

2023 - 2025
BYLAWS
AND
STANDING RULES

of the
Oregon State Organization



of
The Delta Kappa Gamma Society International



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA™

1 This page left blank for printing purposes.

2023
BYLAWS
OF THE
OREGON STATE ORGANIZATION



of
The Delta Kappa Gamma Society International
As revised April 28-30, 2023

Next Proposals for Revision are due by October 15, 2024.

Voting on proposed changes will occur at the 2025 Oregon Convention.

Proposal Form: Oregon website, Resources, Forms, left column, near the bottom

1 **This page intentionally left blank.**

BYLAWS

Table of Contents

1		
2		
3		
4	OSO Map of Districts	7
5	Article I: Name	8
6	Section 1: State	8
7	Section 2: Chapters	8
8	Article II: Mission and Purposes.....	8
9	Article III: Membership	8
10	Section 1: Chapters	8
11	Section 2: Classes	9
12	Section 3: State Members	9
13	Section 4: State Honorary Members	10
14	Section 5: Records	10
15	Article IV: Finances.....	11
16	Section 1: Annual Dues and Fees	11
17	Section 2: Financial Controls.....	11
18	Section 3: Permanent Fund	12
19	Section 4: Scholarship Fund	12
20	Article V: Meetings.....	12
21	Article VI: Organization	12
22	Section 1: Chapters	12
23	Section 2: New Chapters.....	13
24	Section 3: Districts.....	13
25	Section 4: Coordinating Councils	13
26	Article VII: Officers, Related and Special Personnel	13
27	Section 1: State Officers	13
28	Section 2: Related Personnel	13
29	Section 3: Duties of Officers.....	14

1	Section 4: Duties of Related Personnel.....	16
2	Section 5: Duties of Special Services Personnel.....	16
3	Section 6: Term of Office	17
4	Section 7: Vacancies.....	17
5	Section 8: Nominating and Elections.....	17
6	Article VIII: Executive Bodies	17
7	Section 1: State Executive Board.....	17
8	Section 2: Chapter Executive Boards.....	18
9	Section 3: State Executive Committee.....	18
10	Article IX: Committees.....	19
11	Section 1: Standing Committees	19
12	Section 2: Appointed Committees	19
13	Section 3: Special Committees	19
14	Section 4: General Procedures.....	19
15	Section 5: Duties of Standing Committees	20
16	Section 6: Duties of Appointed Committees.....	20
17	Article X: Areas of Activity.....	21
18	Section 1: Conventions	21
19	Section 2: Conferences	21
20	Section 3: District and/or Combined Workshops, including digital/electronic	22
21	Section 4: Leadership Transition Retreat.....	22
22	Article XI: Awards.....	22
23	Section 1: Financial Awards	22
24	Section 2: General Awards	23
25	Section 2: Publications.....	23
26	Article XII: Parliamentary Authority.....	23
27	Article XIII: Amendments	23
28	Section 1. Bylaws	23
29	Section 2: Standing Rules	24
30	Section 3: Effective Date	24

1 Article XIV: Dissolution..... 24
 2 Section1: State 24
 3 Section 2: Chapter..... 24
 4 Member Field Services Program: Chapter Renewal Plan..... 26
 5 RFP for Proposed Changes to Bylaws 27
 6
 7
 8
 9

10 **OREGON STATE ORGANIZATION**
 11 **MAP OF DISTRICTS**



12
 13

2023 BYLAWS

ARTICLE I: NAME

Section 1: State

The name of this organization shall be The Delta Kappa Gamma Society International, Oregon State Organization. (Hereafter just Oregon State Organization or OSO.)

Oregon State Organization Articles of Incorporation – Nonprofit are approved by and filed with the State of Oregon Corporations Commission in perpetuity.

Section 2: Chapters

Chapters in the Oregon State Organization may be designated by a Greek letter, a combination of Greek letters, or geographic area. Chapters shall be listed in chronological order of organization. The State Executive Board may reassign previously used names of dissolved chapters.

ARTICLE II: MISSION AND PURPOSES

The Mission and Purposes of Oregon State Organization shall be to:

1. Promote the purposes of the Delta Kappa Gamma Society International as found in the *International Constitution*, Article II, Section D.
2. Act as liaison between chapters and the International organization.
3. Organize Delta Kappa Gamma chapters within the state.
4. Provide leadership training for state and chapter leaders.
5. Cooperate with other organizations of similar purposes.
6. Provide a voice in the state for education and for women.

ARTICLE III: MEMBERSHIP

Section 1: Chapters

- A. The membership of Oregon State Organization shall have full power to act on matters of chapter membership.
- B. Candidates for active membership shall be voted upon in a chapter meeting or electronically in a manner determined by the chapter.
- C. Membership records shall be kept at the chapter level.

1 **Section 2: Classes**

2 The membership of Oregon State Organization shall be composed of **active, reserve, collegiate,**
3 **state, and honorary** members of chapters within the boundaries of the state. At the time she
4 joins the Society, a member becomes a member of the International Society, a state organization,
5 and a chapter. All membership shall be in accordance with the *International Constitution*, Article
6 III.

- 7 A. **Active Members:** Membership in DKG is an honor and is offered by invitation from a
8 local chapter.
- 9 1. A candidate for membership must identify as a woman and be or have been employed
10 and paid a salary as a professional educator at the time of her election.
- 11 2. An active member shall participate in the activities of the Society.
- 12
- 13 B. **Reserve Members:** Reserve membership shall be granted to a member who is unable to
14 participate fully in the activities of the chapter because of medical disability or
15 geographic location.
- 16
- 17 C. **Collegiate Members:** Collegiate members shall be undergraduate or graduate students
18 who meet the following criteria:
- 19 1. Bachelor student collegiate members shall be enrolled in an institution offering
20 coursework leading to a career in education and have the intention to continue
21 academically and professionally in the field of education.
- 22 2. Be enrolled within the last two years of the bachelor’s education degree.
- 23 3. Graduate/Masters/Doctoral student collegiate members shall have Graduate/
24 Masters/Doctoral standing in an institution offering coursework leading to a career in
25 education and have the intention to continue academically and professionally in the
26 field of education.
- 27 4. When a collegiate member starts her career as a paid educator, she will pay active
28 member dues and become an active member. If a collegiate member does not pursue
29 a career as an educator, her membership will expire upon graduation or withdrawal
30 from the education degree program.

31 **Section 3: State Members**

- 32 A. Members who do not belong to a chapter but retain membership at the state and
33 International levels.
- 34 B. Dues will be paid to the state treasurer.
- 35 C. A list of state members will be sent to the state president annually.
- 36 D. A file of deceased state members shall be maintained by the state treasurer.

37

1 **Section 4: State Honorary Members**

- 2 A. A state organization honorary member shall be a woman not eligible for active
3 membership who has rendered notable service to education or to women and is elected
4 to honorary membership in recognition of such service.
5 B. Honorary members shall be elected by a majority vote of the State Executive Board.
6 C. Honorary members may transfer to another chapter.
7

8 **Section 5: Records**

9 **A. Membership Records**

10 An accurate, current record of all members shall be maintained by the state treasurer.
11

12 **B. Historical Records**

13 An accurate account of the history of the Society in Oregon and the contributions of its
14 members to education and to the Delta Kappa Gamma Society International shall be
15 maintained in *The New Oregon Trail*.
16

17 **C. Death Records**

18 The chapter president shall submit a death notice promptly upon the death of a chapter
19 member or honorary member, using the appropriate current form from International
20 Headquarters. A file of deceased members shall be maintained by the chapter president.
21

22 **D. Termination Records**

- 23 1. A complete record of all memberships terminated in Oregon State Organization shall
24 be maintained by the state treasurer.
25 2. A complete record of all memberships terminated in a chapter, including the reason
26 and date of termination, shall be maintained by the chapter treasurer.
27 3. Chapters shall maintain letters of resignation and record the action taken in the
28 chapter minutes.
29

30 **E. Reinstatement Records**

31 The chapter treasurer shall notify the state treasurer when any former member of the
32 Society has been reinstated.
33

34 **F. Financial Records**

35 The treasurer shall maintain an accurate record of receipts, expenditures, and bank
36 statements.
37

ARTICLE IV: FINANCES

Section I: Annual Dues and Fees

- A. The state annual dues shall be determined by two-thirds of the votes cast by the members registered and attending the state convention.
- B. Annual dues shall be paid by June 30 of each year. Membership shall be terminated on October 1 for non-payment of dues and fees.
- C. All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded to the state treasurer.
- D. Induction fees were reallocated by the 2022 International Convention voting: \$7.50 to the chapter and \$2.50 to the state.

Section 2: Financial Controls

A. Budget

1. The state shall maintain an Available Fund that shall be the Operating Fund.
2. A budget shall be adopted annually by the State Executive Board for the Operating Fund.
3. The Finance Committee shall submit a proposed budget to the members of the Executive Board at least thirty (30) days prior to the spring Executive Board meeting.
4. The Executive Board shall examine, modify if necessary, and adopt the budget prior to the beginning of the fiscal year on July 1.

B. Expense Vouchers

1. All expense vouchers must first be sent to the Budget Controller for account verification.
2. All expense vouchers shall be signed by the state president before payment may be made by the state treasurer.
3. Payment for expenses incurred by the state president shall be authorized by the chair of the Finance Committee.
4. Vouchers for approved budgeted advances shall be signed and money disbursed by the state treasurer upon receipt of the proposed budget of the project using the monies.
5. Expenses not budgeted shall receive prior approval of the Finance Committee before payment may be made from state funds.

C. Borrowing

The state organization shall not borrow funds from any source without approval of the Executive Board, nor shall organizational monies be co-mingled.

1 **D. Financial Review**

- 2 1. The state treasurer shall submit all financial records for financial review by July 31.
3 2. A financial review of the treasurer’s books shall be conducted by a committee of no
4 less than three (3) persons appointed by the president. Committee members should
5 have financial knowledge.
6 3. The financial review shall be submitted for acceptance at the next Executive Board
7 meeting.

8 **Section 3: Permanent Fund**

- 9 A. The Oregon State Organization shall maintain a Permanent Fund of not less than thirty
10 percent (30%) of the annual income.
11 B. Expenditures from the Permanent Fund shall be authorized by the Executive Board.

12 **Section 4: Scholarship Fund**

- 13 A. The state shall maintain a Scholarship Fund.
14

15 **ARTICLE V: MEETINGS**

16 A. Regular Meetings

- 17 1. All members being notified, chapter meetings may be face-to-face, through electronic
18 communications, or through a combination of the two, as long as members present
19 may simultaneously hear one another and participate during the meeting.
20 2. All members being notified, matters requiring immediate chapter action may be voted
21 upon by mail (postal or electronic) that provides a valid receipt of the members who
22 voted.
23 3. A majority vote of chapter members shall be required for action.
24

25 **ARTICLE VI: ORGANIZATION**

26 **Section 1: Chapters**

- 27 A. Each chapter shall conduct its business in a manner consistent with the *International*
28 *Constitution* and the *Oregon State Organization Bylaws* and *Standing Rules*.
29 B. Each chapter shall have chapter rules which are consistent with the *International*
30 *Constitution* and the *Oregon State Organization Bylaws* and *Standing Rules*.
31 C. The chapter officers, except the treasurer, shall be elected in even-numbered years by a
32 majority vote.
33 1. The term of each elected officer shall be two years or until a successor is named.
34 2. All officers shall take office on July 1 following their election.
35 3. The treasurer shall be appointed by the chapter Executive Board.

- 1 D. The chapter president or her designee shall represent the chapter as a voting member of
- 2 the State Executive Board.
- 3 E. A quorum for chapter meetings shall be determined by the chapter.
- 4 F. Regular meetings of chapters shall be held at least four (4) times per year.

5 **Section 2: New Chapters**

- 6 A. The State Executive Board shall approve the organization of a new chapter, including its
- 7 name, and assign the chapter to the appropriate district within the state.
- 8 B. The Membership / Expansion Committee, in consultation with the state president, shall
- 9 be responsible for the process of organization, including the induction of new members
- 10 and the installation of a new chapter.

11 **Section 3: Districts**

- 12 A. The state shall be divided into districts for the purpose of more effective communications,
- 13 better service to the membership, and provision of district representation on state
- 14 committees.
- 15 B. The State Executive Board shall define the boundaries of the districts and of the chapters
- 16 in each district.
- 17 C. The state president shall appoint a coordinator for each district.
- 18 D. The coordinator's term shall be no more than two biennia in succession or until a
- 19 successor is appointed.

20 **Section 4: Coordinating Councils**

- 21 A. With the approval of the State Executive Board, coordinating councils may be organized
- 22 in counties and/or cities where several chapters exist.
- 23 B. The coordinating council shall meet at least once a year to plan activities to benefit all
- 24 members.
- 25 C. Coordinating councils shall register with the state treasurer.

26

27 **ARTICLE VII: OFFICERS, RELATED AND SPECIAL**
28 **PERSONNEL**

29 **Section 1: State Officers**

- 30 A. The state officers shall be a president, a vice president, and a state secretary—all elected.
- 31 B. A treasurer and an administrative secretary shall be appointed by the Executive Board
- 32 upon recommendation of the President.

33 **Section 2: Related Personnel**

34 Related personnel shall be the immediate past state president, a parliamentarian, a webmaster,
35 and the editor of *The New Oregon Trail*.

1 **Section 3: Duties of Officers**

2 These officers shall perform the duties as prescribed in the *International Constitution*, Article VI,
3 and as authorized by the *Oregon State Organization Bylaws* and *Standing Rules*.

- 4 • The elected officers shall serve on the Executive Board and the Executive Committee as
5 voting members.
- 6 • The treasurer shall serve on the Executive Board as an ex-officio member with vote.
- 7 • The administrative secretary, parliamentarian, webmaster, and editor of *The New Oregon*
8 *Trail* shall serve on the Executive Board as ex-officio members without votes.
- 9 • No officer shall serve as chair of a standing committee.

10

11 A. The president shall:

12 1. Recommend to the Executive Board:

- 13 a. A treasurer.
- 14 b. An administrative secretary.

15

16 2. Appoint:

- 17 a. A parliamentarian.
- 18 b. An editor of *The New Oregon Trail*.
- 19 c. A webmaster.
- 20 d. All standing committees, special committees, and special personnel, except the
21 Finance and Nominating Committees.
- 22 e. The chairs of the Finance and Nominating Committees are appointed from
23 members of the committees who are serving their second biennium.
- 24 f. District Coordinators

25

26 3. May recommend to the Executive Board a local Convention / Conference
27 Coordinator.

28 4. Serve as ex-officio member on all committees except Nominating.

29 5. Name an official representative for meetings if the president or vice president is
30 unable to attend.

31 6. Be responsible for leadership development and training of chapter officers
32 throughout the state.

33 7. Serve as chair of the Executive Committee.

34 8. Appoint three (3) members of the Executive Board to review and recommend for
35 approval the minutes of State Executive Board meetings.

36 9. Be responsible, along with the Membership / Expansion Committee, for orientation
37 and induction of honorary members.

38 10. Consult with the Membership / Expansion Committee and/or sponsoring chapter(s)
39 regarding new chapters and the candidates for membership in these chapters.

40 11. Secure the incoming state president's pin for presentation at the state convention.

41

42

1 B. The vice president shall:

- 2 1. Serve as general coordinator for all state conferences / conventions, district and/or
3 combined workshops, and retreats.
4 2. Perform those duties assigned by the president and/or the Executive Board.
5 3. Serve as presiding officer in the absence of the president.
6

7 C. The state secretary shall:

- 8 1. Be responsible for the minutes of the Oregon State Organization.
9 a. Record, prepare, and forward completed minutes to the review personnel within
10 45 days of the event.
11 b. Be responsible for printing minutes of all Executive Board meetings and state
12 conventions / conferences.
13 c. Distribute minutes to all members of the Executive Board and the Leadership
14 Team.
15 2. Prepare an Executive Board roster and present a quorum report of Board meetings.
16 3. Maintain a paper file of correspondence, reports, and minutes from the previous and
17 current biennia.
18 4. Perform those duties assigned by the president and/or the Executive Board.
19

20 D. The treasurer shall:

- 21 1. Maintain a current, accurate membership list of all Oregon State Organization
22 members.
23 2. Maintain a record of the registrations of all coordinating councils.
24 3. Receive and disburse as designated all monies belonging to the Oregon State
25 Organization.
26 4. Keep an accurate account of receipts, expenditures, and bank statements.
27 5. Surrender the records for financial review.
28 6. Submit the annual financial review to the Executive Committee, which may, at the
29 discretion of that committee, be included in the next issue of *The New Oregon Trail*.
30 7. Serve as the Oregon State Organization registered agent with the Oregon State
31 Department of Commerce, Corporate Division, and pay the annual fee.
32 8. Serve as an ex-officio member without vote on the Finance Committee.
33 9. Notify all Oregon State Organization members annually of the dues payment fees and
34 schedule.
35

36 E. The administrative secretary shall:

- 37 1. Provide secretarial and organizational assistance as requested by the state president.
38 2. Duties may include, but are not limited to:
39 a. Produce and distribute the annual report packet.
40 b. Maintain the state membership and information data base.
41 c. Serve as registrar for state meetings.
42 d. Attend state meetings.
43

1 **Section 4: Duties of Related Personnel**

2 The related personnel shall perform duties as prescribed in the *International Constitution*, Article
3 VI, and as authorized by the *Oregon State Organization Bylaws* and *Standing Rules*.

4 A. The immediate past president shall:

- 5 1. Serve in an advisory capacity to the president and perform those duties assigned by
6 the president and/or the Executive Board.
- 7 2. Serve on the Executive Board as a voting member.
- 8 3. Secure a gift of appreciation for the retiring president for presentation at the state
9 convention.

10

11 B. The parliamentarian shall:

- 12 1. Serve as an advisor to the officers and members in matters pertaining to the
13 *International Constitution* and the *Oregon State Organization Bylaws* and *Standing*
14 *Rules*, and parliamentary usage (*Robert's Rules of Order*, current edition).
- 15 2. Perform those duties assigned by the president and/or the Executive Board.
- 16 3. Serve on the Executive Board and the state Bylaws Committee as an ex-officio
17 member.

18

19 C. The editor shall:

- 20 1. Be responsible to the president.
- 21 2. Supervise the production of and edit *The New Oregon Trail*.
- 22 3. Maintain a collection of one printed copy of each *The New Oregon Trail* to be used as
23 a history for the Oregon State Organization.
- 24 4. Serve on the Executive Board as an ex-officio member without vote.

25

26 D. The webmaster shall:

- 27 1. Maintain the Oregon State Organization website to comply with International
28 certification standards.
- 29 2. Update, add, delete content as needed.
- 30 3. Work with OSO leaders and members to include key information.
- 31 4. Provide security and access for members.
- 32 5. Establish a “members only” section.
- 33 6. Identify and include messages and links/connections from chapters, OSO, and
34 International as appropriate.

35 **Section 5: Duties of Special Services Personnel**

36 A. District Coordinators shall:

- 37 1. Serve as liaisons between the chapters of the districts and the state, attend chapter
38 meetings, and provide assistance as needed.
- 39 2. Secure recommendations for a member to serve on the state Nominating and Finance
40 Committees as a district representative and submit the recommendations to the state
41 Nominating Committee.

- 1 3. Work with local chapter presidents to provide appropriate locations and arrangements
- 2 for district and/or combined workshops.
- 3 4. Perform other duties as assigned by the state president.
- 4
- 5 B. An Administrative Assistant (optional) shall:
- 6 1. Provide secretarial and organizational assistance as requested by the state president.

7 **Section 6: Term of Office**

- 8 A. Officers elected at the state convention in odd-numbered years shall have a term of two
- 9 years or until a successor has been named.
- 10 B. Those officers who are appointed personnel—treasurer, editor, webmaster, administrative
- 11 secretary, and parliamentarian—may serve in the same position until a successor is
- 12 appointed.
- 13 C. All officers shall take office on July 1 following their election.
- 14 D. The treasurer shall be selected by the Executive Board upon recommendation of the
- 15 president each biennium.
- 16 E. The administrative secretary shall be selected by the Executive Committee each
- 17 biennium.

18 **Section 7: Vacancies**

- 19 A. When a vacancy occurs in the office of president, the vice president shall become
- 20 president.
- 21 B. When a vacancy occurs in other elective or appointive positions, except that of
- 22 immediate past president, the president shall name a successor.

23 **Section 8: Nominating and Elections**

- 24 A. Nominations for state president, vice president, and secretary shall be made by the
- 25 Nominating Committee, and election shall take place during the state convention in odd-
- 26 numbered years.
- 27 B. Election of the state president, vice president, and state secretary shall be by a majority
- 28 vote of written or electronic ballots cast by members registered and attending state
- 29 convention.

30

31 **ARTICLE VIII: EXECUTIVE BODIES**

32 **Section 1: State Executive Board**

- 33 A. The members of the Executive Board shall be the elected officers, the immediate past
- 34 president, all past state presidents, and the chapter presidents. The treasurer shall serve as
- 35 an ex-officio member with vote. The administrative secretary, parliamentarian,
- 36 webmaster, and editor shall serve as ex-officio members without vote.
- 37

1 B. The Executive Board shall:
2

- 3 1. Perform duties as prescribed in the *International Constitution*, Article VII, Section B,
4 and the *Oregon State Organization Bylaws* and *Standing Rules*.
- 5 2. Approve the organization, names, and districts of new chapters.
- 6 3. Define the boundaries of districts and assign the chapters within each district.
- 7 4. Approve the organization of coordinating councils.
- 8 5. Elect, by district, members of the state Finance and Nominating Committees.
- 9 6. Elect state honorary members.
- 10 7. Select, from the candidates recommended by the state president, a state treasurer, and
11 an administrative secretary.
- 12 8. Adopt a budget prior to the beginning of the fiscal year on July 1.
- 13 9. Approve any changes in criteria for state scholarships and grants.

14
15 C. The Executive Board shall meet at least once a year in the spring. An additional meeting
16 may be scheduled in the fall to share new information from International conventions and
17 / or International conferences.
18

19 D. Executive Board Quorum
20

- 21 1. A quorum shall be a majority of the voting members of the Executive Board.
- 22 2. Past state presidents unable to attend an Executive Board meeting will not be
23 considered when a quorum is determined.
- 24 3. Each chapter, state officer, and past president shall be entitled to one vote.
- 25 4. There shall be no proxy voting.

26 **Section 2: Chapter Executive Boards**

27 Chapter Executive Boards shall function in accordance with the *Oregon State Organization*
28 *Bylaws* and *Standing Rules*: Article VI, Section 1.
29

30 **Section 3: State Executive Committee**

- 31 A. The members of the Executive Committee shall be the elected officers. The immediate
32 past president, the administrative secretary, parliamentarian, the treasurer, the
33 webmaster, and the editor may serve as ex-officio members without vote.
- 34 B. The Executive Committee may meet between meetings of the Executive Board to
35 conduct business delegated to it by the Executive Board and the *Oregon State*
36 *Organization Bylaws* and *Standing Rules*, and to take action on matters requiring
37 immediate decision. They shall report their actions to the Executive Board.
- 38 C. The Executive Committee shall:
 - 39 1. Serve as the Bylaws Interpretation Committee.
 - 40 2. Serve as the Board of Directors for the Oregon State Organization Corporation –
41 Nonprofit.

- 1 3. Make decisions regarding bequests and memorials to the Oregon State Organization.
- 2 4. Approve the time and place of state conventions and conferences.
- 3 5. Designate the amount and the Oregon State Organization Scholarship Fund to use for
- 4 a memorial upon the death of a past state president, state honorary member, or
- 5 current officer.
- 6 D. In the event of the dissolution of the Oregon State Organization, the Executive
- 7 Committee shall follow the procedures in accordance with the State of Oregon and
- 8 International *Standing Rules*.

10 **ARTICLE IX: COMMITTEES**

11 **Section 1: Standing Committees**

- 12 A. Bylaws Interpretation
- 13 B. Finance
- 14 C. Nominating

15 **Section 2: Appointed Committees**

- 16 A. Bylaws
- 17 B. Communications / Technology
- 18 C. Educational Excellence & Leadership Development
- 19 D. Financial Awards
- 20 E. General Awards
- 21 F. Membership / Expansion

22 **Section 3: Special Committees**

23 Special Committees (e.g., *ad hoc* or task force) shall be appointed by the president as authorized
24 by the Executive Board or a convened convention. A special committee shall be dissolved after
25 submitting the final report to the authorizing body.

26 **Section 4: General Procedures**

- 27 A. All committee chairs shall be appointed by the president except the Finance and
- 28 Nominating Committees.
- 29 B. The president shall serve as an ex-officio member of all committees except the
- 30 Nominating Committee.
- 31 C. Committees shall meet at least once a year but not during scheduled business sessions of
- 32 state meetings.
- 33 D. Matters requiring immediate committee action may be voted upon by mail or electronic
- 34 means after all committee members have been notified.
- 35 E. Committee chairs shall receive required reports from chapters.
- 36 F. Committee chairs shall prepare and submit required reports to the International chair.

1 **Section 5: Duties of Standing Committees**

2 **[Details regarding committee duties are in the *Standing Rules*.]**

- 3 A. The **Finance and Nominating Committees** shall consist of one member from each
4 district elected for a term of two biennia.
- 5 B. Nomination for members of the Finance and Nominating Committees shall be received
6 from the districts by the district coordinators and submitted to the Nominating Committee
7 by December 15 of even-numbered years.
- 8 C. The election of committee members from Districts 1, 2, and 3 shall alternate each
9 biennium with the election of committee members from Districts 4, 5, and 6 in odd-
10 numbered years at state convention.
- 11 D. Election of members to the Finance and Nominating Committees shall be by ballot (print
12 or electronic) by members of the Executive Board from the districts of the candidate.
13 Election shall be by a majority of the ballots cast.
14
- 15 E. The **Bylaws Interpretation Committee**, which is the Executive Committee, shall
16 review, interpret, and rule by mail or electronic means on questions concerning *Oregon*
17 *State Organization Bylaws* and *Standing Rules* until submitted to the next state
18 convention for a vote.
19
- 20 F. The **Finance Committee** shall be responsible for supervision of the financial affairs of
21 the state, including recommendations for the expenditure and investment of funds,
22 preparation of an annual budget for adoption by the Executive Board, and arranging for
23 an annual financial review.
24
- 25 G. The **Nominating Committee** shall be responsible for seeking qualified candidates for
26 state offices and elective positions, preparing recommendation forms, providing
27 information for *The New Oregon Trail*, preparing the ballots (print or electronic),
28 conducting elections, and installing officers.

29 **Section 6: Duties of Appointed Committees**

- 30 A. The **Awards Committee** will oversee recognition awards for individual members, non-
31 members, chapters, and community members and entities.
32
- 33 B. The **Bylaws Committee** shall be responsible for considering amendments to the *Oregon*
34 *State Organization Bylaws* and *Standing Rules*, for presenting them for adoption at state
35 conventions, if needed, and for printing and posting revised / updated *Bylaws* every two
36 years and revised *Standing Rules* every two years.
37
- 38 C. The **Communications / Technology Committee** shall promote communication and
39 public relations skills throughout the state; shall sponsor and maintain the Oregon State
40 Organization website; and shall obtain members' and non-members' permission to
41 publish names, email addresses, and images in print and digital media [*Media Permission*]

1 *Form*]; and shall provide for electronic meetings. As appropriate, the Communications /
2 Technology Committee shall establish an OSO presence on social media platforms most
3 used by teachers and by early-career educators, in particular.
4

5 D. The **Educational Excellence & Leadership Development Committee** may represent
6 the areas of Personal Growth and Services, Literacy, Professional Affairs, Leadership
7 Development, Legislation, Research, World Fellowship, and the DKG / NGO United
8 Nations Network. Through research and recommendations, they may endorse issues in
9 education, on families, and on women educators to chapters. With the state president, the
10 Educational Excellence &/ Leadership Development Committee shall plan and
11 implement leadership development programs for state and chapter officers and state and
12 chapter committee personnel.
13

14 E. The **Financial Awards Committee** shall be responsible to act on recommendations from
15 the International Scholarship Committee, to disseminate information about International
16 and State Scholarships and grants, to recommend rules governing state scholarships and
17 grants to the Executive Board for approval, to promote fundraising activities for State
18 scholarships, to review scholarship and grant applications, and to select scholarship and
19 grant recipients at the state level.
20

21 F. The **Membership / Expansion Committee** shall be responsible for expansion within the
22 state, shall keep the Executive Board informed of its activities, and shall secure approval
23 of the Executive Board for the organization of new chapters. The Membership /
24 Expansion Committee shall be responsible for supervising membership within the state,
25 including nominating, elections, and inductions of state honorary members; the Service
26 of Remembrance; and orientation programs.
27

28 **ARTICLE X: AREAS OF ACTIVITY**

29 **Section 1: Conventions**

- 30 A. A state convention shall be held in odd-numbered years in the spring at a time and place
31 approved by the Executive Committee.
32 B. The purpose shall be to conduct state business and provide opportunities for professional
33 and personal growth of members.
34 C. Every member who is registered may vote. A roll call vote as specified in the
35 *International Constitution*, Article IX, Section B, may be ordered.
36 D. The quorum shall be a majority of those members who have registered at the convention.
37 E. An Executive Board meeting shall be held during the convention.

38 **Section 2: Conferences**

- 39 A. A state conference shall be held in even-numbered years at a time and place approved by
40 the Executive Committee.

- 1 B. The purpose shall be to provide opportunities for professional and personal growth of
- 2 educators.
- 3 C. The president will determine the need for an Executive Board meeting.

4 **Section 3: District and/or Combined Workshops**

- 5 A. District and/or combined workshops shall be held in even-numbered years at a time and
- 6 place determined by the state president and the Educational Excellence & Leadership
- 7 Development Committee.
- 8 B. The purpose shall be to provide intensive orientation for incoming chapter officers and
- 9 committee chairmen, with emphasis on procedure.

10 **Section 4: Leadership Transition Retreat**

- 11 A. A leadership transition retreat for incoming and outgoing state officers and key personnel
- 12 shall be held in odd-numbered years prior to assuming their duties and at a time and place
- 13 determined by the state president and the Educational Excellence & Leadership
- 14 Development Committee.
- 15 B. The purpose shall be to provide an orderly transition of state leadership.

16

17

ARTICLE XI: AWARDS

18 **Section 1: Awards**

19 **A. Financial Awards Committee**

- 20 1. The state shall maintain four scholarship funds: (1) the Hazel Fishwood, (2) the
- 21 Commemorative, (3) the Emma Henkle, and (4) the State Founders and State
- 22 Presidents.
- 23 a. One scholarship awarded annually from the Commemorative scholarship fund
- 24 shall be known as the Isabelle Huston Scholarship in honor of the bequest by this
- 25 former Phi president and State Scholarship Committee member.
- 26 b. One of the State Founders and State Presidents scholarship(s) shall be awarded
- 27 annually in honor of Bernice Conoly, a past International President.
- 28 2. Personal Enrichment scholarships may be awarded using monies from the
- 29 Commemorative Fund.
- 30 3. The state shall maintain the Dagmar Jeppeson Grant Fund for those studying in
- 31 elementary education.
- 32 4. The state shall maintain the Edith Green Grant Fund for those studying in secondary
- 33 education.
- 34 5. Scholarship awards and grants may be made annually only from the interest from the
- 35 funds.
- 36 6. Rules governing the administration of the scholarship and grant funds shall be

1 recommended by the Financial Awards Committee and adopted by the Executive
2 Board.

3
4
5 **B. General Awards Committee**

6 The General Awards Committee will oversee recognition awards for individual members,
7 non-members, chapters, and community members and entities.

8 1. **Awards Granted to Members:** The State may recognize members in the following
9 categories.

- 10 a. Achievement or Service to Society
- 11 b. Achievement or Service to Community
- 12 c. Achievement or Service to Education
- 13 d. Membership Longevity Awards
- 14 e. Educational Achievement
- 15 f. Certificate(s) of Appreciation

16
17 2. **Awards Granted to Chapters**

- 18 g. Rosette Award
- 19 h. Order of the Rose

20 **Section 2: Publications**

21 A. *The New Oregon Trail*, official newsletter of the state, shall be published at least three
22 times each year and sent to all members in the state and to others at the discretion of the
23 state president.

24 B. The *Oregon State Organization Leadership Directory* shall be published and distributed
25 to members of the Executive Board, state committee chairs, and special personnel.

26
27 **ARTICLE XII: PARLIAMENTARY AUTHORITY**

28 *Robert's Rules of Order* (current edition) shall govern the proceedings of the Oregon State
29 Organization and its chapters in all cases not provided for in the *International Constitution* and
30 *Standing Rules* or in the *Oregon State Organization Bylaws* and *Standing Rules*.

31
32 **ARTICLE XIII: AMENDMENTS**

33 **Section 1: Bylaws**

34 These *Bylaws* may be amended every two years at a state convention.

- 1 A. Proposals for amendments to or revisions of the *Bylaws* may be submitted to the Bylaws
2 Committee by any member, committee, board, or chapter of the Oregon State Organization
3 by October 15 of the year preceding a revision.
- 4 B. Proposals for amendments and/or revisions shall be studied by the Bylaws Committee, and
5 recommendations for changes shall be printed in the winter or spring issue of *The New*
6 *Oregon Trail*.
- 7 C. Recommendations for change, as printed, shall be submitted to the Executive Board before
8 they are submitted to a vote of the state convention.
- 9 D. Any proposed amendment to or revision of the *Bylaws* that does not receive the
10 recommendation of the Bylaws Committee or the Executive Board may be submitted for a
11 vote of the convention when requested in writing by five (5) members of the Executive
12 Board.
- 13 E. Approval by two-thirds of the votes cast by members registered and attending the state
14 convention shall be required for the adoption of an amendment to or a revision of the
15 *Bylaws*.

16 **Section 2: Standing Rules**

17 *Standing Rules* may be adopted, amended, or rescinded every two years by a majority of those
18 present at a state convention.

19 **Section 3: Effective Date**

20 Amendments to the *Bylaws* and *Standing Rules* shall become effective on July 1 following the
21 convention at which they were adopted, unless otherwise stated in the amendment.

22

23 **ARTICLE XIV: DISSOLUTION**

24 **Section 1: State**

25 In the event of dissolution of the Oregon State Organization, the Executive Committee shall
26 follow the procedures in accordance with the State of Oregon and the *International Constitution*
27 *and Standing Rules*.

28 **Section 2: Chapter**

29 In the event that it may be necessary to dissolve a chapter in the Oregon State Organization, the
30 procedures shall be as follows:

- 31 A. Before a chapter is dissolved, the Membership Committee shall intervene with the
32 Member Field Services Program [attached, page 25] for up to one year, after which, the
33 approval of the State Executive Board must be obtained.
- 34 B. Careful consideration shall be given to the manner in which those desiring to maintain
35 membership may transfer to other chapters. International procedures must be followed.
- 36 C. Any remaining funds in the chapter account shall be sent to the state treasurer for state or
37 International projects.

- 1 D. The chapter's paraphernalia, Society publications, and chapter records shall be retained in
- 2 the state archives and made available for use.
- 3 E. The charter must be returned to the state to be forwarded to International Headquarters.
- 4 F. The State Executive Board shall decide whether the Greek name shall be reused.

5

1 **MEMBER FIELD SERVICES PROGRAM (MFSP)**

2 **CHAPTER RENEWAL PLAN**

3
4 Officers and members of a chapter considering dissolution must do the following:

- 5 1. Brainstorm these two questions:
- 6 • What is your Number 1 goal or purpose? *Click or tap here to enter text.*
 - 7 • What can members get from this chapter that doesn't exist anywhere
 - 8 else? *Click or tap here to enter text.*
- 9
- 10 2. Identify at least **one** purpose: *Click or tap here to enter text.*
- 11 [If one purpose or goal does not exist, then consider dissolution.]
- 12
- 13 3. Ask yourselves what do you need to do to accomplish this goal? *Click or tap*
- 14 *here to enter text.*
- 15
- 16 4. What officers do you **really** need to accomplish your goal? List them: *Click or*
- 17 *tap here to enter text.*
- 18
- 19 5. What job will each of those officers do? List each essential officer and what
- 20 roles she will play. *Click or tap here to enter text.*
- 21 • **What job is each member able and willing to do?** *Click or tap here to enter*
 - 22 *text.*
 - 23 • **Assign specific roles to each member.**
- 24
- 25 6. Ask yourselves: When is the best meeting time?:
- 26 • **Date:** *Click or tap here to enter text.*
 - 27 • **Time:** *Click or tap here to enter text.*
 - 28 • **How often?** *Click or tap here to enter text.*
 - 29 • **Place most convenient?** *Click or tap here to enter text.*
- 30
- 31 7. Agree to give this plan TOTAL support for one (1) year, then
- 32 • Evaluate
 - 33 • Adjust

34 Return the completed document to the Membership and Expansion Committee.

REQUEST FOR PROPOSALS FOR CHANGES IN *BYLAWS* OR *STANDING RULES*

If an individual, a chapter, or a committee member wishes to propose changes to the *Oregon State Organization Bylaws* or *Standing Rules*, please use the following form to identify those changes.

- Duplicate this form if you are proposing more than one change: One change per form.
- Identify the specific article and section of your proposed changes, e.g., “Standing Rules Section I – A 2.”; “Bylaws Article VI, Section 1-A”
- Complete all the lines (1-13) below.
- Print it and send it to the chair: Jean Fairbairn
- **POSTMARK OR E-MAIL NO LATER THAN OCTOBER 15, 2024**

Mail to: Jean Fairbairn, Chair

15206 S.E. Ducky Ln.

Milwaukie, OR 97267-3438

Phone: 503-656-3688-----E-mail: jeanf3777@gmail.com

Click in the grey areas and type. They will expand to fit your text. Tab between fields.

Propose Change to Bylaw or Standing Rule , Section

1. Which now reads: Quote current wording of the section you wish to change:	2. Be amended by or changed wording as follows:	3. If adopted, would read: .
4. Rationale for the Change:		
5. Fiscal Impact Statement:		
6. Submitted by (insert your name) - Chapter Name		
7. On behalf of (insert name) - State Committee		
8. On behalf of self (insert your name)		
9. Your street address:		
10. Your City, State, Zip + 4:		
11. Your phone number: Your FAX number		
12. Your e-mail address:		
13. Date Submitted:		