

5 *Eta State Standing Rules*
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- 7 Adopted April 27, 1985
8 Amended 2005
9 Amended April 28, 2007
10 Amended April 25, 2009
11 Amended April 25, 2010
12 Amended April 30, 2011
13 Amended April 27, 2013
14 Amended April 26, 2014
15

16 Standing rules are for the purpose of implementing the Eta State Bylaws and are binding on
17 the state and its chapters. Each chapter should have available at least one copy each of the
18 *Constitution, International Standing Rules, the Eta State Bylaws, and the Eta State Standing*
19 *Rules.*

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21 Standing rules may be amended or rescinded at any annual convention by 2/3 of the votes
22 cast without prior notice or by a majority vote with prior notice.
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24 These *Eta State Standing Rules* follow the order of the *Eta State Bylaws* for convenience in
25 use, and all division references are to the *Eta State Bylaws*.
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27 **1. NAME**
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30 **2. PURPOSES**
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33 **3. MEMBERSHIP**
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36 A. A candidate elected for active or honorary membership shall be initiated within a period
37 of one year from the time of election.

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39 B. Professional educator shall be interpreted to include one-to-one instruction, as well as
40 group instruction. Employed shall be interpreted as currently hired by an employer and/or
41 paid a salary or fee for specific educational services.

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43 C. Chapters shall consider recommendations which are signed and submitted by members
44 from other areas. Members may make recommendations to chapters in other areas.

45 D. The chapter president and the chairman of the Membership Committee shall arrange an
46 orientation session with prospective members at a time after invitations are extended and
47 before initiation.

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49 E. Chapters shall keep accurate files of membership:

- 50 • Individual membership – records up to date
- 51 • Initiates – dates of initiation
- 52 • Those who refuse membership – reasons, dates of invitations
- 53 • Transfers in/out – dates and from/to which chapters
- 54 • Deaths – dates
- 55 • Resignations – reasons, letters
- 56 • Reinstatements--dates and from which chapters they come

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59 4. FINANCES

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61 A. Dues

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63 1. The state annual dues shall be \$15 for each active member and \$2 for each reserve
64 member. Each member shall also pay a scholarship fee of \$1, as well as international
65 and chapter dues and any required chapter assessments. International dues are \$40 for
66 each active member and \$20 for each reserve member.

67

68 2. Any changes in the amount of state dues shall require a two-thirds (2/3) vote of
69 members at the annual convention in an odd-numbered year. Any proposal for
70 changes in state dues shall be presented by the Finance Committee to the Executive
71 Board in an even-numbered year and to the Eta State Convention the following year.
72 In the interim, the proposed change shall be publicized to the membership through
73 *Eta State News*. If it is approved by a two-thirds (2/3) vote of the Executive Board
74 preceding the convention, it shall be presented for vote to the members in convention.

75

76 3. Annual dues and scholarship fee shall be paid between July 1 and October 31 of each
77 year. On November 1, members shall be dropped for nonpayment of dues and fees.

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79 4. All dues and fees shall be collected by the chapter treasurer. State and international
80 dues and fees shall be forwarded to the state treasurer.

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82 B. Budget

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84 1. In each odd-numbered year a biennial budget shall be prepared by the Finance
85 Committee and a copy sent to each member of the Executive Board at least three (3)
86 weeks prior to the state convention. The Executive Board shall adopt the budget at its
87 session prior to the state convention.

88 2. Following adoption of the budget by the Executive Board, no expenditure with the
89 exception of convention is to exceed the budgeted amount without approval of the

- 90 Board. Any request approved by the president for revising a budgeted figure shall be
91 considered by the Finance Committee and if judged feasible it shall be submitted to
92 the Executive Board.
93
- 94 3. The budget shall include a contingency fund of not less than \$500 to take care of
95 unexpected needs. Sums of \$200 or less may be expended from this fund at the
96 discretion of the president and the treasurer.
97
- 98 4. At the meeting of the Executive Board during the convention in even-numbered,
99 years, the budget for the second year of the biennium shall be reviewed and changes
100 made as approved by the Board.
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- 102 5. Items occurring in the budget each year of the biennium
103
- 104 (a) amounts of equal stipends for the Eta State Executive Secretary, the Eta State
105 Treasurer, and the Eta State Newsletter Editor;
106
- 107 (b) expenses incurred by the president and other officers, the executive secretary, the
108 treasurer, the editor, the webmaster, and regional directors as they perform, their
109 duties in Eta State;
110
- 111 (c) expenses of committees to permit at least one meeting per year and at least one
112 communication with chapter committee chairmen;
113
- 114 (d) expenses of the regional directors in conducting a regional activity;
115
- 116 (e) a fidelity bond to cover the amount of the treasurer's liability up to \$500,000;
117
- 118 (f) membership dues in approved women's organizations;
119
- 120 (g) preparation, printing and distribution of the *Eta State News*;
121
- 122 (h) state convention; and
123
- 124 (i) audit, including accounts of the organization for review.
125
- 126 6. Items occurring in the budget the first year of the biennium only
127
- 128 (a) workshop for new state officers and committee members; (Travel of all
129 authorized participants shall be paid.)
130
- 131 (b) June workshop for new chapter presidents, treasurers, and program/EEC and
132 membership chairmen, and regional directors (Travel expenses shall be paid on
133 the basis of one car per chapter. Housing, meals, registration fee, and travel shall
134 be paid for workshop leaders.); and

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(c) initiation of state honorary member or members. (A one-time fee of \$50 is paid to International for each honorary member. An honorary member is presented a Society keypin by the state.)

7. Items occurring in the budget the second year of the biennium only

(a) Leadership Development Seminar (Expenses incurred by the committee in planning the seminar shall be paid.);

(b) Founders Award (The plaque and expenses of the recipient at the convention are paid by the state.);

(c) Regional Director Leadership Training (Expenses incurred for materials, meals, travel and presenters shall be paid by the state.); and

(d) Nonrecurring items (anniversary celebrations, hosting international meetings, honoring or memorializing outstanding members or other special needs) will be provided from the Available Fund as circumstances warrant.

C. Convention financing

(Where the term *convention chairman* is used, *convention vice-chairman* is to be substituted when applicable.)

1. Registration fee and special meals

(a) The amount of the registration fee shall be determined by the Finance Committee in cooperation with the president and convention chairman.

(b) The convention chairman shall be responsible for overseeing expenses to be covered by the registration fee.

(c) The convention registration fee shall cover costs of flowers and other decorations, music, place cards, favors, gifts to speakers, and the cost of special program needs.

(d) Amounts paid by convention participants for special meals and for registration fees shall be received by the convention treasurer. She, with the approval of the convention chairman, shall be responsible for paying from these funds statements from the hotel for special meals; statements from businesses furnishing favors, flowers and decorations; music, place cards, gifts and other items to be covered by the registration fees.

- 178 (e) At the conclusion of the convention, the convention treasurer, Eta State Treasurer,
179 and Eta State President shall meet with the hotel comptroller to check records and
180 pay for special meals from the convention meal fund.
181
182 (f) After all authorized payments are made from the registration fee, any balance is
183 sent to the Eta State treasurer to be added to the Available Fund with an itemized
184 report of receipts and disbursements.
185
186 (g) Any expenses authorized by the state president and treasurer not covered by the
187 adopted convention budget and registration fees will be paid from the
188 Contingency Fund.
189

190 2. Convention items in the state budget

- 191 (a) cost of printing convention programs and reports;
192
193 (b) lodging and meals for the international representative;
194
195 (c) expenses for special guests as the president deems appropriate;
196
197 (d) expenses on the basis of one-half the cost of a double room, registration fee,
198 meals, and travel for all state officers, regional directors, parliamentarian, state
199 committee chairmen, convention chairman, registration chairman, convention
200 treasurer, executive secretary, state treasurer, editor, and webmaster; and
201
202 (e) beginning Saturday at noon, expenses on the same basis as in (d) above for state
203 honorary members, state honorary initiates, and current and new scholarship
204 recipients. (Exceptions to the double room requirement may be made at the
205 president's discretion.)
206
207 (f) The executive secretary shall establish with the hotel a listing for master billing
208 for the international representative, other special guests, Eta State officers,
209 executive secretary, treasurer, editor, webmaster, parliamentarian, state honorary
210 members and initiates, current and new scholarship recipients, convention
211 chairman, registration chairman, and convention treasurer.
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213 (g) Regional directors and state committee chairmen shall prepay their expenses and
214 submit expense forms to the Eta State treasurer for reimbursement before June 30.
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217 D. General rules concerning finances

- 218
219 1. Reimbursement for travel expense authorized by Eta State shall be made at the rate of
220 \$.32 per mile. (Effective July 1, 2008)
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- 222 2. Expenses for travel, materials, postage, and urgent telephone calls shall be paid for
223 state officers, regional directors, state committee chairmen, and anyone designated by
224 the president to act in an official capacity in performing duties for Eta State.
225
- 226 3. Expense forms will be issued by the executive secretary. All expenses must be
227 recorded on these forms. The forms must be sent promptly to the president for
228 approval and authorization of payment by the treasurer. The state president will send
229 her expense forms to the chairman of the Finance Committee for approval and
230 authorization of payment by the treasurer. Any expense form not received prior to
231 June 30 of the fiscal year in which the expense was incurred may not be honored.
232
- 233 4. Chapters of Eta State shall pay for meals and lodging (if needed) of state officers and
234 regional directors whom they invite to chapter meetings or joint meetings of several
235 chapters. Travel is paid by Eta State.
236
- 237 5. A memorial gift of not less than \$100 shall be presented to one of the state or
238 international funds in memory of any deceased member who has served as an
239 international officer from the state, state president, state executive secretary, state
240 treasurer, or editor. The Eta State treasurer shall send a letter to the family of the
241 deceased in notification of the gift.
242
- 243 6. The state president's pin is presented by the state organization at the time of her
244 installation as the elected president. A contribution of \$100 shall be made to one of
245 the Society funds in her honor at the end of her term.
246
- 247 7. Expenses up to the budgeted amount shall be paid for the immediate past state
248 president to attend the Southeast Regional Conference.
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251 **5. ORGANIZATION**

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253 A. Chapters - See *Constitution*, Article V, Section B

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- 255 1. A minimum of four business meetings shall be held annually.
256
- 257 2. Chapter treasurers shall be retained in office as long as feasible because of the nature
258 of their responsibilities and the time required to learn the special details of the office.
259
- 260 3. If a chapter president is unable to attend a state convention, she shall notify the state
261 president in advance and submit the name of her substitute.
262
- 263 4. Each chapter shall have chapter rules which are consistent with the *Constitution* and
264 *International Standing Rules*, *Eta State Bylaws* and *Eta State Standing Rules*, as
265 verified by the Regional Directors, under the direction of the Rules Committee. The
266 chapter rules shall include the number of members necessary to constitute a quorum.

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5. Chapters shall conduct workshops for new officers and committee members, acquainting them with their duties and promoting a knowledge of the history, plans, and programs of work of the organization.

B. New chapters

It is strongly recommended that when a chapter's active membership approaches sixty the members begin anticipating division or expansion.

C. Under-Involved chapters

1. Upon learning that a chapter is under-involved, the state president in consultation with the executive secretary, appropriate regional director(s), and immediate past state president will appoint a team to provide assistance to the chapter.
2. Chapters which are designated as under-involved will be identified by the executive secretary and the regional director.

D. Regions

1. Eta State is divided into eleven regions, each with a director who assists and encourages the chapters in carrying out the Society's program of work. She shall conduct an activity appropriate for the needs of her region.
2. The second vice-president shall serve as coordinator of the activities of the regional directors. It is highly desirable, therefore, that she be a past regional director.
3. It is important that the regional director become acquainted with members in her region and familiar with the programs and activities of the chapters. She should, therefore, be invited to a meeting of each chapter or to a joint meeting of chapters at least once during her biennium. She may come as a participant on the program or as a visitor.
4. The second vice-president and the regional directors shall notify the state president of planned regional activities. The state president shall make every effort to include these activities in her schedule and leave for her successor a list of those she was unable to attend. The successor should make it a priority during her biennium to visit the regional activities of those regions not visited by the preceding state presidents.
5. The selection of regional directors shall include consideration of each chapter or area of the region on a rotating basis. A chapter unable to provide a suitable candidate in its turn shall work to identify/prepare a candidate for the succeeding biennium. Every effort shall be made to select a regional director from among those chapters which have not recently provided a candidate. The selection of a regional director shall be

312 based on identifying a qualified, eager candidate rather than on selecting only on the
313 basis of chapter representation. The qualifications and procedures shall be as follows:

314
315 (a) She shall have been a member of Delta Kappa Gamma for at least five years.

316
317 (b) She shall have a good attendance record at meetings – chapter, regional, and state.

318
319 (c) She shall have served as chapter president and be well informed on structure,
320 program, and policies of Eta State and the Society.

321
322 (d) By January 15 of even-numbered years, each regional director shall submit to the
323 second vice-president the name of a qualified candidate who has agreed to serve
324 as regional director. These names shall be forwarded to the state president by
325 February 1 for appointment before the state convention.

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328 **6. OFFICERS AND APPOINTED PERSONNEL**

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330 A. Officers and appointed personnel

- 331
332 1. Nominations for Eta State officers of president, first vice-president, second vice-
333 president, and secretary shall be submitted on the regulation forms to the chairman of
334 the Nominations Committee by November 15 of even-numbered years.
- 335
336 2. The Nominations Committee shall select at least one nominee for each office and
337 present the nominees for vote by members attending the state convention.
- 338
339 3. The parliamentarian shall be selected by the incoming president.
- 340
341 4. The executive secretary, the treasurer, and the editor shall serve six-year terms.
342 Should a replacement become necessary, the president shall notify the Personnel
343 Committee to complete the selection process and present its recommendations to the
344 Executive Board for action. If terms are expiring simultaneously, the state president
345 may request a one-year extension of a six-year term to facilitate a smooth transition.

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347 B. Chapter officers

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349 1. Chapter officers shall be elected no later than March 15 of even-numbered years in
350 order to allow time to arrange for attending Eta State convention, usually held the last
351 weekend in April.
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353 2. The chapter president's pin is presented by her chapter at the time of her installation
354 as the elected president of the chapter.

356 3. Newly-elected chapter presidents shall submit the names of all new officers to the
357 executive secretary by June 1. As soon as the chapter president has appointed
358 committees to serve during her biennium, she should submit a list of committee
359 chairmen to the executive secretary.

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362 **7. MEETINGS**

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364 A. Convention

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366 1. Eta State shall hold a convention annually in the spring to transact the business of the
367 state organization and to provide fellowship and information for members.

368

369 2. Selection of convention site shall be made as follows:

370 (a) The executive secretary shall follow the adopted rotation system. After consulting
371 with the president, she will make one or more on-site inspections each year. The
372 president may accompany the executive secretary to make the site inspections.
373 Consideration shall be given to rates and adequacy of facilities.

374

375 (b) When the executive secretary and the president agree on a suitable site, the
376 executive secretary will recommend the site to the Executive Board at it's
377 meeting prior to convention. Members of the Executive Board shall vote upon the
378 proposed site. If a change of site becomes necessary after Executive Board
379 approval, the executive secretary is empowered to effect the change, working
380 cooperatively with the current president.

381

382 (c) At each convention a member from the region of the next year's convention shall
383 issue an invitation.

384

385 3. The Executive Board shall meet prior to the general session of the convention.

386

387 4. The recommendations of the Executive Board shall be presented at the general
388 session without a full reading of the minutes unless a request for the reading of the
389 minutes is sustained by a majority vote.

390

391 5. A Birthday Celebration at which the first vice-president presides shall be held at each
392 convention.

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394 6. Workshops or committee meetings may be scheduled at the discretion of the
395 president.

396

397 7. A Founders Celebration and Presidents Banquet shall be a part of each convention.

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399 8. A convention reception is optional.

400

- 401 9. The initiation of state honorary members and installation of officers shall be held in
402 alternate years.
403
- 404 10. A representative from the Delta Kappa Gamma Society International shall be
405 scheduled to speak as she and the president agree.
406
- 407 11. A memorial service shall be held during each convention. A tribute for each deceased
408 member shall be placed in the Book of Remembrance. Brief tributes to international
409 officers from Eta State, state presidents, executive secretaries, treasurers, and editors
410 shall be read.
411

412 **B. Workshops and Seminars**
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- 414
- 415 1. The workshop for incoming state officers and committee members (held in odd-
416 numbered years) shall orient them to their responsibilities. Time shall be provided for
417 planning the work of the biennium.
418
- 419 2. The workshop for new chapter presidents, treasurers, regional directors, membership/EEC
420 and program committee chairmen (held in even-numbered years) shall be an orientation to
421 duties with an emphasis on state and international programs of work.
422
- 423 3. The Leadership Development Seminar (held in odd-numbered years) is designed for the
424 general membership. Each chapter is urged to send two or more members.
425
- 426 4. The Regional Director Leadership Training held in the second year of the biennium is
427 designed to enhance the leadership skills of the regional directors and their roles within
428 the organizational structure of Eta State.
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431 **8. EXECUTIVE BOARD**
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433 Detailed information concerning the state and chapter Executive Boards appears in the *Eta*
434 *State Bylaws, Article VIII.*
435

436 **9. COMMITTEES**
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438 **Specific Duties**
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440 **A. Educational Excellence Committee (EEC)**
441

442 In addition to the responsibilities in *Eta State Bylaws*, Article IX, Section 3, the EEC is to
443

- 444 1. meet with the state president to develop and coordinate plans for the biennium; and
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446 2. act as a steering committee to prioritize and coordinate projects/programs/activities
447 for the state organization.

448

449 B. Headquarters Committee

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451 In addition to the responsibilities described in *Eta State Bylaws*, Article VIII, Section 3, the
452 committee has specific responsibilities:

453

454 1. oversee the use, maintenance, furnishing, local management, and funding of the
455 headquarters building and grounds;

456

457 2. evaluate the acceptance of gifts to the headquarters;

458

459 3. make expenditures from the Headquarters Fund for operating expenses for the
460 headquarters with exception of those expenses relating to the furnishing and
461 operation of the offices of the executive secretary and treasurer;

462

463 4. have a committee member living in or near Asheboro select members for a local
464 management team and serve as chairman of that group (Refer to SR#10 Activities, D);
465 and

466

467 5. have the state treasurer serve as consultant to the local management team.

468

469 C. Membership/Expansion Committee

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471 In addition to the responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the
472 committee has specific responsibilities:

473

474 1. study loss in membership because of resignations and terminations due to non-
475 payment of dues and fees; and

476

477 2. work with chapter membership committees and presidents to retain members and
478 and to encourage invitations to women educators capable of making an impact on
479 education.

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481 D. Planning Committee

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483 In addition to responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the
484 committee has specific responsibilities:

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486 1. ensure that the approved actions of the Executive Board and the convention
487 assembly are recorded in the state organization bylaws and standing rules and other
488 appropriate documents, e.g., an operating procedures manual or a personnel
489 handbook; and

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491 2. distribute information to individuals responsible for maintaining up-to-date records.

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493 E. Rules Committee

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495 In addition to responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the
496 committee has other responsibilities. Following an Eta State convention where
497 amendments to *Eta State Bylaws and Eta State Standing Rules* have been adopted, the
498 Rules Committee is authorized to

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500 1. correct article and section designations;

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502 2. make editorial changes as required in punctuation, numbering, and cross-referencing;
503 and

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505 3. make other technical or conforming changes as may be necessary to reflect the intent
506 of the convention decisions.

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508 F. Scholarship Committee

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510 In addition to the responsibilities described in *Eta State Bylaws*, Article IX, Section 3, the
511 committee has specific responsibilities:

512

513 1. encourage members in all stages and disciplines of graduate study to apply for
514 international scholarships;

515

516 2. develop materials such as guidelines, instructions, and application forms to support
517 the application process and post a time line and deadlines for scholarship applicants;

518

519 3. consult with the Finance Committee about availability of funds, number of selections
520 to be made and scholarship categories in which funds are available;

521

522 4. post updated application materials on the state organization Web site at least three
523 months before the February 1 application postmark deadline;

524

525 5. select the designated number of scholarship recipients from among those who apply;

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527 6. notify in writing the recipients and those not selected of the status of their
528 applications and to tell recipients of the responsibilities incumbent upon those who
529 accept scholarships; and

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531 7. inform the Executive Board about committee activities and recommend changes and
532 updates in committee practices and materials.

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535 **10. ACTIVITIES**

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537 A. Scholarships

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578 B. Publications

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1. The term *scholarships* shall mean monetary awards given to Eta State members by Eta State or its chapters to support study or other educational activities. The term *grants-in-aid* shall represent the general category of awards granted by the state organization and its chapters that are supported by funds other than the scholarship fee.
2. All scholarships given by Eta State shall be awarded to members who have applied and are selected by the Scholarship Committee.
3. The state organization sponsors two kinds of scholarships: (1) doctoral and sixth-year scholarships and (2) post-baccalaureate scholarships.
4. Eta State Scholarships
 - (a) Three Eta State Academic Scholarships are designated for members enrolled in doctoral or sixth-year graduate study and who are seeking degrees. These are the Gilbert-McNairy Scholarship, the Emmons-Flintom Scholarship, and the Hunter-Moore Scholarship. The scholarships shall be in the amount of \$4,000 each.
 - (b) Aman Scholarships, generated by a private bequest, are designated for members for post-baccalaureate work in two categories: (1) academic graduate work for which first priority is given those seeking master's degrees, and (2) non-degree activities such as special projects, research, special studies and/or add-on certifications, national certification renewal, or similar projects (Aman Scholarship Guidelines, 1989) at master's or post-master's levels. If there are no qualified applicants for Aman Scholarships, with Finance Committee approval Aman funds may be disbursed to qualified applicants for state academic scholarships.
5. The number of scholarships awarded annually shall be determined by the Finance Committee and shall depend on availability of funds.
6. Rules governing the administration of the scholarships program shall be recommended by the Scholarship Committee to the Executive Board and, upon recommendation of the Executive Board, be presented to the state convention for approval.
7. An Eta State member may apply for both an International and an Eta State Scholarship within a given year. This information shall be posted on the Eta State Web Site.

- 580 1. *Eta State News* shall be published four times a year and sent to each member in the
581 state.
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583 2. Chapters are encouraged to send news items concerning members to the editor for
584 inclusion in the publication.
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586 3. *Eta Data*, a monthly electronic bulletin, shall be made available to members.
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588 C. Eta State Founders Award
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590 This state **Founders Award** is reserved for women who have made outstanding
591 contributions beyond the local and regional levels. By vote of the state convention, April,
592 1981, an investment of \$10,000 was set aside from the Available Fund, interest from which
593 is to provide the award of \$500 and an appropriate plaque. Guidelines are
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- 595 1. The **Founders Award** recipient is to be a woman who has made an outstanding
596 contribution to the improvement of the quality of human life through education,
597 research, publications, or service.
598
599 2. She must be a resident of North Carolina and may or may not be a member of The
600 Delta Kappa Gamma Society International.
601
602 3. The award is presented at the convention the second year of the biennium. If there is
603 no deserving nominee, the committee may decline to present the award.
604
605 4. The selection of the recipient is to be made by the Awards Committee. The president of
606 Eta State shall serve as member ex officio with vote.
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608 5. Nominations may be made by chapters or by individual members.
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610 6. Each nomination must be made according to the Nominations Outline for the Eta State
611 Founders Award.
612
613 7. Nominations must be received by February 1 of odd-numbered years.
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615 D. Headquarters Building
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617 1. Use of building
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619 (a) as a central office for the executive secretary and treasurer, with equipment and
620 supplies for their needs;
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622 (b) as a storage place for Eta State records and other property; and
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- 624 (c) as a meeting place for Executive Board, workshops, committees, chapters and
625 other Society activities.
626
- 627 2. Local Management Committee duties
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- 629 (a) to oversee items of facility management such as safety, utilities, house cleaning,
630 and lawn care;
631
- 632 (b) to receive and approve requests for use of the building and verify the schedule;
633
- 634 (c) to provide for the opening and closing of the building for scheduled activities; and
635
- 636 (d) to post in the building a list of rules for use of the facilities.
637
- 638 3. Furniture and household supplies and items of interior decoration
639
- 640 The Headquarters Committee shall determine specific items needed and make
641 appropriate selections. Money from the Headquarters Fund may be used, or
642 contributions from members or chapters may be solicited.
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645 **11. STATE FUNDS**

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647 A. Available Fund
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- 649 1. The Available Fund shall be derived from membership dues, initiation fees, interest
650 from any invested available funds or the principal on such investments, interest from
651 the Permanent Fund, and other sources as determined by the Executive Board.
652
- 653 2. Operating expenses, as specified in the budget, shall be paid from the Available Fund.
654

655 B. Permanent Fund

- 656 1. The Permanent Fund is the invested fund which shall be maintained at a minimum of
657 thirty (30) percent of the Available Fund annual income from initiation and annual
658 dues.
659
- 660 2. Interest from the fund shall be transferred to the Available Fund.
661
- 662 3. Expenditures from the principal may be made to purchase articles of a permanent
663 nature following approval by the Executive Board.
664
- 665 4. If such expenditures reduce the balance below the minimum stated above, the Fund
666 must be restored to the designated ratio within four years.
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668 5. Proceeds from the sale of state permanent fund assets (property and equipment) shall
669 be added to the principal of the Permanent Fund.

670

671 C. Scholarship Fund

672

673 1. The Scholarship Fund is an invested fund which accumulates chiefly by contributions
674 designated for use in funding scholarships. The amount available for awarding
675 scholarships each year is determined by the Finance Committee and is derived from

676

677 (a) interest from the invested fund;

678

679 (b) the state's portion of the scholarship fee paid by each member; and

680

681 (c) contributions designated for the Scholarship Fund. (Refer to *Eta State Standing*
682 *Rules, 10, A, and Appendix IV* for rules and procedures which govern the
683 awarding of scholarships.)

684

685 D. Founders Award Fund

686

687 1. The Founders Award Fund consists of the invested amount, interest from which
688 shall provide for the presentation of a Founders Award in each odd-numbered year.

689

690 2. Investment of the fund shall be supervised by the Finance Committee.

691

692 3. The interest from this fund shall be added to the Available Fund, and the cost of the
693 award and other expenses involved in honoring the recipient shall be budgeted
694 items.

695

696 4. The recipients of the award shall be selected by the Awards Committee.

697

698 E. Headquarters Fund

699

700 1. This fund is used solely for furnishing, maintenance, and use of the Headquarters
701 building and property/grounds.

702

703 2. Interest from the fund accrues to the fund.

704

705 3. An annual budget detailing expected income and expenditures shall be prepared by
706 the Headquarters Committee and presented at each convention to the Executive
707 Board for approval and to the general membership at each convention for
708 information.

709

710 4. Non-budgeted expenses of more than \$1000 per item must be approved by the
711 Executive Board.

712

713 5. Contributions to the building other than money must be approved by the
714 Headquarters Committee.

715

716 F. The Pauline Moser Longest Leadership Development Fund

717

718 1. Appreciated assets from the this fund shall be used to finance personal and
719 professional development of members through (a) leadership management seminars
720 to develop leadership, communications, and management skills; (b) individual study
721 stipends to develop educational, professional, and leadership skills; and (c)
722 conference attendance pertinent to education and/or the status, recognition and
723 advancement of women.

724

725 2. The Finance Committee will determine the amount of available funds.

726

727 3. Up to fifty percent (50%) of the money allocated for a given year should be used to
728 finance individual study stipends and conference attendance.

729

730 4. The Leadership Development Committee shall develop and publish the criteria for
731 expenditures from the fund. These criteria shall be reviewed by the Executive
732 Committee prior to action by the Executive Board.

733

734

735 **12. DISSOLUTION** (Refer to *Eta State Bylaws*)

736

737

738 **13. PARLIAMENTARY AUTHORITY** (Refer to *Eta State Bylaws*)

739

740

741 **14. AMENDMENTS** (Refer to *Eta State Bylaws*)

742

743

744 **15. APPENDICES**

745 Appendices relating to procedures and regulations used in administering the *Eta State*
746 *Bylaws* and *Eta State Standing Rules* shall be attached to the *Eta State Standing Rules*
747 and shall be treated in the same manner as *Eta State Standing Rules* in matters relating to
748 proposed changes and additions. Date of adoption shall be included.

749

750

751 **APPENDIX I**

752

753 **GUIDELINES FOR SALE OF ITEMS**

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755 (a) Favors and decorations, or items officially approved by the Executive Committee
756 or Executive Board, may be sold at state conventions. Samples of Society
757 materials may be on display.

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(b) Eta State Committees or chapters desiring to sell their Society items at conventions shall follow the Guidelines for Sale of Items.

(c) Individual members desiring to sell their Society or personal items at conventions shall follow the Guidelines for Sale of Items.

(d) Outside vendors desiring to sell their Society or personal items at conventions shall follow the Guidelines for Sale of Items.

(e) A fee shall be charged to any group of individuals that receives permission from the Finance Committee to sell items at conventions.

The development of sale items to support activities should be congruent with the Purposes and projects of The Delta Kappa Gamma Society International. These items provide visibility for the Society and should reflect a professional image.

The following guidelines are in compliance with all *International Standing Rules* dealing with the sale of items and the use of Society symbols. The Delta Kappa Gamma Society International is a not-for-profit organization classified under Section 501 (c) (6) of the Internal Revenue Code. Committees, Chapters and Individuals who sell items to support activities of the Society are exempt from North Carolina sales tax as long as the North Carolina Department of Revenue Section 17-1 A 2 dated 1-1-04 is met.

Guidelines

1. Money derived from sales by committees, chapters or individuals must be designated for financing of Society projects, not for individual profit.
2. Sale of items should be scheduled at times other than Society general sessions or business meetings.
3. Items should be of high quality reflecting the professional image of the Society.
4. The Society key should not be used on items designed to sell. The key of the Society may be printed on official Society materials such as stationary, yearbooks, Web sites, and programs.
5. Items may be advertised in state or chapter newsletters or brochures, consistent with postal regulations.
6. Permission must be obtained for any materials protected by copyright.
7. Outside vendors must have a sales number to sell their products through a business, and they must handle their own sales table.

803 8. Individual members desiring to sell for personal profit will follow the guidelines for
804 outside vendors.

805

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807 **APPENDIX II**

808 Map and Listing of Chapters by Regions [to be added]

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811 **APPENDIX III**

812 Rotation Schedule for Eta State Conventions [to be added]

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815 **APPENDIX IV**

816 **Scholarships Administration**

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818 A. To be considered for an Eta State Academic Scholarship, an applicant seeking a doctoral
819 or sixth-year degree must provide documentation that she is accepted and enrolled in a
820 graduate program of a nationally accredited college or university. Applicants in doctoral
821 study have the highest priority for these scholarships; sixth-year graduate students have
822 second priority. If no qualified degree-seeking applicants are found, post-doctoral
823 applicants pursuing research activities, special projects, or special areas of study may be
824 considered as a third priority for these three scholarships.

825

826 B. To be considered for an Aman Scholarship to support work toward a master's degree, an
827 applicant must document that she is accepted and enrolled in a master's program at a
828 nationally accredited college or university.

829

830 C. To be considered for Aman funds non-degree support (e.g. National Board Certification),
831 an applicant must be engaged in special projects in research or study at post-
832 baccalaureate, master's, or post-master's levels and must document involvement in such
833 an endeavor.

834

835 D. All scholarship applicants must

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837 1. have been a member of The Delta Kappa Gamma Society International for two
838 calendar years;

839

840 2. meet reasonable standards of professional service, health, and personality;

841

842 3. show evidence of excellence in scholarship and professionalism;

843

844 4. show evidence of present service , or the potential for service, to the Society; and

845

846 5. show evidence of service to the community.

847

- 848 E. Details governing the application process and applicants' and recipients' responsibilities:
849
- 850 1. Application forms and guidelines dated with the year of application shall be posted
851 on the Eta State Web Site and sent to chapter presidents.
852
 - 853 2. The scholarship recipients shall be introduced at the Eta State Convention Banquet
854 each spring.
855
 - 856 3. Checks for the full amount of the scholarships shall be presented to recipients,
857 preferably at the Convention Banquet but no later than the end of the fiscal year.
858
 - 859 4. Amounts and conditions for recipients' paid convention expenses, beginning at noon
860 on Convention Saturday, are presented in *Eta State Standing Rules 4, Finances, C, 2,*
861 *(e) and (f).*
862
 - 863 5. Applicants and recipients shall follow all rules and guidelines. Incomplete
864 applications or those not meeting the deadline date will not be considered.
865
 - 866 6. Applicants should use no forms other than those specified for the year in which they
867 are applying.
868
 - 869 7. Applicants shall develop an application packet that includes a complete application
870 form, three letters of recommendation from specified references, documentation of
871 admission to graduate study or special project participation, and other materials
872 deemed necessary by the Scholarship Committee. Details of applicant packet contents
873 required each year are posted in guidelines on the Eta State Web site.
874
 - 875 8. Applicants shall mail the packet to the chairman of the Scholarship Committee
876 postmarked no later than February 1.
877
 - 878 9. Recipients are expected to attend the Eta State Convention the year of their awards to
879 accept the awards and the following year to report on their progress.
880

881
882 **APPENDIX V**

883 **Guidelines for Identifying Under-involved Chapters**

884 Chapters identified according to these criteria by the executive secretary and regional
885 directors should be designated as under-involved:

- 886 • has not been represented at an executive board meeting for two consecutive meetings;
- 887 • has not submitted a list of chapter officers and committee chairmen to the executive
888 secretary;
- 889 • was not represented at the chapter presidents training;
- 890 • has not submitted the chapter treasurer's report; and
- 891 • has not submitted other chapter reports.
892

893 **APPENDIX VI**

894 Schedule for *Going Green* with *Eta State News* (ESN) by 2017

895

896 Proposed Method of Distribution:

- 897 • Work toward total electronic distribution by uploading the ESN to the Eta State Web site in color pdf
- 898 format with notification sent to chapter presidents.
- 899 • Chapters would be responsible for notifying members with email notice that ESN is available on the
- 900 Web site and distributing the ESN to members without electronic addresses.
- 901 • A Black /White copy will be uploaded to the Web site for use in making copies.
- 902 • The *Eta State Bylaws* and *Eta State Standing Rules* proposed amendments would be printed and mailed
- 903 as done now through 2015. That would meet the mailing requirement to keep our Not-for-Profit
- 904 Mailing Permit.(The USPS requires one mailing of 200 pieces or 50 lbs every two years.)

905 ~~906~~ Proposed timeline:

- 907 • 2013-2014 – two print, 2 electronic;
- 908 • 2014-2015 – one print (proposed amendments to state governing docs), three electronic;
- 909 • 2015-2016 – four electronic; and
- 910 • 2016-2017 – re-evaluation

911 [end]

912 2014 Eta State Convention (April 26 assembly actions included)
913 Edited by Rules Committee—May 8, 2014; Dr. Teresa Cowan, Chair

914