BYLAWS
OF
EPSILON STATE OF LOUISIANA
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

ARTICLE I
NAME

SECTION A
The name of this state organization shall be Epsilon State of Louisiana of the Delta Kappa Gamma Society International, herein after also referred to as the Society.

SECTION B
A Greek letter or a combination of Greek letters as assigned by the Executive Board shall designate each chapter in Epsilon State.

ARTICLE II
MISSION AND PURPOSES

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

SECTION B
VISION STATEMENT
Vision Statement
Leading Women Educators Impacting Education Worldwide

SECTION C
PURPOSES
Purposes of Epsilon State shall be to
1. promote the purposes of The Delta Kappa Gamma Society International as found in the Constitution, Article II
2. act as liaison between chapters and the international organization
3. organize Delta Kappa Gamma chapters within the state of Louisiana
4. provide leadership training for members by means of the annual state convention, district meetings, the Chapter Officers’ Leadership Development Workshop, and the Beatrice Davis Leadership Seminar.

ARTICLE III
MEMBERSHIP

SECTION A
Membership
1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member initiated into the Society becomes a member of a chapter, Epsilon State, and the international Society.
2. An individual becomes a member of the Society when she is initiated. She is initiated only once.
3. Each chapter shall maintain a historical roll and a record of members initiated each year.
SECTION B

Classification
1. An active member shall be a woman who is employed as a professional educator at the time of her election or has been retired from an educational position. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
   a. Reserve status shall be granted by a majority vote of the chapter.
   b. A reserve member, so requesting, shall be restored to active membership.
3. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service.
   a. State honorary members shall be recommended by the State Membership Committee and elected by the Executive Board. A four-fifths vote of approval is required.
   b. Initiation of Epsilon State honorary members shall be conducted at a state convention. The state president and the chairman of the state membership committee shall organize the orientation session and the initiation.

SECTION C

Election
A candidate for active membership shall be voted upon at a chapter meeting in a manner to be determined by the chapter.

SECTION D

Transfer
A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

SECTION E

Termination of Membership
1. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.
2. The chapter shall retain letters of resignation in its permanent file.

SECTION F

Reinstatement
1. A former member of any DKG chapter, or a transfer, may restore her membership to any DKG chapter without a vote of the chapter.
2. The chapter chairman of the Membership Committee shall notify the executive secretary when a former member has been reinstated.

ARTICLE IV
FINANCES

SECTION A
1. The state annual dues shall be $15.00 for an active member and $5.00 for a reserve member.[2006]
2. The state annual dues shall be determined by a two-thirds vote of the members at the annual convention in the even-numbered years. [2014]
3. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for non-payment of dues and fees.
4. The chapter treasurer shall collect all dues and fees. State and international dues shall be forwarded to the state treasurer.

SECTION B

Financial Controls
1. The Finance Committee shall prepare and submit a proposed budget annually for adoption by the Executive Board. All non-budgeted items from the Available Fund must be submitted to and approved by the Finance committee and then submitted to the Executive Board for approval. [2008]
2. The president shall sign all expense vouchers that have to be paid by the treasurer. This can be done on a quarterly basis. Approval of payment of established, recurring, and previously approved
expenses (including reimbursement to members) shall be allowed via email. [2012]
3. The financial records of Epsilon State shall be audited or reviewed annually by an external auditor, not necessarily a Certified Public Accountant. The report of the annual audit shall be submitted to the state executive secretary, state treasurer, and the state finance committee chairman. [2008]
4. Only the Epsilon State treasurer may move state funds without the approval of the Executive Board. [2008]

ARTICLE V
ORGANIZATION

SECTION A
Chapters
1. Each chapter shall have chapter rules which are consistent with the Constitution, International Standing Rules, Epsilon State Bylaws, and Epsilon State Standing Rules.
2. The elected chapter officers and the Nominations Committee shall be elected in even numbered years by a majority vote. [2008]
   a. The term of each elected officer and members of the Nominations Committee shall be two years. No elected officer may serve in the same office longer than two terms in succession. [2008]
   b. All officers shall take office on July 1 following their election.
   c. The treasurer shall be selected by the Executive Board each biennium.
3. The chapter president shall represent the chapter as a voting member of the State Executive Board.
4. Co-president is neither a recognized office in the Society nor an accepted practice for covering the office of president at the chapter level.

SECTION B
New Chapters
1. The Membership Committee of the sponsoring group (state, council or chapter) shall screen applications of candidates for membership in a new chapter.
2. The sponsoring group (state, council or chapter) will give financial assistance toward purchasing paraphernalia for the newly formed chapter.
3. Epsilon State will present a Bible to each newly formed chapter.
4. Rules governing the initiation of new members and the installation of a new chapter shall be recommended by the Expansion Committee and approved by the Executive Board.

SECTION C
Districts
1. The Executive Board shall define boundaries of districts and the chapters in each district.
2. District meetings, planned and coordinated by district directors, shall be held between the first Saturday in September and the first Saturday in November.
3. District directors are appointed by the state president and are not considered state officers or members of the Executive Board.

SECTION D
Coordinating Councils
1. Coordinating councils may be organized in parishes and/or cities where several chapters exist.
2. The Coordinating Council shall meet at least once a year for the purpose of clearing prospective new members, acting on transfers, and planning activities of benefit to all members.

ARTICLE VI
OFFICERS AND RELATED PERSONNEL

SECTION A
1. The state officers shall be a president, a first vice-president, a second vice-president, and a secretary, all elected; a treasurer and an executive secretary selected by the Executive Board. Related personnel shall be the editor of the Deltion (selected by the Executive Board) and a
parliamentarian (appointed by the president).

2. Co-president is neither a recognized office in the Society nor an accepted practice for covering the office of president at the state organization level.

SECTION B

Duties

These officers and related personnel shall perform the duties as prescribed in the Constitution, ARTICLE VI and as authorized by Epsilon State Bylaws.

1. President
The president shall:
   a. act as presiding officer at regular and called meetings and direct the activities of the organization
   b. act as chairman of the Executive Board
   c. appoint a parliamentarian from the membership
   d. appoint standing and special committees
   e. serve as ex-officio member with vote of all committees except the Nominations Committee
   f. approve publications
   g. fill by appointment all vacancies in elected and appointed personnel
   h. conduct a yearly evaluation of each state-paid employee
   i. represent the Society at meetings, conferences and other events
   j. take action with the advice and approval of Epsilon State Executive Committee on matters which cannot be deferred until the next convention or meeting (Refer to ARTICLE VII, SECTION B. of these Bylaws)
   k. approve for payment all expense claims including established, recurring, and previously approved expenses (including reimbursement to members) via email when necessary.
   l. execute all legal documents authorized by a state convention or the Executive Board
   m. plan the program, approve arrangements for, and preside over the state convention
   n. serve as a member of the International Executive Board
   o. be responsible for updating the continuing executive secretary immediately following leadership development training [International 2010]
   p. prepare a biennium history for use in the 10-year Epsilon State History

2. Vice-Presidents
   a. First Vice-President shall be responsible for the Education Excellence and chair the Education Excellence Committee and in the absence of the president serve as the presiding officer. In the event of the resignation or death of the president, shall succeed the president until the election of officers.
   b. Second Vice-President shall be responsible for Membership/Expansion and chair the Membership Committee and in the absence of the president and the First Vice-President serve as the presiding officer.
   c. The vice-presidents shall perform such other duties as the president or the Executive Board assigns to them.

3. Secretary
The secretary shall keep minutes of each meeting of the organization and furnish the president and executive secretary with a copy of said minutes. She shall serve as secretary to the Executive Board. She shall carry on such correspondence and other duties as may be delegated to her by the president.

4. Executive Secretary
The executive secretary shall:
   a. serve as liaison between international, state, and chapter
   b. serve as ex-officio member without vote on the Executive Board
   c. assume any duties assigned by the Executive Board and/or state president
   d. serve as consultant to various state committees
   e. sign checks in the event the state treasurer cannot [2008]

5. Treasurer
The treasurer shall:
   a. receive and pay out all monies belonging to the organization
   b. keep an accurate account of receipts and expenditures
   c. maintain a record of receipts, bills, canceled checks, and bank statements
   d. furnish a fidelity bond for Epsilon State in an amount recommended by the Finance Committee and approved by the Executive Committee. The cost of the bond shall be paid by the state
organization. [2014]

e. make a full financial report to the state convention and at such other times as the State Executive Board may request
f. submit the records annually for audit/financial review as determined by the State Executive Board [2014]
g. file required tax reports
h. serve as consultant to the State Finance Committee, the State Scholarship Committee, the State Achievement Award Committee, the Vivian Bourgeois Special Stipend, the Florence Amy Emergency Fund [2004], and the Wanda Gunn Live and Learn Stipend.
i. serve as an ex-officio member without vote on the Executive Board

6. Editor of the Deltion
The Editor of the Deltion shall
a. be responsible for editing, publishing, and distributing the Deltion as authorized by the Executive Board
   1) Fall issue to be mailed (postal or electronic) at least 3 weeks before the first District Meeting.
   2) Winter issue to be mailed (postal or electronic) at least 3 weeks before the registration deadline for the State Convention.
   3) Spring/Summer issue to be mailed (postal or electronic) at least three weeks before the deadline for the Regional or International Convention. [2003]
b. serve as consultant to the State Communications Chairman
c. secure the annual mailing permit and submit a Request for Payment form to the state treasurer for annual mailing permit [2008]

7. Parliamentarian
The parliamentarian shall
a. advise officers and members in matters pertaining to interpretation of the Constitution, the International Standing Rules, State Bylaws, Chapter Standing Rules and to parliamentary procedure
b. serve as ex-officio member without vote on the Executive Board
c. give parliamentary opinions upon request of the chair at the convention and at Executive Board meetings
d. provide and interpret Convention Rules for the annual convention
e. serve as a consultant on committees whose purpose it is to write bylaws or policies relating to the Constitution and to the International Standing Rules

8. Webmaster [2014]
The Webmaster shall
a. design a user-friendly Epsilon State Website using the DKG International Policy for use of Electronic Communication and using software that is compatible with protocol of the DKG Society
b. maintain the website by posting accurate and current files and deleting outdated information
c. submit the state website to International Communications Committee to secure the seal of approval
d. be responsible for editing, publishing, updating, and maintaining the Epsilon State Website as authorized by the state president, state executive secretary, state Deltion editor, and state committee chairmen
e. serve as consultant to the State Communications Chairman
f. obtain payment of annual fees or software updates from the state treasurer
g. maintain permission forms for publication of details and photos
h. retain a secure backup
i. provide assistance and technical support for chapters with a website

SECTION C

Terms of Office
1. Officers elected at the state convention in odd-numbered years shall have a term of two years or until a successor has been named.
2. No officer or related personnel except the treasurer, the executive secretary, and the editor may serve in the same office longer than two terms in succession.
3. All officers shall take office July 1 following their election.
4. The treasurer, executive secretary, and editor shall be recommended by the Personnel Committee and approved by vote of the Executive Board. They shall serve a two-year contract approved by the Executive Board or until a successor has been named by the Executive Board. [2008]
SECTION D

Vacancies
1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in a paid position, the Personnel Committee shall screen, interview, and recommend applicants to the Executive Board.
3. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

SECTION E

Nominations and Elections
1. Nominations for office shall be made by the state Nominations Committee. The committee shall be elected by the membership. The districts shall rotate the chairmanship. The person on the committee from the district whose turn it is to furnish the chairman remains on the committee.
2. The committee shall present to the state organization, in odd-numbered years, a slate of one candidate for each elective state office and one candidate from each district for the state Nominations Committee.
3. Election shall be conducted with a majority electing. Each chapter president or her official representative (see Article VII.A.3.b) shall cast 1 vote per 5 active chapter members in good standing according to the state treasurer’s record of dues-paying members. If there is only one nominee for an office, the election may be by voice vote. Should there be more than one nominee for an office, the election shall be by secret ballot following a 5-minute recess to prepare for and conduct a forum, allowing each nominated candidate or her representative a 3-minute period of time to present her case for election. Ballots, if necessary, shall be prepared by the Nominations Committee.

SECTION F

District Directors
1. The state president shall appoint a director for each district.
2. The district director shall plan and coordinate the district meeting. The director shall serve as liaison between chapters and the state.

ARTICLE VII

BOARDS

SECTION A

State Executive Board
1. The members of the State Executive Board shall be the elected officers, the past state presidents, and the chapter presidents. The executive secretary, the treasurer, the editor and the parliamentarian shall be ex-officio members without vote.
2. The State Executive Board shall:
   a. recommend policies and procedures for consideration of members assembled in state convention
   b. examine, modify (if necessary), and approve the state budget
   c. select and employ the executive secretary, the treasurer, the editor, and such other personnel as may be needed; prescribe their duties and fix their salaries and terms of office
   d. act on any other matters requiring immediate decision and action
   e. assign specific territory to each chapter
   f. approve purchase of permanent equipment
   g. may transact business by mail (postal or electronic) [International 2010]
3. The State Executive Board shall meet at least once a year. Special meetings may be called by the president, with 30 days prior notice.
   a. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
   b. Chapter presidents who are unable to attend the State Executive Board Meetings shall appoint an official representative who will have full privileges of participation upon presentation of official proxy. The state president and the executive secretary shall be notified in writing of the chapter president’s official representative.
   c. A vote by regular postal service and/or email is authorized when necessary. A majority of the votes returned will determine results.[2008]
SECTION B

State Executive Committee
The Executive Committee shall be the elected officers. The Executive Committee may meet between meetings of the Executive Board to conduct business delegated to it by the Board and to take action on all matters requiring immediate decisions. [2006]

SECTION C

Chapter Executive Boards
Chapter Executive Boards shall function in accordance with the Constitution and the Epsilon State Bylaws.

ARTICLE VIII
COMMITTEES

SECTION A

Committee Structure
1. Standing Committees
   a. Society Business
      Communications and Publicity
      Finance
      Leadership Development
      Membership
      Personnel
      Rules
   b. Society Mission and Purposes [International 2010]
      Achievement Award
      Educational Excellence
      Personal Growth and Services
      Professional Affairs
      Research
      Scholarships
      World Fellowships/Global Awareness
      Legislative [2004]

2. Special (as needed)

SECTION B

General Procedures
1. The president shall appoint all committees except the Nominations Committee (which is elected by the membership). Consideration should be given to district representation in appointing committees.
2. The president shall be an ex-officio member of all committees except the Nominations Committee.
3. Matters requiring immediate committee action may be voted upon by mail (postal or electronic) or conference call.
4. Committee meetings shall be held with the approval of the president. Members will be reimbursed according to Table I of travel expenses as voted on by the Executive Board and printed in the Epsilon State Standing Rules (Guidelines).
5. Each committee chairman shall:
   a. keep and use a file of communication and materials received from the International chairman, materials prepared by the current committee, important correspondence, and reports from at least the past biennium, recommendations of previous chairmen, and copies of current supplies, Constitution, International Standing Rules, Handbook, Society information and publications relative to the committee
   b. give the State Directory to the next chairman

SECTION C

Committee Responsibilities
1. Society Business
   a. Communication and Publicity
      1) The committee shall:
         a) prepare and circulate among chapter chairmen materials for use in promoting publicity
and in preparing the Delta Kappa Gamma publications
b) encourage use of materials and information prepared by the International committee
c) serve on programs and at workshops when requested to do so
d) keep a file of state and international publications for reference
e) aid the Executive Board in reviewing special projects such as the History of the Epsilon State Organization of the Delta Kappa Gamma Society International
f) assist and advise the editor of the state paper, The Louisiana Deltion

2) A state historian shall be appointed by the state president to serve the first biennium of each decade. The state historian shall compile the History of the Epsilon State Organization of the Delta Kappa Gamma Society International.

b. Finance
1) The Finance Committee shall consist of: (a) six members (one from each district); (b) the state president, an ex-officio member; (c) the state treasurer, an ex-officio member; (d) the executive secretary, a consultant. The chairman of the committee shall have served as a member of the previous committee and will serve as a member during the following biennium. (This person will have served six years on the committee). At least one member shall be a past state president and at least two members shall be a past or current chapter treasurer. The remaining two members shall be members the president deems will best serve Epsilon State. [2014]
2) The committee shall:
   a) prepare the budget and present for review, modification, and adoption by the State Executive Board
   b) supervise all expenditures from the Permanent Fund
   c) supervise all investments of the funds of the state
   d) provide for an annual audit or financial review by an external auditor, not necessarily a Certified Public Accountant [2008]
   e) perform other duties determined by the State Executive Board

c. Leadership Development
   The committee shall be responsible for:
   1) the Chapter Offices’ Leadership Development Workshop held in even-numbered years
   2) the Beatrice Davis Leadership Seminar held in odd-numbered years
   3) other opportunities for developing leadership among the members

d. Membership
   The committee shall:
   1) serve as liaison between International and chapter membership chairmen
   2) study and make recommendations related to membership issues
   3) be responsible for necrology records and Memorial Service
   4) be responsible for organizing new chapters within the state upon authorization of the State Executive Board
   5) present requests for new chapters to the State Executive Board for approval

e. Nominations
   1) The committee shall be elected by the membership. The districts will rotate the chairmanship. The person on the committee from the district whose turn it is to furnish the chairman remains on the committee.
   2) The committee shall:
      a) solicit from chapters and individual members recommendations for officer and committee personnel
      b) ascertain from chapters that the individually recommended members have the approval of the chapter to which they belong
      c) present to the state organization, in odd-numbered years, a slate of one candidate for each elective state office and for each open position on the state Nominations Committee
      d) report names and addresses of state officers to the International Executive Coordinator immediately after their installation at the convention. State officers assume their positions July 1

f. Personnel
   The committee shall:
   1) establish guidelines that determine the employment of treasurer, executive secretary, and editor
   2) when a vacancy occurs, screen applicants and make a recommendation to the State
Executive Board for the above positions

3) conduct a yearly evaluation of the Deltaion editor, treasurer, and executive secretary

g. Rules
The Committee shall:

1) receive proposed amendments to the state Bylaws and the state Standing Rules make recommendations for change to the Executive Board who shall approve by a two-thirds vote; and submit approved proposal to the membership for convention vote

2) publish proposed changes to the Bylaws in the February issue of the Louisiana Deltaion

3) monitor chapter rules

4) be authorized to make editorial changes as required for consistency and accuracy as state documents are updated following conventions [2008]

2. Society Mission and Purposes

a. Educational Excellence

1) The committee shall consist of a chairman and the chairmen of the Personal Growth and Services, Professional Affairs, and Research Committees, and a music representative.

2) The committee shall:
   a) promote within the state a concept of Educational Excellence covering a wide spectrum of activities carried out in the Society
   b) assist chapter committees in developing worthwhile programs in line with the seven purposes, but allowing freedom for variety in carrying out the theme
   c) coordinate its work with the other three committees concerned with the Program of Work
   d) transmit, clarify, or interpret suggestions from the International committee to chapter committees
   e) maintain contact with chapter committees through workshops, written communications, and reports
   f) promote the use of music at the state and chapter levels; plan and provide the direction of music at state conventions
   g) secure from each chapter chairman six copies of the chapter yearbook [2006]
   h) encourage chapter program committees in presenting useful, attractive, and accurate yearbooks
   i) prepare a report in triplicate for the International chairman, state president, and state committee file for use by succeeding chairmen

b. Personal Growth and Services

The committee shall:

1) support and promote the International program and projects relating to personal growth of members and services to others

2) recognize the needs of members and provide opportunities for personal growth and leadership within the state

3) encourage study of state economic, social, political, and educational issues in order to develop greater understanding and cooperation among cultural groups within the state

4) transmit, clarify, or interpret suggestions from the International committee to chapter committees

5) prepare a report in triplicate for the International chairman, state president, and state committee files for use by succeeding chairmen

c. Professional Affairs

The committee shall:

1) further a program of selective recruitment of teachers and cooperate with other groups in recruitment and retention of qualified educators

2) encourage chapter interest in the improvement of the professional status of women

3) transmit, clarify, or interpret suggestions from the International committee to chapter committees

4) prepare a report in triplicate for the International chairman, state president, and state committee files for use by succeeding chairmen

d. Research

The committee shall:

1) cooperate with the International Research Committee in any study authorized by the International Society

2) call to the attention of chapters significant educational research and help chapters enrich their program of work in this area

3) transmit, clarify, or interpret suggestions from the International committee to chapter committees
4) disseminate among chapter committee chairmen information regarding research and coordinate efforts requiring cooperation among chapters in the state
5) prepare a report in triplicate for the International chairman, state president, and state committee for use by succeeding chairmen

e. Achievement Award
1) The Epsilon State Achievement Award may be given annually to a member in recognition of distinguished service to the Society at the state level.
2) The Committee shall
   a) prepare and circulate among chapters materials for use in publicizing the Achievement Award
   b) meet and select the recipient
   c) present the award at the state convention
   d) Submit an article to the _Deltion_ editor for publication.

f. Scholarships
1) The committee consists of six members, one from each district. At least one member may be a past state President or an Achievement Award recipient. The state treasurer shall serve as a consultant.
2) The committee shall:
   a) administer the Epsilon State scholarship program
   b) publicize and promote the program of the International Scholarship Committee
   c) prepare a report in triplicate for the International chairman, state president, and state committee file for use by succeeding chairmen

g. World Fellowships
   The committee shall
   1) assist in promoting work of the International Fellowship Committee
   2) assume state duties of a similar nature as directed by the State Executive Board

h. Legislative [2006]
   The committee shall:
   1) Provide information on crucial legislative issues that affect the livelihood and well-being of women and children.
   2) Encourage districts and chapters to plan and sponsor a Legislative Day [2012]
   3) Recognize Louisiana Legislators who have made positive contributions in passing legislation which benefits education, women, and children.
   4) Set up an efficient way to communicate with all members through email, telephone, and personal contact.

SECTION D

Special Committees
The president as authorized shall appoint special committees. After duties have been completed, the committees shall be dissolved.

ARTICLE IX
AREAS OF ACTIVITY

SECTION A

Convention and Other Meetings
1. State
   a. Convention
      1) Business of the state shall be conducted annually at the convention held at a time and place to be determined by the Executive Board to:
         a) transact state business
         b) evaluate the progress made during the current year
         c) elect and install new officers in odd-numbered years
         d) instruct officers, chairmen and the members in effective Delta Kappa Gamma patterns of work
         e) inform members regarding the International Society
         f) lay plans for the future
         g) transact other business which may properly come before it
2) Chapter presidents shall cast their respective chapter votes for elected officers. Every member who is registered may vote on other issues brought before the convention body.

[2008]

3) A quorum shall be a majority of those members who have registered at the convention.

4) The registration fee is set by the State Executive Board.

b. District meetings are:

1) held in the fall
2) hosted on a rotating basis by the chapters in the district (Refer to rotation schedule in the Standing Rules [2016])
3) planned and coordinated by district director
4) financed by registration fee set by the State Executive Board

c. The Chapter Officers’ Leadership Development Workshop is:

1) held in the summer of even-numbered years
2) planned by the Leadership Development Committee, the state president, the state executive secretary, and the state treasurer
3) financed by interest from the Beatrice Davis Endowment Fund [2008] and 25% of First-Timers Basket collection at each state convention.

d. The Beatrice Davis Leadership Development Seminar is:

1) held in summer of odd-numbered years
2) planned by the Leadership Development Committee, the state president, the state executive secretary, and the state treasurer
3) financed by interest from the Beatrice Davis Endowment Fund

e. The Transition Meeting is:

1) held in the summer of odd-numbered years on a date determined by the incoming president [2003]
2) to orient new officers, district directors and committee chairmen to their new duties in Epsilon State and to provide a smooth transition from one biennium to another
3) financed by the available fund

2. Chapter
   a. Regular meetings of chapters shall be held at least four times a year.
   b. Regular meetings are meetings where chapter business is discussed.[International 2010]
   c. Each chapter shall determine a quorum for chapter business.
   d. The chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.[International 2010]

SECTION B

Publications

1. Epsilon State shall publish a news periodical, The Louisiana Deltion, at least three times a year.
   a. The fall issue is to be mailed (postal or electronic) at least three weeks before the first District Meeting [2003]
   b. The winter issue is to be mailed (postal or electronic) at least three weeks before the deadline for the Epsilon State Convention [2003]
   c. The spring/summer issue is to be mailed (postal or electronic) at least three weeks before the deadline for the Regional Conference or International Convention [2003]

2. The president shall approve all publications.
3. Chapters may publish and circulate bulletins and studies of local interest.
4. State organizations and chapters may use a variety of communications.[International 2010]
5. The Society at all levels may establish and maintain various types of electronic communications to facilitate meetings and to communicate with members.[International 2010]

ARTICLE X

FUNDS

The funds of Epsilon State of Louisiana shall be known as:

1. The Available Fund
   This fund shall be the operating fund and shall require a budget.
2. The Permanent Fund
   a. The state shall set aside for its Permanent Fund one-fourth of its initiation fees, reinstatement
fees, and annual dues until the total of the current assets in its Permanent Fund is not less than thirty percent (30%) of its Available Fund annual income, at which time the Executive Board may reduce or discontinue further allocations.

b. Interest income from the state Permanent Fund may be allocated to the state Available Fund by vote of the Executive Board.

c. Expenditures from the Permanent Fund in excess of $250 shall be authorized by the State Executive Board. Expenditures from the Permanent Fund of $250 or less shall be approved by the President and the Finance Committee. [2008]

3. **The Scholarship Fund**
   
a. The state shall maintain a Scholarship Fund. A chapter may maintain a scholarship fund by majority vote.

b. The state Scholarship Fund shall be derived from:
   1) 80% of the scholarship fee paid by each chapter that does not maintain a scholarship fund, or 20% of the scholarship fee paid by each chapter that does maintain a scholarship fund. The remainder of the collected fees are sent to the International Fund.
   2) moneys from such other sources as may be determined by the State Executive Board.

c. The chapter Scholarship Fund
   1) A chapter which votes to maintain a scholarship fund shall retain 60% of the scholarship fee collected from its members and send 40% of the fees collected to the State Fund. The chapter may add to its fund from such other sources as it may determine.
   2) A chapter which does not maintain a scholarship fund shall send to the state treasurer the full amount of the scholarship fees collected from its members. The state treasurer shall retain 80% of the fee in the state Scholarship Fund and send 20% to the International Fund.

d. Rules governing state scholarships shall be approved by the State Executive Board.

4. **The Beatrice Davis Endowment Fund**
   
a. The fund was established by the Beatrice Davis bequest.

b. Interest from the **Beatrice Davis Endowment Fund** bequest funds the Beatrice Davis Leadership Seminar held in the summer of odd-numbered years and the Chapter Officers’ Leadership Workshop held in the summer of even-numbered years.

5. **The Vivian Bourgeois Special Stipend Fund**
   
a. The fund was established by the Vivian Bourgeois bequest.

b. Interest from the bequest is used to fund special stipends set forth by the Vivian Bourgeois Special Stipends Committee.

6. **Wanda Gunn Live and Learn Stipend Award**
   
a. The fund was established by the Wanda Gunn bequest and memorials made specifically to her fund.

b. Funds from the bequest and memorials are used to fund special stipends set forth by the Wanda Gunn Live and Learn Special Stipend Committee [2014]

7. **The Florence Amy Emergency Fund**
   
a. The monies for the fund will be collected from the sale of items at state conventions and from voluntary donations.

b. Money from the fund will be used to assist members who have sustained major losses from floods, tornadoes, hurricanes, or other catastrophic disasters, and other crises.

c. Awards up to $200 shall be determined by the Finance Committee.

8. **Chapter Officers’ Leadership Workshop**
   
a. The monies for the fund will be collected from the Beatrice Davis Endowment Fund and 25% of the proceeds from the annual First-Timers’ basket donations.

b. Money from the funds will be used for training newly elected chapter officers.

**ARTICLE XI**

**AMENDMENTS**

1. These **Bylaws** may be amended at the state convention in even-numbered years (every two years) by a two-thirds vote, provided notice of proposed amendments shall have been published in the issue of *The Louisiana Deltion* and on the Epsilon State website prior to the convention. [2014]

2. Any committee, board, chapter, or member shall submit all proposed amendments to these Bylaws to the Rules Committee [2008].

3. All proposed amendments shall have been approved by a two-thirds vote of the Executive Board before being submitted to the convention. The Executive Board may hear any unpublished proposals
upon approval of nine-tenths of the Board. [2014]

4. Standing Rules (Guidelines) may be adopted, amended, or rescinded at any annual convention by a two-thirds vote.

**ARTICLE XII**

**DISSOLUTION**

In the event of dissolution of the Epsilon State organization, the net assets shall be distributed as follows:

1. **State Dissolution**
   a. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.
   b. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

2. **Chapter Dissolution**
   a. Before a chapter is dissolved, the approval of the state Executive Board shall be obtained.
   b. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
   c. Any remaining funds in the chapter account shall be sent to the state treasurer and deposited in the available fund. [International 2010]
   d. The chapter’s paraphernalia, the Society publications, and the chapter records shall be retained in the state archives and made available for use.
   e. The charter must be returned to the state to be forwarded to the International Headquarters.
   f. The Executive Board shall decide whether the Greek name shall be reused or not.

**ARTICLE XIII**

**PARLIAMENTARY AUTHORITY**