

BYLAWS and STANDING RULES of the MINNESOTA STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL



BYLAWS
OF MINNESOTA STATE ORGANIZATION
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STANDING RULES
OF MINNESOTA STATE ORGANIZATION
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PREFACE TO BYLAWS

The first authority to be considered in the Minnesota State Organization (formerly known as Tau) governance is the CONSTITUTION of The Delta Kappa Gamma Society International, hereinafter referred to as the International Constitution. If the convention adopts an amendment to the state organization’s bylaws that states, “Changes in the Bylaws and Standing Rules of the Minnesota State Organization necessitated by amendments to The Delta Kappa Gamma Society International Constitution *and/or* INTERNATIONAL STANDING RULES shall be made by committee, and then reported to the members at the convention,” the state organization will not have to approve each change individually.

Generally, Minnesota State Organization Bylaws have been numbered to correspond with the International Constitution. The Bylaws provide the basic structure and manner of operation of Minnesota State Organization in areas not specifically covered by the International Constitution.

ADOPTED 1984

AMENDED 1988, 1991, 1995, 2006, 2013, and 2017

REVISED 2019

PREFACE TO STANDING RULES

The INTERNATIONAL STANDING RULES provide details for carrying out the mandates of the International Constitution.

The Minnesota State Organization STANDING RULES have been written to further explain the Minnesota State Bylaws. Any article or section not having additional explanatory material in these rules is explained by the International Constitution or Minnesota State Bylaws.

ADOPTED 1984

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ARTICLE I — NAME

By-Section A. The name of this state organization shall be the Minnesota State Organization of The Delta Kappa Gamma Society International, hereinafter known as Minnesota State Organization. The name shall be in accordance with the International Constitution, Article I, B and International Standing Rules 1.

SR-Section A. The Minnesota State Organization of The Delta Kappa Gamma Society International may be also known as or referred to as MN-DKG.

By-Section B. Each chapter shall be named by the state organization using Greek letters, Greek words, or a geographic area.

ARTICLE II — MISSION, VISION, PURPOSES, OBJECTIVES

By-Section A. The Mission and Purposes shall be in accordance with the International Constitution, Article II.

By-Section B. Mission.

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

By-Section C. Vision.

Leading Women Educators Impacting Education Worldwide.

By-Section D. The Seven Purposes of The Delta Kappa Gamma Society International, Key Women Educators are:

1. to unite women educators of the world in a genuine spiritual fellowship;
2. to honor women who have given or who evidence a potential for distinctive service in any field of education;
3. to advance the professional interest and position of women in education;
4. to initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators;
5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;
6. to stimulate the personal and professional growth of members, and to encourage their participation in appropriate programs of action;
7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

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By-Section E. Minnesota State Objectives

- 1. Promote the purposes of The Delta Kappa Gamma Society International as found in the International Constitution, Article II, Section D.**
- 2. Act as liaison between chapters and international.**
- 3. Organize new and support existing chapters within the state.**
- 4. Provide leadership training.**
- 5. Provide financial assistance to:**
 - a. members engaged in study, retraining programs, or special projects; and**
 - b. eligible undergraduate students in education.**
- 6. Participate in the ongoing history of the State of Minnesota through contributions of state and chapter records to the Minnesota State Historical Society and local/regional libraries.**
- 7. Maintain a networking system for the benefit of members.**
- 8. Encourage chapters to support financially and professionally all educators in their communities, especially early-career educators, as defined by The Delta Kappa Gamma Society International.**

ARTICLE III — MEMBERSHIP

By-Section A. The membership of Minnesota State Organization shall be composed of active, reserve, state, collegiate, and honorary members. The chapter membership goal should be to reflect a balance of the educational spectrum. All membership shall be in accordance with the International Constitution, Article III, B and C, and International Standing Rules 3.

SR-Section A. *State Membership—Alpha Meta Chapter*
An active or reserve member who does not belong to a chapter because of geographic isolation and wishes to continue membership may be retained as a state active or reserve member and shall be transferred to Alpha Meta Chapter.

- 1. Members of Alpha Meta may not live within thirty (30) miles of an active chapter.*
- 2. State membership protects members in situations where otherwise they would be forced to resign.*

SR-Section B. *Reserve members belong to chapters, but are unable to attend meetings for a variety of reasons, including agedness, long-term illness, advanced education work, etc.*

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SR-Section C. *Collegiate members shall be undergraduate or graduate students who meet the following criteria:*

1. *Undergraduate student collegiate members who are:*
 - a. *enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and*
 - b. *enrolled within the last two years of their undergraduate education degree.*
2. *Students who have a graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.*
3. *When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member.*
4. *If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.*

SR-Section D *State Honorary Members*

1. *State honorary members shall be recommended by members and/or chapters to the state membership committee and elected by the executive board. A four-fifths (4/5) vote of approval is required.*
2. *The state president shall issue the invitation to membership for those elected.*
3. *The state membership chair shall arrange for initiation at the state convention and submit vouchers for initiation expenses (publicity, certificate of membership, key pin, rose, and the inductee's meal).*

By-Section B. **Chapters in the state shall have full power to act in matters of chapter membership, and membership records are maintained at the chapter level, as well as at the state organization level.**

By-Section C. **Reinstatement of members shall be in accordance with the International Constitution, Article III, Section F.**

ARTICLE IV — FINANCES

By-Section A. **All finances shall be in accordance with the International Constitution, Article IV and International Standing Rules 4.1, 4.2, 4.3 and 4.4.**

By-Section B. **Annual Dues and Fees**

1. **The state annual dues shall be determined by a two-thirds (2/3) vote of the members present at state convention, given thirty (30) days' notice.**

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2. **Annual dues and scholarship fees shall be collected by the chapter treasurer no later than June 30 of each year. The chapter treasurer will begin sending state and international dues to the state treasurer beginning July 1 and no later than July 15. Separate checks will be sent to each entity for the respective portion of dues.**
3. **On October 1, members shall be dropped for nonpayment of dues and fees.**

SR-Section B. *Annual Dues*

1. *Chapter dues and fees may **not be used** for current expenses until the start of the fiscal year on July 1.*
2. *State dues, assessments, and fees may be waived for members whose chapters pay their international dues.*
3. *Collegiate dues shall be Twenty Dollars (\$20) for international, Ten Dollars (\$10) for state and the chapter sets the amount of collegiate chapter dues.*

By-Section C. **Financial Accounting**

1. **Minnesota State Organization shall maintain an available fund that is an operating fund. A budget shall be adopted by the state executive board at the state convention.**
 - a. **The finance committee shall submit a proposed biennial budget to the members of the state executive board at least thirty (30) days prior to the spring executive board meeting.**
 - b. **The finance committee shall submit an amended budget for the second year of the biennium to the members of the state executive board at the fall executive board meeting in even-numbered years.**
 - c. **Money may be moved from the contingency fund to any budget account upon recommendation of the finance committee, with approval of the executive board at the next meeting or by e-vote.**
2. **All expense vouchers shall be submitted to the treasurer and approved by the president for payment.**
3. **The treasurer's records shall be submitted to the finance committee for an annual review and biennially for an internal audit. When a new treasurer is chosen, the previous treasurer's records shall be submitted for an external audit.**

SR-Section C. *Financial Accounting*

Budgeted expenses approved by the state executive board to be reimbursed by the Minnesota State Organization shall be as follows:

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1. *Expenses incurred during the performance of the duties of the state president, 1st vice-president, 2nd vice-president, secretary, standing committees and ad hoc committees, if funds are available.*
2. *Expenses incurred during the performance of the duties of the state treasurer, North Star News editor, and Web site manager, including an honorarium in an amount established in the budget, if funds are available.*
3. *Expenses incurred for state executive board meetings:*
 - c. *mileage expenses, according to the established rate for the executive board; and*
 - d. *any other approved expenses incurred.*
4. *Approved expenses incurred for leadership development workshops.*
5. *Expenses incurred for International Conventions and Conferences:*
 - c. *International New Officer Training: One Hundred Fifty Dollars (\$150) shall be available for state officers or state committee chairs invited by International to participate in training.*
 - d. *Expenses incurred by the state president, including hospitality for members in attendance at conventions.*
 - e. *Honorarium of One Hundred Fifty Dollars (\$150) each shall be available for workshop presentations by any Minnesota State Organization members at international conventions, conferences or seminars.*
6. *Minnesota State Organization Expenses:*
 - a. *greeting cards, postage, photocopying, convention reports, and supplies as needed;*
 - b. *contributions as approved by the state executive board;*
 - c. *scholarships, awards, grants, mini grants, and special projects;*
 - d. *initiation of state honorary members;*
 - e. *certificates, plaques of recognition, gifts, memorials, and state president's pin;*
 - f. *state convention expenses as defined in the State Convention Handbook;*
 - g. *start-up funds of Five Hundred Dollars (\$500) shall be available to the convention treasurer of the chairing chapters; and*
 - h. *new chapters: a starting grant of Five Hundred Dollars (\$500) at the time they are chartered.*

ARTICLE V — ORGANIZATION

- By-Section A.** Organization of Minnesota State Organization shall be in accordance with the International Constitution, Article V, and the International Standing Rules 5.1 and 5.2.
- By-Section B.** When the Minnesota State Organization's Bylaws and Standing Rules have undergone a major revision, approved by the membership at the state convention, reviewed by several state members, the bylaws committee chair shall submit them to the International Constitution Committee for review.
- SR-Section B.* *The Minnesota State Organization Bylaws and Standing Rules shall be reviewed every ten (10) years by the bylaws committee, more often if necessary.*
- By-Section C.** Chapters
1. Each chapter shall govern the conduct of its business in a manner consistent with the International Constitution, Article V, and Minnesota State Organization Bylaws; therefore, each chapter's rules shall be submitted every ten (10) years for review by the Minnesota State Organization bylaws committee.
 2. A quorum for chapter meetings shall be determined by the chapters.
 3. The chapter officers or leadership team and the nominations committee chair shall be elected in even-numbered years by a majority vote. A second vice-president and a corresponding secretary are optional.
 - a. Elected officers or leadership teams may serve in the same office no longer than two (2) terms in succession. All officers, except those in new chapters, shall take office on July 1 following their election.
 - b. The treasurer shall be selected by the president and approved by the chapter executive committee each biennium. The length of service shall be determined by the chapter.
 4. Chapters may establish standing committees to carry out duties in accordance with the International Constitution, Article VIII.
 5. The chapter shall be represented by its president, or one member of the leadership team, or an alternate, as a voting member of the state executive board.
 6. The chapter shall maintain membership records and forward copies of the records to the appropriate state and international entities.

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By-Section D. New Chapter

1. The state executive board shall approve the organizing of a new chapter.
2. Guidelines governing the initiation of new members and the installation of a new chapter shall be recommended by the membership/expansion committee and approved by the state executive board.

By-Section E. Areas

1. The chapters of the Minnesota State Organization shall be organized into areas suitable for the greatest efficiency.
2. The state executive board shall define the boundaries of areas and determine the chapters in each area.
3. Areas are for the purpose of:
 - a. Monitoring chapter progress;
 - b. leadership development and training;
 - c. sharing/demonstrating strategies for strengthening chapters;
 - d. offering service to the membership; and
 - e. providing for area representation on various committees.

<i>SR-Section E. Areas</i>	<i>Area Number</i>	<i>Chapters</i>
<i>Northwest</i>	<i>AREA I</i>	<i>Mu, Chi</i>
<i>Northeast</i>	<i>AREA II</i>	<i>Kappa</i>
<i>Metro West</i>	<i>AREA III</i>	<i>Alpha Theta, Beta Beta</i>
<i>Metro East</i>	<i>AREA IV</i>	<i>Sigma, Alpha Omega</i>
<i>Central</i>	<i>AREA V</i>	<i>Iota, Nu, Pi</i>
<i>Metro NW</i>	<i>AREA VI</i>	<i>Eta, Alpha Kappa, Alpha Rho</i>
<i>STATE</i>		<i>Alpha Meta</i>

**ARTICLE VI — OFFICERS/EXECUTIVE COMMITTEE,
IMMEDIATE AND PAST STATE PRESIDENTS**

- By-Section A.** The elected state officers shall be a president, a first vice-president, and a recording secretary. A second vice-president and a corresponding secretary are optional. A treasurer shall be appointed and approved by the state executive board. It is desired that the appointed parliamentarian be a member. The treasurer and parliamentarian serve as ex-officio members of the executive board and executive committee without vote.

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By-Section B. Duties of Officers.

Officers shall perform the duties prescribed in the International Constitution, Article VI, Section C and International Standing Rules 6.

SR-Section B. Duties of Officers

1. State President

- a. The responsibilities of the president are outlined in the International Constitution, Article VI, Section C 1, and Minnesota State Organization Bylaws.*
- b. Committee Chairs. The incoming president shall:*
 - 1) appoint state committee chairs. She may assign specific duties to officers;*
 - 2) consider appointing as chair of each Minnesota State Organization standing committee a member of that committee from the previous biennium;*
 - 3) consider appointing the current treasurer of Minnesota State Organization for a successive term if she is willing to serve and has not yet served four (4) terms; and*
 - 4) select a parliamentarian.*
- c. Meeting responsibilities. The president shall:*
 - 1) plan state executive board meetings. Executive board meetings are held the first Saturday in October and the first Saturday in April or at the state convention;*
 - 2) arrange for a winter electronic meeting of the executive committee. This meeting is held the first Saturday in February;*
 - 3) prepare an agenda for each meeting and electronically distribute to members and attending visitors two (2) weeks prior to the meeting. A limited number of printed agendas shall be available at meetings, except for the executive committee meeting; and*
 - 4) compile reports from the state officers and state committee chairs prior to the executive board and executive committee meetings. These are shared electronically.*
- d. State conventions Responsibilities. The president shall:*
 - 1) plan the state convention in accordance with the Convention Handbook;*
 - 2) arrange planning sessions with convention chair and convention committees with the Minnesota State Organization program committee, as needed;*

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- 3) *approve arrangements made by the convention chairs for lodging, meeting room accommodations, meals, registration, decorations, and hospitality;*
 - 4) *arrange for the schedule of events and registration form for the state convention to be conveyed through the North Star News, Minnesota State Organization Web Site, e-mails, chapter presidents, and executive board minutes;*
 - 5) *assure registration information is sent to members at least three (3) months prior to the convention;*
 - 6) *collect and print reports from the state officers and state committee chairs, and the minutes of the last convention prior to the convention;*
 - 7) *appoint an ad hoc committee to review the expenses following the convention. The convention treasurer shall be a member of this committee. The committee shall report in writing to the state executive board at the fall board meeting;*
 - 8) *with the leadership development committee chair, conduct a transitional training meeting prior to August 15:*
 - a) *in odd-numbered years, following their elections, of state outgoing and incoming officers and chairs; and*
 - b) *in even-numbered years, of chapter presidents and other chapter officers as deemed necessary; and*
 - 9) *appoint an ad hoc future conventions committee chair(s) to review, as needed, proposed sites and chairing chapter assignments for conventions.*
- e. *Protocol for international representative and guests at state meetings and conventions. The president shall:*
- 1) *send a letter of welcome, upon notification from Society Headquarters, to the international representative and arrange her state convention registration, accommodations, and amenities as a convention expense; and*
 - 2) *additional Protocol for an international representative is found in the Convention Handbook/*
- f. *International Conference and Convention. The president shall:*
- 1) *make her own arrangements for lodging and transportation;*
 - 2) *arrange for hospitality and an informal meeting of the Minnesota State Organization members attending at the international convention;*

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- 3) *poll the state executive board members regarding the slate of international officers and vote accordingly; and*
 - 4) *remind members of the day and time for a group picture to be taken of Minnesota State Organization members attending the international convention.*
- g. *Memorials. The president shall:*
- 1) *arrange for a floral tribute and attend or send a representative to the funeral or memorial service of a past state president, current officer, or committee chair; and*
 - 2) *arrange that a memorial contribution of Twenty-five Dollars (\$25) be sent to the International Educational Foundation. Acknowledgement from Society Headquarters shall be to the immediate family and the Minnesota State Organization president. If there is no immediate family known, acknowledgement shall be sent solely to the chapter president.*
- h. *Additional responsibilities. The president shall:*
- 1) *study communications from Society Headquarters and other sources and share the appropriate information with the state executive board; and*
 - 2) *authorize disbursement of one-half (1/2) of the honoraria designated for treasurer and editor before June 1 of each year.*
- i. *End of term of office. The president shall:*
- 1) *arrange at the bank for a change of the state president's authorized names for Minnesota State Organization bank accounts, by obtaining state executive board approval at the last spring state executive board meeting for her biennium. Bring a copy of the secretary's minutes showing said approval, the name of the new president and that the election and installation have taken place;*
 - 2) *prepare a summary of her term of office, a short autobiography, and a collection of appropriate pictures to be given to the Minnesota State Organization historian for placement in the Minnesota Historical Society;*
 - 3) *pass to her successor any pertinent information and files; and*
 - 4) *purchase, from Minnesota State Organization funds, a state president's pin for presentation to the incoming president at her installation. She shall also purchase an international president's pin, if the international president is a member of the Minnesota State Organization.*

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2. *First vice-president. In addition to the duties outlined in the International Constitution, Article VI, Section C 2 a, and Minnesota State Organization Bylaws, the first vice-president shall:*
 - a. *send a notice requiring an RSVP to the executive board members, at least three weeks prior to board meetings;*
 - b. *line up/help to seat the chapter presidents or substitutes and past state presidents for the presidents' parade/recognition at the state convention;*
 - c. *chair any ad hoc committees as assigned by the Minnesota State Organization president and submit a report to the executive board;*
 - d. *serve as liaison to the International Education Excellence Committee (E.E.C), which also supports S.E.E. (Supporting Early-Career Educators), and as United Nations Liaison; and,*
 - e. *in coordination with the immediate past state president, annually renew the name MN-DKG with the Office of the Secretary of State. The first vice-president will list the president's address as the business address and contact the treasurer to send in the payment.*
3. *Second vice-president. In addition to the duties outlined in the International Constitution, Article VI Section C 2 b, and Minnesota State Organization Bylaws, the second vice-president shall:*
 - a. *serve as Legislative Liaison:*
 - 1) *The legislative liaison includes serving as the state U. S. Forum Representative, as described in the International Constitution, Article V, Section D.6.b.*
 - b. *create name cards and set up the room for all executive board meetings;*
 - c. *assist the state hostess at state executive board meetings;*
 - d. *introduce the past state presidents and chapter presidents for the parade/recognition of presidents at the state convention; and*
 - e. *send birthday greetings to chapters, acknowledgement cards to members or chapters who send special gifts or memorials to state funds, sympathy cards to chapters and families who have lost a loved one. Thank you and congratulatory cards shall be sent when directed by the president.*
4. *Secretary. In addition to the duties outlined in the International Constitution, Article VI, Section C 7, and Minnesota State Organization Bylaws, the secretary shall:*
 - a. *record the minutes of executive board and executive committee meetings. Minutes are sent to the state president, immediate past state*

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president and parliamentarian for editing within two (2) weeks of the meeting.

- 1) *Once editing is complete, email the unofficial minutes to the executive board and Web site manager for posting on the Minnesota State Organization Web Site.*
 - 2) *Following executive board and committee approval/corrections, email the Web site manager and request rescinding of unofficial minutes and posting of the official minutes on the Minnesota State Organization Web Site.*
- b. *End of term of office. The secretary shall:*
- 1) *provide her successor and the incoming state president with electronic copies of the minutes; and*
 - 2) *provide the historical records representative with paper copies of the minutes of her biennium to be retained at the Minnesota Historical Society.*
5. *Treasurer. In addition to the duties outlined in the International Constitution, Article VI, Section C 9, and Minnesota State Organization Bylaws, the treasurer shall administer the following.*
- a. *The Minnesota State Organization treasurer shall establish and maintain a financial bookkeeping system, process membership dues, and reconcile the treasurer's records on an annual basis.*
- b. *Reports*
- 1) *Prepare a current financial report for the Minnesota State Organization executive board to be presented at each meeting.*
 - 2) *Give an interim budget report after the first year of the biennium to the state president and the chair of the state finance committee.*
 - 3) *Prepare reports for the appropriate committee chairs or representatives showing the amounts of contributions made by members or chapters to the various funds of the organization.*
- c. *Membership*
- 1) *Maintain a complete set of the membership reports (Form 18) from chapter treasurers.*
 - 2) *Produce, and electronically distribute to the executive board, a Directory of members by chapter, last and first names, addresses, landline/cell phone numbers, membership status, and other pertinent information.*
 - 3) *Update the Directory yearly, no later than the first Saturday in February.*

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- d. *Accounting*
 - 1) *One (1) month before the fall board meeting, electronically provide blank reproducible voucher forms to the executive board for expenses incurred. The vouchers will be valid for the biennium.*
 - 2) *Remit to the appropriate recipients, according to schedule, the grant, scholarship, special projects, and mini grant funds.*
6. *Parliamentarian. In addition to the duties outlined in the International Constitution, Article VI Section C 10, and Minnesota State Organization Bylaws, the parliamentarian shall:*
 - a. *sit beside the state president during all business meetings and be prepared to advise on matters of procedure;*
 - b. *edit the minutes of each meeting;*
 - c. *serve as an ex-officio member of the bylaws committee; and*
 - d. *at the end of her biennium, pass on the copy of Robert's Rules of Order, Current Edition.*
7. *Immediate Past State President shall:*
 - a. *sit on the executive board and executive committee as an advisor, consultant, and voting member;*
 - b. *send birthday greetings to past state presidents;*
 - c. *edit the minutes of each meeting; and,*
 - d. *in coordination with the first vice-president, annually renew the name MN-DKG with the Office of the Secretary of State.*
8. *Past State Presidents shall sit on the executive board as voting members, and as advisors and consultants to the membership.*

By-Section C. Term of Office.

- 1. Officers elected by the state convention shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.**
- 2. No elected officer may serve in the same office longer than two terms in succession.**
- 3. The treasurer shall be approved by vote of the state executive board and shall serve no more than four (4) consecutive terms. Appropriate bonding shall be arranged.**
- 4. All officers shall take office on July 1 following their election.**

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By-Section D. Vacancies

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

By-Section E. Nominations and Elections

1. Nominations

- a. Nominations for office shall be made by the nominations committee. The nominations committee shall submit the names of one (1) or more nominees for each elective office. Consent of the nominees must be obtained in advance.
- b. Nominations may also be made from the floor of the convention with the written consent of the nominee. Opportunity shall be given to present qualifications of the nominee.

2. Election

- a. Election shall be by ballot. If there is only one nominee for an office, the president may declare a unanimous ballot for that office.
- b. If no majority vote is cast, a run-off election between the two (2) top candidates shall be held the same day.
- c. Each voting member shall vote for the chair of the nominations committee. In case of a tie, a run-off election shall be held the same day.
- d. When there is no nomination for an office, the president shall seek nominations from the floor. Elections cannot proceed until the slate is complete.

**ARTICLE VII — EXECUTIVE BOARD AND EXECUTIVE
COMMITTEE**

By-Section A. The State Executive Board and State Executive Committee shall operate in accordance with the International Constitution, Article VII, Section B, and International Standing Rules 7.22.

By-Section B. State Executive Board shall be the elected officers, the chapter presidents, and the past state presidents. Standing committee chairs, representatives, the treasurer, assistant treasurer, parliamentarian, and editor shall be ex-officio members, without vote.

1. The duties of the state executive board shall be to:

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- a. recommend the budget to members;
- b. approve the selection of the treasurer and the finance committee membership;
- c. recommend policies and procedures;
- d. in year two (2) of the biennium, modify if necessary, the state budget;
- e. review time and place of state conventions;
- f. act in the interim between conventions upon matters requiring immediate decision;
- g. vote on state honorary members; and
- h. accept recommendations for scholarship, grant, mini grant and award recipients from committees.

By-Section C. State Executive Committee shall be the elected officers and immediate past state president. The parliamentarian and treasurer shall be ex-officio members, without vote.

1. The duties of the state executive committee shall be to:
 - a. conduct business delegated by the state executive board;
 - b. act on matters requiring immediate decision; and
 - c. determine focus for the biennium.

By-Section D. Chapter executive boards shall function in accordance with the International Constitution, Article VII, Section C.

ARTICLE VIII — COMMITTEES AND LIAISONS

By-Section A. State Committees and Liaisons shall operate in accordance with the International Constitution, Article VIII, and International Standing Rules 8.022.

By-Section B. State standing committees shall be:

1. Society Business
 - a. Leadership Development
 - b. Program, Music
 - c. Finance
 - d. Bylaws
 - e. Nominations
 - f. Membership/Expansion
 - g. Historical Records/Historian

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2. Society Mission and Purpose

- a. Personal Growth and Services: Women of Achievement and Outstanding Service Awards**
- b. Scholarship: Education Grant, Birdella Ross, Special Projects, Mini Grants**
- c. Jeanette Fair Memorial Book Awards**
- d. Legislative Liaison, U. S. Forum Representative**
- e. Education Excellence Committee Liaison, U. N. Liaison**

By-Section C. State organization and chapters may fulfill their constitutional responsibilities as outlined in the International Constitution, Article VIII, Section A 2, and *Minnesota State Organization Bylaws*, by establishing committees as needed.

SR-Section C. State Standing Committees and Liaisons Functions

- 1. The committees/liaisons shall be appointed and function-under the direction of the executive board.*
- 2. By January 1 in year two of the biennium, each committee chair/liaison shall submit to the state finance committee the financial needs of her committee/liaison for the next biennium.*
- 3. Each committee chair/liaison shall submit, thirty (30) days prior to the spring executive board meeting, a report of activities to the state president.*
- 4. The committee chair/liaison shall be responsible for keeping a permanent record, which may be electronic. She shall pass this record on to her successor.*
- 5. Committee chairs/liaisons shall communicate relevant information with chapters on a regular basis.*

By-Section D. Special ad hoc committees shall be appointed by the president as authorized. Ad hoc committees shall be dissolved after submitting the final report.

By-Section E. General procedures.

- 1. Committee chairs/liaisons shall be appointed by the president, and the committee chairs recruit committee members. The finance committee members shall be approved by the state executive board.**
- 2. The president shall be an ex-officio member of all committees, except the nominations committee.**
- 3. Committee meetings shall be held with notification to the president.**

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4. If a committee's work requires immediate action, a timeline for accomplishing steps for the work shall be established by the state president, executive committee, or executive board, in conjunction with the committee chair.
5. If reports of work accomplished is requested by Society Headquarters, the reports shall be prepared on forms supplied by Society Headquarters.

ARTICLE IX — MEETINGS

By-Section A. State Executive Board. Meetings of the state executive board shall be held two (2) times each year. Meetings shall be in accordance with the International Constitution, Article IX Section B 1 and International Standing Rules 9.2.

1. The presence of a majority of voting members constitutes a quorum.
2. Chapter presidents who are unable to attend will appoint an official representative who shall have full privileges of participation and voting.
3. The state executive board may meet electronically.
4. A vote by email and other electronic means is authorized when necessary.
5. Special meetings may be called by the president.

SR-Section A. State Executive Board

1. Meetings shall be held the first Saturday in October and April at a location selected by the state president. During a convention year, the spring executive board meeting shall be held at the state convention.
2. The president will notify the executive board members of any cancellations.

By-Section B. The state executive committee shall meet electronically the first Saturday in February.

By-Section C. State conventions shall be held in odd-numbered years at a time and place determined by the convention committee. Conventions shall be in accordance with the International Constitution, Article IX Section B 2.

1. Business of the state shall be to:
 - a. receive reports;
 - b. adopt policy;
 - c. amend Bylaws and Standing Rules;
 - d. elect officers; and

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- e. honor achievements of members, and present awards, grants and scholarships.
- 2. Every member who is registered may vote. A roll-call vote as specified in the International Constitution, Article IX, Section B 2 c. (1) may be ordered.
- 3. The quorum shall be a majority of those members who have registered at the convention.

SR-Section C. *Convention time and place shall be determined by the ad hoc future conventions committee in consultation with the president and approved by the state executive board.*

<u>Year</u>	<u>Site</u>	<u>Assisting Chapter</u>
2019	<i>Metro (Sigma, Iota, Alpha Omega)</i>	<i>Alpha Meta</i>
2021	<i>Metro (Alpha Theta, Beta Beta)</i>	<i>Alpha Meta</i>
2023	<i>Duluth (Kappa), Eta</i>	<i>Alpha Meta</i>
2025	<i>Bemidji or West MN (Mu, Chi)</i>	<i>Alpha Meta</i>
2027	<i>Mankato or Faribault (Nu, Pi)</i>	<i>Alpha Meta</i>
2029	<i>Metro (Alpha Kappa, Alpha Rho)</i>	<i>Alpha Meta</i>

Responsibilities for birthday and founders' luncheon and for the Ceremony of Remembrance will be divided among the chairing chapters and assisting chapter.

By-Section D. The state retreat shall be held in June in even-numbered years.

By-Section E. Other meetings and/or workshops shall be held at least once a year for the purpose of leadership training and dissemination of Society information.

ARTICLE X — SOCIETY BUSINESS

By-Section A. Duties of Committees/Liaisons

1. Society Business

- a. The leadership development committee may include a representative from each of the areas, the membership chair, and the program chair. The committee shall plan and implement programs for state and chapter officers and committee chairs.
- b. The program committee, including the music chair, shall acquaint chapter program chairs with the plans of the state program committee and to assist chapters with program materials and suggestions.

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- 1) The music chair shall arrange for music at state executive board meetings, state meetings and conventions, including preparing song sheets, arranging for an accompanist, and directing the Jewell Mendenhall Happy Warblers.
- c. The finance committee, consisting of three (3) members, the state president and treasurer, shall be responsible for the supervision of the financial affairs, including the preparation of a budget for adoption by the state executive board, and an annual review.
- d. The bylaws committee shall be responsible for considering amendments to the Bylaws and Standing Rules and for extracting and codifying, with existing standing rules, policies adopted by members during state conventions and state executive board meetings. The committee shall communicate any changes proposed for the International Constitution.
- e. The nominations committee responsibilities are outlined in the International Constitution Article VIII, Section B 8. The nominations committee presents the slate of officers to the state executive board and the general assembly at the state conventions.
- f. The state membership/expansion committee chair shall be a resource for expansion with new chapters and revitalization of current chapters, support of chapters with declining membership, and necrology reports.
- g. The historical records shall be kept by the historian.

ARTICLE XI — SOCIETY MISSION AND PURPOSE

By-Section A. Duties of Committees

1. Society Mission and Purpose
 - a. Personal growth and services committee shall be responsible for implementing the Women of Achievement Awards and Outstanding Services Award.
 - b. Scholarship committee shall consist of the chairs of the Education Grant committee, Birdella Ross Scholarship committee, Special Projects Funds committee, and Mini Grant Funds committee. This committee shall promote support for college students, early career educators and state members through scholarships and grants. Further, the committee shall promote interest in, and support for, international scholarships and shall develop criteria for state scholarships and grants. Each committee is responsible for fulfilling the following:
 - 1) Education Grant committee shall be responsible for awarding the education grant, in the amount of One Thousand Dollars

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- (\$1,000), to a junior enrolled in a program leading to a degree in education or in a teacher licensure program. This committee will also select a recipient(s) for the grant honoree.**
- 2) Birdella Ross Scholarship committee shall award funds to a Delta Kappa Gamma member who is pursuing a post-baccalaureate degree or licensure.**
 - 3) Special Projects Funds shall be awarded to Delta Kappa Gamma members for educational projects, professional development, or workshops.**
 - 4) Membership Mini Grants in amounts up to Five Hundred Dollars (\$500) shall be awarded to Delta Kappa Gamma members for educational opportunities to help defray expenses incurred.**
 - 5) The Bernice Gestie Education Grant shall be awarded to female early career educators in amounts up to Five Hundred Dollars (\$500) to help defray expenses incurred during the first five (5) years of practicing. A one-year (1-year) membership to Delta Kappa Gamma would accompany each grant.**
 - 6) The Scholarship committee shall meet on a regular basis to assure applications are being accessed, winners are being chosen, and to coordinate efforts for publicizing the awards and award winners.**
- c. The Jeanette Fair Memorial Book Fund committee shall provide financial awards from the Minnesota State Organization at the state convention to Minnesota women authors.**
 - d. The legislative liaison includes serving as the U. S. Forum Representative.**
 - 1) The legislative liaison shall share with the membership any legislative bills/issues at the state and federal level that relate to education, children, and women, being careful to provide factual information and not a partisan viewpoint.**
 - 2) As the U. S. Forum Representative, forward to membership information about the U. S. Forums at international conferences/conventions and about the National Legislative Seminar held in Washington D. C. in even-numbered years.**
 - e. The Educational Excellence Committee (E.E.C.) Liaison also serves as the U. N. Liaison.**
 - 1) The E.E.C.'s goals are to:**

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- a) empower women through leadership opportunities;
 - b) engage educators in purposeful programs and projects;
 - c) create global involvement, and
 - d) Support Early-Career Educators (S.E.E.)
- 2) The U. N. Liaison shall:
- a) forward to the membership pertinent news about Delta Kappa Gamma initiatives/efforts at the U. N.;
 - b) provide information to help teachers introduce the U. N. into the classroom; and
 - c) provide information from Committee on Teaching About the United Nations (CTAUN) that holds annual workshops, seminars, and conferences.

ARTICLE XII — COMMUNICATIONS

By-Section A. Publications

1. The North Star News shall be electronically published three (3) times each year and sent to Minnesota State Organization members and made available on the state Web site. The North Star News editor shall print and mail copies for members who do not have access to the state Web site.
2. A membership directory shall be published electronically every year.
3. Minnesota State Organization Bylaws and Standing Rules, in its most current form, shall be available on the Web site.
4. The Minnesota State Organization Web site shall be in compliance with international standards and is managed by the state Web site manager. The Web site manager shall:
 - a. report to the state executive board to make recommendations regarding technological advances that would increase the productivity, efficiency, and/or cost-effectiveness of the Minnesota State Organization;
 - b. update the Minnesota State Organization Web Site as needed or a minimum of every six (6) months;
 - c. work with the convention committee to arrange for coverage of the state convention, as well as all state meetings, and
 - d. with the editor shall arrange photographic and print coverage of state meetings, the state convention and the state retreat.

ARTICLE XIII — PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Current Edition, shall govern the proceedings of the Minnesota State Organization and its chapters in all cases not provided for in the International Constitution, International **Standing Rules**, Minnesota State Organization **Bylaws and Standing Rules**, and chapter rules.

The parliamentarian shall operate in accordance with the International Constitution, Article XV, Section 2.

ARTICLE XIV — AMENDMENTS

By-Section A. Amendments to the Minnesota State Organization **Bylaws and Standing Rules** shall be in accordance with the International Constitution, Article XVI.

By-Section B. These bylaws and standing rules shall be amended automatically by the bylaws committee to comply with the DKG *Constitution* and *International Standing Rules*. Notice of the automatic amendments shall be published in the fall or winter issue of the North Star News.

SR-Section B. *Amendments. The Minnesota State Organization Bylaws and Standing Rules shall be reviewed every ten (10) years by the bylaws committee, more often if necessary.*

By-Section C. These bylaws may be amended at the state convention by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published to members at least thirty (30) days before convening the convention. Unless otherwise stated, amendments shall take effect at the close of the state convention.

By-Section D. Proposed amendments to the **Bylaws** may be submitted to the bylaws committee by any member, committee, or chapter.

By-Section E. All proposed amendments shall have been approved by two-thirds (2/3) vote of the state executive board before they are submitted to the convention.

By-Section F. **Standing Rules** may be amended by a majority vote or rescinded by a two-thirds (2/3) vote at any state executive board meeting or general assembly.

ARTICLE XV — DISSOLUTION

By-Section A. In the event it should be necessary to dissolve the Minnesota State Organization, the dissolution shall be in accordance with the International Constitution, Article XIX. The state executive committee, in consultation with the international president and international executive coordinator, shall determine the distribution of assets.

By-Section B. In the event it should be necessary to dissolve a chapter in Minnesota State Organization Minnesota:

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- 1. The Minnesota State Organization Bylaws require that the chapter consult with the executive board.**
- 2. The state president will bring the request to the state executive committee/board for action.**
- 3. The chapter assets will be distributed in consultation with the state president, the state treasurer and the state historian.**

SR-Section B. *Procedure.*

- 1. Minnesota State Organization president and the membership/ expansion chair shall be notified of the possibility of the chapter's request for dissolution.*
- 2. Notification to all chapter members shall be made in a timely fashion, either by a chapter officer or a state officer.*
- 3. A vote shall be taken at the specified chapter meeting.*
- 4. The chapter's request for dissolution shall be presented for action at the earliest scheduled state executive board meeting. The executive committee may act for the executive board when a regular executive board meeting will not occur for several months.*
- 5. The state president shall communicate with Society Headquarters regarding the status of the chapter and transfer of members.*
- 6. The membership chair shall facilitate the transfer of members to other chapters.*
- 7. The chapter treasurer and chapter president shall arrange for transfer of the remaining chapter funds, records and paraphernalia to the state president, state treasurer, and state historian,.*

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Adopted by the Minnesota State Organization Convention

Date: May 18, 2019

s/ _____
Ann Vanvick
(State President 2017 – 2019)

s/ _____
Michelle Dahlby
(State President 2019 – 2021)

Approved by

s/ _____
Constitution Committee Member Date

s/ _____
Constitution Committee Chair Date

Amended by the Minnesota State Convention April 23, 1998; April 20, 1991; April 22, 1995;
April 23, 2005; April 20, 2013; and May 18, 2019.

s/ _____
Sally L. Nyhus
Minnesota State Organization
Bylaws Committee Chair

s/ _____
Kathy Patton
Minnesota State Organization
Bylaws Committee Member

s/ _____
Sandra Q. Williams
Reviewer
2017 – 2019
MN State Organization

s/ _____
Julie Stauber
Reviewer
2017 – 2019
MN State Organization

s/ _____
Lorrayne Traut
Reviewer
2017 – 2019
MN State Organization

s/ _____
Kathy Patton, Parliamentarian
Minnesota State Organization Bylaws
2017 – 2019