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3 **BYLAWS**
4 **OF**
5 **LOUISIANA STATE ORGANIZATION**
6 **DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**
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9 **ARTICLE I**
10 **NAME**
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12 **SECTION A**

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

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16 **SECTION B**

17 A Greek letter or a combination of Greek letters as assigned by the Executive Board shall designate each
18 chapter in Louisiana State Organization.
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21 **ARTICLE II**
22 **MISSION AND PURPOSES**
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24 **SECTION A**

25 **Mission Statement**

26 The Delta Kappa Gamma Society International promotes professional and personal growth of women
27 educators and excellence in education.
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29 **SECTION B**
30 **VISION STATEMENT**

31 **Vision Statement**

32 Leading Women Educators Impacting Education Worldwide
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34 **SECTION C**
35 **PURPOSES**

36 **Purposes of Louisiana State Organization shall be to**

- 37 1. promote the purposes of The Delta Kappa Gamma Society International as found in the
38 Constitution, ARTICLE II
39 2. act as liaison between chapters and the international organization
40 3. organize Delta Kappa Gamma chapters within the state of Louisiana
41 4. provide leadership training for members by means of the annual state convention, district
42 meetings, the Chapter Officers' Leadership Development Workshop, and the Beatrice Davis
43 Leadership Seminar.
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46 **ARTICLE III**
47 **MEMBERSHIP**
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49 **SECTION A**

50 **Membership**

- 51 1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member
52 inducted [International 2018] into the Society becomes a member of the International Society in
53 addition to a state organization and/or a chapter.
54 2. An individual becomes a member of the Society when she pays her dues. [International 2018]
55 She is inducted only once.
56 3. Each chapter shall maintain a historical roll and a record of members inducted each year.
57 4. The recruitment and retention of members are managed at the chapter level [2021].
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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.

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**ARTICLE IV
FINANCES**

SECTION A

1. The state annual dues shall be \$15.00 for an active member, \$5.00 for a reserve member [2006], and \$5.00 for a collegiate member (beginning with 2020-2021 membership year) [2021]. Honorary members pay a one-time membership fee of \$49.50 [2016]. Any member that joins after January will pay half the state dues [2021].
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]
5. The Louisiana State Organization's President, Executive Secretary, and Treasurer may use bank debit cards for Louisiana State Organization of DKG expenses approved by the executive committee. [2022]

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.

- 183 2. The elected chapter officers and the Nominations Committee shall be elected in even numbered
184 years by a majority vote. [2008]
- 185 a) The term of each elected officer and members of the Nominations Committee shall be two
186 years. No elected officer may serve in the same office longer than two terms in succession.
187 [2008] All officers shall take office on July 1 following their election.
- 188 b) The treasurer shall be selected by the Executive Board each biennium
- 189 3. The chapter president shall represent the chapter as a voting member of the State Executive
190 Board.
- 191 4. Co-president is neither a recognized office in the Society nor an accepted practice for covering
192 the office of president at the chapter level.

193
194 **SECTION B**

195 **New Chapters**

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

203
204 **SECTION C**

205 **Districts**

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

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212 **SECTION D**

213 **Coordinating Councils**

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

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218 **ARTICLE VI**
219 **OFFICERS AND RELATED PERSONNEL**

220
221 **SECTION A**

- 222 1. The state officers shall be a president, a first vice-president, a second vice-president, and a
223 secretary, all elected; a treasurer and an executive secretary selected by the Executive Board.
224 Related personnel shall be the editor of *The Louisiana Deltion* (selected by the Executive Board)
225 and a parliamentarian (appointed by the president). A webmaster shall be appointed by the
226 President [2021].
- 227 2. Co-president is neither a recognized office in the Society nor an accepted practice for covering
228 the office of president at the state organization level.

229
230 **SECTION B**

231 **Duties**

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

234 **1. President**

235 The president shall:

- 236 a) act as presiding officer at regular and called meetings and direct the activities of the
237 organization
 - 238 b) act as chairman of the Executive Board
 - 239 c) appoint a parliamentarian from the membership
 - 240 d) appoint standing and special committees
 - 241 e) serve as ex-officio member with vote of all committees except the Nominations Committee
 - 242 f) approve publications
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- 244 g) fill by appointment all vacancies in elected and appointed personnel
- 245 h) conduct a yearly evaluation of each state-paid employee
- 246 i) represent the Society at meetings, conferences and other events
- 247 j) take action with the advice and approval of Louisiana State Organization Executive
- 248 Committee on matters which cannot be deferred until the next convention or meeting (Refer
- 249 to ARTICLE VII, SECTION B. of these Bylaws)
- 250 k) approve for payment all expense claims including established, recurring, and previously
- 251 approved expenses (including reimbursement to members) via email when necessary. [2012]
- 252 l) execute all legal documents authorized by a state convention or the Executive Board
- 253 m) plan the program, approve arrangements for, and preside over the state convention
- 254 n) serve as a member of the International Executive Board
- 255 o) be responsible for updating the continuing executive secretary immediately following
- 256 leadership development training [International 2010]
- 257 p) prepare a biennium history for use in the 10-year Louisiana State Organization History [2004]
- 258 q) complete and submit all required International reports, including the submission of updated
- 259 Bylaws and Standing Rules [2016].
- 260 r) be responsible for providing leadership development within the Louisiana State Organization
- 261 [International 2018]

2. Vice-Presidents

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

3. Secretary

272 The secretary shall keep minutes of each meeting of the organization and furnish the president

273 and executive secretary with a copy of said minutes. She shall serve as secretary to the

274 Executive Board. She shall carry on such correspondence and other duties as may be delegated

275 to her by the president.

4. Executive Secretary

276 The executive secretary shall:

- 277 a) serve as liaison between international, state, and chapter
- 278 b) serve as ex-officio member without vote on the Executive Board
- 279 c) assume any duties assigned by the Executive Board and/or state president
- 280 d) serve as consultant to various state committees
- 281 e) sign checks in the event the state treasurer cannot [2008]

5. Treasurer

282 The treasurer shall:

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

6. Editor of *The Louisiana Deltion*

300 The Editor of the *Deltion* shall

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- 304 a) be responsible for editing, publishing, and distributing the *Deltion* as authorized by the
305 Executive Board
306 1) Fall issue to be mailed (postal or electronic) at least 3 weeks before the first District
307 Meeting.
308 2) Winter issue to be mailed (postal or electronic) at least 3 weeks before the registration
309 deadline for the State Convention.
310 3) Spring/Summer issue to be mailed (postal or electronic) at least three weeks before the
311 deadline for the Regional or International Convention. [2003]
312 b) serve as consultant to the State Communications Chairman
313 c) secure the annual mailing permit and submit a Request for Payment form to the state
314 treasurer for annual mailing permit [2008]

315 **7. Parliamentarian**

316 The parliamentarian shall

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

325 **8. Webmaster [2014]**

326 The Webmaster shall

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

341 **SECTION C**

342 **Terms of Office**

- 343 1. Officers elected at the state convention in odd-numbered years shall have a term of two years or
344 until a successor has been named.
345 2. No elected [2021] officer or related personnel except the treasurer, the executive secretary, and
346 the editor may serve in the same office longer than two terms in succession.
347 3. All officers shall take office July 1 following their election.
348 4. The treasurer, executive secretary, and editor shall be recommended by the Personnel
349 Committee and approved by vote of the Executive Board. They shall serve a two-year contract
350 approved by the Executive Board or until a successor has been named by the Executive Board.
351 [2008]
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353 **SECTION D**

354 **Vacancies**

- 355 1. When a vacancy occurs in the office of president, the first vice-president shall become president.
356 2. When a vacancy occurs in a paid position, the Personnel Committee shall screen, interview, and
357 recommend applicants to the Executive Board.
358 3. When a vacancy occurs in other elective or appointive positions, the president shall name a
359 successor.
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361 **SECTION E**

362 **Nominations and Elections**

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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 Louisiana State Organization Bylaws.

**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*

- 485 2) A state historian shall be appointed by the state president to serve the first biennium of
486 each decade. The state historian shall compile the History of the Louisiana State
487 Organization of the Delta Kappa Gamma Society International
- 488 b) Finance
- 489 1) The Finance Committee shall consist of: (a) six members (one from each district); (b) the
490 state president, an ex-officio member; (c) the state treasurer, an ex-officio member; (d)
491 the executive secretary, a consultant. The chairman of the committee shall have served
492 as a member of the previous committee and will serve as a member during the following
493 biennium. (This person will have served six years on the committee). At least one
494 member shall be a past state president and at least two members shall be a past or
495 current chapter treasurer. The remaining two members shall be members the president
496 deems will best serve Louisiana State Organization. [2014]
- 497 2) The committee shall:
- 498 a. prepare the budget and present for review, modification, and adoption by the
499 State Executive Board
- 500 b. supervise all expenditures from the Operating Fund Reserve [name change 2021]
- 501 c. supervise all investments of the funds of the state
- 502 d. provide for an annual audit or financial review by an external auditor, not necessarily
503 a Certified Public Accountant [2008]
- 504 e. perform other duties determined by the State Executive Board
- 505 c) Leadership Development
- 506 The committee shall be responsible for:
- 507 a. Chapter Officers' Leadership Development Workshop held in even-numbered years
- 508 b. Beatrice Davis Leadership Seminar held in odd-numbered years
- 509 c. other opportunities for developing leadership among the members
- 510 d) Membership
- 511 The committee shall:
- 512 a. serve as liaison between International and chapter membership chairmen
- 513 b. study and make recommendations related to membership issues
- 514 c. be responsible for necrology records and Memorial Service
- 515 d. be responsible for organizing new chapters within the state upon authorization of the
516 State Executive Board
- 517 e. present requests for new chapters to the State Executive Board for approval
- 518 f. review membership statistics and create an intervention plan for struggling chapters
519 [2021]
- 520 e) Nominations
- 521 1) The committee shall be elected by the membership. The districts will rotate the
522 chairmanship. The person on the committee from the district whose turn it is to furnish
523 the chairman remains on the committee.
- 524 2) The committee shall:
- 525 a. solicit from chapters and individual members recommendations for officer and
526 committee personnel
- 527 b. ascertain from chapters that the individually recommended members have the
528 approval of the chapter to which they belong
- 529 c. present to the state organization, in odd-numbered years, a slate of one candidate
530 for each elective state office and for each open position on the state Nominations
531 Committee
- 532 d. report names and addresses of state officers to the State Executive Secretary [2021]
533 immediately after their installation at the convention. State officers assume their
534 positions July 1.
- 535 f) Personnel
- 536 The committee shall:
- 537 a. establish guidelines that determine the employment of treasurer, executive secretary,
538 and editor
- 539 b. when a vacancy occurs, screen applicants and make a recommendation to the State
540 Executive Board for the above positions
- 541 c. conduct a yearly evaluation of the *Deltion* editor, treasurer, and executive secretary
- 542 g) Rules
- 543 The committee shall:
- 544 a. receive proposed amendments to the state Bylaws and the state Standing Rules;
545 make recommendations for change to the Executive Board who shall approve by a

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

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

SECTION D

Special Committees

644 The president as authorized shall appoint special committees. After duties have been completed, the

645 committees shall be dissolved.

ARTICLE IX AREAS OF ACTIVITY

SECTION A

Convention and Other Meetings

1. State

654 All members being notified, state meetings may be face-to-face, through electronic

655 communications, or through a combination of the two, as long as members present may

656 simultaneously hear one another and participate during the meeting [2021].

a) Convention

- 658 1) Business of the state shall be conducted annually at the convention held at a time and
- 659 place to be determined by the Executive Board to:
- 660 a. transact state business
- 661 b. evaluate the progress made during the current year
- 662 c. elect and install new officers in odd-numbered years
- 663 d. instruct officers, chairmen and the members in effective Delta Kappa Gamma
- 664 patterns of work
- 665 e. inform members regarding the International Society
- 666 f. lay plans for the future

- 667 g. transact other business which may properly come before it
668 h. In an electronic setting, business may be transacted electronically as long as the
669 members present may hear and participate in discussion [2021].
670 2) Chapter presidents shall cast their respective chapter votes for elected officers. Every
671 member who is registered may vote on other issues brought before the convention body.
672 [2008]
673 3) A quorum shall be a majority of those members who have registered at the convention.
674 4) The registration fee is set by the State Executive Board.
675 b) District meetings are:
676 1) held in the fall
677 2) hosted on a rotating basis by the chapters in the district (Refer to rotation schedule in the
678 Standing Rules [2016])
679 3) planned and coordinated by district director
680 4) financed by registration fee set by the State Executive Board
681 c) The Chapter Officers' Leadership Development Workshop is:
682 1) held in the summer of even-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
686 (a) transfer of:
687 (1) 25% of First-Timers Basket collection at each state convention
688 (2) amounts in excess of \$500 in each District Meetings' Account
689 (3) if needed [2021], interest from the Beatrice Davis Endowment Fund [2008]
690 (b) donations [2011]
691 d) The Beatrice Davis Leadership Development Seminar is:
692 1) held in summer of odd-numbered years
693 2) planned by the Leadership Development Committee, the state president, the state
694 executive secretary, and the state treasurer
695 3) financed by interest from the Beatrice Davis Endowment Fund
696 e) The Transition Meeting is:
697 1) held in the summer of odd-numbered years on a date determined by the incoming
698 president [2003] to orient new officers, district directors and committee chairmen to their
699 new duties in Louisiana State Organization and to provide a smooth transition from one
700 biennium to another
701 2) financed by the available fund
702 2. Chapter
703 a) Regular meetings of chapters shall be held at least four times a year.
704 b) Regular meetings are meetings where chapter business is discussed. [International 2010]
705 c) All members being notified, chapter meetings may be face-to-face, through electronic
706 communications, or through a combination of the two, as long as members present may
707 simultaneously hear one another and participate during the meeting. [International 2018]
708 d) Each chapter shall determine a quorum for chapter business.
709 e) The chapter executive board may meet through electronic communication as long as all the
710 members may simultaneously hear one another and participate during the meeting.
711 [International 2010]
712 f) All members being notified, matters requiring immediate chapter action may be voted upon
713 by mail (postal or electronic) that provides a valid receipt of each responding chapter
714 member's vote. A majority vote of chapter members shall be required for action. [International
715 2018]
716 g) Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face
717 meeting of the chapter. [International 2018]
718

SECTION B

Publications

- 721 1. Louisiana State Organization shall publish a news periodical, *The Louisiana Deltion*, at least three
722 times a year
723 a) The fall issue is to be mailed (postal or electronic) at least three weeks before the first District
724 Meeting. [2003]
725 b) The winter issue is to be mailed (postal or electronic) at least three weeks before the deadline
726 for the Louisiana State Organization Convention. [2003]

- 727 c) The spring/summer issue is to be mailed (postal or electronic) at least three weeks before the
728 deadline for the Regional Conference or International Convention. [2003]
729 2. The president shall approve all publications.
730 3. Chapters may publish and circulate bulletins and studies of local interest.
731 4. State organizations and chapters may use a variety of communications. [International 2010]
732 5. The Society at all levels may establish and maintain various types of electronic communications
733 to facilitate meetings and to communicate with members. [International 2010]
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737 **ARTICLE X**
738 **FUNDS**
739

740 The funds of Louisiana State Organization shall be known as:

- 741 1. The Available Fund
742 This fund shall be the operating fund and shall require a budget.
743 2. The Operating Fund Reserve [name change – 2021]
744 a) The Finance Committee, with the approval of the Executive Committee, shall annually
745 determine the amount to transfer to the Operating Fund Reserve. The amount determined
746 would be up to twenty percent (20%) of the state organization induction fees and annual dues
747 until the total of the Operating Fund Reserve equals one year's operating expenses at which
748 time the State Organization Executive Board may discontinue further allocations [2021].
749 b) Interest, and investment [2021], income from the Operating Fund Reserve may be allocated
750 to the state Available Fund by vote of the State Organization [2021] Executive Board.
751 c) Expenditures from the Operating Fund Reserve in excess of \$250 shall be authorized by the
752 State Organization [2021] Executive Board. Expenditures from the Operating Fund Reserve
753 of \$250 or less shall be approved by the President and the Finance Committee. [2008]
754 3. The Scholarship Fund
755 a) The state shall maintain a Scholarship Fund. A chapter may maintain a Scholarship Fund by
756 majority vote.
757 b) The state Scholarship Fund shall be derived from:
758 1) One hundred percent (100%) of the scholarship fee paid by each chapter that does not
759 maintain a chapter scholarship fund or 20% of the scholarship fee paid by each chapter
760 that does maintain a Scholarship Fund. [International 2018]
761 2) monies from such other sources as may be determined by the State Executive Board
762 c) The chapter Scholarship Fund
763 1) A chapter which votes to maintain a scholarship fund shall retain 80% of the scholarship
764 fee collected from its members and send 20% of the fees collected to the State Fund.
765 The chapter may add to its fund from such other sources as it may determine.
766 2) A chapter which does not maintain a scholarship fund shall send to the state treasurer
767 the full amount of the scholarship fees collected from its members
768 d) Rules governing state scholarships shall be approved by the State Executive Board
769 4. The Beatrice Davis Endowment Fund
770 a) The fund was established by the Beatrice Davis bequest.
771 b) Interest from the Beatrice Davis Endowment Fund bequest funds the Beatrice Davis
772 Leadership Seminar held in the summer of odd-numbered years and, if needed [2021], the
773 Chapter Officers' Leadership Workshop held in the summer of even-numbered years.
774 5. The Vivian Bourgeois Special Stipend Fund
775 a) The fund was established by the Vivian Bourgeois bequest.
776 b) Interest from the bequest is used to fund special stipends set forth by the Vivian Bourgeois
777 Special Stipends Committee.
778 6. Wanda Gunn Live and Learn Stipend Award
779 a) The fund was established by the Wanda Gunn bequest and memorials made specifically to
780 her fund.
781 b) Funds from the bequest and memorials are used to fund special stipends set forth by the
782 Wanda Gunn Live and Learn Special Stipend Committee. [2014]
783 7. The Florence Amy Emergency Fund
784 a) The monies for the fund will be collected from the sale of items at state conventions and from
785 voluntary donations.
786 b) Money from the fund will be used to assist members who have sustained major losses from
787 floods, tornadoes, hurricanes, or other catastrophic disasters, and other crises.

- 788 c) Awards up to \$200 shall be determined by the Finance Committee.
789 8. Chapter Officers' Leadership Workshop
790 a) The monies for the fund will be collected from the Beatrice Davis Endowment Fund and 25%
791 of the proceeds from the annual First-Timers' basket donations.
792 b) Money from the funds will be used for training newly elected chapter officers.
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796 **ARTICLE XI**
797 **AMENDMENTS**
798

- 799 1. These Bylaws may be amended at the state convention in even-numbered years (every two
800 years) by a two-thirds vote, provided notice of proposed amendments shall have been published
801 in the issue of *The Louisiana Deltion* and on the Louisiana State Organization website prior to the
802 convention. [2014]
803 2. Any committee, board, chapter, or member shall submit all proposed amendments to these
804 Bylaws to the Rules Committee. [2008]
805 3. All proposed amendments shall have been approved by a two-thirds vote of the Executive Board
806 before being submitted to the convention. The Executive Board may hear any unpublished
807 proposals upon approval of nine-tenths of the Board. [2014]
808 4. Standing Rules may be adopted, amended, or rescinded at any annual convention by a two-thirds
809 vote.
810 5. Updates that are approved at the state convention shall be published in the forthcoming *Deltion*
811 [2021].
812 6. The Bylaws and Standing Rules shall be amended automatically by the Rules Committee to
813 comply with the DKG Constitution and International Standing Rules. Notice of automatic
814 amendments shall be publicized in the winter issue of the *Deltion* [2021].
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817 **ARTICLE XII**
818 **DISSOLUTION**
819

820 In the event of dissolution of the Louisiana State Organization, the net assets shall be distributed as
821 follows:

- 822 1. State Dissolution
823 a) All liabilities and obligations shall be paid and satisfied or adequate provision shall be made
824 therefore.
825 b) The Executive Board shall determine specific procedures for liquidating remaining assets and
826 shall supervise disbursement of funds.
827 2. Chapter Dissolution
828 a) Before a chapter is dissolved, the approval of the state Executive Board shall be obtained.
829 b) Careful consideration shall be given to the manner in which those desiring to maintain
830 membership transfer to other chapters. International procedures must be followed.
831 c) Any remaining funds in the chapter account shall be sent to the state treasurer and deposited
832 in the available fund. [International 2010]
833 d) The chapter's paraphernalia, the Society publications, and the chapter records shall be
834 retained in the state archives and made available for use.
835 e) The charter must be returned to the state to be forwarded to the International Headquarters.
836 f) The Executive Board shall decide whether the Greek name shall be reused or not.
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839 **ARTICLE XIII**
840 **PARLIAMENTARY AUTHORITY**
841

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