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2023 - 2025

STANDING RULES

of the Oregon State Organization of DKG



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**Oregon
State Organization**

of the

The Delta Kappa Gamma Society International

Revised / Amended at the Oregon State Organization 2023 Convention

Next Revision Date: Oregon State Organization 2025 Convention

Proposals Due: October 15, 2024

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

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STANDING RULES

OF THE OREGON STATE ORGANIZATION (OREGON DKG)

TABLE OF CONTENTS

7	Section I: Structure.....	4
8	A. Membership.....	4
9	B. Finance	5
10	C. Organization	6
11	D. State Meetings	7
12	Section II: Standing Committees.....	7
13	A. Bylaws Interpretation Committee.....	7
14	B. Finance Committee.....	8
15	C. Nominating Committee	8
16	Section III: Appointed Committees.....	9
17	A. Awards Committee.....	9
18	B. Bylaws Committee	10
19	C. Communications / Technology Committee.....	11
20	D. Educational Excellence / Leadership Development Committee	12
21	E. Membership / Expansion Committee	12
22	Section III: Special Assignments.....	12
23	1. Special Personnel	12
24	2. State Leadership Team	12
25	Section IV: Duties of State Committee Chairmen & Special Services Personnel	13
26	Request for Proposed Changes to Bylaws or Standing Rules (form)	14

OREGON STATE ORGANIZATION STANDING RULES

I. STRUCTURE

A. Membership:

1. Selection of qualified candidates for membership shall be the responsibility of all chapter members.
 - a. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full International dues for the current fiscal year. New members who join between January 1 and March 31 shall pay half-dues. New members joining between April 1 and June 30 shall pay full International dues for the ensuing year.
 - b. Reinstated members shall pay full annual dues whenever reinstated.
 - c. Chapter and state organization dues may be pro-rated as the chapter or state organization determines.
2. Active Membership: An active member is or has been identified as a salaried professional educator at the time of her election. An active member shall participate in the activities of the chapter.
3. Reserve membership shall be granted to a member who is unable to participate fully in the activities of the chapter because of medical disability and/or geographical location.
4. 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 at dkg.org, fill it out, and submit 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.
5. Collegiate Members

Collegiate members shall be undergraduate or graduate students who meet the following criteria:

 - a. Bachelor student collegiate members shall be:
 - (1) Enrolled in an institution offering coursework leading to a career in education and shall have the intention to continue academically and professionally in the field of education.
 - (2) Enrolled within the last two years of their bachelor's education degree.
 - b. Graduate / Masters / Doctoral student collegiate members shall have Graduate / Masters / Doctoral standing in an institution offering coursework leading to a career in education and shall have the intention 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.

1 6. State Honorary Members

- 2 a. Honorary membership may be awarded to women who are not eligible for active membership, but
3 who have made contributions of statewide or national significance to education and/or to women.
4 b. The state Membership / Expansion Committee shall screen recommendations from members and/or
5 chapters postmarked by December 15 and send the data to members of the state Executive Board for
6 vote by mail or electronic means.
7 c. The chairman of the state Membership / Expansion Committee and the state president shall be
8 responsible for the orientation and induction of state honorary members.
9 d. Honorary candidates shall be inducted within one year of election at any meeting of Delta Kappa
10 Gamma members.
11 e. State honorary members may transfer to another chapter.
12 f. A one-time state or chapter fee for any honorary member shall be \$49.50.

13
14 **B. Finance**

- 15 1. The state annual dues shall be \$24.00 for active members and \$14.00 for reserve members.
16 2. All allowances for reimbursement shall be recommended annually in the proposed budget by the Finance
17 Committee and adopted as recommended or amended by the Executive Board.
18 3. All requests for reimbursement shall be submitted on a voucher obtained from the Budget Controller or
19 the state website. Receipts must accompany the voucher.
20 4. All requests for reimbursement shall be made no later than thirty (30) days after the expense is incurred.
21 Travelers on Society business may make a request for reimbursement of special-offer, pre-purchased
22 tickets immediately after purchase.
23 5. The registration fee for state and International meetings shall be the responsibility of each attending
24 member.

25
26 **Reimbursement**

27
28 6. Travel reimbursement shall be allowed as follows:

29 a. Within the state:

- 30 1) State officers (elected and appointed), all state committee chairmen or their representatives, related
31 personnel, and special personnel shall receive travel reimbursement, within the limits of the adopted
32 budget, when attending state conventions or state conferences.
33 2) State committee members may receive travel reimbursement, within the limits of the adopted budget,
34 when attending committee meetings that are not held at the state conventions or state conferences.
35 3) State committee chairs may receive travel reimbursement, within the limits of the adopted budget,
36 when attending state conventions and/or conferences.
37 4) State officers may receive travel reimbursement for state business, within the limits of the adopted
38 budget.

39
40 b. Outside the state:

- 41 1) The president shall receive travel reimbursement when attending an International Conference for the
42 amount not reimbursed by International, within the limits of the adopted budget.
43 2) The president shall receive travel reimbursement when attending an International Convention for the
44 amount not reimbursed by International, within the limits of the adopted budget.
45 3) The state Membership / Expansion Chair, the Educational Excellence Chair, the State Treasurer,
46 Webmaster, and the State Editor shall receive travel reimbursement when attending their respective
47 Leadership Development Conference workshops.
48 4) Travel reimbursement shall be for the cost of a commercial ticket or auto travel mileage according to
49 the state mileage rate. All flight travel reimbursements shall be within the limits of the adopted
50 budget.
51
52

1 7. Lodging reimbursement shall be allowed as follows:

2 a. Within the state:

- 3 1) The president shall receive lodging reimbursement for a room when attending an International or
4 State conference or convention and, if necessary when traveling on state business, within the limits of
5 the adopted budget.
6 2) Members, other than the president, of the state Executive Committee, all state committee chairmen or
7 their representatives, Related Personnel, and Special Services Personnel may receive lodging
8 reimbursement of one-half the cost of a double occupancy room when attending state conventions or
9 conferences, within the limits of the adopted budget.

10 b. Outside the state:

- 11 1) The president shall receive lodging reimbursement for a room when attending an International
12 conference or convention.

13
14 8. Other Specified Reimbursements:

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

26
27 9. State Treasurer's Fidelity Bond:

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

30
31 10. Chapter Treasurer's Bond:

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

35
36 11. Use of Investment Income:

37
38 Investment income from the state permanent fund may be allocated to the state available fund by vote of the state
39 Executive Board.

40
41 **C. Organization**

42 1. New Chapters

- 43 a. The Membership / Expansion Committee or a chapter desiring to sponsor a new chapter shall consult
44 with the state president and secure approval of the Executive Board which will assign the name.
45 b. Applications of candidates for membership in a new chapter shall be screened and voted upon by the
46 sponsoring chapter or by the Committee if there are no sponsoring chapters. Transfer members are not
47 screened, voted upon, or inducted.
48

1 2. District Coordinators

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

4 3. Coordinating Councils

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

- 6 a. The date of the organization of the council.
 - 7 b. The names of the participating chapters.
 - 8 c. The purpose and activities of the council.
- 9

10 **D. State Meetings**

11 1. Conventions and Conferences

- 12 a. State conventions and conferences shall be self-supporting through the registration fee. Any member
13 attending part of the convention or conference shall pay the registration fee. The registration fee shall
14 not be refunded after the stated cancellation deadline.
 - 15 b. Pre-convention and pre-conference operating expense money shall be advanced upon request made to
16 the state treasurer prior to the meeting. A financial report of the convention or conference shall be
17 submitted in a timely manner to the Finance Committee for financial review following the event.
 - 18 c. The Convention/Conference coordinator shall:
 - 19 (1) Perform duties as directed by the state president.
 - 20 (2) Secure two or more bids, if possible, for a convention/conference facility. Sites for
21 conventions/conferences should be secured at least two years in advance.
 - 22 (3) Secure host and assistant host chapters for conferences.
 - 23 d. Each district in the Oregon State Organization shall be responsible for various components of
24 conventions / conferences as recommended by the Executive Committee.
 - 25 e. The state vice president shall serve as general coordinator of conventions / conferences and shall
26 arrange for facilities.
 - 27 f. Contracts and/or agreements for convention / conference facilities shall be signed by the state
28 president and treasurer.
 - 29 g. Sites for conventions / conferences should be located near a North-South or an East-West highway.
 - 30 h. Other training opportunities shall be provided upon request by chapter(s) to the state president.
- 31

32 2. Retreats

- 33 a. The state president and the Educational Excellence / Leadership Development Committee shall plan the
34 retreat program.
 - 35 b. The state vice president shall secure the site.
- 36

37 **II. STANDING COMMITTEES**

38 **A. Bylaws Interpretation Committee,**

39 The Bylaws Interpretation Committee, which is the Executive Committee, shall review, interpret, and rule
40 by mail or electronic means on questions concerning *Oregon State Organization Bylaws and Standing*
41 *Rules* until submitted to the next state convention for a vote.
42

1 **B. Finance Committee**

2 The Finance Committee shall:

- 3 a. Receive budget requests from committee chairmen and state officers prior to the formation of a
- 4 budget.
- 5 b. Prepare an annual budget and establish a state mileage rate. The mileage reimbursement rate will be
- 6 \$.30 per mile.
- 7 c. Submit a proposed budget to members of the Executive Board thirty (30) days in advance of the state
- 8 convention and/or conference.
- 9 d. Revise the budget, if necessary, in accordance with Executive Board recommendations.
- 10 e. Arrange for bonding of the state treasurer.
- 11 f. Develop and maintain an investment program for state funds.
- 12 g. Approve all state-wide fund-raising projects.
- 13 h. Review financial reports of state conventions and conferences.
- 14 i. Review the books of the Unique Boutique as part of the annual financial review.

15
16 **C. Nominating Committee**

17 1. The Nominating Committee shall:

- 18 a. Receive recommendations for positions of elected state officers from individual members and/or
- 19 chapters in the fall of even-numbered years, postmarked / emailed by December 15. Permission of the
- 20 person must be secured before being nominated.
- 21 b. Receive names of candidates for Finance and Nominating Committees from district coordinators in
- 22 the fall of even-numbered years, postmarked / emailed by Dec. 15.
- 23 c. Publish names of all nominated candidates in the winter / spring issue of *The New Oregon Trail*.
- 24 d. Consider and select from the recommendations the names of qualified candidates for each elective
- 25 office, reserving the right to place any name submitted into a different position on the slate, provided
- 26 the committee secures the prior consent of the candidate, to ensure that at least one candidate is
- 27 running per office.
- 28 e. Prepare, in standard format, the qualifications of the candidates to be submitted to the editor for
- 29 publication in the spring issue of *The New Oregon Trail*.
- 30 f. Submit, as published, to the convention, a slate of proposed candidates for each elective office, after
- 31 which nominations of qualified persons may be made from the floor of the convention with previous
- 32 consent of the candidate.
- 33 g. Introduce each candidate running for an elective office to the convention floor by reading her name
- 34 and having her stand before voting takes place.

35
36 2. The Nominating Committee shall serve as the **Elections Committee** and shall:

- 37 a. Prepare written ballots with the nominees listed by district for the election of members to the Finance
- 38 and Nominating Committees and conduct the election during the spring Executive Board meeting in
- 39 odd-numbered years, at a time and place announced by the presiding officer.
- 40 b. Prepare written ballots for the election of state officers and conduct the election during the spring state
- 41 convention meeting in odd-numbered years, at a time and place announced by the presiding officer.
- 42 c. Submit an election report to the presiding officer, including the names of candidates and the number
- 43 of votes each candidate received. The names of the winning candidates will be read. The complete
- 44 report is to be filed with the secretary and included in the minutes.

1 **III. APPOINTED COMMITTEES**

2
3 **A. Awards**

4
5 **1. Financial Awards Committee (Scholarships and Grants)**

6 The Financial Awards Committee shall:

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

19
20 **2. General Awards Committee**

21 The General Awards Committee shall oversee recognition awards for individual members, nonmembers,
22 chapters, and community members and entities. Awards granted include:

- 23 a. Achievement or Service to Society
- 24 b. Achievement or Service to Community
- 25 c. Achievement or Service to Education
- 26 d. Membership Longevity Awards
- 27 e. Educational Achievement / Advanced Degrees / National Board Certification
- 28 f. Certificate(s) of Appreciation

29 **a, b, c: Service Awards**

30 The General Awards Committee shall:

- 31 1) Provide to chapters information concerning application.
- 32 2) Be composed of past award winners, members of the State Executive Committee, and/or members
- 33 appointed by the president.
- 34 3) Make all decisions regarding honorees and type of recipient gift for the Achievement or Service
- 35 Award to the Society, the Achievement or Service Award to Community, and the Achievement or
- 36 Service Award to Education.
- 37 4) The Oregon DKG Achievement Award Nomination Form, filled out by a member or a chapter, must
- 38 be received by the General Awards Committee no later than March 15.
- 39 5) Keep a record of all recipients.
- 40 6) Shall not present the state president with an Achievement Award during her term of office.

1
2 **d. State Awards Granted to Chapters**

3 The General Awards Committee shall provide to chapters information concerning application.

- 4 1) The **Rosette** and **Order of the Rose** awards shall be presented to chapters at the state convention or
5 conference if they have completed the appropriate section(s) on the Oregon State Chapter Awards
6 form and have sent the form to the chapter's District Coordinator by March 15.
7 2) District Coordinators will send the form to the General Awards Committee by March 30.

8
9 **e. State Awards Granted to Individuals follow:**

10
11 **f. Longevity Award**

12 The General Awards Committee shall:

- 13 1) Gather names of recipients.
14 2) Create certificates.
15 3) Distribute certificates annually to members with 25 and 50 years of membership.
16 4) This shall take place at a state meeting of the president's choice.

17
18 **g. Recognition of Advanced Degrees and / or National Board Certification**

19 The General Awards Committee shall:

- 20 1) Receive names of members who have earned an advanced degree beyond the master's degree during
21 the current biennium and names of members who have earned National Board Certification.
22 2) Create certificates.
23 3) Distribute certificates at a state meeting of the president's choice.
24 4) Keep a list of all recipients.

25
26 **h. Oregon State Organization Certificate of Appreciation** may be awarded to any person, regardless of
27 membership, who has or is rendering exceptional educational service. Certificates may be obtained from
28 the state President or designed and printed by the committee.

29 **Bylaws Committee**

30 The Bylaws Committee shall:

- 31 1. Review the *State Bylaws and Standing Rules* and all proposals for changes in *the State Bylaws and*
32 *Standing Rules* which have been received from members, chapters, and/or boards, postmarked no later
33 than October 15.
34 2. Publish in the appropriate winter or spring edition of *The New Oregon Trail* the committee's
35 recommendations for changes in the *Bylaws and Standing Rules*.
36 3. Report to state convention every two years the committee's recommendations for changes in the Standing
37 Rules.
38 4. Report to state convention every two years the committee's recommendations for changes in the Bylaws.
39 5. Publish and post updated Standing Rules and updated Bylaws every two years.
40 6. Review chapter rules of a new chapter as it is formed.
41 7. Review chapter rules periodically for compliance with state and International. A schedule shall be
42 established to ensure that chapter rules will be reviewed every four years.

1 8. Chapter Documents Review Schedule:
2

Chapter Bylaws & Standing Rules Review Schedule					
Year		Chapter Name	Year		Chapter Name
2023	1	Alpha	2025	11	Alpha Omicron
2023	2	Zeta	2025	12	Alpha Epsilon
2023	4	Iota	2025	13	Alpha Phi
2023	5	Kappa	2025	14	Alpha Omega
2024	6	Lambda	2026	15	Beta Beta
2024	7	Chi	2026	16	Beta Gamma
2024	8	Psi	2026	17	State
2024	9	Omega	2026	18	Proposed new
2024	10	Sigma			Yamhill County

3
4 **B. Communications / Technology Committee**

5 The purpose of the committee shall be to provide and enable media options and technology for the
6 members of Oregon DKG to communicate with each other, the International organization, chapter
7 leaders, and chapter members.

- 8 1. The committee shall be composed of at least four (4) members.
- 9 a. A chair appointed by the president will facilitate regular meetings of the committee, monitor, and
10 assist each of the sub-committees as needed, and provide annual reports to the membership.
- 11 b. The editor for print media will facilitate the production and editing of *The New Oregon Trail* and any
12 other print materials as may be developed by the committee or requested by the officers.
- 13 c. The Webmaster will maintain the Oregon DKG website and ensure certification by International
14 Office.
- 15 d. The Communication and Technology Committee will facilitate the utilization of current technology.
- 16 e. All members of the committee shall have a vote in decisions.
- 17
- 18 2. The role of the print media (paper or electronic) editor shall be to:
- 19 a. Explore ways to expand and modernize the use of print media within the organization and to the
20 public.
- 21 b. Assist the officers and committee chairs in preparing reports for *The New Oregon Trail* and other
22 publications.
- 23 c. Encourage chapters to submit articles to *The New Oregon Trail* and to International publications.
- 24 d. Maintain a history of the Oregon State Organization by keeping a file of each published *New Oregon*
25 *Trail* and other key documents, such as *Bylaws and Standing Rules*.
- 26
- 27 3. The role of the Communication / Technology Committee shall be to:
- 28 a. Explore ways to utilize existing technology and to incorporate future technologies as they are
29 developed.
- 30 b. Sponsor and work with the webmaster to keep DKG Oregon State Organization website up to date.
- 31 c. Work with chapters to ensure that Media Permission Forms are current, allowing OSO to publish
32 members' names, email addresses, or images on the website or in other appropriate state materials.
- 33 d. Provide for electronic meetings of officers, committees, chapters, and members.
- 34 e. In conjunction with the Educational Excellence & Leadership Development Committee, provide
35 workshops and trainings in both print and digital media.

1 **C. Educational Excellence & Leadership Development Committee**

2
3 The Educational Excellence & Leadership Development Committee shall:

- 4 1. Maintain a resource file of names of potential leaders.
- 5 2. Provide leadership training for members and leaders.
- 6 3. Provide and distribute appropriate materials supporting desirable legislation in the interest of education
7 and of women educators.
- 8 4. Provide parliamentary training for leaders and members.
- 9 5. Assist chapter chairs with resources / materials sent from International, especially those related to
10 International projects (World Fellowship, U.S. Forum, DKG Ignite, Supporting Early-career Educators,
11 Schools for Africa, NGO / UN Liaison, Educators Book Awards, etc.)
- 12 6. With the state president, plan programs for conferences, conventions, retreats, and district workshops.
- 13 7. Disseminate knowledge of the Society and its purposes, traditions, and policies.
- 14 8. Report to the International committee as requested.
- 15 9. The chair of the Educational Excellence & Leadership Development Committee shall attend an appropriate
16 workshop held prior to or during an International conference / convention.
- 17

18 **D. Membership / Expansion Committee**

19 The Membership / Expansion Committee shall:

- 20 1. Request from the state treasurer a current list of Oregon State Organization membership.
- 21 2. Maintain all state materials related to membership and induction paraphernalia.
- 22 3. Maintain a file of state honorary members.
- 23 4. Prepare a script and program booklet for the Service of Remembrance at State conventions / conferences.
- 24 5. Assist the state president and/or District Coordinator in administering the Member Field Service Program
25 for chapters considering dissolution.
- 26 6. Recommend the organization of new chapters when and where advisable.
- 27 7. If a new chapter is approved, the committee will proceed in the process of development, induction, and
28 installation of said new chapter.
- 29 8. Committee members shall be reimbursed for shared costs with a sponsoring chapter, if one exists, or with
30 the state.
- 31 9. The committee chair shall attend an appropriate workshop if one is offered.
- 32

33 **III. SPECIAL ASSIGNMENTS**

34
35 **A. Special Services Personnel**

- 36 1. Special Services Personnel shall carry out duties assigned by the state President and/or the state
37 Executive Board.
- 38 2. Special Services Personnel may include:
 - 39 a. District Coordinators.
 - 40 b. Others as deemed necessary by the state Executive Board.
- 41

42 **B. State Leadership Team**

- 43 1. The state Leadership Team may assist with state organizational duties and/or leadership development
44 activities of Oregon DKG at the request of the state president.
- 45 2. The state Leadership Team shall include:
 - 46 a. State officers and related personnel
 - 47 b. State committee chairmen
 - 48 c. Special Services Personnel
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IV. DUTIES OF STATE COMMITTEE CHAIRMEN AND SPECIAL SERVICES PERSONNEL

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. This form is also available on the Oregon website.

- 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:		