

## **RULES**

### **Standing Rules DKGNJ State The Delta Kappa Gamma Society International**

#### **Intro: Purpose**

The *DKGNJ Rules* provide clear guidance for effective and expeditious work of the Society in accordance with accepted traditions and practices of DKGNJ State. They clarify and expand, but do not replace, duties set forth in the *Constitution* and *International Standing Rules*, the official documents of The Delta Kappa Gamma Society International, and *DKGNJ State Bylaws*, the official policies of the New Jersey Organization. The *Bylaws* are the policies of the state organization; these *Rules* provide guidance in their implementation. Rule numbers correspond to Articles in the state *Bylaws*.

#### **4.0 Finance**

- 4.1 The annual dues for DKGNJ 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, scholarship, etc.
- 4.2 Mileage Allowance
  - 4.2.1 Mileage allowance shall be in agreement with the International rate.
  - 4.2.2 State and International meeting allowance shall be in agreement with International.
- 4.3 The DKGNJ President shall be reimbursed for the following expenses:
  - 4.3.1 Mileage allowance for visiting chapters;
  - 4.3.2 Officers' meeting expenses;
  - 4.3.3 Gifts for DKGNJ State Convention guests;
  - 4.3.4 Expenses incurred at the DKGNJ Convention, the Delta Kappa Gamma International Convention and Society meetings.
  - 4.3.5 Any other expenses approved by the Finance Committee.

#### **6.0 Officers/Related Personnel**

- 6.1 The state treasurer shall be bonded in the amount of \$25,000.

#### **7.0 Meetings**

- 7.1 Rules of Order for Executive Board Meetings
  - 7.1.1 All persons addressing the chairs shall give name and chapter.
  - 7.1.2 All motions, amendments, and resolutions shall be presented to the chairs or presiding officer in written form before a vote is taken and shall be signed by the individual or chairs of the group presenting such a motion. All motions shall become part of the
  - 7.1.3 Recording Secretary's file.
  - 7.1.4 On speaking to a motion, each person shall be limited to three minutes.
  - 7.1.5 No person shall speak more than twice to the same motion.
  - 7.1.6 Only Executive Board members may vote. The members of the Executive Board shall be the elected officers, treasurer, immediate past state

president, and the chapter presidents. The parliamentarian and the past state presidents shall be ex-officio members without vote.

**7.2 State Convention**

- 7.2.1 Site and dates for the annual convention shall be determined at least two years in advance.
- 7.2.2 The Executive Board shall convene the business meeting no later than 10 a.m. on the Saturday of the convention.
- 7.2.3 An agenda of the convention activities shall be published in the state newsletter prior to the convention.

**7.3 Sales at Meetings and Convention**

The Delta Kappa Gamma Society is a not-for-profit organization classified under Section 501 (c) (6) of the US Internal Revenue Code. The Society is not exempt from payments of sales tax. Failure to comply with sales tax requirements will put the Society in jeopardy of losing its not-for-profit status. Sale items should be offered to raise funds for activities congruent with the purposes and projects of DKG. These items provide visibility for the Society and should reflect a professional image.

- 7.3.1 Sale of items should be scheduled at times other than state general sessions/business meetings.
- 7.3.2 Items should be of high quality, reflecting the professional image of DKG and DKG NJ.
- 7.3.3 All vendors are responsible for obtaining required state sales tax numbers in the location where the event is held. All vendors are responsible for paying all applicable sales taxes to the state.
  - 7.3.3.1 No chapter or individual may sell items at the annual convention or on the state Web site without the express permission of the Executive Committee.
  - 7.3.3.2 Requests to sell items at the annual convention must be submitted to the Executive Committee for consideration by the January state meeting.
  - 7.3.3.3 Requests to list items for sale on the state website must be submitted to the Executive Committee for consideration at the September or January state meeting.
  - 7.3.3.4 Requests shall include the name of the item, a picture of the items, the cost of the item, the sponsoring chapter, and name/email/phone of a contact individual.

**7.4 Electronic Meetings**

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

**10.0 Publications**

- 10.1 Members who wish to receive hard copies of the state newsletter may do so. Alternative methods of distribution may be made for those members without access to the Internet.

## **11.0 Awards**

### **11.1 Scholarships**

- 11.1.1 The state scholarship shall be called the Elizabeth M. Bozearth Scholarship in honor of the first DKGNJ State President.
- 11.1.2 Applicants must be members in good standing in the Delta Kappa Gamma Society and have held membership for three or more years prior to the application deadline.
- 11.1.3 Applicants will be considered on the bases of their active chapter and state participation in the Delta Kappa Gamma Society.
- 11.1.4 Applicants must be accepted in a graduate degree program in an approved institution of higher learning.
- 11.1.5 Applicants must meet reasonable standards of general health, personality,
- 11.1.6 scholarship, professional and community service, and must evidence potentialities for future service to Delta Kappa Gamma Society.
- 11.1.7 Applicants' personal comments and references should show promise of distinction in their respective fields of study.

### **11.2 Professional/Personal Growth Stipends**

- 11.2.1 Stipends will be granted to members of Delta Kappa Gamma, DKGNJ State working individually or as a team in the amount up to \$1000.00 per selected application for the following:
  - 11.2.1.1 Professional growth
  - 11.2.1.2 Personal development
  - 11.2.1.3 Research
  - 11.2.1.4 Travel related to field
  - 11.2.1.5 Educational or community service projects
  - 11.2.1.6 Conference attendance related to field
- 11.2.2 A recipient of a Professional/Personal Growth Stipend is not eligible for a second award for 5 calendar years.

### **11.3 Grants-in-Aid**

- 11.3.1 The purpose of the Margaret Abel Scholarship Fund is to provide grants-in-aid to assist outstanding women preparing to enter the education profession.
- 11.3.2 The award is in the amount of \$1000.00 and will be awarded to one qualified individual at the DKGNJ State Convention each Spring.
- 11.3.3 The applicant shall be a female undergraduate (junior or senior) or graduate student matriculated in a program preparing her to enter the education profession.
- 11.3.4 The applicant must have maintained a minimum GPA of 3.0.
- 11.3.5 The applicant shall be a U.S. citizen, a current resident of New Jersey and enrolled in a four-year college or university in New Jersey.
  - 11.3.5.1 The applicant shall submit the following to the Scholarship Chairperson of DKGNJ State:
  - 11.3.5.2 Application form
  - 11.3.5.3 Official transcripts from all colleges/universities including the cumulative grade point average
  - 11.3.5.4 Three letters of recommendation
  - 11.3.5.5 Two letters from professionals in the field of education
  - 11.3.5.6 One letter from a personal reference

- 11.3.5.7 A 500-word essay indicating her desire to become an educator and the attributes that make her worthy to be a recipient of this scholarship
- 11.3.5.8 A resume
- 11.3.6 Applications must be postmarked by December 1<sup>st</sup>.

#### 11.4 Special Awards

- 11.4.1 The Rose Award shall be presented in even years biennially to a member who is actively involved in education and who exhibits outstanding service to Delta Kappa Gamma and to her community.
  - 11.4.1.1 Each chapter may nominate one member.
  - 11.4.1.2 A member may receive the Rose Award once in each four (4) biennia.
- 11.4.2 The Key Award shall be presented in odd years biennially to a retired member who exhibits outstanding service to Delta Kappa Gamma and to her community.
  - 11.4.2.1 Each chapter may nominate one member.
  - 11.4.2.2 A member may receive the Key Award once in each four (4) biennia.
- 11.4.3 The Dedicated Service Award shall be presented biennially, in even-numbered years, to a member who exemplifies outstanding personal character traits and who has evidenced service to DKG NJ State and commitment to the Society.
  - 11.4.3.1 Nominations for an individual may come from any chapter. Each chapter, however, may only nominate one individual.
  - 11.4.3.2 State presidents are not eligible for the Dedicated Service Award during their term of service. Past state presidents are eligible for the Dedicated Service Award five or more years after leaving office.
  - 11.4.3.3 The name of the recipient shall be placed upon a plaque at the DKG NJ State archives.
  - 11.4.3.4 The recipient shall receive a medallion commemorating the honor.
- 11.4.4 The Rosebud Award shall be presented biennially, in odd-numbered years, to one member in DKG NJ State having ten (10) years or fewer of membership for 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.
  - 11.4.4.1 Nominations for an individual may come from any chapter. Each chapter, however, may only nominate one individual
- 11.4.5 Chapters shall be provided with current criteria and directions for nominations for special awards by the State Special Awards Committee.

## 12.0 Funds

- 12.1 The designated funds for DKG NJ State and their purposes shall be as follows:
  - 12.1.1 Professional/Personal Growth Stipend Fund: to provide funding for Professional/Personal Growth Stipend awards.
  - 12.1.2 Leadership Development Fund: to provide funding for Leadership Development events.
  - 12.1.3 Convention Speaker's Fund: to provide funding for payment/stipend to a convention speaker.

- 12.1.4 Convention Committee Fund: to provide seed funding for the Convention Committee to use in the process of securing hotels, programs, and materials for the annual convention.
- 12.1.5 Ad Hoc Fund: to provide funding for research projects authorized by the Executive Board.
- 12.1.6 Elizabeth M. Bozearth State Scholarship Fund: to provide funding for the annual state organization scholarship.
- 12.1.7 President's Discretionary Fund: to provide funding for projects or activities selected by the state President for the good of the membership or organization.
- 12.1.8 Convention/Conference Registration Fund: to provide funding for state organization members to attend International Conventions and/or Society meetings.
- 12.1.9 Permanent Fund: to provide funding for purchase of material goods such as initiation paraphernalia or other articles and equipment of a permanent nature.
- 12.2 Receipts from the basket sale at the annual convention shall be apportioned to the designated funds by the Finance Committee in the best interest of the DKGNJ Organization.
- 12.3 The Margaret Abel Scholarship Fund shall be restricted to uses detailed in Margaret Abel's will and estate. Although titled *Scholarship Fund* per those directives, the fund must be used exclusively for grants-in-aid for non-members.

### **13.0 Addendum: Courtesies**

- A.1 The state organization may wish to recognize a member or officer via purchase of a corsage at International convention or Society meetings. The treasurer will be responsible for the purchase of such corsage(s).
- A.2 Members should make appropriate arrangements for donation or gifting of their Society keypin(s) upon their passing.
- A.3 The state founder's keypin shall be presented to the incoming state President each biennium.

April 2017  
September 2018 Rev.  
September 2022  
Updated January 2023