

STANDING RULES

of the Oregon State Organization of DKG



Oregon State Organization

of the

The Delta Kappa Gamma Society International

Revised / Amended at the Oregon State Organization 2021 Convention

Next Revision Date: Oregon State Organization 2023 Convention

Proposals Due: October 15, 2022

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

**STANDING RULES OF THE
OREGON STATE ORGANIZATION
(OREGON DKG)**

TABLE OF CONTENTS

Section I: Structure 2

 A. Membership 2

 B. Finance..... 2

 C. Organization..... 4

 D. State Meetings..... 5

Section II: Standing Committees 6

 A. Bylaws Interpretation Committee 6

 B. Finance Committee 6

 C. Nominations Committee 6

Section III: Appointed Committees 7

 A. Bylaws Committee..... 7

 B. Communications / Technology Committee 8

 C. Educational Excellence Committee 8

 D. General Awards Committee..... 9

 E. Leadership Development Committee..... 10

 D. Membership / Expansion Committee..... 10

Section III: Special Assignments 11

 1. Special Personnel..... 11

 2. State Leadership Team..... 11

Section IV: Duties of State Committee Chairmen & Special Services Personnel..... 11

Request for Proposed Changes to Bylaws or Standing Rules (form)..... 13

OREGON STATE ORGANIZATION STANDING RULES
(hereafter Oregon DKG)

I. Structure

A. Membership:

1. Selection of qualified candidates for membership shall be the responsibility of all chapter members.
2. Transfers
 - a. When an active or reserve member in good standing wishes to transfer from a chapter, the member shall:
 - (1) Obtain an Application for Transfer from the chapter president or International Headquarters, fill it out, and mail it to Headquarters to be processed.
 - (2) Be assigned to a chapter or given a list of chapters in the area where she is moving so the member can select a chapter.
 - b. The transfer is not in effect until copies of the Official Notice of Transfer have been received by the member and by the presidents and treasurers of the sending and receiving chapters.
3. Collegiate Members
 - a. Collegiate members shall be undergraduate or graduate students enrolled in an institution offering an education degree.
 - b. May participate in chapter activities and committee responsibilities.
 - c. May not hold an office, be a committee chair, or have voting privileges.
 - d. Upon graduation and obtaining a job in education, the member receives their first year's state dues waived and pays \$20 to International.
4. State Honorary Members
 - a. Honorary membership may be awarded to women who are not eligible for active membership, but who have made contributions of statewide or national significance to education and/or to women.
 - b. The state Membership / Expansion Committee shall screen recommendations from members and/or chapters postmarked by December 15 and send the data to members of the state Executive Board for vote by mail or electronic means.
 - c. The chairman of the state Membership / Expansion Committee and the state president shall be responsible for the orientation and induction of honorary members.
 - d. Honorary candidates shall be inducted within one year of election at any meeting of Delta Kappa Gamma members.
 - e. State honorary members may transfer to another chapter.
 - f. A one-time state or chapter fee for any honorary member shall be \$49.50.

B. Finances

1. The state annual dues shall be \$24.00 for active members and \$14.00 for reserve members. State dues shall be raised \$1.00 every biennium for the next 4 biennia beginning with 2012 and ending in 2021.

2. All allowances for reimbursement shall be recommended annually in the proposed budget by the Finance Committee and adopted as recommended or amended by the Executive Board.
3. All requests for reimbursement shall be submitted on a voucher obtained from the Budget Controller or the state website. Receipts must accompany the voucher.
4. All requests for reimbursement shall be made no later than thirty (30) days after the expense is incurred. Travelers on Society business may make a request for reimbursement of special-offer, pre-purchased tickets immediately after purchase.
5. The registration fee for state, regional, and International meetings shall be the responsibility of each attending member.
6. Travel reimbursement shall be allowed as follows:
 - a. Within the state:
 - 1) State officers (elected and appointed), all state committee chairmen or their representatives, related personnel, and special personnel shall receive travel reimbursement, within the limits of the adopted budget, when attending state conventions or state conferences.
 - 2) State committee members may receive travel reimbursement, within the limits of the adopted budget, when attending committee meetings that are not held at the state conventions or state conferences.
 - 3) State committee chairmen may receive travel reimbursement, within the limits of the adopted budget, when attending state conventions and/or conferences.
 - 4) State officers may receive travel reimbursement for state business, within the limits of the adopted budget.
 - b. Outside the state:
 - 1) The president shall receive travel reimbursement when attending an International Conference for the amount not reimbursed by International, within the limits of the adopted budget.
 - 2) The president shall receive travel reimbursement when attending an International Convention for the amount not reimbursed by International, within the limits of the adopted budget.
 - 3) The state Membership / Expansion Chair, the Educational Excellence Chair, the State Treasurer, and the State Editor shall receive travel reimbursement when attending their respective Leadership Development Conference workshops.
 - 4) Travel reimbursement shall be for the cost of a commercial ticket or auto travel mileage according to the state mileage rate. All flight travel reimbursements shall be within the limits of the adopted budget.
7. Lodging reimbursement shall be allowed as follows:
 - a. Within the state:
 - 1) The president shall receive lodging reimbursement for a single room at state conventions and/or conferences and, if necessary when traveling on state business, within the limits of the adopted budget.
 - 2) Members, other than the president, of the state Executive Committee; all state committee chairmen or their representatives, Related Personnel, and Special Services

Personnel may receive lodging reimbursement of one-half the cost of a double occupancy room when attending state conventions or conferences, within the limits of the adopted budget.

b. Outside the state:

- 1) The president shall receive lodging reimbursement for one-half the cost of a double-occupancy room when attending an International conference.
- 2) The president shall receive lodging reimbursement for one-half the cost of a double-occupancy room when attending an International convention.

8. Other Specified Reimbursements:

- a. Members of the state Executive Committee shall receive reimbursement for meals served as part of state conventions or state conferences, within the limits of the adopted budget.
- b. The president shall receive reimbursement, within the limits of the adopted budget, for meals served as part of an International conference.
- c. The president shall receive reimbursement, within the limits of the adopted budget, for meals served as part of an International convention.
- d. Any other Oregon DKG member who is requested to participate in a leadership role at an International conference or convention and who will not receive reimbursements from International, may submit estimated expenses to the Finance Committee for approval at least thirty (30) days prior to the event. The amount of reimbursement allowed will be determined by the Finance Committee, taking into considerations the funds budgeted and the number of requests.

9. State Treasurer's Fidelity Bond:

The state treasurer shall provide information for a fidelity bond for a sufficient amount, the cost to be paid by the Oregon State Organization.

10. Chapter Treasurer's Bond:

- a. Each chapter treasurer for whom annual receipts require a bond shall participate in the State Fidelity Bond program, the cost of such bond to be paid by the chapter.
- b. The chapter shall provide an annual bonding fee for the Treasurer in the amount of \$10 for the year.

11. Use of Investment Income:

Investment income from the state permanent fund may be allocated to the state available fund by vote of the state Executive Board.

C. Organization

1. New Chapters

- a. The Membership / Expansion Committee or a chapter desiring to sponsor a new chapter shall consult with the state president and secure approval of the Executive Board which will assign the name.
- b. Applications of candidates for membership in a new chapter shall be screened and voted upon by the sponsoring chapter or by the Committee if there are no sponsoring chapters. Transfer members are not screened, voted upon, or inducted.

2. District Coordinators

The coordinators may represent the state at chapter meetings, installations, inductions, and other Society functions throughout their districts upon the request of a chapter or the state president.

3. Coordinating Councils

Every Coordinating Council shall register the following information with the state treasurer:

- a. The date of the organization of the council.
- b. The names of the participating chapters.
- c. The purpose and activities of the council.

D. State Meetings

1. Conventions and Conferences

- a. State conventions and conferences shall be self-supporting through the registration fee. Any member attending part of the convention or conference shall pay the registration fee. The registration fee shall not be refunded after the stated cancellation deadline.
- b. Pre-convention and pre-conference operating expense money shall be advanced upon request made to the state treasurer prior to the meeting. A financial report of the convention or conference shall be submitted in a timely manner to the Finance Committee for financial review following the event.
- c. The Convention/Conference coordinator shall:
 - (1) Perform duties as directed by the state president.
 - (2) Secure two or more bids, if possible, for a convention/conference facility. Sites for conventions/conferences should be secured at least two years in advance.
 - (3) Secure host and assistant host chapters for conferences.
- d. Each district in the Oregon State Organization shall be responsible for various components of conventions / conferences as recommended by the Executive Committee.
- e. The state vice president shall serve as general coordinator of conventions / conferences and shall arrange for facilities.
- f. Contracts and/or agreements for convention / conference facilities shall be signed by the state president and treasurer.
- g. Sites for conventions / conferences should be located near a North-South or an East-West highway.
- h. Other training opportunities shall be provided upon request by chapter(s) to the state president.

2. Retreats

- a. The state president and the Leadership Development Committee shall plan the retreat program.
- b. The state vice president shall secure the site.

II. STANDING COMMITTEES

A. Bylaws Interpretation Committee,

The Bylaws Interpretation Committee, which is the Executive Committee, shall review, interpret, and rule by mail or electronic means on questions concerning *Oregon State Organization Bylaws and Standing Rules* until submitted to the next state convention for a vote.

B. Finance Committee

The Finance Committee shall:

- a. Receive budget requests from committee chairmen and state officers prior to the formation of a budget.
- b. Prepare an annual budget and establish a state mileage rate. The mileage reimbursement rate will be \$.28 per mile.
- c. Submit a proposed budget to members of the Executive Board thirty (30) days in advance of the state convention and/or conference.
- d. Revise the budget, if necessary, in accordance with Executive Board recommendations.
- e. Arrange for bonding of the state treasurer.
- f. Develop and maintain an investment program for state funds.
- g. Approve all state-wide fund-raising projects.
- h. Review financial reports of state conventions and conferences.
- i. Review the books for the Unique Boutique as part of the annual financial review.

C. Nominations Committee

1. The Nominations Committee shall:
 - a. Receive recommendations for positions of elected state officers from individual members and/or chapters in the fall of even-numbered years, postmarked / emailed by December 15. Permission of the person must be secured before being nominated.
 - b. Receive names of candidates for Finance and Nominations Committees from district coordinators in the fall of even-numbered years, postmarked / emailed by December 15.
 - c. Publish names of all nominated candidates in the winter / spring issue of *The New Oregon Trail*.
 - d. Consider and select from the recommendations the names of qualified candidates for each elective office, reserving the right to place any name submitted into a different position on the slate, provided the committee secures the prior consent of the candidate, to ensure that at least one candidate is running per office.
 - e. Prepare, in standard format, the qualifications of the candidates to be submitted to the editor for publication in the spring issue of *The New Oregon Trail*.

- f. Submit, as published, to the convention, a slate of proposed candidates for each elective office, after which nominations of qualified persons may be made from the floor of the convention with previous consent of the candidate.
 - g. Introduce each candidate running for an elective office to the convention floor by reading her name and having her stand before voting takes place.
2. The Nominations Committee shall serve as the **Elections Committee** and shall:
- a. **Prepare written ballots** with the nominees listed by district for the election of members to the Finance and Nominations Committees and conduct the election during the spring Executive Board meeting in odd-numbered years, at a time and place announced by the presiding officer.
 - b. Prepare written ballots for the election of state officers and conduct the election during the spring state convention meeting in odd-numbered years, at a time and place announced by the presiding officer.
 - c. Submit an election report to the presiding officer, including the names of candidates and the number of votes each candidate received. The names of the winning candidates will be read. The complete report is to be filed with the secretary and included in the minutes.

III. APPOINTED COMMITTEES

A. Bylaws Committee

The Bylaws Committee shall:

- a. Review the *State Bylaws and Standing Rules* and all proposals for changes in the *State Bylaws and Standing Rules* which have been received from members, chapters, and/or boards, postmarked no later than October 15.
- b. Publish in the appropriate winter or spring edition of *The New Oregon Trail* the committee's recommendations for changes in the *Bylaws and Standing Rules*.
- c. Report to state convention every two years the committee's recommendations for changes in the *Standing Rules*.
- d. Report to state convention every two years the committee's recommendations for changes in the *Bylaws*.
- e. Publish updated Standing Rules and updated Bylaws every two years.
- f. Review chapter rules of a new chapter as it is formed.
- g. Review chapter rules periodically for compliance with state and International documents. A schedule shall be established to ensure that chapter rules will be reviewed every four years.

B. Communications / Technology Committee

The purpose of the committee shall be to provide and be able to utilize media for the members of the organization to communicate with each other, the International organization, chapter leaders, and chapter members.

1. The committee shall be composed of at least three members.
 - a. A chair appointed by the president, who will facilitate regular meetings of the committee, monitor and assist each of the sub-committees as needed, and provide annual reports to the membership.
 - b. The editor for print media will facilitate the production and editing of *The New Oregon Trail* and any other print materials as may be developed by the committee or requested by the officers.
 - c. The Technology Coordinator will facilitate the utilization of current technology.
 - d. All members of the committee shall have a vote in decisions.
2. The role of the print media (paper or electronic) editor shall be to:
 - a. Explore ways to expand and modernize the use of print media within the organization and to the public.
 - b. Assist the officers and committee chairs in preparing reports for *The New Oregon Trail* and other publications.
 - c. Encourage chapters to submit articles to *The New Oregon Trail* and to International publications.
 - d. Maintain a history of the Oregon State Organization.
3. The role of technology media shall be to:
 - a. Explore ways to utilize existing technology and look to ways to incorporate future technologies as they are developed.
 - b. Sponsor and keep up to date the DKG Oregon State Organization website.
 - c. Provide for electronic meetings of officers, committees, chapters, and members.
 - d. Obtain permission to publish members' names, email addresses, or images on the website or in other appropriate state materials.
 - e. Provide workshops and trainings in both print media use and technology media use.

C. Educational Excellence Committee

1. The Educational Excellence Committee may:
 - a. Report to the International committee as requested.
 - b. Distribute and explain to chapter chairmen materials sent from International.
 - c. Induct, endorse, and support desirable legislation in the interest of education and of women educators.
2. The chairman of the Educational Excellence Committee shall attend an appropriate workshop held prior to or during an International conference / convention.

3. Assist chapters in presenting programs and distributing information and materials about the International projects: e.g., World Fellowship, U.S. Forum, DKG Ignite, Supporting Early-career Educators, Schools for Africa, NGO / UN Liaison, Educators Book Awards, etc.

D. General Awards Committee

1. Scholarship Awards

The General Awards Committee shall:

- a. Provide to chapters information concerning application procedures for Oregon State Organization Scholarships.
- b. Supply requested application packets for state scholarships.
- c. Select scholarship recipients, notify the applicants of their status, and request recipients to attend the convention or conference event at which time the scholarship awards are to be made.
- d. Provide information and recommendations forms to chapters / members for the Jeppeson and Green Grants.
- e. Screen and select applicants.
- f. Maintain current records on scholarship and grant applicants and recipients.
- g. Promote scholarship fund-raising projects.
- h. Keep the policies and procedures pertaining to Oregon State Organization scholarships and grants up to date.

2. State Service Awards

The General Awards Committee shall:

- a. Provide to chapters information concerning application.
- b. Be composed of past award winners, members of the State Executive Committee, and/or members appointed by the president.
- c. Make all decisions regarding honorees and type of recipient gift for the Achievement or Service Award to the Society, the Achievement or Service Award to Community, and the Achievement or Service Award to Education.
- d. The Oregon DKG Achievement Award Nomination Form, filled out by a member or a chapter, must be received by the General Awards Committee no later than March 15.
- e. Keep a record of all recipients.
- f. Shall not present the state president with an Achievement Award during her term of office.

3. State Awards Granted to Chapters

- a. The Rosette and Order of the Rose awards shall be presented to chapters at the state convention or conference if they have completed the appropriate section(s) on the Oregon State Chapter Awards form and have sent the form to the chapter's District Coordinator by March 15.

- b. District Coordinators will send the form to the General Awards Committee by March 30.

4. State Awards Granted to Individuals:

- a. The General Awards Committee for the Longevity Award shall:
 1. Gather names of recipients.
 2. Create certificates.
 3. Distribute certificates annually to members with 25 and 50 years of membership. This shall take place at a state meeting of the president's choice.

- b. The General Awards Committee for the Recognition of Advanced Degrees and / or National Board Certification shall:
 1. Receive names of members who have earned an advanced degree beyond the master's degree during the current biennium and names of members who have earned National Board Certification.
 2. Create certificates.
 3. Distribute certificates at a state meeting of the president's choice.
 4. Keep a list of all recipients.

- c. The Oregon State Organization Certificate of Appreciation may be awarded to any person, regardless of membership, who has or is rendering exceptional educational service. Certificates may be obtained from the state President.

E. Leadership Development Committee

1. The Leadership Development Committee shall have as its objectives:
 - a. To nurture the leadership potential of Oregon DKG members.
 - b. To disseminate knowledge of the Society and its purposes, traditions, and policies.

2. The Leadership Development Committee shall:
 - a. Maintain a current resource file of names of potential leaders, material pertinent to leadership development, and evaluations of leadership development sessions.
 - b. With the state president, plan the program(s) for retreats and district and/or combined district(s) workshops.
 - c. Provide parliamentary training for leaders and members.

F. Membership / Expansion Committee

1. The Membership / Expansion Committee shall:
 - a. Request from the state treasurer a current list of Oregon State Organization membership.
 - b. Maintain all state materials related to membership and induction paraphernalia.

- c. Maintain a file of state honorary members.
 - d. Prepare a script and program booklet for the Service of Remembrance at State conventions / conferences.
 - e. Assist the state president and/or District Coordinator in administering the Member Field Service Program for chapters considering dissolution.
 - f. Recommend the organization of new chapters when and where advisable.
 - g. If a new chapter is approved, the committee will proceed in the process of development, induction, and installation of said new chapter.
2. Committee members shall be reimbursed for shared costs with a sponsoring chapter, if one exists, or with the state.
 3. The committee chair shall attend an appropriate workshop if one is offered.

IV. SPECIAL ASSIGNMENTS

A. Special Services Personnel

1. Special Services Personnel shall carry out duties assigned by the state President and/or the state Executive Board.
2. Special Services Personnel may include:
 - a. District Coordinators.
 - b. Others as deemed necessary by the state Executive Board.

B. State Leadership Team

1. The state Leadership Team may assist with state organizational duties and/or leadership development activities of Oregon DKG at the request of the state president.
2. The state Leadership Team shall include:
 - a. State officers and related personnel
 - b. State committee chairmen.
 - c. Special Services Personnel.

V. DUTIES OF STATE COMMITTEE CHAIRMEN AND SPECIAL SERVICES PERSONNEL

A. State committee chairmen and special services personnel shall:

1. Prepare brief oral and/or written reports for state meetings as directed by the President.
2. Send communiqués to chapter chairmen with copies to the state president.
3. Respond promptly to all correspondence relating to committee or special services personnel.
4. Maintain a current list of chairmen in the chapters having comparable committees.
5. Keep an accurate accounting of all expenditures.
6. Send a copy of the minutes of all committee meetings to the state president.

7. Attend, or send a representative, to state conventions / conferences and, when possible, attend International conferences / conventions.
8. Prepare and submit a budget request to the Finance Committee.
9. Prepare and update committee and special personnel duties and activities for the *Oregon State Organization Guidelines for Standing Committees and Special Services Personnel* by February 15 of odd-numbered years as directed by the president.

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, 2022**

Mail to: Jean Fairbairn, Chair
15206 S.E. Duckey 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: | | |