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**STANDING RULES
OF
LOUISIANA STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

I. State Meetings

A. State Convention

Louisiana's state convention is held annually in March, commemorating the March 17, 1934 date, when Louisiana State Organization became the fifth state organized. Districts host the meeting on a rotating schedule. Special consideration is given to avoid conflicts with statewide testing. [2008] (See attached schedule on last page.)

1. Purposes

The state convention is the medium for transacting state business; evaluating progress made during the current year; instructing members regarding the International society; electing and installing new officers in odd-numbered years; laying plans for the future.

2. Planning

The state president plans the entire convention program. The state president appoints the convention chairman or convention co-chairmen. The state convention chairman appoints committees and with the approval of the state president, selects the convention headquarters. The president is the final authority, and her decision takes precedence over any other. The executive secretary provides the convention chairman with a policy sheet to be used in planning and coordinating the convention activities. Several copies of this sheet are sent well in advance. [2014]

3. Recommended Committees

a. Budget –

(1) Prepares a budget, making provisions for the convention to be self-financed by charging a registration fee set by the state executive board and by arranging for meal prices to include tax, gratuities, and where necessary, a small margin.

(2) All Louisiana State Organization Conventions should be self-supporting and the price of meals should reflect the cost of favors if they are desired. [2003]

(3) The convention needs to be totally self-supporting for all functions. [2006]

b. Convention Treasurer - handles all funds and pays bills by check. The treasurer should be from the same chapter as the registration chairman. The registration fee for the Louisiana State Organization Convention prior to established cut-off date is set at \$25.00 [2016] and after established cut-off date is set at \$40.00. [2014]

c. Luncheon, Banquet, and Breakfast - plan menus and handle decorations and favors (if any) and place cards for the head tables.

d. Reception - plans informal reception.

e. Hospitality – extends a special welcome to state and International representatives and all members attending the convention. Committee members meet planes, meet the special needs of out-of-town representatives, and provide pages or hostesses as needed. A hospitality room may be provided for members not housed at the convention hotel. If funds permit, coffee may be offered before the morning session and at the mid-morning break.

f. Communications - arranges for publicity prior to and during the convention; provides clippings for the International guest; sends clippings for the state president and executive secretary following the convention.

g. Registration - prepares registration form with a checklist of events, lodging, and meals; receives and processes the advance registration of members; keeps a record of funds received and the number of registrants by chapters; reports total registration to the convention. This committee begins its work weeks before the convention. Working with the convention chairman, the committee prepares a report to be sent to the state president, state treasurer and executive secretary. One copy of the report is to be placed in a convention file for the use of succeeding chairmen.

4. Hostesses

a. For International guest - a hostess from the host district should be named for the guest. The hostess should

1. write the guest for information as to her arrival time
2. provide the guest with information as to climate and prospective weather
3. meet guest upon her arrival and help with hotel and convention registration
4. each day assist guest as needed

- 62 5. provide assistance with departure and transport to airport
63 6. provide hospitality items in room such as a rose, fruit, cookies, newspaper, coffee. These
64 items may be funded from convention monies.
65 b. For state president
66 1. The state president should be accorded the same courtesies as the International guest.
67 2. If the president arrives early, her hostess should be on hand to greet her.
68 5. Program
69 This is the responsibility of the state president. It should include opportunities for members to receive
70 information, inspiration, and share fellowship. Delta Kappa Gamma business is transacted and
71 opportunities are offered to identify and solve problems confronting education and women.
72 6. Memorial Service
73 This service should be directed by the state membership committee. A brief and meaningful service is
74 recommended. At the designated time, the door should be closed and no latecomers admitted.
75 7. International Guest
76 The state may invite an International representative to visit the convention (responsibility of state
77 president). The state pays the guest's expenses from the time of arrival to departure. The state
78 president or her appointee is responsible for selecting a suitable gift for the guest within an
79 established, appropriate price range.
80 8. Favors (optional)
81 Any favors not used may be sold to the convention body. The money goes into the convention fund.
82 9. Seating for the head table
83 a. Birthday Luncheon
84 (1) The state president plans the seating, which includes program participants and the
85 International guest. The salaried personnel and state officers are not necessarily included.
86 (2) The presider is selected by the state president.
87 b. Presidents' and Founders' Banquet
88 (1) The state president plans the seating with consideration given to International guest, program
89 participants, in-coming and out-going officers in an election year. Special consideration is
90 given to seating past state presidents by year of office and state officers at a table of honor if
91 not at the upper head table. [2014]
92 (2) The presider is selected by the state president.
93
94 B. District Meetings
95 1. Purposes
96 The district meetings are held on Saturdays in the fall, from the first Saturday in September through
97 the first Saturday in November. All Delta Kappa Gamma members attending are required to pay the
98 registration fee set by the state Executive Board. These meetings provide an opportunity for the
99 state officers, personnel, and committees to share information gathered from the International
100 convention or the Regional conference. No business is transacted.
101 2. Duties of district directors
102 a. Confer with state president in selecting a theme for and in planning the meeting.
103 b. Plan the morning session.
104 c. Meet with hostess chapter to
105 (1) coordinate plans and arrangements
106 (2) compose an informational letter to be sent to chapters in the district, state officers and
107 personnel, state committee chairmen, state committee members in the district and other
108 district directors
109 d. Be responsible for the printed program
110 e. Approve and sign the hostess chapter's financial statement and send copies to state
111 president, executive secretary, and treasurer. (Monies collected and not spent are sent to the
112 state treasurer if the amount is over \$10.00.) [2013]
113 f. Notify hostess chapter for the meeting a year in advance. This should adhere to a rotating
114 schedule kept in the director's file.
115 g. Keep copies of the policy sheet for district meeting in the file.
116 3. Duties of hostess chapters
117 a. Keep a record of all monies disbursed and collected so as to compile a financial statement for
118 approval by the district director. The district director sends copies to the state president,
119 executive secretary, and state treasurer.
120 b. Meet with district director to
121 (1) coordinate plans and arrangements
122 (2) compose informational letter to be sent to chapters in the district, state officers and

- 123 personnel, state committee chairmen, state committee members in the district and other
124 district directors
- 125 c. Be responsible for planning the luncheon and entertainment.
126 d. Refer to policy sheet for hosting district meetings.
- 127 4. District Meetings' Accounts [2011]
128 When a District Meeting Account exceeds a positive balance of \$500, the excess will be
129 transferred to the Chapter Officers' Leadership Development Workshop Account. [2011]
130
- 131 C. Chapter Officers' Leadership Development Workshop
132 Louisiana's Chapter Officers' Leadership Workshop is held in the summer of even-numbered years. The
133 state president and/or Leadership Development Chairman decide the date and the location.
- 134 1. Purpose
135 The Chapter Officers' Leadership Workshop is the medium for training newly elected chapter
136 officers. A program planning session and a membership session are included for the respective
137 chapter chairmen and their committees.
- 138 2. Planning
139 a. The Leadership Development Committee Chairman, the state president, and the state
140 executive secretary plan the workshop with the state treasurer as a consultant.
141 b. The chairman and state president plan the program and select the theme.
142 c. Time should be given for the district directors to meet with the chapter presidents from their
143 districts.
144 d. The executive secretary makes the necessary arrangements (meeting rooms, meals, other
145 needs).
- 146 3. Funding
147 Funding for the Chapter Officers Leadership Workshop is derived from (1) the transfer of (a) 25% of
148 the proceeds from the annual First Timers baskets donations, (b) amounts in excess of \$500 in
149 each of District Meetings' Account, (c) amounts less than \$10 recorded for chapters in the Dues-
150 Over Account (2) donations. [2011]
- 151 4. Incoming Chapter Officers' Stipends
152 Reimbursement for the chapter president and chapter officers who attend the Chapter Officers
153 Leadership Workshop shall be made from the Chapter Officers' Workshop Account on a per chapter
154 basis for (1) mileage one-way, for one vehicle per chapter as stated in the Standing Rules section
155 VII.B [2016] and (2) one-half (1/2) of one double room per chapter if travel distance is more than
156 200 miles. [2011]
- 157 5. District Directors
158 If district directors are required to attend the Chapter Officers' Leadership Workshop, each district
159 director's travel expenses will be paid from the Chapter Officers' Leadership Development
160 Workshop Account. [2015]
161
- 162 D. Beatrice Davis Leadership Seminar
- 163 1. Purpose
164 The purpose of the seminar is to train potential leaders for service to Louisiana State Organization
165 and Delta Kappa Gamma.
- 166 2. Guidelines
- 167 a. Participants will be no more than 14 Louisiana State Organization members. The number
168 conducting/presenting at the Bea Davis Seminar will be four, to be selected by the
169 Leadership Development Committee and the state president [2011]
- 170 b. Funding will be from the interest received from the Beatrice Davis Endowment Fund.
171 Room, meals, instructional materials, and pro-rated travel expenses of participants will be paid
172 by scholarships from the fund. Participants must attend the entire seminar to be eligible for the
173 scholarship.
- 174 c. The seminar will be held in early June of odd-numbered years, beginning on Friday afternoon
175 and continuing through breakfast on Sunday.
- 176 d. The seminar will preferably be held in a retreat-type location near Alexandria.
- 177 e. The Leadership Development Committee will plan the program.
- 178 f. Criteria for Selection [2011]
179 - A minimum of three full years in good standing of Louisiana State Organization
180 - Evidence of: Leadership potential as demonstrated by holding chapter office or involvement
181 in committee work of Delta Kappa Gamma; professional involvement; attendance at a
182 Louisiana State Organization District Meeting or State Convention; State representation
183

- 184
185 - The following persons are not eligible for participation: Present or past elected state officers
186 and former international Golden Gift Leadership / Management seminar participants.
187

- 188 E. Transition Meeting
189 1. The purpose of the transition meeting is to orient new officers, district directors, and committee
190 chairmen to their new duties in Louisiana State Organization and to provide a smooth transition from
191 one biennium to another.
192 2. The meeting is held in the summer of odd-numbered years on a date determined by the incoming
193 president.
194 3. Outgoing officers, district directors, and committee chairmen may be invited at the discretion of the
195 incoming president.
196

197 II. Districts in Louisiana

- 200 A. Purpose
201 In order that members may be served better, chapters in the state have been divided into districts
202
- 203 B. Composition of Districts
204 The Rules Committee is authorized to amend the Standing Rules to reflect chapters which have been
205 dissolved by vote of the Executive Board as they are dissolved. [2008]
206 1. Central -- 7 chapters
207 Psi, Alpha Beta, Alpha Pi, Alpha Upsilon, Beta Kappa, Beta Xi, Beta Sigma
208 2. Northeast --7 chapters
209 Eta, Theta, Omega, Alpha Alpha, Alpha Nu, Beta Iota, Beta Chi
210 3. Northwest—8 chapters
211 Zeta, Mu, Nu, Alpha Rho, Alpha Sigma, Beta Alpha, Beta Epsilon, Beta Omicron
212 4 South -- 7 chapters
213 Delta, Iota, Upsilon, Alpha Delta, Beta Lambda, Beta Mu, Beta Upsilon
214 5 Southeast --11 chapters
215 Omicron, Rho, Tau, Alpha Lambda, Alpha Mu, Alpha Xi, Beta Gamma, Beta Rho, Beta Tau,
216 Gamma Gamma, Gamma Eta
217 6 Southwest --11 chapters,
218 Alpha, Xi, Sigma, Chi, Alpha Gamma, Alpha Epsilon, Alpha Zeta, Alpha Kappa, Alpha Chi, Alpha
219 Omega, Beta Zeta,
220
- 221 C. District Directors
222 The state president shall appoint a district director for each district in the state. The director shall serve
223 as liaison between chapters and the state organization and perform the following duties:
224 1. Plan and organize the district meeting.
225 2. Serve as an official state visitor to a chapter upon request by the chapter president and with
226 approval of the state president.
227 3. Be responsible for keeping the flag stands for her district and taking them to the district meeting and
228 state convention.
229 4. While not official members of the state executive board, directors should attend the board meeting
230 at the state convention.
231 5. Carry out the responsibilities given to her by the state president.
232 6. Maintain a file of pertinent information to be given to her successor.
233

234 III. Membership

- 237 A. Guidelines
238 1. Recommendations for membership by chapter members should be encouraged.
239 2. A member may submit a recommendation for membership to any chapter. [International 2018]
240 3. Recommendations should be accepted well before time for voting for new members.
241 3. Qualifications and professional experiences of recommendations should be investigated.
242 4. A record of invitations sent and the written replies of those declining should be kept. (If legitimate
243 reasons are offered or circumstances change, the person may be invited again at a later date.)
244 5. Before voting, the number to be invited to membership should be determined.

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6. Candidates for active membership shall be voted upon in a chapter meeting in a manner to be determined by the chapter.
 7. Names of persons not elected may be submitted at another time.
 8. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination. [International 2018]
- 252 B. Honorary Members
- 253 1. State
 - 254 a. State honorary membership may be extended to one who is not eligible for active
 - 255 membership.
 - 256 b. State honorary membership should be extended only to a woman who has made contributions
 - 257 of statewide or national significance to education and/or women.
 - 258 2. Chapters
 - 259 a. Chapter honorary membership should recognize outstanding service by a woman not eligible
 - 260 for active membership.
 - 261 b. The recipient should be a woman whose ideals and attainments are outstanding.
 - 262 c. Chapter honorary membership should be extended only after much consideration.
- 263
- 264 C. Collegiate Members [International 2018]
- 265 1. A collegiate member may participate in the activities of the Society except holding office.
 - 266 2. A collegiate member may serve as parliamentarian since the position of parliamentarian is not
 - 267 an elected office.
- 268
- 269 D. Historian
- 270 1. State
 - 271 a. The state president should appoint a member to compile a written history of the state for each
 - 272 decade.
 - 273 b. Upon approval by the executive board, the history should be published for the membership.
 - 274 2. Chapter
 - 275 a. Chapter presidents should compile a written report of their biennium's activities and keep it in
 - 276 the president's file.
 - 277 b. A member should be appointed to compile the reports of the decade for the state historian.
- 278
279
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IV. Scholarships

- 281
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- 283 A. The State Scholarship committee provides a brochure of information that answers the question:
- 284 What are they?
- 285 For whom are they?
- 286 How does one apply?
- 287 Chapter chairmen should have this in their files and provide the information to members. Note dates for
- 288 application.
- 289
- 290 B. State scholarships are:
- 291 The Grace Agate Scholarship to LSU
- 292 The Mary Thornton Scholarship
- 293 The Alma Levins Scholarship
- 294 The Lessie Moore Scholarship
- 295 The Eleanor Blatterman Scholarship
- 296 The Bea Davis Scholarship
- 297 The Charlotte Jaynes Scholarship
- 298 The Past Presidents' Scholarship
- 299 The State Founders' Scholarship
- 300 The May A. Allen Travel/Study Stipend to Tulane University
- 301 The Frances Wilson Scholarship
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V. Special Projects

A. Vivian Bourgeois Special Stipends Award

The Vivian Bourgeois Special Stipends Award was established as a permanent committee to provide money for special projects/presentations that promote personal and professional growth, community service, educational enrichment, or that address current social issues. Applicants must have been invited to participate in an educational meeting. Money may be awarded for one or more projects each year. Vacancies on this committee shall be filled by the state president upon recommendations of the existing committee members.

B. Wanda Gunn Live and Learn Stipend Award

The Wanda Gunn Live and Learn Special Stipend, established in May, 2011, provides financial assistance for classroom teachers/professors in attending professional development trainings. The amount, not to exceed \$200 per recipient, may be used for registration, room costs, and travel. Available funds will determine the number of awards each year. To make application, contact the chairman of The Wanda Gunn Live and Learn Special Stipend Committee.

C. Florence Amy Emergency Fund

1. Funded by sale of selected items at the Louisiana State Organization meetings.
2. Guidelines for the Emergency Fund
 - a. The chapter president is to submit the Florence Amy Emergency Fund Form to the state president on behalf of the Louisiana State Organization member(s) in need of financial assistance due to major loss from a natural disaster such as a hurricane, flood, tornado, or other catastrophic disaster, and other crises.
 - b. The state president will submit the request to finance committee for evaluation of need and disbursement of funds. The awards are to be an amount up to \$200 as determined by the Finance Committee.
 - c. The state treasurer will issue a check to the Louisiana State Organization member.

D. First-Timers' Fund [2004]

1. A first timer is a Louisiana State Organization member attending her first regional conference or International convention.
2. Funds are raised at Louisiana State Organization conventions.
3. Guidelines:
 - a. Registration fee (excluding late fees) and convention meals will be reimbursed if funds are available. [2011]
 - b. If the First Timers fund cannot reimburse the full registration fee and convention meals, the fund will be divided equally among the First Timers. [2011]
 - c. A First Timer to Southeast Regional Conference or International Convention requesting reimbursement shall attend the First Timers' Orientation, if there is no conflict; a minimum of three (3) workshops; and a minimum of one (1) general session, as well as complete a verification/reflection form reflecting on each event attended and attach it to the reimbursement request form. [2014]
 - d. The immediate past state president's registration fee and convention meals for the Regional Conference, immediately following her term of office, may be paid from the fund. [2011]
 - e. Funds are raised at Louisiana State Organization Conventions. Basket donation funds at state convention will be distributed as follows: fifty (50) percent [2016] to First Timers Fund [2009], twenty-five (25) percent to the Chapter Officers' Leadership Development Workshop Account/Fund, and twenty-five (25) percent to Louisiana State Organization's Operating Fund/Account. [2016]
 - f. Any member (First Timer, State Officer or State Personnel) who is eligible for reimbursement from more than one fund/account shall be reimbursed from only one fund/account. [2011]
 - g. Louisiana State Organization members presenting workshops at Regional Conferences or International Conventions will be reimbursed for the registration fee and convention meal. Presentations that include a group of presenters shall be awarded only one stipend. [2011]

E. Jubilee Roses Stipend [2015]

1. In celebration of Delta Kappa Gamma's 75th Anniversary, Louisiana State Organization established a special stipend for non-classroom educators, active and retired, regardless of years of membership, area of expertise, certification, or assignment.

- 367 2. Funds for the presentation of stipends are made available through the generosity of members who
 368 purchase Jubilee Roses and through memorial donations to the fund.
 369 3. Guidelines:
- 370 a. Any active, Louisiana State Organization non-classroom teacher current in her membership
 371 may apply for a Jubilee Stipend. Members are limited to one stipend per year. [2016]
 - 372 b. Stipends are limited to \$200 in payment of registration fees. [2016]
 - 373 c. Stipends shall be awarded as funds are available.
 - 374 d. Stipends may be used to attend regional, national or international conferences, conventions,
 375 workshops, and seminars not sponsored by the Delta Kappa Gamma Society International.
 376 Proof of registration and attendance is required.
 - 377 e. All recipients are expected to share the information acquired at the event they attend with
 378 Delta Kappa Gamma members at a local, district, state, regional or International Delta Kappa
 379 Gamma meeting or provide explanation of how the information will be used professionally.
 - 380 f. No funds shall be made available for meetings for which financing is available from other
 381 sources, such as school boards, associations, university departments, etc.
 - 382 g. A written report along with a copy of registration receipts shall be filed with the State Personal
 383 Growth and Services Committee Chairman within 60 days of attendance.
 384
 385

VI. Chapter Yearbooks

- 388 A. Purpose
 389 Yearbooks are designed for the use and convenience of chapter members. They also serve as an
 390 historical record.
 391
- 392 B. Content
 393 The following should be included in the yearbook:
- 394 1. chapter officers, committee chairmen with members
 - 395 2. state officers, committee chairmen, district directors, all with addresses and telephone
 396 numbers
 - 397 3. International officers and personnel with addresses and telephone numbers
 - 398 4. state and International meetings with dates and places
 - 399 5. chapter meetings with dates, places and times, program topics and hostesses
 - 400 6. list of chapter members, active and reserved designated, with addresses and telephone
 401 numbers
 - 402 7. the Delta Kappa Gamma song (both verses)
 - 403 8. inclusion of the seven purposes of the Society
 404
- 405 C. Order
 406 The order of the yearbook should be determined by the committee responsible for its printing.
 407
 408

VII. Finances

- 411 A. Personnel Salary Scale
 412 1. Guidelines
- 413 a. Each two (2) years of service will constitute a step of the scale
 - 414 b. The entire scale will cover a period of twenty (20) years, or Steps I through X.
 - 415 c. Step I will be considered base pay and Step X will be maximum pay.
- 416 2. Scale

Step	Executive Secretary	Treasurer	<i>Delta</i> Editor
I.	\$1400	\$1200	\$900
II.	1600	1400	1100
III.	1800	1600	1300
IV.	2000	1800	1500
V.	2200	2000	1700
VI.	2400	2200	1900
VII.	2600	2400	2100
VIII.	2800	2600	2300
IX.	3000	2800	2500
X.	3200	3000	2700

- 428
429 3. The Executive Secretary and Treasurer are paid on the last day of the quarter. The *Deltion* Editor is
430 paid when the treasurer receives both the printing bill and the current Postage Statement for Non-
431 Profit Mail for each issue. [2008]
432

433 B. Travel expenses
434

	State Convention	Chapter Officers' Leadership Development Workshop *	District Meetings (1)	Transition & Approved Committee Meetings (2)	Regional Conferences /International Convention
President	T H CM R	T H WM R	T H L R	T H	BUDGET
1st Vice-President	T H CM R	T H WM R	T H L R	T H	BUDGET
2nd Vice-President	T H CM R	T H WM R	T H L R	T H	BUDGET
Secretary	T H CM R	T H WM R	T H L R [2014]	T H [2014]	BUDGET [2014]
Treasurer	T H CM R	T H WM R	T H L R	T H	BUDGET
Parliamentarian	T H CM R	T H WM R			
Executive Secretary	T H CM R	T H WM R	T H L R	T H	BUDGET
<i>Deltion</i> Editor	T H CM R	T H WM R	T H L R	TH	BUDGET
Committee Chairmen				T H	
Committee Members				T H	
District Directors		BUDGET[2011]		T H	

435
436 **T - Travel one-way at a rate of fifty-five percent (55%) of the Standard IRS Mileage Rate for Business to
437 be determined annually by the Finance Committee with the approval of the Executive Committee. [2016];

438 **H – ½ occupancy of a hotel room for officers or personnel [2014]

439 **L - Lunch; **CM- Convention meals; **WM - Workshop meals; **R - Registration

440 (1) - District Meetings other than own; Expenses for other officers at discretion of president

441 (2) - Committee Meetings: one per year unless otherwise approved by state president. ½ occupancy of
442 a hotel room will be paid for committee chairmen, committee members, or district directors who travel
443 200+ miles from home [2014]
444

445 1. All requests for reimbursement shall be submitted with receipts within 30 days of expenditure. [2008]

446 2. Reimbursement Schedule [2008]

447 *Paid from Chapter Officers' Leadership Development Workshop Account [2011]
448

449 C. Obsolete office equipment may be donated to a charitable organization. [2008]
450

451 D. Dues-Over Account - Amounts over \$10.00 from chapters will be refunded. Amounts less than \$10.00 from
452 chapters will be a donation and will be transferred to Chapter Officers' Leadership Development Workshop
453 Account. [2011]
454

455 E. Stale Checks – Any outstanding check over 180 days [2016] old is stale and shall be considered a
456 donation to Louisiana State Organization with the check's amount being returned to the account from
457 which it came: should the originating account be defunct, the money will go into Louisiana State
458 Organization's Operating/Available Fund. [2011]
459

460 F. When the State Convention Meeting Account balance is greater than \$10,000, the State Treasurer shall
461 transfer the amount over \$10,000 to the General Fund. This action shall occur no later than the end of the
462 fiscal year. [2014]
463

464 G. When the First Timers Account balance is greater than \$7,000, the State Treasurer shall transfer the
465 amount over \$7,000 to the General Fund. This action shall occur no later than the end of the fiscal year.
466 [2016]
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468 H. When the Chapter Officers Workshop Account balance is greater than \$10,000, the State Treasurer shall
469 transfer the amount over \$10,000 to the General Fund. This action shall occur no later than the end of the
470 fiscal year. [2016]

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VIII. Nominations Committee

A. Guidelines

1. The committee shall be composed of six members.
2. There shall be one representative from each district.
3. Nominations shall be by the state nominations committee.
4. Election shall be by the state executive board.
5. Membership of the committee may include one past state president.
6. Chairmanship of the committee shall be held by districts in the following order of rotation beginning with the 1997-1999 biennium: Southeast, Southwest, South, Central, Northeast, Northwest.
7. One position shall be a four-year term, with the person elected serving as chairman the second biennium of the term. The four-year term shall follow the order of rotation.

IX. Louisiana State Organization Achievement Award

- A. This award, patterned after the International Achievement Award, is made only to active members of Delta Kappa Gamma who are outstanding educational leaders and not merely to those performing routine duties. Evidence of service to Delta Kappa Gamma is a major factor in the selection.
- B. Nominations for the award are made to the Louisiana State Organization's Achievement Award Committee. This committee is composed of one representative from each district of the state appointed by the president each biennium. This committee is responsible for the consideration and selection of the award winner. Announcement of the recipient of the award is made at the Louisiana State Organization Convention.
- C. Criteria of eligibility:
1. A nominee shall have been a member of Delta Kappa Gamma for at least seven years.
 2. A nominee shall have contributed to the advancement, growth and development of Louisiana State Organization of the Delta Kappa Gamma Society International and to education in the state of Louisiana.
 3. A nominee shall have rendered outstanding service to the Delta Kappa Gamma Society International, preferably having held offices on the chapter and state levels.
 4. No officer or paid staff shall be eligible during her term of office
 5. A member may not receive the award a second time.

X. *The Louisiana Deltion* Editorial Policy

The chief purpose of *The Louisiana Deltion* is to disseminate information about Louisiana State Organization Delta Kappa Gamma activities. The remaining space is used to report activities and projects of members and chapters. Because of space, time, and budget restrictions, the state editor must select from submissions according to (1) timely publicity for state events, (2) chapter news and projects with significance beyond the chapter level, and (3) articles contributing to the personal and professional growth of members, promoting educational expertise, or helping to fulfill the society's purposes.

XI. Customs, Traditions, Protocol

Customs and traditions should be evident in the Induction Ceremony, the Birthday Observance, and the Founders' Day Observance. The Installation Ceremonies for state and chapter officers should also be included in these special observances.

A. Induction

The induction may be private or guests may attend. Delta Kappa Gamma colors and open red roses (real or permanent) are usually used at this time. A reception or meal function may follow the induction. The induction may be formal or informal. The latest International publication on ceremonies includes instructions.

B. Birthday Observance

Louisiana observes this occasion at a luncheon during the state convention. The state president appoints the member or members to conduct the celebration. This is a time for creativity while stressing the

- 532 symbolism of the Tudor roses on the shield - friendship, loyalty, and helpfulness. Flowers other than red
533 roses may be used. The White Elephant Scholarship Fund is usually a part of this program. Guests may
534 be invited.
535
- 536 C. Presidents' and Founders' Tribute
- 537 1. The Presidents' and Founders' banquet is a feature of the state convention traditionally held on
538 Saturday night. The program opens with the seating at the head table of designated persons. The
539 chapter presidents' procession is conducted by the president or her designee. Chapter presidents
540 may carry their flags.
 - 541 2. Past state presidents are honored guests and are seated at the head table. Appropriate
542 instrumental music is played for the seating.
 - 543 3. The official insignia, colors and flowers are featured. The program includes tributes to International
544 and state founders and state presidents. Special music may be provided by members or guests.
545 The International guest may give the address. The singing of the Delta Kappa Gamma official song
546 may close the festivities. Guests may attend.
 - 547 4. At one meeting each year, the chapter should pay tribute to the International and state founders,
548 chapter charter members, and past presidents.
549
- 550 D. Order of the Magnolia
- 551 At the Louisiana State Organization Convention following the completion of each biennium, the outgoing
552 Louisiana State Organization President will be inducted into the Order of the Magnolia by the immediate
553 past state president. The Order of the Magnolia will serve as an advisory group to the current Louisiana
554 State Organization President at her discretion. These ladies will also serve in liaison positions assigned
555 by the Louisiana State Organization President as needs arise. [2011]
556
- 557 E. Installation of Officers
- 558 The Delta Kappa Gamma publication for ceremonies includes suggestions for installation at International,
559 state, and chapter levels. The addition of creative ideas is in order.
- 560 1. The state president plans the ceremony for installation of state officers and determines its
561 placement within the state convention program.
 - 562 2. The chapter president plans for installation of new chapter officers. She may conduct the selected
563 ceremony or ask someone else to do so.
564
- 565 F. Chapter Flags
- 566 1. Flags are used at state conventions, district meetings, and chapter meetings.
 - 567 2. Each chapter designs its flag, including chapter name, and makes it to adhere to a uniform size: 15"
568 long by 19" wide (without fringe, which is optional,) mounted on a 3/8" diameter dowel stick 30"
569 long.
 - 570 3. Each chapter should have on file a brief explanation of the symbolism of its flag.
571
- 572 G. Key Pin
- 573 1. Proper wearing of the key pin is required; it is worn in a vertical position over the heart (NO other
574 organizational pin is worn above the key.)
 - 575 2. The key pin and other official Delta Kappa Gamma pins may be worn on a ribbon or other manner
576 as desired by the member.
 - 577 3. The key pin is to be worn at Delta Kappa Gamma meetings (members may choose concerning
578 formal wear).
 - 579 4. Members are urged to wear the key pin at appropriate educational meetings.
 - 580 5. The key pin should not be worn on a bracelet, as a necklace or as a clasp.
 - 581 6. A member who has resigned should return the key to the chapter.
 - 582 7. Each chapter decides the disposition of keys returned to the chapter.
 - 583 8. A design of the key may be used only on official stationery, publications, and yearbooks. (Items
584 used only by Delta Kappa Gamma members.)
585
- 586 H. Crest or Coat of Arms - may be used on favors, programs, notepaper, costume jewelry, citations to non-
587 members.
588
- 589 I. Society Letters and Name
- 590 1. The Delta Kappa Gamma Society International may also be known as the Society, Delta Kappa
591 Gamma, ΔΚΓ, or DKG
 - 592 2. These may be placed on place cards, jewelry, favors, or decorations.

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State Convention Rotations

2019	Northeast
2020	Central
2021	Southwest
2022	Northwest
2023	South
2024	Southeast

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District Meeting Rotations

	Central	Northeast	Northwest	South	Southeast	Southwest
2018	Beta Kappa	Theta	Zeta	Delta & Upsilon	Tau	Alpha Kappa
2019	Beta Xi	Omega	Mu	Alpha Delta	Alpha Lambda	Alpha Chi
2020	Beta Sigma	Alpha Alpha	Nu	Beta Lambda	Alpha Mu	Alpha Omega
2021	Psi	Alpha Nu	Alpha Rho	Beta Mu	Alpha Xi	Beta Zeta
2022	Alpha Beta	Beta Iota	Alpha Sigma	Beta Upsilon	Beta Gamma	Alpha
2023	Alpha Pi	Beta Chi	Beta Alpha	Iota	Beta Rho	Xi
2024	Alpha Upsilon	Eta	Beta Epsilon	Delta & Upsilon	Beta Tau	Sigma
2025	Beta Kappa	Theta	Beta Omicron	Alpha Delta	Gamma Gamma	Chi
2026	Beta Xi	Omega	Zeta	Beta Lambda	Gamma Eta	Alpha Gamma
2027	Beta Sigma	Alpha Alpha	Mu	Beta Mu	Omicron	Alpha Epsilon
2028	Psi	Alpha Nu	Nu	Beta Upsilon	Rho	Alpha Zeta
2029	Alpha Beta	Beta Iota	Alpha Rho	Iota	Tau	Alpha Kappa

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Revised and approved by District Directors August 11, 2018. Any deviation from this order must be arranged by the assigned District Director and State President. The District Director will notify the Executive Secretary of the change.