

## **BYLAWS**

### **New Jersey State Organization of The Delta Kappa Gamma Society International (DKGNJ)**

#### **ARTICLE I NAME and EMBLEM**

##### **Section A.**

The name of this state organization shall be New Jersey State Organization of The Delta Kappa Gamma Society International, hereafter known as DKGNJ.

##### **Section B.**

Each state organization of the society shall be designated by a geographical area or by a country name. Each chapter shall be named by the state organization.

##### **Section C. Emblem**

1. The official emblem of The Delta Kappa Gamma Society International shall be a key.
2. The key shall be a vertical ellipse. Across its center the DKG shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge.

#### **ARTICLE II OBJECTIVES**

The objectives of DKGNJ shall be to:

- A. Promote the purposes, mission, and vision of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II;
- B. Act as a liaison between chapters and the international organization;
- C. Organize DKGNJ chapters within the state;
- D. Provide leadership training for chapter and state members;
- E. Promote professional and personal growth of women educators and excellence in education.

#### **ARTICLE III MEMBERSHIP**

##### **Section A.**

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the international Society, a state organization, and a chapter.
2. An individual becomes a member of the Society when she pays her dues.

##### **Section B.**

The membership in DKGNJ shall be composed of active, reserve, honorary and collegiate members of chapters within the boundaries of the state of New Jersey. All membership is in accordance with the CONSTITUTION, Article III.

##### **Section C.**

Chapters in DKGNJ shall have full power to act in matters of chapter membership in accordance with the CONSTITUTION. Membership records are kept at the chapter level.

**Section D.**

An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.

**Section E.**

Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill.

**Section F. Honorary Members**

1. A chapter or state organization honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service.
2. State honorary members shall be recommended by the membership through the chapter Membership Committee and/or the state Membership Committee prior to convening the annual state convention and elected by the state Executive Board. A four-fifths (4/5) vote of approval is required.
3. Orientation and initiation of state honorary members may be conducted by the President and the state Membership Committee at the state convention.

**Section G. Collegiate Members**

1. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a. Bachelor student collegiate members shall be enrolled in an institution offering coursework leading to a career in education; and have the intent to continue academically and professionally in the field of education; and be 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 in the field of education and have the intent to continue academically and professionally in the field of education.
2. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member.
3. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the educational degree program.

**Section H. Termination of Membership**

1. Reasons for termination shall be nonpayment of dues, resignation, or death.
2. The chapter shall keep a record of members terminated, including the reason and date of termination. A report of members terminated shall be a part of the minutes of a chapter executive board and/or chapter meeting.
3. The chapter membership chairs shall file letters of resignation and notify the state membership chair.
4. Chapter treasurers shall notify state treasurer on the designated forms.

**Section I. Reinstatement**

Reinstatement of membership shall be in accordance with the CONSTITUTION, Articles III and IV. A former member shall be reinstated to membership by the chapter receiving the request. A member reinstated commencing between July 1 and December 31 shall pay dues for the current year. For reinstatement commencing on or after January 1, the member shall pay one half of the international membership dues at the time of reinstatement. The chapter Treasurer shall process the reinstatement. No chapter vote is needed.

**Section J. Transfer**

A member in good standing may request a transfer to another chapter within the state organization or within another state organization.

## ARTICLE IV

### FINANCES

#### Section A. Annual Dues

1. The annual dues for DKGJ shall be determined by the Finance Committee with approval of the Executive Board. The annual dues amount will include any assessments deemed necessary for the good of the organization, such as convention and scholarship.
2. The membership year is July 1-June 30. Annual dues shall be paid no later than June 30 of the following fiscal year. On October 1, members shall be dropped for non-payment of dues and fees.
3. All dues shall be collected by the chapter Treasurer. The state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International headquarters.
4. 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 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 international dues for the ensuing year. There is no induction fee.
5. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organizations dues may be prorated as the chapter/state determines.

#### Section B. Financial Controls

1. Each fiscal year, the Finance Committee shall submit a proposed budget for adoption by the Executive Board and presentation to the membership at the state convention.
2. All expense vouchers shall be signed by the president before payment is made by the treasurer.
3. The report of the annual audit shall be submitted for acceptance to the Executive Board at its first meeting of the fiscal year.
4. All proposals for amendments to the Constitution, Bylaws, and Standing Rules and all recommendations for action by the Society shall be accompanied by a statement of fiscal impact on present and future budgets.

#### Section C. Funds

1. The available fund shall consist of dues, contributions, and miscellaneous income. It is the operating fund and shall require a budget. Expenditures may be made as authorized by the Executive Board, upon recommendation of the Finance Committee.
2. The permanent fund shall be maintained as authorized by the CONSTITUTION, Article X. 8, and the Executive Board, upon recommendation of the Finance Committee. Expenditures may be made for capital purchases, approved by the Finance Committee, and authorized by the Executive Board.
3. The scholarship fund shall be a permanent fund established as authorized by the CONSTITUTION, Article X. The interest may be used for scholarship awards or for reinvestment as directed by the Executive Board upon recommendation of the Scholarships/Stipends Committee and approval of the Finance Committee.
4. The Margaret Abel Scholarship Fund is a restricted fund subject to the limitations imposed by Margaret Abel's estate.
5. Special funds may be established by the Executive Board.
6. Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project.

## ARTICLE V ORGANIZATION

#### Section A. Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION and DKGJ Bylaws and may fulfill its constitutional responsibilities by establishing committees as needed.
2. The chapter officers, except treasurer, shall be elected in even-numbered years.
  - a. The term of each elected officer shall be two (2) years. No officer, except the treasurer, may serve in the same office longer than two (2) terms in succession. All officers shall take office on July 1, following their election.
  - b. The treasurer shall be selected by the Executive Board each biennium.

3. The chapter President/one chapter Co-President/or one member of the chapter leadership team shall represent the chapter as a voting member of the state Executive Board.
4. Chapters shall maintain rules which are in compliance with the CONSTITUTION, International Standing Rules, DKGNJ State Bylaws, and DKGNJ State Standing Rules as required by the CONSTITUTION, Article V. Chapter rules shall be reviewed by the DKGNJ Rules/Bylaws Chairs at least once each biennium.

**Section B. New Chapters**

1. The state Executive Board shall approve the organization of a new chapter.
2. Candidates recommended for membership in a new chapter shall be voted upon by the sponsoring chapter(s).
3. Rules governing the installation of a new chapter shall be recommended by the state Expansion Committee and adopted by the state Executive Board.
4. The state Executive Board shall define the boundaries of chapters within the state.

**ARTICLE VI  
OFFICERS AND RELATED PERSONNEL**

**Section A. State Officers**

1. The elected officers, all of whom must be active members, shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary, and a Corresponding Secretary. If necessary, the positions of First and Second Vice-Presidents may be combined into one position and the positions of Recording Secretary and Corresponding Secretary may be combined into one position.
2. A Treasurer shall be selected by the Executive Board. The Treasurer is bonded.
3. A Parliamentarian shall be appointed by the President. It is desired that the appointed Parliamentarian be a member of the Society.
4. An executive secretary may be added if approved by a two-thirds (2/3) vote of the members at the open session of the state convention upon the recommendation of the Executive Board and the Finance Committee.

**Section B. Terms of Office**

1. State officers shall be elected at the state convention in odd-numbered years and shall serve a term of two (2) years.
2. No officer, except the Treasurer, may serve in the office longer than two terms in succession.
3. All officers shall take office on July 1, following their elections.
4. The Treasurer shall be approved by the vote of the Executive Board.

**Section C. Vacancies**

1. When a vacancy occurs in the office of President, the first Vice-President shall become President.
2. In the event of the deaths or resignations of the President and First vice-president, the Second Vice-President shall succeed to the office of President.
3. When a vacancy occurs in other elective or appointed positions, the President shall name a successor.

**Section D. Nominations and Elections**

1. Nominations for officers and for the state nominations chairs shall be made by the Nominations Committee and elected by a majority at the convention in odd-numbered years.
  - a. The committee shall submit the name of one nominee for each elective office and for the state nomination chair. Consent of the nominee must be obtained.
  - b. The slate of officers and the state nominations chair, with candidate qualifications, shall be published in the DKGNJ Newsletter and on the state web site at least 30 days prior to convention.
  - c. After the report of the committee has been made to the convention, additional nominations may be made from the floor with the consent of the nominee.
2. Elections may be by ballot, and a majority of the votes cast elects. If there is but one nominee for an office, the election may be by voice vote.

3. The Nominations Committee shall prepare the ballot and conduct the election.
4. The President shall appoint tellers to count ballots.

**Section E. Duties of Officers and Related Personnel**

The officers shall perform the duties prescribed in the CONSTITUTION, Article VI and as authorized herein.

1. President

- a. The President at the state level shall:
    - 1) Act as presiding officer at regular and called meetings and direct the activities of the organization;
    - 2) Act as chair of the Executive Board;
    - 3) Appoint a Parliamentarian from the membership;
    - 4) Appoint standing and special committees;
    - 5) Serve as an ex-officio member of all committees;
    - 6) Approve publications;
    - 7) Fill by appointment all vacancies in elected and appointed offices;
    - 8) Represent the Society at meetings, conferences, and other events;
    - 9) Take action, with the advice and approval of the DKGNJ Executive Committee on matters that cannot be deferred until the next convention or the Executive Board meeting;
    - 10) Execute, with the Treasurer, legal documents pertaining to the state organization. A legal document may be executed only when it is authorized by a state convention or the Executive Board.
    - 11) Approve, or have the Executive Board approve, the use of the name of the Society in any form on printed materials for commercial purposes.
    - 12) Serve as a member of the International Executive Board.
  
  - b. The President/Co-Presidents/members of the leadership team at the chapter level shall:
    - 1) Act as presiding officer at regular and called meetings and direct the activities of the organization;
    - 2) Serve as chair of the chapter Executive Board and as a member of the state organization Executive Board;
    - 3) Appoint standing and special committees and a Parliamentarian for her biennium;
    - 4) Approve publications and expenditures;
    - 5) Serve as an ex-officio member of all committees except nominations;
    - 6) Fill by appointment all vacancies in elected and appointed offices;
    - 7) Submit annual chapter President's report to the state organization;
    - 8) Represent the chapter at state organization Executive Board meetings, workshops, regional meetings, and conventions;
    - 9) Supervise submission of biennial chapter reports;
    - 10) Take action, with the advice and approval of the chapter Executive Board, on matters that cannot be deferred until the next meeting;
    - 11) Execute with the Treasurer legal documents pertaining to the chapter. A legal document may be executed only when it is authorized by the chapter Executive Board;
    - 12) Encourage chapter activities that develop leadership potential of its members;
    - 13) Delegate tasks, as appropriate, to officers and members.
2. Vice-Presidents
- a. The First Vice-Presidents at the state and chapter levels shall:
    - 1) Serve as presiding officer in the absence of the President;
    - 2) In the event of the death or resignation of the President, succeed to the office and serve until the next regular election of officers;
    - 3) Serve as executive liaison for the state convention program committee;
    - 4) Perform such other duties as may be assigned by the President or Executive Board.

- b. The Second Vice-Presidents at state and chapter levels shall:
  - 1) Serve as presiding officer in the absence of both the President and First Vice-President;
  - 2) In the event of the deaths or resignations of both the President and First Vice-President, succeed to the office of President and serve until the next regular election of officers;
  - 3) Serve as executive liaison with the state Membership Committee;
  - 4) Perform such other duties as may be assigned by the President or Executive Board.

### 3. Recording Secretary

At state and chapter levels, the Recording Secretaries shall:

- 1) Record the minutes of each chapter/state and executive board meeting, including any membership terminations with reasons for termination and other official actions taken;
- 2) Maintain written records of meetings for state/chapter files;
- 3) Make available to members the minutes of the previous meetings;
- 4) File official minutes in a permanent chapter/state file after indicating the date that the minutes are approved with her signature/initials.

### 4. Corresponding Secretary

a. At state and chapter levels, the Corresponding Secretaries shall:

- 1) Review and record all correspondence received by the President;
- 2) Read all correspondence at the executive and general meetings;
- 3) Send out notices of executive, general and other meetings as delegated by the President;
- 4) Send out cards, thank you letters as directed by the President;
- 5) Assume the duties of the Recording Secretary in her absence;
- 6) Update and maintain stationery and supplies;
- 7) Keep a file of all correspondence.

b. At the state level, the Corresponding Secretary shall also manage invitations and RSVPs for the state convention.

c. Chapters that do not have a Corresponding Secretary may assign duties to the Recording Secretary and/or committee chairs as appropriate.

### 5. Treasurer

a. The Treasurers at state and chapter levels shall:

- 1) Receive and pay out all monies belonging to the organization;
- 2) Keep an accurate account of receipts and expenditures;
- 3) Maintain a record of receipts, bills, canceled checks, and bank statements;
- 4) Present a report at each regular meeting;
- 5) File required tax reports;
- 6) Submit for annual audit/financial review the accounts of the organization;
- 7) Provide information necessary for a fidelity bond for an amount specified by the state organization standing rules, the cost to be paid by the state organization;
- 8) Serve as a member, with vote, on the respective Executive Board unless paid a stipend, in which case she will serve as an ex-officio member without vote.
- 9) Serve as an ex-officio member on the respective Finance Committee.

b. The state Treasurer shall:

- 1) Furnish a fidelity bond for an amount to be determined by the Executive Board, the cost of such bond to be paid by the state.
- 2) Maintain a permanent file of termination of membership.

### 6. Parliamentarian

a. The Parliamentarians at state and chapter levels shall:

- 1) Act as advisor to the officers and the members of the organization in matters pertaining to interpretation of the CONSTITUTION and to parliamentary usage;
- 2) Serve as an ex-officio member, without vote, on the respective Executive Board.

- b. The state Parliamentarian shall serve as a consultant on the Rules/Bylaws Committee.

## **ARTICLE VII MEETINGS**

### **Section A. State Convention**

1. Business of the state shall be conducted annually at a convention held at a time and place as determined by the Executive Board for the purpose of receiving reports and adopting policy, amending bylaws, electing and installing officers (in odd-numbered years) and conducting other business which may properly come before it, i.e., initiating new members, installing new chapters, and acquainting members with correct policies and procedures of the Society.
2. Every member registered at the convention may vote. A roll call vote as specified in the CONSTITUTION, Article IX, may be ordered.
3. A quorum shall be a majority of the members who have registered at the convention.
4. Favors and decorations, or items approved by the Executive Committee, may be sold at the convention.

### **Section B. Other Meetings**

1. A transition meeting shall be held in June of odd-numbered years. Retiring officers and committee chairs shall meet with their successors to transfer pertinent records, documents, and information. The meeting shall be jointly planned by the retiring and the incoming state Presidents.
2. An Executive Board meeting for the purpose of planning shall be held in September every year.
3. An Executive Board and convention-finalization meeting shall be held in January.
4. Meetings and workshops may be held for the purpose of leadership training and dissemination of Society information at the discretion of the Executive Board.

### **Section C. Chapter Meetings**

1. Chapters are required to hold at least four regular meetings annually. Regular meetings are meetings where chapter business is conducted.
2. A quorum for chapter business shall be determined by the chapter, as designated in the CONSTITUTION, Article IX.

### **Section D. Electronic Meetings**

All members being notified, meetings/conventions may be face-to-face, through electronic communication, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

## **ARTICLE VIII EXECUTIVE BOARD**

### **Section A. State Executive Board**

1. The members of the Executive Board shall be the elected officers, Treasurer, Immediate Past State President, and the chapter Presidents. The Parliamentarian shall be ex-officio members without vote.
2. The duties of the Executive Board shall be:
  - a. To recommend policies and procedures for consideration by the state convention or the chapters;
  - b. To examine, modify if necessary, and adopt the state budget;
  - c. To determine time and place of state meetings;
  - d. To act in the interim between conventions upon matters requiring immediate decisions.
3. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the President.
  - a. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
  - b. Chapter Presidents who are unable to attend the state Executive Board meeting may appoint an official representative who shall have full privileges of participation.

4. A vote by mail and/or electronic means is authorized when necessary.

**Section B. State Executive Committee**

1. The members of the Executive Committee shall be the elected officers.
2. The Executive Committee shall meet at least once a year, between meetings of the Executive Board, to conduct business delegated to it by the Board and to take action on matters requiring immediate decision.
3. The state Executive Committee may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting. An electronic meeting may not replace the required annual meeting described in B.2.

**Section C. Chapter Executive Board**

1. The members of the Executive Board shall be the elected officers, Immediate Past President, and such other voting members as determined by the chapter. The Treasurer and the Parliamentarian shall be ex-officio members: the Parliamentarian without vote and the Treasurer without vote if she is paid for her services.
2. The duties of the Executive Board shall be:
  - a.) To select the Treasurer for the biennium;
  - b.) To act in matters requiring immediate action and decision;
  - c.) To recommend policies and procedures for consideration of members;
  - d.) To establish rules for budget development and approval and to supervise chapter finances.
3. Meetings of the Executive Board shall be held at least twice each year. Special meetings may be called by the President.
  - a.) The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
  - b.) The chapter Executive Board may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting. An electronic meeting may not replace the required biannual meetings described in C.3.
4. A vote by mail and/or electronic means is authorized when necessary.

**ARTICLE IX  
COMMITTEES AND APPOINTMENTS**

**Section A. Standing committees shall be:**

1. Society Business
  - a. Expansion
  - b. Leadership Development
  - c. Membership
  - d. Rules/Bylaws
  - e. Communications/Marketing
  - f. Convention
  - g. Yearbook
  - h. Nominations
  - i. Finance
  - j. Necrology
  - k. History and Archives
  - l. Induction
  - m. Installation
  - n. Strategic Planning Committee
  - o. State Editor
2. Society Mission and Purposes
  - a. Educational Excellence
  - b. Legislation
  - c. Scholarships/Stipends

- d. World Fellowship
- e. Special Awards
- f. Music
- g. Social
- h. Past State Presidents
- i. The Arts

## **Section B. General Procedures**

1. State committee chairs, except the nominations chair, shall be appointed by the President with a limit of four consecutive biennia.
2. The President may appoint co-chairs of committees as needed.
3. The President shall be an ex-officio member of all committees.
4. Matters requiring immediate committee action may be voted upon by mail and/or email, all members being notified.
5. Committee meetings shall be held with the approval of the President. Committees may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting.
6. State committees having international counterparts shall provide liaison between chapters and the corresponding international committees.
7. State committees not having international counterparts shall provide assistance to the chapters.
8. Reports of the work of state and chapter committees shall be prepared on forms supplied by Society Headquarters and submitted to the person designated on the forms.

## **Section C. Composition and Duties of Committees**

1. Society Business
  - a. Expansion- appointed; chapter representation required.
    - 1) The Expansion Committee shall consist of a State chair to focus on state expansion and chapter strengthening; and one (1) member from each chapter. The President shall serve as an ex-officio member, without vote. The Treasurer shall serve as a consultant.
    - 2) The Expansion Committee shall be responsible for assisting chapters in strengthening their membership across generations and diversities, particularly identifying, and initiating outstanding women educators in the early years of their careers.
  - b. Leadership Development- appointed; chapter representation required.
    - 1) The Leadership Development Committee shall be composed of a State chair and one (1) member from each chapter.
    - 2) The committee shall be responsible for leadership development at the state level.
      - (a) The committee shall plan a training session in June of each even-numbered year for incoming chapter officers for the purpose of orienting, informing, and preparing them for their roles.
      - (b) The committee may plan additional leadership development sessions with the approval of the Executive Committee.
  - c. Membership- appointed; chapter representation required.
    - 1) The Membership Committee shall consist of a State chair (second vice-president) and one (1) member from each chapter.
    - 2) The committee shall:
      - (a) Evaluate the recommendations of persons proposed for state honorary membership and submit the names of qualified candidates for vote;
      - (b) Study and make recommendations related to membership problems;
      - (c) Keep membership records;
      - (d) Collaborate with the state Treasurer and the state initiation, necrology, and yearbook chairs to ensure accurate records.
      - (e) Collaborate with the Expansion Committee in an effort to increase and strengthen membership.

- d. Rules/Bylaws- appointed; chapter representation required.
  - 1) The Rules/Bylaws Committee shall consist of a state chair or co-chairs and of one (1) member from each chapter.
  - 2) The Rules/Bylaws Committee shall accept proposals for amending or revising the bylaws at any time; however, proposals must be submitted by September 1, to be considered for a vote by the membership at the state convention the following year. The DKGNJ Rules/Bylaws committee will present approved proposals to the state convention for vote.
  - 3) The Rules/Bylaws Committee shall send a copy of the State Bylaws to the International Constitution Committee for review, as requested.
- e. Communications/Marketing- appointed; chapter representation required.
  - 1) Shall consist of state co-chair(s) to address coordination of content across all media; state webmaster(s); state editor(s) appointed as needed, and one (1) member from each chapter.
  - 2) Shall promote the use of publications of the Society.
  - 3) Shall facilitate the creation and distribution of the publications authorized by the state organization.
  - 4) Shall maintain a relationship with community resources to promote positive public relations.
  - 5) Shall send news of the state organization events, projects, and activities to the public and social media and arrange for media coverage for special events.
  - 6) Shall help to incorporate international news of the Society into state programs.
- g. Convention- appointed; chapter representation required.
  - 1) The Convention Committee shall consist of a state chair, facility coordinator, registrar, and one (1) representative from each chapter.
  - 2) The Convention Committee shall plan, prepare, and coordinate an annual DKGNJ convention in liaison with the First Vice-President. Sites and dates shall be announced two years in advance.
- h. Yearbook- appointed; chapter representation required.
  - 1) The Yearbook Committee shall consist of a chair or co-chairs and one (1) member from each chapter.
  - 2) The Yearbook Committee shall gather and publish the membership list as directed by the Executive Board.
- i. Nominations- elected; chapter representation required.
  - 1) The Nominations Committee chair shall be elected at the state convention in odd-numbered years.
  - 2) The Nominations Committee members will be the one (1) chapter-elected committee chair from each chapter.
  - 3) The committee shall present, in election years, a report of one nominee for each elective office. The committee shall prepare the ballot in accordance with the plan for nominations and elections adopted by the Executive Board.
- j. Finance- appointed
  - 1) The Finance Committee shall consist of the President and three (3) members appointed by the President, one to be designated as state chair. The state Treasurer and convention registrar shall serve as ex-officio members, without vote.
  - 2) The Finance Committee shall be responsible for monitoring the financial affairs of the organization, including recommendations for expenditure and investment of funds and preparation of a budget for adoption by the Executive Board.
  - 3) The Finance Committee shall be responsible for the annual audit of the state's financial records.
- k. Necrology- appointed
  - 1) The Necrology Committee shall consist of a state chair, the chair of the state membership committee, and the state Treasurer.
  - 2) The committee shall:
    - (a) Maintain a list of deceased members.
    - (b) Prepare an appropriate necrology service for the state convention to honor deceased members;
    - (c) Collaborate with chapters to ensure accurate records.
- l. History and Archives- appointed
  - 1) The History and Archives Committee shall consist of a state chair and the state historian, who shall be appointed by the President.
  - 2) The committee shall:

- (a) Assemble and organize materials essential to the history of Alpha Zeta State/DKGNJ and preserve selected materials in the archives;
    - (b) Develop and maintain an inventory of materials in the archives.
- m. Induction- appointed
  - 1) The Induction Committee shall consist of a state chair and the chair of the chapter Membership or Induction Committees.
  - 2) The committee shall:
    - (a) Plan an induction ceremony in compliance with International guidelines for inducting members into the Society;
    - (b) Collaborate with the state treasurer and the chairs of the membership and convention committees to ensure accurate records.
- n. Installation- appointed.
  - 1) The Installation Committee shall consist of 2-3 members, designated as state chairs, appointed by the President.
  - 2) The Installation Committee shall plan and execute officer installation at the convention in odd numbered years.
- o. Strategic Planning- appointed; chapter representation required.
  - 1) The Strategic Planning Committee shall be composed of a State chair and two (2) members appointed by the state President.
  - 2) The committee shall be responsible for working with the individual chapters in the development and implementation of the chapter level plan.
    - (a) The committee shall assist with the development of the state level strategic plan as requested by the state president.
    - (b) The committee shall work with the President and her team in the first year of a new biennium in the review and editing of the plan and editing in accordance and aligned with the state strategic plan for continuity from biennium to biennium and implementation of all plans.
    - (c) The committee shall develop, and revise as needed, a consistent reporting format for chapters to use in reporting the results of their plans.
- p. State Editor – appointed
  - 1) The editor shall arrange for the composition, publishing, and distribution of the state newsletter;
  - 2) Maintain close contact with the state President, other officers, webmaster, and committee chairs;
  - 3) Develop and disseminate schedule of deadlines and publication dates for state publications;
  - 4) Encourage submission of articles by officers, committee chairs and members;
  - 5) Review article submissions for possible copyright infringement before including in newsletter;
  - 6) Proofread and revise (as needed) all materials for publication in any media form.

## 2. Society Mission and Purposes

- a. Educational Excellence- appointed; chapter representation required.
  - 1) The Educational Excellence Committee shall consist of a state chair (First Vice-President) and of one (1) member from each chapter.
  - 2) The committee will plan, organize, implement, and evaluate activities, projects, speakers, and programs of action that promote the personal and professional growth of members and excellence in education at the state and chapter levels.
  - 3) The committee may operate as a whole or include subcommittees for the following initiatives: (a) DKG relationship with United Nations, including CTAUN.  
(b) International Projects (such as Schools for Africa and Support for Early-Career Educators) as designated by the International Administrative Board.  
(c) State Projects/Programs as designated by DKGNJ Executive Board.
  - 4) The committee shall assess members' interests and consider international and state initiatives and the needs of other communities in its work.
  - 5) The committee shall annually review the strategic plan of the state organization.
- b. Legislation- appointed; chapter representation required.

- 1) The Legislation Committee shall consist of a state chair or co-chairs and of one (1) member from each chapter.
  - 2) The committee shall inform members in the field of legislation relative to children, education, and the status of women.
  - 3) The committee shall maintain a liaison with the United States Forum and provide members with appropriate information and updates.
- c. Scholarships/Stipends- appointed; chapter representation required.
- 1) The Scholarships/Stipends Committee will consist of state tri-chairs; one responsible for accomplishing goals related to the state/international scholarships; one responsible for accomplishing goals related to state Professional/Personal Growth Stipends and international stipends; one responsible for accomplishing goals related to state grants-in-aid; and one (1) member from each chapter.
  - 2) The Scholarships/Stipends Committee shall take action on recommendations from the International Scholarship Committee, promote interest in and award scholarships for graduate study, and promote interest in international scholarships.
  - 3) The Scholarships/Stipends Committee shall promote interest in and award state Professional/Personal Growth Stipends and promote applications for international stipends.
  - 4) The Scholarships/Stipends Committee shall promote interest in and award state grants-in-aid.
- d. World Fellowship- appointed; chapter representation required.
- 1) The World Fellowship Committee will consist of a state chair and one (1) member from each chapter.
  - 2) The committee shall promote the work of the International World Fellowship Committee by:
    - (a) Advising members of World Fellowship activities and recipients;
    - (b) Encouraging donations to the International World Fellowship Fund; (c) Encouraging chapters to communicate with World Fellowship recipients; (d) Communicating with World Fellowship recipients.
- e. Special Awards- appointed; chapter representation required.
- 1) The Special Awards Committee will consist of two (2) co-chairs, one (1) responsible for the Dedicated Service Award and the Rosebud Award, one (1) responsible for the Rose and Key Awards, and one (1) member from each chapter.
  - 2) The committee shall receive nominations for and select the recipient of the biennial Dedicated Service Award and the biennial Rosebud Award in alternate years.
  - 3) The committee shall recognize active or retired members by annual presentation of the Rose or the Key Award, based on nominations from the chapters in alternate years. f.
- Music- appointed
- f. The Music Committee shall consist of a state chair and the state pianist. The committee shall be responsible for the music at state conventions.
- g. Social- appointed
- 1) The Social Committee will consist of 2-3 members, designated as state chairs, appointed by the President.
  - 2) The Social Committee will prepare appropriate amenities for Executive Board meetings and state training sessions.
- h. Past State Presidents
- 1) The Past State Presidents Committee will consist of all Past State Presidents of DKGNJ.
  - 2) The committee will provide support to the current State President and encouragement to all chapters.
  - 3) The committee will appoint a state chair from within its membership.
- i. The Arts-appointed
- 1) The Arts Committee shall consist of a state chair and representatives from chapters.
  - 2) The committee will define the appropriate media, develop, and distribute application materials for an exhibit.

- 3) The committee will determine the frequency of the exhibits, based on artist participation and member interest.
- 4) The committee shall assemble an exhibit of fine and related art items determined by the scope of the arts application.

#### **Section D. Appointments**

1. To meet the needs of the state organization and to comply with international requirements, the President will make the following individual appointments:
  - a. UN liaison
  - b. Webmaster
  - c. Historian
  - d. State Photographer
  - e. State President's Book
  - f. Convention facilities coordinator
  - g. Convention registrar
  - h. Motivator
  - i. State Pianist
  - j. Technology Research/Support
2. Appointees will report directly to the President but may also serve on standing committees. Because these positions require particular expertise the term of appointment will not be limited.

The duties of the appointees will be as follows:

- a. UN liaison: to maintain membership in the UN Liaison Network of DKG International (established 2002); to be kept up to date on Society involvement at the UN; and to receive and disseminate important information, including the *DKG@UN* newsletter, to members through email to chapter Presidents.
- b. Webmaster: to maintain and develop the state Web site and assist chapter webmasters as needed.
- c. Historian: to ensure that appropriate records are maintained and placed in the state archives and to serve as a resource to officers and chapters as needed.
- d. State Photographer: to capture DKGNJ activities, disseminate photos from these activities, and serve as a resource to officers, chairs, and chapters as needed.
- e. State President's Book: to develop a history of the President's biennium as a remembrance for the President and as part of the state organization's history.
- f. Convention facilities coordinator: to negotiate and collaborate with the convention hotel personnel for convention arrangements and to handle hotel issues onsite at conventions.
- g. Convention registrar: to receive and process convention registrations and to develop convention tags and tickets.
- h. Motivator: to provide inspirational remarks as requested by the President.
- i. State Pianist: to provide accompaniment as needed by the music chairs.
- j. Technology Research/Support: to remain abreast of developments in technology and provide assistance to state officers, state committees and chapters in technology implementation.

#### **Section E. Special Committees**

Special committees shall be appointed by the President to complete tasks in a given biennium. After submitting the final report to the President, the committee shall be dissolved.

#### **Section F. Ad Hoc Committees**

Ad Hoc committees shall be appointed by the President as authorized to complete specific short- or long-term tasks. After submitting the final report to the President, the committee shall be dissolved.

### **ARTICLE X PUBLICATIONS**

All publications shall be approved by the President and plans submitted to the Executive Board for financial approval. All official state publications shall be sent electronically to the state archives for preservation.

**Section A. Newsletter**

1. The state newsletter shall be published at least three (3) times each year and disseminated electronically to the membership.
2. Alternative methods of distribution may be made for those members without access to the Internet.

**Section B. Electronic Newsletter**

The e-newsletter may be published monthly to include time-sensitive announcements and to encourage members to value their memberships in DKG.

**Section C. Bylaws and Standing Rules**

An updated and approved version of the state organization Bylaws and Standing Rules shall be posted on the state website.

**Section D. Yearbook**

1. A yearbook of the membership list shall be published annually and disseminated to members.
2. The yearbook shall be posted on the state organization webpage for access by all members.

**Section E. Special Publications**

The state organization may publish special materials, such as monographs or brochures, as needed.

**Section F. Website**

1. The state organization shall maintain a website and adhere to the standards of The Delta Kappa Gamma Society International to allow the state website to be linked to the International Society website. Chapters are encouraged to maintain websites. Those that meet the Society's standards may be linked to the state website.
2. The state and chapter webmasters shall submit the information on domain name ownership, logins and passwords for their websites and e-news letters to the chapter and state Recording Secretaries. This shall be updated as needed. To facilitate this at the state level, the state webmaster may collect the chapter website information and submit all of the information in one (electronic) file on a storage device to the state recording secretary.

**ARTICLE XI  
AWARDS**

**Section A. Scholarships**

1. The number of scholarships and the amount of each scholarship shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
3. The Scholarships/ Stipends Committee shall disseminate current criteria and directions for applications for scholarships.

**Section B. Professional/ Personal Growth Stipends**

1. Professional/Personal Growth Stipends will be granted to members working individually, or as a team, for professional growth, personal development, research, travel related to field, educational or community service projects and/or conference attendance related to field.
2. The number of stipends and the amount of each stipend shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
3. Rules governing the administration of the stipends program shall be recommended by the Scholarships//Stipends Committee and approved by the Executive Board.
4. The Scholarships/ Stipends Committee shall disseminate current criteria and directions for applications for stipends.

**Section C. Grants-in-aid**

1. The number of grants-in-aid and the amount of each grant-in-aid shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
2. Rules governing the administration of the grants-in-aid program shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
3. The Scholarships/Stipends Committee shall disseminate current criteria and directions for applications for grants-in-aid.
4. The Margaret Abel Scholarship Award, a grant-in-aid, shall be awarded annually to a female undergraduate or graduate student who has begun her professional program leading to an initial teaching certification.

**Section D. Special Awards**

1. The state's Dedicated Service Award may be given biennially, in even-numbered years, to a member in DKGNJ in recognition of distinguished service to the Society.
2. Rose Awards may be given in even years biennially in recognition of contributions by an actively employed member of each chapter.
3. Key Awards may be given in odd years biennially in recognition of contributions by a retired member of each chapter.
4. The state Rosebud Award shall be given biennially in odd years to one (1) member in DKGNJ having ten (10) years or fewer of membership who exhibits outstanding service to her chapter and the state organization, as well as interest in the international organization. This award will be based on nominations from the chapters.

**ARTICLE XII  
DISSOLUTION**

**Section A. Delta Kappa Gamma New Jersey State Organization**

In the event of dissolution of DKGNJ, the net assets of the corporation shall be distributed as follows.

1. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made therefore.
2. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

**Section B. Chapter**

1. Before a chapter is dissolved, the approval of the state organization Executive Board must be obtained.
2. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the state organization treasurer for state or international projects.
4. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state organization archives and made available for use.
5. The charter must be returned to the state organization to be forwarded to the International Headquarters.
6. The state organization Executive Board shall decide whether the Greek name shall be reused or not.

**ARTICLE XIII PARLIAMENTARY AUTHORITY**

ROBERTS RULES OF ORDER NEWLY REVISED (CURRENT EDITION) shall govern the proceedings of DKGNJ Organization and its chapters in all cases not provided for in the CONSTITUTION, State Bylaws, Standing Rules, and Chapter Rules.

**ARTICLE XIV AMENDMENTS**

**Section A.**

These bylaws may be amended at any convention by a two-thirds (2/3) vote of registered members in attendance at the business meeting, provided the notice of proposed amendments shall have been published to members at

least thirty (30) days before convening the annual convention. These approved amendments will take effect upon the conclusion of the vote or at the conclusion of the meeting in which they are approved.

**Section B.**

1. Proposed amendments or revisions to the bylaws may be submitted to the Rules/Bylaws Committee by any member, committee, board, or chapter no later than September 1 if they are to be considered at the next state convention.
2. Proposals for revisions or amendments to the Bylaws of DKG NJ shall be submitted on the DKG NJ Proposed Amendment/Revision Form: RBI-1.

**Section C.**

All proposed amendments shall have been approved by a two-thirds (2/3) vote of the Executive Board before being submitted to the membership at convention.

**Section D.**

Standing Rules may be amended or rescinded at any annual convention by a majority vote of registered members in attendance at the business meeting.

**Section E.**

These bylaws and standing rules shall be amended automatically by the Rules and Bylaws Committee to comply with the DKG Constitution and International Rules. Notice of the automatic amendments shall be published in the Winter issue of the DKG NJ state newsletter.

Adopted, April 30, 1988

Corrected, April 1989

Amended, April 1991

Amended, April 1999

Amended, April 2003

Amended, March 2011

Amended, March 2012

Amended, April 2013

Amended, April 2014

Amended, April 2017

Corrected, August 2017

Amended, July 2020

Amended, January 2021

Amended, April 2022

Updated February 2023

Amended April