

1

2
3
4
5
6
7
8
9
10
11
12

**BYLAWS
OF
LOUISIANA STATE ORGANIZATION
DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

13
14
15
16
17
18
19
20
21
22
23
24

**ARTICLE I
NAME**

25
26
27
28
29
30
31
32
33
34
35
36

SECTION A

The name of this state organization shall be Louisiana State Organization [International 2018] of the Delta Kappa Gamma Society International, herein after also referred to as the Society.

37
38
39
40
41
42
43
44
45
46
47
48

SECTION B

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

49
50
51
52
53
54
55
56
57
58
59
60
61

**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 Louisiana State Organization 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 inducted [International 2018] into the Society becomes a member of the International Society in addition to a state organization and/or a chapter.
2. An individual becomes a member of the Society when she pays her dues. [International 2018] She is inducted only once.
3. Each chapter shall maintain a historical roll and a record of members inducted each year.

62

63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122

SECTION B

Classification

1. An active member shall be a woman who is employed or has been [International 2018] employed as a professional educator at the time of her election. 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) Induction of Louisiana State Organization 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 induction.
5. Collegiate members [International 2018] shall be undergraduate or graduate students who meet the following criteria:
 - a) Undergraduate student collegiate members shall
 - 1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education, and
 - 2) be enrolled within the last two years of their undergraduate degree.
 - b) Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have intent to continue academically and professionally in the field of education. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. 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.

SECTION C

Election

A candidate for active membership shall be selected by the method established by the chapter rules. [International 2018]

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.

123

124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182

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] Honorary members pay a one-time membership fee of \$49.50 [2016].
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. The induction fee shall be allocated: [International 2018]
Chapter U.S. \$7.50
State Organization U.S. \$2.50
4. The chapter treasurer shall collect and appropriately forward all dues and fees.

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 Louisiana State Organization 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 Louisiana State Organization treasurer may move state funds without the approval of the Executive Board. [2008]

SECTION C

1. The membership year is July 1 – June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
2. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
3. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state organization treasurer.
4. The international portion of the dues and fees shall be sent between July 1 and September 30.
5. A member who fails to complete payment of international dues shall be dropped as of October 1. Proviso: This bylaw will take effect in 2019. [International 2018]

ARTICLE V ORGANIZATION

SECTION A

Chapters

1. Each chapter shall have chapter rules, which are consistent with the Constitution, International Standing Rules, Louisiana State Organization Bylaws, and Louisiana State Organization 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] All officers shall take office on July 1 following their election.
 - b) The treasurer shall be selected by the Executive Board each biennium

- 183 3. The chapter president shall represent the chapter as a voting member of the State Executive
184 Board.
185 4. Co-president is neither a recognized office in the Society nor an accepted practice for covering
186 the office of president at the chapter level.
187

SECTION B

New Chapters

- 189
190 1. The Membership Committee of the sponsoring group (state, council or chapter) shall screen
191 applications of candidates for membership in a new chapter.
192 2. The sponsoring group (state, council or chapter) will give financial assistance toward purchasing
193 paraphernalia for the newly formed chapter.
194 3. Louisiana State Organization will present a Bible to each newly formed chapter.
195 4. Rules governing the induction of new members and the installation of a new chapter shall be
196 recommended by the Expansion Committee and approved by the Executive Board.
197

SECTION C

Districts

- 198
199
200 1. The Executive Board shall define boundaries of districts and the chapters in each district.
201 2. District meetings, planned and coordinated by district directors, shall be held between the first
202 Saturday in September and the first Saturday in November.
203 3. District directors are appointed by the state president and are not considered state officers or
204 members of the Executive Board.
205

SECTION D

Coordinating Councils

- 206
207
208 1. Coordinating councils may be organized in parishes and/or cities where several chapters exist.
209 2. The Coordinating Council shall meet at least once a year for the purpose of clearing prospective
210 new members, acting on transfers, and planning activities of benefit to all members.
211

ARTICLE VI

OFFICERS AND RELATED PERSONNEL

SECTION A

- 212
213
214
215
216
217 1. The state officers shall be a president, a first vice-president, a second vice-president, and a
218 secretary, all elected; a treasurer and an executive secretary selected by the Executive Board.
219 Related personnel shall be the editor of *The Louisiana Deltion* (selected by the Executive Board)
220 and a parliamentarian (appointed by the president).
221 2. Co-president is neither a recognized office in the Society nor an accepted practice for covering
222 the office of president at the state organization level.
223

SECTION B

Duties

224
225
226 These officers and related personnel shall perform the duties as prescribed in the Constitution, ARTICLE
227 VI and as authorized by Louisiana State Organization Bylaws.

1. President

228
229 The president shall:

- 230 a) act as presiding officer at regular and called meetings and direct the activities of the
231 organization
232 b) act as chairman of the Executive Board
233 c) appoint a parliamentarian from the membership
234 d) appoint standing and special committees
235 e) serve as ex-officio member with vote of all committees except the Nominations Committee
236 f) approve publications
237 g) fill by appointment all vacancies in elected and appointed personnel
238 h) conduct a yearly evaluation of each state-paid employee
239 i) represent the Society at meetings, conferences and other events
240 j) take action with the advice and approval of Louisiana State Organization Executive
241 Committee on matters which cannot be deferred until the next convention or meeting (Refer
242 to ARTICLE VII, SECTION B. of these Bylaws)
243

244

- 245 k) approve for payment all expense claims including established, recurring, and previously
246 approved expenses (including reimbursement to members) via email when necessary. [2012]
247 l) execute all legal documents authorized by a state convention or the Executive Board
248 m) plan the program, approve arrangements for, and preside over the state convention
249 n) serve as a member of the International Executive Board
250 o) be responsible for updating the continuing executive secretary immediately following
251 leadership development training [International 2010]
252 p) prepare a biennium history for use in the 10-year Louisiana State Organization History [2004]
253 q) complete and submit all required International reports, including the submission of updated
254 Bylaws and Standing Rules [2016].
255 r) be responsible for providing leadership development within the Louisiana State Organization
256 [International 2018]

2. Vice-Presidents

- 257 a) First Vice-President shall be responsible for the Education Excellence and chair the
258 Education Excellence Committee and in the absence of the president serve as the presiding
259 officer. In the event of the resignation or death of the president, shall succeed the president
260 until the election of officers.
261 b) Second Vice-President shall be responsible for Membership/Expansion and chair the
262 Membership Committee and in the absence of the president and the First Vice-President
263 serve as the presiding officer.
264 c) The vice-presidents shall perform such other duties as the president or the Executive Board
265 assigns to them.
266

3. Secretary

- 267 The secretary shall keep minutes of each meeting of the organization and furnish the president
268 and executive secretary with a copy of said minutes. She shall serve as secretary to the
269 Executive Board. She shall carry on such correspondence and other duties as may be delegated
270 to her by the president.
271

4. Executive Secretary

- 272 The executive secretary shall:
273 a) serve as liaison between international, state, and chapter
274 b) serve as ex-officio member without vote on the Executive Board
275 c) assume any duties assigned by the Executive Board and/or state president
276 d) serve as consultant to various state committees
277 e) sign checks in the event the state treasurer cannot [2008]
278

5. Treasurer

- 279 The treasurer shall:
280 a) receive and pay out all monies belonging to the organization
281 b) keep an accurate account of receipts and expenditures
282 c) maintain a record of receipts, bills, canceled checks, and bank statements
283 d) furnish a fidelity bond for Louisiana State Organization in an amount recommended by the
284 Finance Committee and approved by the Executive Committee. The cost of the bond shall
285 be paid by the state organization. [2014]
286 e) make a full financial report to the state convention and at such other times as the State
287 Executive Board may request
288 f) submit the records annually for audit/financial review as determined by the State Executive
289 Board [2014]
290 g) file required tax reports
291 h) serve as consultant to the State Finance Committee, the State Scholarship Committee, the
292 State Achievement Award Committee, the Vivian Bourgeois Special Stipend, the Florence
293 Amy Emergency Fund [2004], and the Wanda Gunn Live and Learn Stipend
294 i) serve as an ex-officio member without vote on the Executive Board
295 j) maintain an accurate and current membership roster [International 2018]
296

6. Editor of *The Louisiana Deltion*

- 297 The Editor of the *Deltion* shall
298 a) be responsible for editing, publishing, and distributing the *Deltion* as authorized by the
299 Executive Board
300 1) Fall issue to be mailed (postal or electronic) at least 3 weeks before the first District
301 Meeting.
302 2) Winter issue to be mailed (postal or electronic) at least 3 weeks before the registration
303 deadline for the State Convention.
304

- 305 3) Spring/Summer issue to be mailed (postal or electronic) at least three weeks before the
 306 deadline for the Regional or International Convention. [2003]
 307 b) serve as consultant to the State Communications Chairman
 308 c) secure the annual mailing permit and submit a Request for Payment form to the state
 309 treasurer for annual mailing permit [2008]

310 7. **Parliamentarian**

311 The parliamentarian shall

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

320 8. **Webmaster [2014]**

321 The Webmaster shall

- 322 a) design a user-friendly Louisiana State Organization Website using the DKG International
 323 Policy for use of Electronic Communication and using software that is compatible with
 324 protocol of the DKG Society
 325 b) maintain the website by posting accurate and current files and deleting outdated information
 326 c) submit the state website to International Communications Committee to secure the seal of
 327 approval
 328 d) be responsible for editing, publishing, updating, and maintaining the Louisiana State
 329 Organization Website as authorized by the state president, state executive secretary, state
 330 *Deltion* editor, and state committee chairmen
 331 e) serve as consultant to the State Communications Chairman
 332 f) obtain payment of annual fees or software updates from the state treasurer
 333 g) maintain permission forms for publication of details and photos
 334 h) retain a secure backup
 335 i) provide assistance and technical support for chapters with a website
 336

337 **SECTION C**

338 **Terms of Office**

- 339 1. Officers elected at the state convention in odd-numbered years shall have a term of two years or
 340 until a successor has been named.
 341 2. No officer or related personnel except the treasurer, the executive secretary, and the editor may
 342 serve in the same office longer than two terms in succession.
 343 3. All officers shall take office July 1 following their election.
 344 4. The treasurer, executive secretary, and editor shall be recommended by the Personnel
 345 Committee and approved by vote of the Executive Board. They shall serve a two-year contract
 346 approved by the Executive Board or until a successor has been named by the Executive Board.
 347 [2008]
 348

349 **SECTION D**

350 **Vacancies**

- 351 1. When a vacancy occurs in the office of president, the first vice-president shall become president.
 352 2. When a vacancy occurs in a paid position, the Personnel Committee shall screen, interview, and
 353 recommend applicants to the Executive Board.
 354 3. When a vacancy occurs in other elective or appointive positions, the president shall name a
 355 successor.
 356

357 **SECTION E**

358 **Nominations and Elections**

- 359 1. Nominations for office shall be made by the state Nominations Committee. The committee shall
 360 be elected by the membership. The districts shall rotate the chairmanship. The person on the
 361 committee from the district whose turn it is to furnish the chairman remains on the committee.
 362 2. The committee shall present to the state organization, in odd-numbered years, a slate of one
 363 candidate for each elective state office and one candidate from each district for the state
 364 Nominations Committee.
 365

366

367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426

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 Louisiana State Organization Bylaws.

427

428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485**ARTICLE VIII
COMMITTEES****SECTION A****Committee Structure**

1. Standing Committees
 - a) Society Business
 - 1) Communications and Marketing [International 2018]
 - 2) Finance
 - 3) Leadership Development
 - 4) Membership
 - 5) Personnel
 - 6) Rules
 - b) Society Mission and Purposes [International 2010]
 - 1) Achievement Award
 - 2) Educational Excellence
 - 3) Personal Growth and Services
 - 4) Professional Affairs
 - 5) Research
 - 6) Scholarships
 - 7) World Fellowships/Global Awareness
 - 8) 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 Louisiana State Organization Standing Rules.
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 Marketing
 - 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 Louisiana State Organization of the Delta Kappa Gamma Society International
 - f. assist and advise the editor of the state paper, *The Louisiana Deltion*

- 486 2) A state historian shall be appointed by the state president to serve the first biennium of
487 each decade. The state historian shall compile the History of the Louisiana State
488 Organization of the Delta Kappa Gamma Society International
- 489 b) Finance
- 490 1) The Finance Committee shall consist of: (a) six members (one from each district); (b) the
491 state president, an ex-officio member; (c) the state treasurer, an ex-officio member; (d)
492 the executive secretary, a consultant. The chairman of the committee shall have served
493 as a member of the previous committee and will serve as a member during the following
494 biennium. (This person will have served six years on the committee). At least one
495 member shall be a past state president and at least two members shall be a past or
496 current chapter treasurer. The remaining two members shall be members the president
497 deems will best serve Louisiana State Organization. [2014]
- 498 2) The committee shall:
- 499 a. prepare the budget and present for review, modification, and adoption by the
500 State Executive Board
- 501 b. supervise all expenditures from the Permanent Fund
- 502 c. supervise all investments of the funds of the state
- 503 d. provide for an annual audit or financial review by an external auditor, not necessarily
504 a Certified Public Accountant [2008]
- 505 e. perform other duties determined by the State Executive Board
- 506 c) Leadership Development
- 507 The committee shall be responsible for:
- 508 a. Chapter Officers' Leadership Development Workshop held in even-numbered years
- 509 b. Beatrice Davis Leadership Seminar held in odd-numbered years
- 510 c. other opportunities for developing leadership among the members
- 511 d) Membership
- 512 The committee shall:
- 513 a. serve as liaison between International and chapter membership chairmen
- 514 b. study and make recommendations related to membership issues
- 515 c. be responsible for necrology records and Memorial Service
- 516 d. be responsible for organizing new chapters within the state upon authorization of the
517 State Executive Board
- 518 e. present requests for new chapters to the State Executive Board for approval
- 519 e) Nominations
- 520 1) The committee shall be elected by the membership. The districts will rotate the
521 chairmanship. The person on the committee from the district whose turn it is to furnish
522 the chairman remains on the committee.
- 523 2) The committee shall:
- 524 a. solicit from chapters and individual members recommendations for officer and
525 committee personnel
- 526 b. ascertain from chapters that the individually recommended members have the
527 approval of the chapter to which they belong
- 528 c. present to the state organization, in odd-numbered years, a slate of one candidate
529 for each elective state office and for each open position on the state Nominations
530 Committee
- 531 d. report names and addresses of state officers to the International Executive
532 Coordinator immediately after their installation at the convention. State officers
533 assume their positions July 1
- 534 f) Personnel
- 535 The committee shall:
- 536 a. establish guidelines that determine the employment of treasurer, executive secretary,
537 and editor
- 538 b. when a vacancy occurs, screen applicants and make a recommendation to the State
539 Executive Board for the above positions
- 540 c. conduct a yearly evaluation of the *Deltion* editor, treasurer, and executive secretary
- 541 g) Rules
- 542 The committee shall:
- 543 a. receive proposed amendments to the state Bylaws and the state Standing Rules;
544 make recommendations for change to the Executive Board who shall approve by a
545 two-thirds vote; and submit approved proposals to the membership for convention
546 vote

- 547 b. publish proposed changes to the Bylaws and Standing Rules in the February issue of
548 the *Deltion* and on the Louisiana State Organization website [2016].
549 c. monitor chapter rules
550 d. make editorial changes as required for consistency and accuracy as state
551 documents are updated following conventions [2008] Update the state documents
552 with approved changes, including changes to the International Constitution [2016].
553 2. Society Mission and Purposes
554 a) Educational Excellence
555 1) The committee shall consist of a chairman and the chairmen of the Personal Growth and
556 Services, Professional Affairs, and Research Committees, and a music representative.
557 2) The committee shall:
558 a. promote within the state a concept of Educational Excellence covering a wide
559 spectrum of activities carried out in the Society
560 b. assist chapter committees in developing worthwhile programs in line with the seven
561 purposes, but allowing freedom for variety in carrying out the theme
562 c. coordinate its work with the other three committees concerned with the Program of
563 Work
564 d. transmit, clarify, or interpret suggestions from the International committee to chapter
565 committees
566 e. maintain contact with chapter committees through workshops, written
567 communications, and reports
568 f. promote the use of music at the state and chapter levels; plan and provide the
569 direction of music at state conventions
570 g. secure from each chapter chairman six copies of the chapter yearbook [2006]
571 h. encourage chapter program committees in presenting useful, attractive, and accurate
572 yearbooks
573 i. prepare a report in triplicate for the International chairman, state president, and state
574 committee file for use by succeeding chairmen
575 b) Personal Growth and Services
576 The committee shall:
577 a. support and promote the International program and projects relating to personal
578 growth of members and services to others
579 b. recognize the needs of members and provide opportunities for personal growth and
580 leadership within the state
581 c. encourage study of state economic, social, political, and educational issues in order
582 to develop greater understanding and cooperation among cultural groups within the
583 state
584 d. transmit, clarify, or interpret suggestions from the International committee to chapter
585 committees
586 e. prepare a report in triplicate for the International chairman, state president, and state
587 committee files for use by succeeding chairmen
588 c) Professional Affairs
589 The committee shall:
590 a. further a program of selective recruitment of teachers and cooperate with other
591 groups in recruitment and retention of qualified educators
592 b. encourage chapter interest in the improvement of the professional status of women
593 c. transmit, clarify, or interpret suggestions from the International committee to chapter
594 committees
595 d. prepare a report in triplicate for the International chairman, state president, and state
596 committee files for use by succeeding chairmen
597 d) Research
598 The committee shall:
599 a. cooperate with the International Research Committee in any study authorized by the
600 International Society
601 b. call to the attention of chapters significant educational research and help chapters
602 enrich their program of work in this area
603 c. transmit, clarify, or interpret suggestions from the International committee to chapter
604 committees
605 d. disseminate among chapter committee chairmen information regarding research and
606 coordinate efforts requiring cooperation among chapters in the state

- 607 e. prepare a report in triplicate for the International chairman, state president, and state
608 committee for use by succeeding chairmen
- 609 e) Achievement Award
- 610 1) The Louisiana State Organization Achievement Award may be given annually to a
611 member in recognition of distinguished service to the Society at the state level.
- 612 2) The Committee shall
- 613 a. prepare and circulate among chapters materials for use in publicizing the
614 Achievement Award
- 615 b. meet and select the recipient
- 616 c. present the award at the state convention
- 617 d. Submit an article to the *Deltion* editor for publication
- 618 f) Scholarships
- 619 1) The committee consists of six members, one from each district. At least one member
620 may be a past state President or an Achievement Award recipient. The state treasurer
621 shall serve as a consultant. [2014]
- 622 2) The committee shall:
- 623 a. administer the Louisiana State Organization scholarship program
- 624 b. publicize and promote the program of the International Scholarship Committee
- 625 c. prepare a report in triplicate for the International chairman, state president, and state
626 committee file for use by succeeding chairmen
- 627 g) World Fellowships
- 628 The committee shall
- 629 a. assist in promoting work of the International Fellowship Committee
- 630 b. assume state duties of a similar nature as directed by the State Executive Board
- 631 h) Legislative [2006]
- 632 The committee shall:
- 633 a. Provide information on crucial legislative issues that affect the livelihood and well-
634 being of women and children.
- 635 b. Encourage districts and chapters to plan and sponsor a Legislative Day [2012]
- 636 c. Recognize a Louisiana citizen who has made positive contributions in backing
637 legislation which benefits education, women, and children [2018]
- 638 d. Set up an efficient way to communicate with all members through email, telephone,
639 and personal contact.

SECTION D

Special Committees

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

ARTICLE IX AREAS OF ACTIVITY

SECTION A

Convention and Other Meetings

- 651 1. State
- 652 a) Convention
- 653 1) Business of the state shall be conducted annually at the convention held at a time and
654 place to be determined by the Executive Board to:
- 655 a. transact state business
- 656 b. evaluate the progress made during the current year
- 657 c. elect and install new officers in odd-numbered years
- 658 d. instruct officers, chairmen and the members in effective Delta Kappa Gamma
659 patterns of work
- 660 e. inform members regarding the International Society
- 661 f. lay plans for the future
- 662 g. transact other business which may properly come before it
- 663 2) Chapter presidents shall cast their respective chapter votes for elected officers. Every
664 member who is registered may vote on other issues brought before the convention body.
665 [2008]
- 666 3) A quorum shall be a majority of those members who have registered at the convention.
667

- 668 4) The registration fee is set by the State Executive Board.
- 669 b) District meetings are:
- 670 1) held in the fall
- 671 2) hosted on a rotating basis by the chapters in the district (Refer to rotation schedule in the
- 672 Standing Rules [2016])
- 673 3) planned and coordinated by district director
- 674 4) financed by registration fee set by the State Executive Board
- 675 c) The Chapter Officers' Leadership Development Workshop is:
- 676 1) held in the summer of even-numbered years
- 677 2) planned by the Leadership Development Committee, the state president, the state
- 678 executive secretary, and the state treasurer
- 679 3) financed by interest from the Beatrice Davis Endowment Fund [2008] and 25% of First-
- 680 Timers Basket collection at each state convention.
- 681 d) The Beatrice Davis Leadership Development Seminar is:
- 682 1) held in summer of odd-numbered years
- 683 2) planned by the Leadership Development Committee, the state president, the state
- 684 executive secretary, and the state treasurer
- 685 3) financed by interest from the Beatrice Davis Endowment Fund
- 686 e) The Transition Meeting is:
- 687 1) held in the summer of odd-numbered years on a date determined by the incoming
- 688 president [2003] to orient new officers, district directors and committee chairmen to their
- 689 new duties in Louisiana State Organization and to provide a smooth transition from one
- 690 biennium to another
- 691 2) financed by the available fund
- 692 2. Chapter
- 693 a) Regular meetings of chapters shall be held at least four times a year.
- 694 b) Regular meetings are meetings where chapter business is discussed. [International 2010]
- 695 c) All members being notified, chapter meetings may be face-to-face, through electronic
- 696 communications, or through a combination of the two, as long as members present may
- 697 simultaneously hear one another and participate during the meeting. [International 2018]
- 698 d) Each chapter shall determine a quorum for chapter business.
- 699 e) The chapter executive board may meet through electronic communication as long as all the
- 700 members may simultaneously hear one another and participate during the meeting.
- 701 [International 2010]
- 702 f) All members being notified, matters requiring immediate chapter action may be voted upon
- 703 by mail (postal or electronic) that provides a valid receipt of each responding chapter
- 704 member's vote. A majority vote of chapter members shall be required for action. [International
- 705 2018]
- 706 g) Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face
- 707 meeting of the chapter. [International 2018]
- 708
- 709

SECTION B

Publications

- 710 1. Louisiana State Organization shall publish a news periodical, *The Louisiana Deltion*, at least three
- 711 times a year
- 712 a) The fall issue is to be mailed (postal or electronic) at least three weeks before the first District
- 713 Meeting. [2003]
- 714 b) The winter issue is to be mailed (postal or electronic) at least three weeks before the deadline
- 715 for the Louisiana State Organization Convention. [2003]
- 716 c) The spring/summer issue is to be mailed (postal or electronic) at least three weeks before the
- 717 deadline for the Regional Conference or International Convention. [2003]
- 718
- 719 2. The president shall approve all publications.
- 720 3. Chapters may publish and circulate bulletins and studies of local interest.
- 721 4. State organizations and chapters may use a variety of communications. [International 2010]
- 722 5. The Society at all levels may establish and maintain various types of electronic communications
- 723 to facilitate meetings and to communicate with members. [International 2010]
- 724
- 725
- 726
- 727
- 728

729

**ARTICLE X
FUNDS**730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789

The funds of Louisiana State Organization 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) One hundred percent (100%) of the scholarship fee paid by each chapter that does not maintain a chapter scholarship fund or 20% of the scholarship fee paid by each chapter that does maintain a Scholarship Fund. [International 2018]
 - 2) monies 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 80% of the scholarship fee collected from its members and send 20% 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
 - 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.

790

791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834**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 Louisiana State Organization 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 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 Louisiana 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**

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of Louisiana State Organization and its chapters in all cases not provided for in the Constitution, International Standing Rules, Louisiana State Organization Bylaws, and Louisiana State Organization Standing Rules.