
5. The Executive Committee may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.
6. The Chi State Executive Committee and the Nominations Committee shall be responsible for the installation of incoming officers.

Section C

Chapter Executive Boards

Chapter Executive Boards shall function as stipulated in the *Constitution of The Delta Kappa Gamma Society International* and the *International Standing Rules*.

ARTICLE VIII

CHI STATE COMMITTEES

Section A

Committee Structure for Chi State

1. Standing Committees shall be:
 - a. Society Business
 - 1) Bylaws, Planning and Procedures
 - 2) Finance
 - 3) Financial Development
 - 4) Leadership Development
 - 5) Membership
 - 6) Nominations (elected)
 - 7) Chi State Education Center Management
 - 8) Communications/ Marketing
 - b. Society Mission & Purposes
 - 1) Educational Excellence/Program
 - a) Awards & Recognitions
 - b) Educational Law/Policy
 - c) Visual and Performing Arts
 - d) Global Awareness
 - e) Early Career Educators
 - 2) Scholarship
2. Special committees shall be:
 - a. Chi State Meeting Sites
 - b. Chi State Convention Arrangements
 - c. Chi State Convention Credentials
 - d. Chi State Convention Standing Rules
 - e. Chi State Convention Resolutions
3. Ad Hoc Committees may be appointed as needed.
4. General Procedures
 - a. All committees shall be appointed by the Chi State President, with the exception of the elected Chi State Nominations Committee
 - b. The Chi State President shall be an ex-officio member of all committees, except the Chi State Nominations Committee

- c. Committee membership shall represent various geographic areas of the state.
5. Committees shall:
- a. Attend the Chi State Summer and Winter Planning Sessions
 - b. Receive prior approval of all committee meetings from the Chi State President
 - c. Develop goals
 - d. Submit committee policies to the Chi State Executive Committee for adoption
 - e. Record minutes of all committee meetings and place copies on file in the Chi State Education Center
 - f. Review biennial reports from Chapters to study ideas, concerns, and problems
 - g. Cooperate with other committees to plan for state conventions, workshops, and meetings
 - h. Vote by mail, telephone or other avenues of communication on matters requiring immediate committee action, provided all members are notified
 - i. Attend and participate in state conventions, workshops, and meetings
 - j. Prepare copy of committee activities, program aids, etc. for *Chi State News*
 - k. Submit annual budget requests to the Chi State Finance Committee
 - l. Assist Chapters in the area of committee responsibilities
 - m. Transfer all records of committee activity to the succeeding chairman prior to the Summer Chi State Planning Session
 - n. Prepare a biennial report for the Chi State Executive Board
 - o. Perform all duties as stipulated in the *Constitution and Standing Rules of The Delta Kappa Gamma Society International* and the *Bylaws and Standing Rules of Chi State*.

Section B

Society Business

1. Bylaws, Planning and Procedures Committee

The Bylaws Committee shall:

- a. Review the Bylaws and Standing Rules of Chi State following the State Convention each year and bring them into compliance with official convention actions
- b. Review proposed amendments to the Bylaws and Standing Rules of Chi State for clarity and compliance with existing official documents
- c. Assure that proposed amendments are presented in a format that can be readily transferred to the appropriate document
- d. Review the Bylaws and Standing Rules of Chi State following each International Convention and update them in accordance with current International rulings

- e. Serve as Chi State Convention Resolutions Committee at Convention
- f. Serve as a resource to the Chapters in the preparation and biennial review of the Chapter Rules
- g. Submit revised copies of the Chi State Bylaws and Standing Rules to the International Constitution Committee Chairman
- h. Perform other related duties as may be assigned by the Chi State President
- i. Facilitate and monitor the biennial Action Plans for the state committees
- j. Serve as a resource to Areas in the preparation and biennial review of their Policies and Procedures
- k. Facilitate and monitor the Policies and Procedures of the state committees
- l. Facilitate a meeting at Chi State Conventions in odd-numbered years for outgoing and incoming state committee chairs to share their completed Action Plans and updated Policies and Procedures at the end of the biennium
- m. The committee shall consist of four members, one of whom is a current Executive Committee member.

2. Finance Committee

The Finance Committee shall:

- a. Consist of the Chi State President, First Vice-President, Immediate Past Chi State President, two (2) members-at-large, one appointed each biennium, for a term of four (4) years, a Budget Coordinator appointed for a term of two (2) years, and the Chi State Treasurer, who shall be an ex-officio member, with vote, unless under remunerative contract for her services
- b. Be augmented by financial advisor(s), as needed
- c. Be guided by the current edition of the *Manual of Financial Policies and Procedures for Chi State*
- d. Supervise all expenditures and the investment of Chi State funds
- e. Prepare the budget for presentation to the Chi State Executive Board for review, modification, and adoption
- f. Approve budget requests for the preparation of the budget
- g. Supervise all expenditures from the Permanent Fund
- h. Supervise activities of the Financial Development Committee and the expenditures of the Financial Development Fund
- i. Provide for an annual audit
- j. Establish a mileage allowance in accordance with the Chi State Reimbursement Policy
- k. Hold at least four (4) meetings annually
- l. Perform other duties as shall be determined by the Chi State Executive Board and/or the Chi State Executive Committee
- m. Recommend to the Chi State Executive Committee the replacement, upgrading or purchase of office equipment for the Chi State Education Center

- n. Administer the Educational Outreach Fund as stipulated in the Standing Rules of Chi State, Section 10.2.
- o. Direct the generation and use of all non-dues revenue.

3. Financial Development Committee

The Financial Development Committee shall:

- a. Select appropriate items which will make the Society more visible and the sale of which will increase financial resources
- b. Present such items to the Finance Committee for approval
- c. Have items available at any Chi State function, when requested
- d. Expend monies from the Financial Development Fund to cover costs incurred in making items available
- e. Recommend uses of monies from the Financial Development Fund for special programs, with the approval of the Finance and Executive Committees, as stipulated in the Standing Rules of Chi State, Section 10.4.

4. Leadership Development Committee

The Leadership Development Committee shall:

- a. Plan and implement leadership development programs for state and Chapter officers and committee chairmen, with approval of the Chi State Executive Committee
- b. Plan and implement leadership activities for the general membership, with the approval of the Chi State Executive Committee.

5. Membership Committee

The Membership Committee shall:

- a. Develop plans and projects to assist Chapters in seeking new members, providing orientation, encouraging reorientation and retention, and conducting initiations
- b. Establish ongoing communication with Area Directors, Area Membership Chairmen, Chapter Presidents, and Chapter Membership Chairmen
- c. Present State Workshops and Area/Chapter programs developing an awareness of membership obligations
- d. Administer the Order of the Rose Awards Program as stipulated in the Standing Rules of Chi State, Section 2.10
- e. Encourage the formation of new Chapters
- f. Assist Area Directors in the formation of new Chapters
- g. Direct the local organizer in the procedure of establishing new Chapters
- h. Provide guidance to newly chartered Chapters
- i. Establish ongoing communication with Area Directors and Chapter presidents
- j. Evaluate and make recommendations regarding the effectiveness of the Area structure.
- k. Facilitate Necrology responsibilities which include:

- 1) Receive copies of the "Report of a Death of a Member" (Form 6)
 - 2) Write letters of condolence to families and Chapters of deceased members on behalf of Chi State
 - 3) Submit names of deceased members to the *Chi State News*
- l. Plan and conduct the annual Celebration of Life ceremony.
 - m. Coordinate recognition of members and Chapters observing significant anniversaries
 - n. Plan and coordinate the initiation of Chi State Honorary members who have been previously elected by the Chi State Executive Board.

6. Nominations Committee (elected)

The Nominations Committee shall:

- a. Consist of five (5) members elected by the Chi State Convention
- b. Perform the duties as stipulated in the Bylaws of Chi State, Article VI, Section C
- c. Provide guidance and assistance for Chapter nominations committees.
- d. One member of the Committee shall continue as chairman for the next biennium.
- e. Plan and coordinate, with the Executive Committee, the installation of incoming officers

7. Chi State Education Center Management Committee

The Chi State Education Center Management Committee shall:

- a. Be composed of:
 - 1) Four (4) Members-at-large, each to serve a four (4) year term, two (2) being appointed in alternate biennia. One of these members shall serve as the personnel representative each biennium; this member shall serve as the intermediary for the employees of Chi State.
 - 2) Two members shall serve for a term of two years. One of these two members shall serve as the Archives and Information Librarian; one of these two members shall serve as the representative to the Board of Directors of the Executive Guild Campus Common Owners' Association.
 - 3) The Chi State President shall serve in an ex-officio capacity.
 - 4) Consultant(s) will be appointed as necessary.
- b. Serve as intermediary for the employees of Chi State
- c. Promote the educational services and use of the Chi State Education Center
- d. Preserve the history of Chi State
- e. Provide for the operation and maintenance of the facility
- f. Arrange for the interior decoration of the Center and the purchase, replacement and disposal of furnishings
- g. Recommend policies regarding the Chi State Education Center to the Chi State Executive Committee

- h. Store, maintain and inventory ceremonial paraphernalia

8. Communications/ Marketing

The Communications/Public Relations Committee shall:

- a. Include a chairman and the Editor of the *Chi State News*, who have experience and skill in writing, preparing copy, editing, lay-out, and printing
- b. Follow guidelines and policies of the International Communications Committee
- c. Review all printed materials bearing the name of the Society as requested by the Chi State President
- d. Prepare guidelines, materials, and suggested projects for effective state, area and Chapter communication
- e. Serve in an advisory position to state committees in reviewing printed materials to be submitted for publication, such as: handbooks, brochures, procedures, etc.
- f. Develop procedures for the publication of the *Chi State News*
- g. Encourage communications with other constituents.
- h. One member shall act as the webmaster for the Chi State website.
- i. One member shall act as the Marketing liaison between Chi State and Chapters.

Section C

Society Mission and Purposes

1. Educational Excellence/Program Committee

The Educational Excellence Committee shall:

- a. Be composed of a chairman, plus the chairmen of Global Awareness, Awards & Recognitions, Early Career Educators, Educational Law/Policy, Visual and Performing Arts
- b. Plan presentations and activities for state conventions, workshops, and meetings
- c. Encourage Chapters to develop their programs in relation to the International program theme
- d. Motivate the Chapters and members to carry out the Purposes of the Society.
- e. Design programs that support the International program theme

2. Awards and Recognitions

The Awards and Recognitions Committee shall:

- a. Recognize outstanding Chapter and Area members
- b. Administer the Distinguished Service Awards as stipulated in the Standing Rules of Chi State, Section 2.1
- c. Administer the Chi State Hostelship Program
- d. Administer the Chi State Youth at Risk and the Community Services Programs

- e. Keep a cumulative record of award recipients and send photos of recipients and biographical information to Chi State Education Center.
- f. Promote Women’s History Month by urging Chapters to select a Chapter or community member to be honored during the month of March.
- g. Develop criteria, collect data and arrange for recognition of Honor Chapters.

3. Educational Law/Policy

The Educational Law/Policy Committee shall:

- a. Include one member who shall be designated by the Chi State President as the Legislative Coordinator
- b. Conduct Legislative Study Sessions in Sacramento to help members gain a better understanding of the legislative process
- c. Participate in the selection of a Chi State Legislative Consultant/Advocate
- d. Participate in appropriate organizations which support the purposes of the Society
- e. Provide training in legislation through Area Legislative Chairmen
- f. Communicate with Chapters about urgent legislation through the Area Legislative Chairmen
- g. Administer the Bill Evaluator Program as an avenue for initiating and supporting the Chi State Legislative platform
- h. Administer the “Adopt-a-Legislator”/Communication Artery between Representatives and Educators (C.A.R.E.) information/action network

4. Visual and Performing Arts Committee

The Visual and Performing Arts Committee shall:

- a. Select and coordinate music for A Celebration of Life with the Membership Committee
- b. Plan and coordinate music/arts for the State Convention
- c. Provide workshops to encourage the use of visual and performing arts at Chapter, Area and State functions
- d. Establish and maintain a Chi State music library
- e. Plan music for functions as requested by the Chi State President.

5. Early Career Educators

The Early Career Educators Committee shall:

- a. Promote International’s Support Early-Career Educators (S.E.E.) Project
- b. Administer the Teachers Helping Another Teacher [THAT] Program
- c. Administer the Penne Ferrell Fund
- d. Plan and present workshops at Chi State convention of successful methods for Chapters to assist Early Career Educators
- e. Highlight and promote what is happening throughout the state to support Early Career Educators

- f. Provide assistance to Early Career Educators
- g. Support Chapters in awarding recruitment grants to prospective teachers
- h. Support Chapters in honoring Early Career Educators

6. Global Awareness Committee

The Global Awareness Committee shall:

- a. Stimulate interest in the International World Fellowship Program
- b. Contact International World Fellowship recipients studying at California institutions of higher education
- c. Administer, in consultation with the Chi State President, the Chi State Enrichment Fund as stipulated in the Standing Rules of Chi State, Section 10.3.
- d. Promote International projects and programs
- e. Provide program ideas to promote Global Awareness
- f. Provide program ideas to promote the Chi State Going Green emphasis

7. Scholarships Committee

The Scholarships Committee shall:

- a. Administer the scholarships and award program as stipulated in the Standing Rules of Chi State, Section 2.
- b. Keep a cumulative record of recipients.

Section E

Special Committees

1. Chi State Meeting Sites Committee

The Chi State Meeting Sites Committee shall:

- a. Visit potential sites for hosting future Chi State Conventions and other statewide meetings
- b. Present a report of the findings to the Chi State Executive Committee for consideration and recommendation to the Chi State Executive Board for approval as stipulated in the Constitution of The Delta Kappa Gamma Society International, Article IX, Section A.2.a.

2. Chi State Convention Arrangements Committee

- a. Each year the Chi State President shall appoint a Chi State Convention Arrangements Chairman, who will serve a three year term to include the year preceding and the year following her designated convention
- b. The current Chi State Convention Arrangements Chairman shall appoint the members of the local committee in consultation with the Chi State President.

- c. The local committee shall:
 - 1) Assume responsibility for all hotel arrangements, program facilitation, and specific local arrangements
 - 2) Work under the direction of the Chi State Convention Arrangements Chairman, who will coordinate all local arrangements with the Chi State President and Chi State Program Chairman
 - 3) Follow procedures in the Convention Guidelines Handbook for the Convention Arrangements Committee.

3. Chi State Convention Credentials Committee

The Chi State Convention Credentials Committee shall:

- a. Distribute at least thirty (30) days in advance to each Chapter entitled to representation:
 - 1) Information, as stipulated in the *Constitution of The Delta Kappa Gamma Society International* and the *Bylaws of Chi State*, as to the duties and responsibilities of the Chapter President or designated alternate, in representative business/voting procedures
 - 2) Credential forms with instructions that they are to be returned by a specified date after having been filled in with the name of the Chapter President or designated alternate
- b. Compile the list of members entitled to register and the basis for this right
- c. Examine all forms returned to verify eligibility of each member listed
- d. Arrange registration for all sessions of the business meeting at the convention that include procedures to:
 - 1) Submit, by the member intending to register, evidence that she is entitled to do so
 - 2) Verify that the member's credentials are correct
 - 3) Record the member as officially registered upon paying the registration fee and signing the Credential Register
 - 4) Issue the particular badge to which the member is entitled
- e. Prepare the committee's report to the Executive Board
- f. Submit a supplementary credentials report at other times when required
- g. Continue the committee until all convention business meetings have been adjourned to record changes in the registration rolls

4. Chi State Convention Standing Rules Committee

The Chi State Convention Standing Rules Committee shall:

- a. Draft and submit for consideration two groups of rules known as "The Standing Rules of the Executive Board" and "The Standing Rules of the Convention" which, as adopted, will apply only to that one convention
- b. Propose rules that contain both parliamentary rules relating to the conduct of business and non-parliamentary rules that do not conflict with the rules of the Society.

5. Chi State Convention Resolutions Committee

The Convention Resolutions Committee shall:

- a. Be composed of the Bylaws Committee plus the Chi State Parliamentarian who will serve as chairman and ex-officio member of the Committee; additional consultants may be appointed by the Chi State President
- b. Be responsible to serve as consultants to review, clarify, and/or edit business items presented at the Chi State Convention which may require a vote
- c. Consult with the proponents of a motion/resolution/recommendation arising out of any convention session, no later than two hours prior to the Call to Order of the Executive Board Meeting or the Convention Business Meeting
- d. Review the intent of any motion/resolution/recommendation with the proponents (at least three Chapters or one appropriate state committee)
- e. Reconcile the proposed motion/resolution/recommendation with the *Constitution of The Delta Kappa Gamma Society International*, *International Standing Rules*, the *Bylaws of Chi State* and *Standing Rules of Chi State*.

Section F

Ad Hoc Committees

1. Ad Hoc committees shall:
 - a. Be appointed by the Chi State President, when authorized by the Chi State Convention
 - b. Be dissolved *sine die* after submitting a final committee report.

ARTICLE IX

AREA DIRECTORS

Area Directors

1. Area Directors are appointed by the Chi State President to serve as liaisons between geographical areas and the Chi State Officers and Committees.
2. Area Directors, prior to appointment, shall have served as a Chapter President.
3. Area Directors shall:
 - a. Facilitate the work of the Chapters throughout Chi State and promote the program of work
 - b. Assist in the administration of Chi State business
 - c. Carry out the responsibilities outlined in the latest edition of the Chi State Handbook of Area Procedures.

ARTICLE X

AREAS OF ACTIVITY

Section A

Conventions and Meetings

1. Chi State Conventions

- a. The Chi State Convention shall be held annually at a date and site recommended by the Chi State Executive Committee and approved by the Chi State Executive Board
- b. The Convention shall be held for the purpose of receiving reports, adopting policy, amending *Bylaws and Standing Rules*, and conducting other business which may properly come before the assembly, or as specifically stipulated in the *Constitution of The Delta Kappa Gamma Society International, International Standing Rules, the Bylaws and Standing Rules of Chi State*.
- c. Each member registered at a Chi State Convention may present motions, enter in discussion, and vote, except when a roll call vote is taken
- d. A quorum shall be a majority of the members registered at the Convention
- e. There shall be no proxy voting.

2. State Meetings

- a. Two Planning Sessions shall be held each year for officers, committee members and Area Directors to review and plan state activities.
- b. A Workshop for Chapter Presidents shall be held in even-numbered years to provide an in-depth orientation for incoming Presidents.
- c. State Workshops shall be held in even-numbered years to help members understand the Society's Program of Work.
- d. Special opportunities, such as Convention Seminar, as well as Leadership Development and Legislative Study Sessions, may be provided to stimulate and encourage the personal and professional growth of members.
- e. All Chi State sponsored meetings shall have prior approval of the Chi State Executive Committee and the Chi State Executive Board.

Section B

Publications

1. The official publication of Chi State shall be the *Chi State News*.

2. The *Chi State News* shall be published at least four (4) times a year and mailed or emailed to all members of Chi State and others, as directed by the Chi State Executive Committee.
3. Requests for special brochures and monographs shall be submitted to the Communications Committee for review and revision.
4. All Chi State publications shall be approved by the Chi State President.
5. Chi State may establish and maintain various types of electronic communications to facilitate meetings and to communicate with members.

Section C

Affiliations

To extend the visibility of The Delta Kappa Gamma Society International, Chi State may become affiliated with organizations that endorse quality and excellence in education and support the influence of women in society, upon the approval of the Chi State Executive Board.

ARTICLE XI

SPECIAL FUNDS

Section A

Establishment of Special Funds

The establishment of a special fund must have the approval of the Chi State Executive Board.

Section B

Chi State Special Funds

1. Emergency Fund

The Emergency Fund has been established to receive voluntary contributions for the purpose of aiding members of Chi State in time of catastrophic emergencies. A sum not to exceed two hundred dollars (\$200) may be authorized immediately by the Chi State President. Additional funds may be granted by the Chi State President with approval of the Chi State Executive Committee or the Chi State Finance Committee.

2. Educational Outreach Fund

- a. The Educational Outreach Fund has been established to receive voluntary contributions to further the educational purposes of the Society. Funds may be granted according to plans initiated by

committees and/or members, and approved by the Chi State Finance Committee and the Convention

- b. An annual grant, not to exceed \$500.00, shall be awarded in alternating years to an active member of Norway State, or an active member of Jalisco State, Mexico, as stipulated in the *Standing Rules of Chi State, Section 10.2*

Chi State Enrichment Fund

The Chi State Enrichment Fund has been established to receive voluntary contributions to be used for the social and cultural enrichment of International World Fellowship recipients studying in California institutions of higher education. Funds may be used at the discretion of the World Fellowship Chairman with the approval of the Chi State President.

Financial Development Fund

The Financial Development Fund has been established to assist with the financing of programs in Chi State. Expenditures will be recommended by the Financial Development Committee for approval by the Chi State Finance and Executive Committees.

Chi State Education Center Facilities/Archives Fund

The Chi State Education Center Facilities/Archives Fund has been established to receive money specifically donated to be used for the Chi State Education Center. Authorization for the disbursement of funds shall be given by the Chi State Executive Committee upon recommendation of the Chi State Education Center Management Committee and agreement of the Chi State Finance Committee as to availability of funds.

Fidelity Bond Fund

The Fidelity Bond Fund has been established as a self-bonding program to protect all levels of the state organization from loss of funds due to improper use of funds on the part of those in charge of finances.

Hostelship Fund

The Hostelship Fund was established to provide Hostelship Grants. Voluntary contributions fund it. Hostelship Grants shall be awarded as stipulated in the *Standing Rules of Chi State, Section 10.7*.

Publication Fee Reserve Fund

The Publication Fee Reserve Fund has been established to receive the Publication Fees for Chi State publications as stipulated in the *Standing Rules of Chi State, Section 10.8*.

Penne Ferrell Fund

The Penne Ferrell Fund has been established to provide new teachers with funds to purchase classroom reading materials for a library or curricular project.

ARTICLE XII

AMENDMENTS

Amendment and Revision of the *Bylaws* and *Standing Rules of Chi State*:

1. The Bylaws of Chi State may be amended at the Chi State Convention by a two-thirds (2/3) vote of the Convention, provided that thirty (30) days prior notice of the proposed amendment(s) has been given.
2. Proposed amendments to the Bylaws of Chi State may be submitted to the Chi State Bylaws Committee by any member(s), committee or Executive Board at the state or Chapter level.
3. The Standing Rules of Chi State may be amended or rescinded by a majority vote at any business meeting of the Chi State Convention, provided that thirty (30) days prior notice of the proposed change has been given; without prior notice, a two-thirds (2/3) vote shall be required.
4. Changes in the Bylaws and/or Standing Rules of Chi State necessitated by amendments to the International Constitution and/or International Standing Rules may be made by the Chi State Bylaws Committee, then reported to the Executive Board and published for the members.
5. Corrections in Article and Section designations, punctuation, cross references, and other such technical and conforming changes as may be necessary to reflect the intent of approved amendments to the Bylaws and Standing Rules of Chi State may be made by the Chi State Bylaws Committee, then reported to the Executive Board and published for the members.

ARTICLE XIII

DISSOLUTION

Section A

Chi State Dissolution

1. In the event of the dissolution of The Delta Kappa Gamma Society International, Chi State (California), the net assets of the State organization shall be distributed in accordance with the procedures stipulated for non-profit organizations incorporated by the Office of the Secretary of State for the State of California.
2. All liabilities and obligations shall be paid and satisfied, or adequate provision shall be made therefore.

3. The Chi State Executive Board shall determine specific procedures for liquidating remaining assets and disbursing funds to appropriate educational endeavors.

Section B

Chapter Dissolution

1. Chapter dissolution procedures shall be followed as stipulated in the *Constitution and Standing Rules of The Delta Kappa Gamma Society International*.
2. Greek names of dissolved Chapters shall be reused when new Chapters are organized. These Greek names shall be used in the order of their dissolution. Recharter dates shall be included in all printings of the *Chi State Directory* and other printings listing Chapters and their charter date
3. Additional procedures must have the approval of the Chi State Executive Committee.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the proceedings of Chi State and its Chapters in all cases to which they are applicable and in which they are not inconsistent with the current edition of the *Constitution of The Delta Kappa Gamma Society International*, the *Standing Rules of The Delta Kappa Gamma Society International*, the *Bylaws of Chi State*, the *Standing Rules of Chi State*, and any special rules of order the Society may adopt.

ARTICLE XV

THE CHI STATE FOUNDATION

AN ENABLING ACT

Section A

As a means of furthering the educational purposes of the Delta Kappa Gamma Society International, Chi State, consent is given to the establishment and operation of an educational corporation under the California Non-Profit Corporation Act, to be named "The Chi State Learning Is For Everyone Foundation," (LIFE) for such purposes and to be formed and operated in such way that said Foundation will be exempt from Federal income taxation under the Internal Revenue Code and

State income taxation under the California Tax Code now or which shall hereafter be in effect; and the proper officers of Chi State are authorized to advise the Secretary of State of California that Chi State approves and consents to the use of such name by said Foundation.

Section B

Such officers of Chi State as are or may be designated in the Bylaws of said Foundation are authorized to act as officers and trustees of The Chi State Learning Is For Everyone Foundation, and the Chi State Executive Board is authorized to elect Trustees of said Foundation, according to the Bylaws of said Foundation.

Section C

Consent is given to the use by The Chi State Learning Is For Everyone Foundation of the Chi State Education Center in Sacramento, California, as its office.

Section D

This enabling act shall not be subject to revision or amendment. The act shall become void only upon the dissolution or liquidation of The Chi State Learning Is For Everyone Foundation as provided for in Article Six of the Articles of Incorporation of said Foundation.