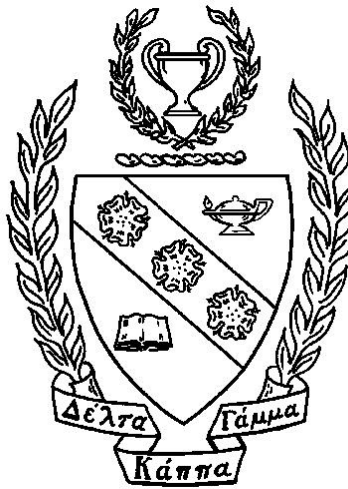


**STANDING RULES  
OF  
CHI STATE**



**THE DELTA KAPPA GAMMA  
SOCIETY INTERNATIONAL  
2015**

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# THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

## STANDING RULES OF CHI STATE

### 1. Affiliations

#### 1.0 General

- 1.01 To extend the Delta Kappa Gamma influence and support of education, Chi State will participate in appropriate organizations, which support the Purposes of the Society.

### 2. Awards

#### 2.0 General

#### 2.1 Distinguished Service Awards

- 2.11 Awards and Recognitions Committee shall administer these awards.
- 2.12 The Distinguished Service to Chi State Award shall be given to an active member who has demonstrated commitment to the Society, has served in two or more capacities at the State level and is currently serving in a leadership role in her Chapter.
- 2.13 The Distinguished Career/Professional Service Award shall be given in recognition of a member who has developed an innovative educational program which is currently in effect and has a positive impact on the profession.
- 2.14 The Distinguished Public Service Award shall be given in recognition of a California resident who has made or is making an outstanding contribution as a volunteer or professional in business, industry or government.

#### 2.2 Scholarships

- 2.21 The Scholarships Committee shall administer these awards.
- 2.22 Chi State shall offer at least five (5) scholarships when funds and qualified candidates are available. The stipend for the Doctoral Degree shall be \$4,000. The stipend for the Masters Degree/Advanced Credential/Continuing Education shall be \$2,000. At least one scholarship shall be reserved for the Masters Degree/Advanced Credential/Advanced Studies Candidate. The stipend for the Dorothy M. Miller Memorial Fund shall be awarded for graduate study in Special Education and the amount shall not exceed the amount of the Masters or Doctoral Awards.

- 2.23 The Scholarships offered:
  - a. The Madilene Veverka Award
  - b. The Dr. Adele Lewis Grant Award
  - c. The Edith M. Bates Award
  - d. The Edith Holm-Kennedy Award
  - e. The Jane Hood Award
  - f. The Marion O. Pease Award
  - g. The Dorothy M. Miller Memorial Fund Award
- 2.24 The Scholarships Committee may, at its discretion, when there are not four qualified Doctoral Candidates, award additional scholarships to Masters Degree/Advanced Credential/Advanced Studies Candidates as long as the total amount of awards does not exceed the limit set by the Chi State Executive Board.
- 2.25 Changes in the amount of each scholarship shall be recommended by the Scholarships Committee, approved by the Chi State Finance Committee, and presented to the Chi State Executive Board for adoption.
- 2.26 Policies governing the administration of the scholarships shall be recommended by the Scholarships Committee and adopted by the Chi State Executive Board.
- 2.27 The criteria for selection for these awards:
  - a. Any member in good standing for two years who is a candidate in an accredited graduate school may apply
  - b. The applicant must demonstrate evidence of potential for future professional advancement
  - c. The applicant must show promise of distinction in her respective field of study
  - d. The applicant must show evidence of service to her Chapter and/or other units of the Society.

### **2.3 Continuing Education Award**

- 2.31 The Scholarships Committee shall administer these awards.
- 2.32 A minimum of two (2) awards of at least \$300 each will be available annually from the Scholarship Fund.
- 2.33 The applicant for this award must have been a member in good standing for two (2) years.
- 2.34 Changes in the amount of each award shall be recommended by the Scholarships Committee, approved by the Chi State Finance Committee, and presented to the Chi State Executive Board for adoption.
- 2.35 Policies governing the administration of the awards shall be recommended by the Scholarships Committee and adopted by the Chi State Executive Board.

## **2.4 Leadership Retreat Award**

- 2.41 The Scholarships Committee shall administer these awards.
- 2.42 A minimum of two (2) awards in an amount to cover at least registration will be available annually from the Scholarship Fund.
- 2.43 The applicant for this award must have been a member in good standing for two (2) years.
- 2.44 Changes in the amount of each award shall be recommended by the Scholarships Committee, approved by the Chi State Finance Committee, and presented to the Chi State Executive Board for adoption.
- 2.45 Policies governing the administration of the awards shall be recommended by the Scholarships Committee and adopted by the Chi State Executive Board.

## **2.5 Legislative Study Session Award: In honor of Jacqueline Multanen National Legislative Seminar Award: In honor of Dr. Angela Aschbrenner**

- 2.51 The Scholarships Committee shall administer these awards.
- 2.52 A minimum of two (2) awards in an amount to cover at least registration will be available annually from the Scholarship Fund.
- 2.53 The applicant for this award must have been a member in good standing for two (2) years.
- 2.54 Changes in the amount of each award shall be recommended by the Scholarships Committee, approved by the Chi State Finance Committee, and presented to the Chi State Executive Board for adoption.
- 2.55 Policies governing the administration of the awards shall be recommended by the Scholarships Committee and adopted by the Chi State Executive Board.

## **2.6 Outstanding Student Teacher Award**

- 2.61 The Scholarships Committee shall administer these awards.
- 2.62 Each Area shall give one award of \$150. Monies for the awards will come from the Financial Development Fund.
- 2.63 Recipients will be chosen in each Area on the basis of knowledge of subject matter, relationships with staff and students, professional attitude, and outstanding qualities.

## **2.7 Hostelship Award**

- 2.71 The Awards and Recognitions Committee shall administer these awards.
- 2.72 As funds are available, at least four Hostelship Awards of up to \$450 each will be available annually from the Hostelship Fund.
- 2.73 The applicant for the Hostelship Award must be a member in Chi State and be willing to share the experience with others.

## **2.8 Honor Chapter Award**

- 2.81 The Chi State Awards and Recognitions Committee, with the approval of the Chi State Executive Committee, will determine the criteria for the Honor Chapter Awards.
- 2.82 Honor Chapters will be recognized at the Chi State Convention.

## **2.9 Youth at Risk/ Community Services Award**

- 2.91 Any Chapter which provides evidence to the Chi State Awards and Recognitions Committee of an activity which supports Youth at Risk or a Community Service activity will receive recognition at the Chi State Convention.

## **2.10 Order of the Rose Award**

- 2.101 The Membership Committee shall administer these awards.
- 2.102 The Order of the Rose is awarded to any Chapter that increases its membership by at least five members during the twelve month period prior to April 15 each year.

## **2.11 Teachers Helping Another Teacher (THAT) Program Award**

- 2.111 The Early Career Educators Committee will process and tabulate the volunteer hours.
- 2.112 The Early Career Educators Committee will recognize volunteer hours by Chapters.

## **2.12 Penne Ferrell Fund**

- 2.121 The Early Career Educators Committee shall administer these awards.

# **3. Membership**

## **3.0 General**

- 3.01 Chapter membership should reflect a balance of the educational spectrum, e.g., a broad cross-section of educational responsibilities from pre-school through university and adult education in both public and private schools.

### **3.1 Membership Records**

- 3.11 Maintenance of the Chi State membership files shall be the responsibility of the personnel employed by Chi State.

## **4. Finances**

### **4.0 General**

#### **4.1 Fees and Sales**

- 4.11 Registration fees may be established by the Chi State Executive Committee to help defray meeting expenses for Chi State meetings called by the Chi State President.
- 4.12 The sale of items at any Chi State sponsored function must be approved in writing by the Chi State Executive Committee.

## **5. Organizational Structure**

### **5.0 General**

#### **5.1 Areas**

- 5.11 Each Chapter shall be assigned to an Area.
- 5.12. The Chi State Executive Board shall establish Areas, determine the number of Areas to be formed, and define their geographic boundaries.

## **6. Officers and Related Personnel**

### **6.0 General**

#### **6.1 Criteria for Selection of Chi State Officers**

- 6.11 Nominations for Chi State Officers shall have:
- a. had experience as a Chapter President
  - b. have served on the Chi State Leadership Team for a minimum of two biennia
  - c. have demonstrated effective leadership and communication skills
  - d. have time and energy for the demands of the office.



## **6.2 Election of Chi State Officers**

- 6.21 In the event of nominations for Chi State Officers from the floor, the following procedures will be followed:
- a. The Nominations Committee shall prepare a ballot listing the names of all nominees.
  - b. Each nominee for an office for which more than one person has been nominated may have two (2) minutes to present her experience in Delta Kappa Gamma which would qualify her for the position.
  - c. The Chi State President will appoint tellers to distribute, collect, and count the ballots, and to report the vote in accordance with Chi State Bylaws VI D 4.
  - d. Each nominee may appoint a poll watcher to watch the ballot counting process, but not participate.
  - e. The election will take place in conjunction with the Chi State Business Meeting.
  - f. Voting results for which there is more than one nominee will be announced at the Chi State Business Meeting.

## **6.3 Presentation of Ex-Officio Officers**

- 6.31 Following the election of officers the President-Elect shall present the names of the selected Treasurer and Executive Secretary for the approval of the Executive Board.
- 6.32 Following the election of officers the President-Elect shall announce the appointed Parliamentarian.

# **7. Meetings**

## **7.0 General**

### **7.1 Minutes**

- 7.11 The minutes of the Chi State Executive Board and the Convention Business meetings shall be read and approved by a Minutes Reader Committee appointed by the Chi State President from members of the Executive Board.
- 7.12 A professional steno typist shall be contracted by the Convention Arrangements Committee to take and provide copies of verbatim transcripts.
- 7.13 The Chi State Recording Secretary shall summarize the verbatim transcript into the appropriate format for the Minutes Summary Committee.
- 7.14 A Minutes Summary Committee shall review the minutes to check for accuracy.

7.15 A copy of the approved minutes shall be included in the Call to Convention Packet the following year and an official copy shall be filed in the Chi State Education Center.

7.16 The approval process shall be reported at and documented in the minutes of the Convention of the following year.

## **7.2 Procedures for Convention Business**

7.21 The initiator of any item of Society business to be presented at the annual Chi State Convention shall, whenever possible, send the proposed motion in writing to the Chi State President at least sixty (60) days prior to the opening session of the Convention, except as noted in 7.24, 7.25 and 7.26.

7.22 The Chi State President shall send the item of business to the appropriate committee for study, recommendation and, if appropriate, inclusion in the official convention packet.

7.23 Any item having financial implications for Chi State must be studied and recommendation made by the Chi State Finance Committee prior to the annual convention.

7.24 All business items arising out of Convention sessions scheduled prior to the Business Meeting must be reviewed by the Resolutions Committee for editing and/or advice on compliance with Society documents at least two hours prior to the Call to Order of the Business Meeting if possible.

7.25 Any new item of business arising on the floor of the Executive Board Meeting may be acted upon by the Executive Board with the approval by a 2/3 vote of the official delegates registered at the convention.

7.26 Any new item of business arising on the floor of the Convention Business Meeting may be acted upon with the approval of a 2/3 vote of the members registered at the convention.

7.27 Convention Standing Rules shall be adopted by majority vote of those present for the conduct of business at the Executive Board and Convention Business Meetings.

## **8. Committees**

### **8.0 General**

## **9. Publications**

### **9.0 General**

- 9.01 Chi State shall publish its Bylaws and Standing Rules and such other publications vital to the State organization.
- 9.02 Chi State will publish the *Chi State News* up to five (5) times each year.

### **9.1 Editorial Policy**

- 9.11 All Chi State publications shall be reviewed editorially by the Chi State Communications Committee.
- 9.12 All Chi State publications must receive approval of the Chi State President prior to publication.

## **10. Funds**

### **10.0 General**

### **10.1 Emergency Fund**

- 10.11 A sum not to exceed two hundred dollars (\$200.00) may be authorized immediately by the Chi State President for the purpose of aiding members of Chi State in time of catastrophic emergencies.
- 10.12 Additional funds may be granted by the Chi State President with the approval of the Chi State Executive Committee or the Chi State Finance Committee as to the availability of funds.

### **10.2 Educational Outreach Fund**

- 10.21 The Chi State Educational Outreach Grant, in an amount not to exceed five hundred dollars U.S. (\$500.00), shall be awarded in alternate years to Norway State, the first European member country Chapter sponsored by Chi State, and to, Jalisco State, Mexico, the first Latin American member country sponsored by Chi State.
- 10.22 The Chi State grant to an active member of Alpha Chapter, Norway State or Alpha Chapter, Jalisco, Mexico, shall be used for:
  - a. Attending a Delta Kappa Gamma International Convention; or
  - b. Attending a Southwest Regional Conference; or
  - c. Attending a Society workshop, study session, or seminar where Chi State members participate; or
  - d. Pursuing professional growth through observation of California educational programs; or
  - e. Studying at a California college or university.

- 10.23 The applicant will be expected to share her educational experience with Chi State and her home State.
- 10.24 This program shall be evaluated by the Chi State Executive Committee in consultation with the Chi State Finance Committee each year and a summary evaluation with recommendations for action to continue, discontinue or modify this grant be reported to the Chi State Executive Board and Chi State Convention.

### **10.3 Chi State Enrichment Fund**

- 10.31 Funds may be given to International World Fellowship Recipients upon recommendation of the Chi State Global Awareness Chairman and the approval of the Chi State President for activities, which may include cultural/educational experiences, reasonable mileage, and meals. Cultural/educational experiences may include museums, libraries, lectures, musical events, visits to historical or scenic sights, and educational or leadership conferences.

### **10.4 Financial Development Fund**

- 10.41 This fund shall be used with the approval of the Chi State Executive Committee and the Chi State Finance Committee for the following programs in order of priority:
- a. Chi State Educational Excellence
  - b. Outstanding Student Teacher Awards
- 10.42 The Financial Development Committee may recommend additional uses of available funds to the Chi State Executive and Finance Committees for approval.

### **10.5 Chi State Education Center Facilities/Archives Fund**

- 10.51 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 the availability of funds.

### **10.6 Fidelity Bond Fund**

- 10.61 Annual bonding fees paid by Chapters and Areas shall be deposited to the Fidelity Bond Fund until the fund reaches an amount at which the interest earned is equal to the premium paid annually to the self-bonding funds.
- 10.62 Further payment may be discontinued upon recommendation of the Chi State Executive and Finance Committees and with the approval of the Chi State Executive Board.

## **10.7 Hostelship Fund**

10.71 Money from the Hostelship Fund shall be used for the Hostelship/Road Scholar Grants.

10.72 Voluntary contributions may be made to the Hostelship Fund.

## **10.8 Publication Fee Fund**

10.81 Funds shall be used for publication of the *Chi State News*.

10.82 Funds may be used as available for other Chi State publications as recommended by the Chi State Communications/Marketing Committee and the Chi State Finance Committee with the approval of the Chi State Executive Committee.

# **11. Chi State Education Center**

## **11.0 General**

11.01 The Chi State Education Center is located at 808 University Avenue, Sacramento, California 95825-6723, and belongs to the members of The Delta Kappa Gamma Society International Chi State.

## **11.1 Use of Facility**

11.11 The building may be used by Delta Kappa Gamma groups any day between the hours of 8:00 a.m. and 10:00 p.m.

11.12 Reservations must be made in advance by written application through the Chi State Education Center Office, at least two (2) weeks prior to the event.

11.13 The management of the operation of the facility is the responsibility of the Chi State Education Center Management Committee.

## **11.2 Gifts**

11.21 Donors wishing to offer gifts to the Chi State Education Center must follow the procedures stipulated in the Chi State Education Center Gift Policy.

# **12. Symbols**

## **12.0 General**

## **12.1 Regalia**

12.11 Any State President's bar pin returned to Chi State shall be awarded to the next president at the time of her installation in lieu of the purchase of a new pin by Chi State.

- 12.12 Any Chapter President's bar pin given to Chi State shall be offered for sale to a Chapter at a price to be determined by the Chi State Executive Committee.
- 12.13 Any member's key pin given to Chi State shall be offered for sale to a member (upon verification of current membership) at a price to be determined by the Chi State Executive Committee.