

**ALABAMA
STATE
ORGANIZATION
BYLAWS
AND
POLICIES
2022**

**THE DELTA KAPPA GAMMA
SOCIETY INTERNATIONAL**

**Revised 2017
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ARTICLE I

NAME

Section A.

The name of this state organization shall be the Alabama State Organization of The Delta Kappa Gamma Society International.

Section B.

Chapter Names

1. Each chapter in Alabama State shall be designated by a Greek letter or a combination of Greek letters.
2. The Alabama State Executive Board shall assign the name of each chapter.

ARTICLE II

OBJECTIVES

The objectives of the Alabama State Organization shall be

1. to promote the Mission, Vision, and Purposes of The Delta Kappa Gamma Society International as found in the *Constitution, Article II*;
2. to act as liaison between chapters and the international organization;
3. to organize chapters within the state; and
4. to provide meetings, workshops, and leadership training for members and state and chapter leaders.

ARTICLE III

MEMBERSHIP

Section A.

State Membership

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. She is inducted only once.
3. The chapter acts in matters of membership.
4. Membership records are kept at the chapter level.
5. Membership practices are consistent with the *International Constitution, Article III*.

Section B.

Classification

1. 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.
2. 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.
 - a. Reserve status shall be granted by a majority vote of the chapter.
 - b. A reserve member, so requesting, shall be restored to active membership.
3. A chapter or state 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.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Bachelor student collegiate members shall
 - (1) 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
 - (2) be enrolled within the last two years of their undergraduate 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.
 - c. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member.
 - d. 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.

Section C.

Election

1. A candidate for active or collegiate membership shall be selected by the method established by the chapter's rules.
2. State honorary members shall be recommended by the Alabama State Membership/Expansion Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval shall be required. Induction of state honorary members shall be conducted at a state meeting by the Alabama State Membership/Expansion Committee.
3. Recommendations for invitation to membership, signed by Delta Kappa Gamma members, may be submitted to chapters in other areas.

Section D.

Transfer

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters.

Section E.

Termination of Membership

Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.

Section F.

Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request.

ARTICLE IV

FINANCES

Section A.

Annual Dues

Each active, collegiate, and reserve member shall pay annual dues.

1. State dues shall be determined by a two-thirds (2/3) vote of the members at any state convention upon recommendation of the Finance Committee and the Executive Board.
2. International dues shall be an amount recommended by the International Executive Board and approved by the International Convention.
3. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.

Section B.

Fees

1. Scholarship Fee
Each active and reserve member shall pay a scholarship fee annually as determined by international.
2. Honorary Fee
The inducting unit of the Society shall pay a lifetime fee determined by international for each honorary member at the time of induction.

Section C.

Payment of Dues and Fees

1. The membership year is July 1 - June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
2. 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 full international dues for the ensuing year. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
3. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.
4. The international portion of the dues and fees shall be sent between July 1 and September 30.
5. A member who fails to complete payment of international dues shall be dropped as of October 1.

Section D.

Financial Controls

1. The Finance Committee shall submit a proposed budget annually for adoption by the state Executive Board.
2. The report of the annual audit shall be submitted to the Alabama State Executive Board.
3. All expense forms shall be submitted to the state president for approval within two weeks following the event before payment is made by the state treasurer.

Section E.

Alabama State Organization Funds

1. The Available Fund is the operating fund requiring a budget.
2. The Permanent Fund is maintained according to Society guidelines (*Constitution*, Article IV.F.3.f): The principal of the state organization permanent fund shall be used for the following: purchasing induction paraphernalia; purchasing articles and equipment of a permanent nature; technology-related upgrades and licenses for computer software; renting office space; constructing a headquarters building; and furnishing a headquarters building.
3. The Scholarship Fund is maintained according to Society guidelines.

Section F.

Financial Assessments

Financial assessments may be levied only by the chapter.

ARTICLE V

ORGANIZATION

Section A.

Levels of Organization

The business of the Society shall be conducted by the organization on three (3) levels. The three levels of organization shall be chapter, state organization, and international.

1. The term *chapter* shall designate the local unit.
2. The terms *state* and *state organization* shall designate states, territories, provinces, and countries where The Delta Kappa Gamma Society International is organized.
3. The terms *International* and *Society* shall designate the overall organization with the total membership.

Section B.

State

1. Alabama State shall have bylaws which are consistent with the *Constitution* for the governance of the state organization and its chapters.
2. The chairman of the Rules/Bylaws/Policies Committee shall be responsible for submitting the state organization bylaws to the International Constitution Committee for review each biennium.
3. The state organization shall consist of chapters within the state of Alabama and members holding membership within the state.

Section C.

Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution* and the *Alabama State Organization Bylaws*.
2. Chapter officers, except the treasurer, shall be elected in even-numbered years.
 - a. The term of each elected officer shall be two years. No officer, except the treasurer, shall serve in the same office longer than two terms in succession. All chapter officers shall take office on July 1 following election.
 - b. The treasurer shall be appointed by the chapter Executive Board each biennium.
3. Each chapter shall submit the names of incoming elected officers and committee chairs to the state president by April 1 in even-numbered years so that incoming officers and committee chairs may attend a one-day workshop for training.
4. The chapter president, or her representative, shall represent the chapter as a voting member of the state Executive Board.
5. Each chapter shall have rules which are consistent with the *Constitution* and the *Alabama State Organization Bylaws and Policies*. A copy of the chapter rules shall be reviewed by the state Rules/Bylaws/Policies Committee each biennium.
6. The Alabama State Organization supports chapters by sharing/demonstrating strategies for strengthening chapters and implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

Section D.

New Chapters

1. The state Executive Board shall approve the organization of a new chapter.
2. Membership in a new chapter shall be screened by the state Membership/Expansion Committee and subject to the approval of the state president.
3. Rules governing the induction of new members and the installation of a new chapter shall be recommended by the Membership/Expansion Committee and approved by the state Executive Board.

Section E.

Districts

1. Districts are organized for the purposes of rendering better service to the membership, informing members of state policies and programs of work, and providing for representation on committees.
2. District directors shall be appointed by the state president and shall not be considered state officers or members of the Executive Board. Each director shall serve as liaison between the chapters and the Alabama State Organization.
3. A one-day workshop for chapter officers and committee chairs, planned by the district directors and coordinated by the state second vice-president, shall be held in June of even-numbered years.
4. The state Executive Board shall define the boundaries of districts and the chapters in each district.

Section F.

Coordinating Councils (Optional)

1. Coordinating Councils may be organized in counties and/or cities where several chapters exist.
2. The Coordinating Council shall meet at least once a year for the purpose of planning activities of benefit to all chapters.

ARTICLE VI

STATE OFFICERS AND RELATED PERSONNEL

Section A.

State Officers and Related Personnel

1. The state officers shall be a president, a first vice-president, a second vice-president, a recording secretary, and a corresponding secretary, all elected.
2. The treasurer, the executive secretary, and the webmaster (beginning July 1, 2019) shall be selected by the state Executive Board upon the recommendation of the Personnel Committee.
3. The parliamentarian shall be appointed by the state president.

Section B.

Duties

The officers shall perform the duties as prescribed in the *Constitution, Article VI*, and as authorized by the *Alabama Organization State Bylaws*.

1. The **president** shall
 - a. act as presiding officer at regular and called meetings and direct the activities of the organization;
 - b. act as chairman of the state Executive Board;
 - c. appoint a parliamentarian;
 - d. appoint standing and special committees and the chair for each committee;
 - e. serve as member ex officio, with vote, on all committees except nominating;
 - f. appoint district directors;
 - g. approve publications;
 - h. fill by appointment all vacancies in positions of elected and appointed officers, district directors and/or committee members;
 - i. represent the Society at meetings, conventions, conferences, and other events;
 - j. take action, with the advice and approval of the state Executive Committee, on matters which cannot be deferred until the next convention or meeting of the Executive Board;
 - k. approve for payment all expense claims and expenditures;
 - l. execute all legal documents authorized by a state convention or the Executive Board;
 - m. plan the program of, approve arrangements for, and preside over the state convention;
 - n. serve as a member of the International Executive Board;
 - o. write a history of her biennium for state records;
 - p. be responsible for providing leadership development within the state organization; and
 - q. update the continuing executive secretary immediately following leadership development training.

2. The **first vice-president** shall
 - a. serve as presiding officer in the absence of the president;
 - b. succeed to the office of president and serve until the next regular election in the event of the resignation or death of the president;
 - c. serve as chair of the state Educational Excellence Committee; and
 - d. perform other duties as designated by the state president.

3. The **second vice-president** shall
 - a. serve as presiding officer in the absence of the president and first vice-president;
 - b. succeed to the office of the president and serve until the next regular election in the event of the resignation or death of the president and the first vice-president;
 - c. provide Sales Request Forms concerning the sale of items at the one-day workshop and state conventions;
 - d. serve as chairman of the Leadership Development Committee to (1) work with district directors to plan a one-day workshop held in June of even-numbered years for training of chapter officers and committee chairs; (2) plan, with district directors, the Alabama State Leadership Seminar; and (3) perform other duties as designated by the state president.

4. The **recording secretary** shall
 - a. record the minutes of all meetings of the state Executive Committee, state Executive Board, and the state convention and forward copies of these minutes to the Committee to Approve the Minutes of the Executive Board and the State Convention;
 - b. forward a copy of any action taken by the Executive Committee, Executive Board, and state convention to the chair of the state Rules/Bylaws/Policies Committee; and
 - c. attend to any other duties as designated by the president.

5. The **corresponding secretary** shall carry on such correspondence and duties as may be delegated by the president.

6. The **executive secretary** (selected) shall
 - a. serve as liaison between international, state, and chapter;
 - b. serve as a member ex officio, without vote, on the state Executive Board;
 - c. serve as member ex officio to state committees, except Nominations and Personnel Committee; and
 - d. assume any duties assigned by the state Executive Board and/or state president per the approved position description.

7. The **treasurer** (selected) shall
 - a. receive and pay out monies belonging to the organization;
 - b. keep an accurate account of receipts and expenditures;
 - c. maintain a record of receipts, bills, canceled checks, and bank statements;
 - d. make a full financial report to the state convention and at such other times as the state Executive Board may request;
 - e. submit the records annually for audit and tax report to auditor as determined by the state Executive Board;
 - f. serve as member ex officio, without vote, to the state Finance, Membership/Expansion, and Scholarships Committees;
 - g. serve as a member ex officio, without vote, on the state Executive Board;

- h. maintain a permanent file of terminations of membership;
- i. maintain an accurate and current membership roster;
- j. assume any duties assigned by the state Executive Board and/or state president per the approved position description;
- k. file required tax reports; and
- l. be bonded with the amount set and paid by the Alabama State Organization.

8. The **state editor** (selected) shall
- a. plan, publish, and distribute the *Alabama State Organization News*;
 - b. keep a file of all issues of the *Alabama State Organization News*;
 - c. plan, publish, and distribute the *Alabama State Organization Directory*;
 - d. serve as a member ex officio, without vote, on the Communications Committee;
 - e. serve as a member ex officio, without vote, on the state Executive Board; and
 - f. assume any duties assigned by the state Executive Board and/or state president per the approved position description.

Proviso: Effective July 1, 2019, the positions and duties of state editor and webmaster shall be combined as webmaster, which shall be a selected position.

9. The **parliamentarian** (appointed) shall
- a. act as adviser to the officers and the members of the organization in matters pertaining to interpretations of the *Constitution, International Standing Rules, Alabama State Organization Bylaws and Policies*, and of parliamentary procedure;
 - b. serve as a member ex officio, without vote, on the state Executive Board;
 - c. serve as consultant/member ex officio to the Rules/Bylaws/Policies Committee; and
 - d. assume any duties assigned by the state Executive Board and/or state president.

10. The **webmaster** (selected)) shall
- a. be responsible for the development, management, and accuracy of the state website;
 - b. maintain communication with the Delta Kappa Gamma International Policy for use of electronic communication;
 - c. be responsible for consulting with the state president to determine the appearance and scope of information to be included on the Alabama State Organization website with the president having the final authority;
 - d. create, design, and/or maintain the Alabama State website using website software that is compatible with the protocol and requirements established by The Delta Kappa Gamma Society International;
 - e. update the Alabama State website on a regular basis to insure the posting of accurate, current, and appropriate items;
 - f. secure and file written consent for the posting of names, addresses, phone numbers, and photographs of Society members;
 - g. maintain communication with the Alabama State treasurer to insure payment of the annual fees to The Delta Kappa Gamma Society International;
 - h. maintain records on the utilization of the Alabama State website;
 - i. provide regular reports to the Alabama State Executive Committee regarding website activities and utilization; and
 - j. serve as an ex-officio member, without vote, on the Communications Committee.
- (Effective July 1, 2019, webmaster shall become a *selected* position and assume duties of

editor.)

Section C.

Election and Term of Office

1. Officers elected by the state convention in odd-numbered years shall have a term of two years, unless otherwise specified, or until a successor has been named.
2. The positions of treasurer, webmaster (effective July 1, 2019), and executive secretary shall be limited to two six-year terms beginning with selections made after July 1, 1995.
3. All officers and related personnel shall take office on July 1 following their election or selection.

Section D.

Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become the president.
2. When a vacancy occurs in other elective or appointive positions, the president shall name a successor unless otherwise provided for in the *Alabama State Organization Bylaws and Policies*.

Section E.

Nominations and Elections

1. Nominations for office shall be made by a Nominating Committee composed of one member from each district, elected by ballot at the state convention.
 - a. The committee shall submit the name of one nominee for each elective office and nominees for the Nominating Committee and the Personnel Committee. The committee shall have the nominee for president submit for consideration a name for corresponding secretary. Consent of nominees must be obtained.
 - b. The slate of officers, with qualifications, shall be published in the *Alabama State Organization News* and the state web site at least three months before the convention.
 - c. After the report of the Nominating Committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee.
2. Election shall be by ballot, and a majority of votes cast shall elect. If there is only one nominee for an office, the election may be by voice vote.

ARTICLE VII

EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section A.

State Executive Board

1. Members of the Alabama State Executive Board shall be elected officers, past state presidents, and chapter presidents. The state treasurer, executive secretary, webmaster, and parliamentarian shall be members ex officio, without vote. Any past state organization president or founder serving as executive secretary, treasurer (if under remunerative contract for her services), or parliamentarian at the state organization level shall relinquish her voting privilege during her term of service except for a ballot vote.

2. The Executive Board shall
 - a. recommend policies and procedures for consideration by the state convention or the chapters;
 - b. establish the procedure for budget development and approval and for supervision of state finances, with the president and treasurer serving as ex-officio members in this process;
 - c. examine, modify if necessary, and adopt the state budget;
 - d. select an executive secretary, webmaster, treasurer, and such other personnel as may be needed; prescribe their duties; determine their honorarium; and determine their terms of office;
 - e. define the boundaries of districts and the chapters of each;
 - f. approve the establishment of new state scholarships;
 - g. authorize ad hoc committees;
 - h. elect state honorary members; and
 - i. act in the interim between conventions upon matters requiring immediate decisions.
3. Meetings of the Executive Board
 - a. The Executive Board shall meet at least once each year.
 - b. Special meetings may be called by the president.
 - c. Quorum shall be a majority of the voting members of the Executive Board.
 - d. Chapter presidents who are unable to attend the state Executive Board meeting shall appoint an official representative who shall have full privileges of participation.
4. A vote by mail or e-mail is authorized when necessary.
5. The Executive Board shall approve selection criteria and position descriptions recommended by the Personnel Committee.

Section B.

State Executive Committee

1. The members of the Executive Committee shall be the elected state officers.
2. The Executive Committee shall conduct business delegated to it by the Executive Board, shall take action on matters requiring immediate attention, and shall serve in a consulting capacity to the president.
3. The Executive Committee shall meet at least once a year between meetings of the Executive Board.
4. The Executive Committee shall give authorization to the president to determine time and place of state meetings.
5. The Executive Committee shall interview all candidates recommended by the Personnel Committee for the positions of treasurer, w e b m a s t e r , and executive secretary. The Executive Committee shall recommend to the Executive Board one nominee for each of these positions.

Section C.

Chapter Executive Boards

Chapter Executive Boards shall function in accordance with the *Constitution, Article VII*.

ARTICLE VIII

COMMITTEES

Section A.

Alabama State Committees

1. Standing Committees (appointed) shall be
 - a. Society Business
 - 1) Membership/Expansion
 - 2) Finance
 - 3) Leadership Development
 - 4) Rules/Bylaws/Policies
 - 5) Communications and Marketing
 - b. Society Mission and Purposes
 - 1) Educational Excellence
 - 2) Scholarship/World Fellowship/Enhancement
 - 3) Achievement Award
 - c. Other committee (s)
 - 1) Exhibits and Records
2. Standing Committees (elected) shall be
 - a. Nominating
 - b. Personnel
3. Special Committees (appointed) shall be
 - a. Committee to Approve the Minutes of the Executive Board and State Convention
 - b. Executive Board Planning Committee
 - c. Convention Committee.

Section B.

General Procedures

1. All committees, except the Nominating Committee and the Personnel Committee, shall be appointed by the president. No member shall serve more than two terms, which must be nonconsecutive, on either the Alabama State Organization Nominating Committee or the Personnel Committee.
2. The president shall be a member ex officio of all committees, except the Nominating Committee.
3. Matters requiring immediate committee action may be voted upon by mail or e-mail, after all members have been notified.
4. All committees, except as those noted, shall be composed of seven members, one from each district. The president shall appoint one committee member to be chair. On the elected committees, the chair shall come from those other than newly elected members.
5. Committee meetings shall be held with the approval of the state president.
6. Committee expenditures must receive prior approval of the state president.
7. Educational Excellence, Membership/Expansion, Rules/Bylaws/Policies, and/or others designated by the Leadership Development Committee shall conduct training sessions at a

- one-day workshop.
8. Official committee meetings may be face-to-face or through electronic communications. The state president shall authorize the mode of each meeting.
 9. State organizations and chapters may fulfill their constitutional responsibilities by establishing committees as needed.
 10. Reports of the work of the state organization and chapters shall be submitted in the format specified by Society Headquarters.

Section C.

Duties

1. Society Business

a. **Membership/Expansion** – *appointed*

The Membership Committee shall study and make recommendations related to membership. Necrology and membership records and reports shall be its responsibilities, and it shall plan and conduct the memorial service at the state convention. The committee shall evaluate the recommendations of persons proposed for state honorary membership and submit the names of qualified candidates to the Executive Committee for vote by the Executive Board. The committee shall be responsible for expansion within the state. The state president, executive secretary, and treasurer shall serve as members ex officio, without vote, and as consultants.

b. **Finance** – *appointed*

The Finance Committee shall be responsible for supervision of the financial affairs of the organization, including recommendations for the expenditure and investment of funds and preparation of a budget for adoption by the Executive Board. The state president and treasurer shall serve as members ex-officio, without vote. The executive secretary shall serve as consultant.

c. **Leadership Development** - *appointed*

The Leadership Development Committee shall consist of the district directors with the second vice-president serving as chair. The committee shall plan the biennial one-day workshop and the Alabama State Leadership Seminar.

d. **Rules/Bylaws/Policies** – *appointed* -The Rules/Bylaws/Policies Committee shall receive all proposals for amending or revising the *Alabama State Organization Bylaws and Policies* and present approved proposals to the state convention for vote. This committee shall receive from each chapter a copy of its chapter rules to be reviewed and placed in the state file. The chairman of the Rules/Bylaws/Policies Committee shall be responsible for submitting the state organization bylaws to the International Constitution Committee for review as requested by International. The state parliamentarian shall serve as a member ex officio, without vote.

e. **Communications and Marketing** - *appointed*

The Communications and Marketing Committee shall prepare and circulate among chapter chairs materials for use in promoting chapter publicity, preparing chapter publications, and encouraging members to write for Society publications. The state webmaster (formerly editor) shall serve as a member ex officio, without vote.

2. Society Mission and Purposes

a. Educational Excellence - *appointed*

- 1) The state first vice-president shall be the chair. This committee shall assist chapter committees in developing worthwhile programs in line with the international program theme, but allowing freedom for variety in carrying out the theme.
- 2) The committee shall be organized to function as a committee of the whole or, at the discretion of the chair, in groups, to accomplish its responsibilities for personal and professional growth.
- 3) The committee shall promote programs and projects for excellence in education.
- 4) The committee shall identify long-term and short-term programs and projects that focus upon topics adopted by the Society. The committee shall transmit suggestions for study and action to chapters.
- 5) The committee shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts at state organization convention; and develop strategies that will enable chapters to encourage members to become leaders.
- 6) The committee shall encourage chapters to participate in programs that promote professional growth of women educators.
- 7) The committee shall study and recommend action on professional issues and shall urge chapters to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators.
- 8) The committee is responsible for U.S. Forum activities.
- 9) The committee shall be responsible for the music at state meetings, including the one-day workshop, and shall encourage chapters to provide appropriate music and other arts for regular meetings.

b. Scholarship/World Fellowship/Enhancement - *appointed*

The Scholarship/World Fellowship/Enhancement Committee shall publicize and promote state scholarships available for members for graduate study, accept applications, and meet annually to select recipients. This committee shall publicize and promote the program of the International Scholarship Committee. The committee shall publicize and promote the program of the International World Fellowship Committee. The committee shall also be responsible for publicizing, promoting, and awarding the Ellen Walker Professional Enhancement Award. The committee shall accept applications to select recipients for the award as funds are available.

c. Achievement Award - *appointed*

The Achievement Award Committee shall receive nominations for and select the recipient of the annual Alabama State Achievement Award to be presented in even-numbered years at the Executive Board Meeting and in odd-numbered years at the state convention.

3. Other Committees

a. Exhibits and Records - *appointed*

The Exhibits and Records Committee shall be responsible for assembling and organizing a biennial record book.

4. Elected Committees

a. Nominating Committee - *elected*

The Nominating Committee shall consist of one elected member from each district. The committee shall solicit nominations for the positions to be filled. In election years, the committee shall present a report of one nominee for each elective office and for the

Nominating and Personnel Committees as established by the rotation system. The committee shall prepare the ballot in accordance with the plan for nominations and elections adopted by the state Executive Board. No member shall serve more than two terms, which must be nonconsecutive, on the Alabama State Organization Nominations Committee.

b. **Personnel Committee** - *elected*

The Personnel Committee shall consist of one elected member from each district. The committee shall screen all applicants for state webmaster, state treasurer, and/or state executive secretary; make a maximum of three recommendations for interview with the state Executive Committee; and recommend nominees to the state Executive Committee when a vacancy occurs in the position of state webmaster, state treasurer, and/or state executive secretary. No member shall serve more than two terms, which must be nonconsecutive, on the Alabama State Organization Personnel Committee.

Section D.

5. Special Committees

a. **Committee to Approve the Minutes of the Executive Board and the State Convention**- *appointed*

The Committee to Approve the Minutes of the Executive Board and the State Convention shall be appointed by the state president. The three members appointed to this committee should be members of the Alabama State Executive Board, who by virtue of their present office or position, would be expected to attend the meetings of the Executive Board and the state convention.

b. Special committees shall be appointed by the president as authorized by the Executive Board. After submitting the final report to the body that authorized it, the committee shall be dissolved.

ARTICLE IX

MEETINGS

Section A.

State Convention

1. The Alabama State Convention shall be held in odd-numbered years of each biennium.
2. Business of the state shall be conducted at the convention at a time and place determined by the Executive Committee, for the purposes of receiving reports and adopting policy, amending bylaws, electing officers, and conducting other business which may properly come before it.
3. Every member who is registered for the convention may vote, except in the event a roll call vote is taken. A roll call vote as specified in the *Constitution, Article X*, may be ordered.
4. The quorum shall be a majority of those members who have registered at the convention. There shall be no proxy voting.

Section B.

Other Meetings

1. A one-day workshop for chapter officers and committee chairs shall be held biennially in June of even-numbered years for the purpose of training incoming chapter officers and committee chairs and for disseminating Society business.

2. Leadership Seminars

- a. In odd-numbered years, the Alabama State Leadership Seminar will be conducted if there is sufficient interest. Participants shall be selected through an application process.
- b. Any Alabama State Executive Committee member or District Director may participate in the state leadership seminar upon submission of an official application and approval.

3. Chapter Meetings

- a. Regular meetings of chapters shall be held at least four (4) times per year.
- b. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
- c. A quorum for chapter business shall be determined by the chapter.
- d. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.
- e. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
- f. There shall be no proxy voting.

ARTICLE X

ACTIVITIES

Section A.

Scholarships

1. Rules governing the administration of the scholarship program shall be recommended by the Scholarship/World Fellowship and Executive Committees and adopted by the Executive Board.
2. The number of scholarships and the amount of each shall be recommended by the Scholarship/World Fellowship Committee and presented to the members at the convention for a vote. The Ellen Walker Professional Enhancement Award will be awarded as funds are available to selected members to enhance professional development.

Section B.

Publications

1. A state newsletter shall be published each quarter and sent to all members in the state. This newsletter could be sent via U.S. Mail or e-mail.
2. The publication of special monographs and brochures shall be approved by the president and plans submitted to the state Executive Board for financial approval.

Section C.

Special Award(s)

An Achievement Award shall be given annually to a member in the Alabama State Organization in recognition of distinguished service to the Society.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order newly revised (current edition) shall govern the proceedings of the Alabama State Organization and its chapters in all cases not provided for in the *International Constitution, International Standing Rules*, and the *Alabama State Organization Bylaws and Policies*.

ARTICLE XII

AMENDMENTS

Section A.

These *Alabama State Organization Bylaws & Policies* shall be amended automatically by the Rules/Bylaws/Policies Committee, in coordination with the state parliamentarian and president, to comply with the *DKG Constitution* and *International Standing Rules*. Notice of the automatic amendments shall be published on the state website and in the pre-convention issue of the state newsletter. Automatic amendments apply only to amendments previously adopted by members at an International Convention.

Section B.

1. These *Bylaws* may be amended at any state convention by a two-thirds (2/3) vote provided the notice of proposed amendments shall have been published in the *Alabama State News* and distributed to members at least three months before convening the convention and may be posted on the Alabama State website.
2. Proposed amendments to the *Bylaws* may be submitted to the Rules/Bylaws/Policies Committee by any member and by any committee, board, or chapter.
3. All proposed amendments shall have been approved by a two-thirds (2/3) vote of the Executive Board before being submitted to the convention.
4. Policies may be amended or rescinded at any Executive Board meeting or state convention by a two-thirds (2/3) vote or with prior notice, by a majority vote. Any changes shall be published in the *Alabama State News* and may be posted on the Alabama State website.
5. The adopted amendments shall take effective immediately upon adoption unless a proviso states otherwise.

ARTICLE XIII

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

CONFLICT OF INTEREST POLICY

Section A.

Purpose. The purpose of this Conflict of Interest Policy is to protect the interests of The Delta Kappa Gamma Society International (the “Society”) when the Society is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Administrative Board, an international officer, a state organization officer, a chapter officer or a member of a committee with powers delegated by the Administrative Board or an international, state or chapter executive board (any such person is referred to in this Conflict of Interest Policy as an “Interested Person”). This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations.

Section B.

Conflict of Interest. A “conflict of interest” may arise when an Interested Person, or a family member of an Interested Person, enters into or proposes to enter into, or has any direct or indirect interest in, or relationship with, any individual or organization which enters into or proposes to enter into, any transaction with the Society, including but not limited to, transactions involving

- (i) the sale, purchase, lease, rental, or other transfer of any property or other assets.
- (ii) employment, or rendition of services, personal or otherwise.
- (iii) the award of contract or subcontract, for example, a construction or vendor contract; or
- (iv) a partnership, joint venture, or other similar transaction or arrangement.

Section C.

Direct or Indirect Interest. A “direct or indirect interest” includes actual or potential

- (i) ownership or control, directly or indirectly, of the voting interests or securities, or beneficial interests, of an organization or the power to control, directly or indirectly, the election of a majority of an organization’s directors or other governing body;
- (ii) service as a director, officer, manager, executor, administrator, trustee, employee, independent contractor, consultant, volunteer or other similar position; or
- (iii) compensation arrangements, including direct or indirect remuneration and substantial gifts or favors.

Section D.

Family Member. The term “family member” includes an individual’s spouse, ancestors, children, grandchildren, great grandchildren, siblings (whether or not by adoption) and the spouses of any of the foregoing. **Duty to Self---Disclose.** In connection with any actual or possible conflict of interest, an Interested Person shall disclose to the Administrative Board the existence of such conflict of interest, together with all material facts with respect to such conflict of interest. **Duty to Disclose Conflicts of Others.** If an Interested Person becomes aware of an actual or possible conflict of interest involving another person, such Interested Person shall disclose to a member of the Administrative Board the possible existence of a conflict of interest, together with all known facts as to such conflict of interest. Any such disclosure may be made anonymously in writing.

Determining Whether a Conflict of Interest Exists.

- (i) The Administrative Board, excluding any affected Interested Person, shall evaluate the actual or possible conflict of interest. Such evaluation shall include analysis of material facts as to the relationship or interest and as to the transaction or arrangement and may include obtaining, in writing or by discussion, additional information from the affected Interested Person and/or from the applicable international, state or chapter executive board. The affected Interested Person may make a presentation to the Administrative Board; however, such Interested Person shall be prohibited from providing to the Administrative Board his or her evaluation of the actual or possible conflict of interest and, except for discussion to provide factual information, shall not be present for any discussion by the Administrative Board of, or vote on, the transaction or arrangement involving the actual or possible conflict of interest. The Administrative Board may appoint a committee to evaluate any such actual or possible conflict of interest and such committee shall report its findings to the Administrative Board.
- (ii) After completion of the process described in subparagraph (i) above, the Administrative Board shall determine whether the Society can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity without giving rise to a conflict of interest.
- (iii) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Administrative Board shall determine, in good faith and with due care, by a majority vote of the disinterested members of the Administrative Board, whether the transaction or arrangement is in the Society’s best interest and whether the transaction is fair and reasonable to the Society.
- (iv) If the disinterested members of the Administrative Board determine that the transaction or arrangement is in the Society’s best interest and is fair and reasonable to the Society, the disinterested members of the Administrative Board shall vote upon whether to enter into or continue, as applicable, the transaction or arrangement.

Section E.

Discovery of Conflict of Interest; Disciplinary Action. If the Administrative Board learns or has reasonable cause to believe that an Interested Person has failed to disclose an actual or possible conflict of interest, the Administrative Board shall notify the affected Interested Person in writing of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose. If, after receiving the response of the affected Interested Person and making such further investigation as may be warranted in the circumstances, the Administrative Board determines that such Interested Person has in fact failed to disclose an actual or possible conflict of interest, the Administrative Board shall take appropriate disciplinary and corrective action, which may include, without limitation, termination of such Interested Person's membership in the Society.

Records of Proceedings. The minutes of the Administrative Board and any committee charged with investigation of an actual or possible conflict of interest shall contain

- (i) the names and titles of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present and the Administrative Board's decision as to whether a conflict of interest in fact existed; and
- (ii) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement and a record of any votes taken in connection with the proceedings.

Section F.

Compensation Matters

- (i) A voting member of the Administrative Board who receives compensation, directly or indirectly, from the Society for services is prohibited from voting on matters pertaining to his or her compensation.
- (ii) A voting member of any committee of the Administrative Board whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society for services is precluded from voting on matters pertaining to his or her compensation.
- (iii) No voting member of the Administrative Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section G.

Annual Affirmation. Each member of the Administrative Board and all international officers, state organization officers, chapter officers and members of committees with powers delegated by the Administrative Board or an international, state or chapter executive board shall sign a statement each year confirming that such person

- (i) has received a copy of this Conflict of Interest Policy, as it may be amended from time to time;
- (ii) has read and understands the Conflict of Interest Policy;
- (iii) has complied and agrees to comply in the future with the Conflict of Interest Policy; and
- (iv) understands that the Society is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more tax-exempt purposes.

Section H.

Periodic Reviews. To ensure that the Society operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted by the Administrative Board. The periodic reviews shall, at a minimum, include the following subjects:

- (i) Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- (ii) Whether partnerships, joint ventures, services contracts and other similar transactions or arrangements result in the Society operating for the benefit of private interests or inurement of the net earnings of the Society to the benefit of any person having a personal and private interest in the activities of the Society, in violation of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the regulations promulgated thereunder.
- (iii) Whether partnerships, joint ventures, services contracts and other similar transactions or arrangements conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Society's charitable purposes and do not result in the Society operating for the benefit of private interests or inurement as described in subparagraph (b) above.

Section I.

Outside Experts. In conducting the periodic reviews provided for in Section H (above), the Society may, but need not, use outside experts. If outside experts are used, their use shall not relieve the Administrative Board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE XIV

MERGERS

Section A.

Local Chapters

According to *Robert's Rules of Order, Newly Revised*, chapters experiencing difficulties may choose to merge with another existing chapter. The steps are as follows:

1. The chapters decide which chapter will continue and which will discontinue.
2. Both chapter memberships must agree.
3. The chapter that is discontinuing turns over all records, funds, and other possessions to the continuing chapter.
4. Members of the discontinuing chapter are transferred and welcomed into the continuing chapter.

ARTICLE XV

DISSOLUTION

Alabama State

The Executive Board, in the event of dissolution, shall

1. satisfy or make adequate provision for all liabilities and obligations, and
2. liquidate remaining assets and supervise disbursement of funds in accordance with the incorporation statutes of the State of Alabama.

Section B.

Local Chapters

1. Before a chapter is dissolved, the approval of the Alabama State Executive Board must be obtained; therefore, a letter from the chapter president requesting dissolution shall be sent to the state president. She in turn will present the request to the Executive Board.
2. Those members desiring to maintain membership will transfer to another chapter.
3. The charter must be returned to the state organization to be forwarded to International Headquarters.
4. Any remaining funds in the chapter account shall be sent to the state treasurer and placed in the Alabama State Available Fund.
5. The chapter's paraphernalia and the chapter records shall be retained in the state organization archives and made available for use.

POLICIES

1. AWARDS

1.0 General

1.1 Alabama State Scholarships

1.11 Alabama State Scholarships shall be given annually. The number of scholarships and the amount of each shall be recommended by the Scholarship/World Fellowship/Enhancement Committee and adopted by the members of the convention. Rules governing the administration of the scholarship program shall be recommended by the Scholarship/World Fellowship/Enhancement Committee and adopted by the state Executive Board.

1.2 Alabama State Achievement Award

1.21 The Alabama State Achievement Award shall be given annually to a member of the state organization in recognition of distinguished service to the Society.

1.3 Order of the Rose Chapters

1.31 Chapters shall be recognized for outstanding participation in Delta Kappa Gamma activities and events at all levels of the Society.

1.32 Order of the Rose chapters shall be notified at the end of each chapter president's biennium and recognized at the next Alabama State Convention.

1.4 Order of the Golden Rose

1.41 The Order of the Golden Rose shall recognize members who reach 50 years of membership in DKG. This recognition shall occur each year at the Executive Fall Board Meeting.

1.5 Rosebud Award

1.51 Each chapter may choose one chapter member, with fewer than eight (8) years of membership, who shall be recognized for outstanding participation in Delta Kappa Gamma activities and events at any level of the Society. Recipients of the Rosebud Award will be recognized each year at the Executive Board Meeting.

1.6 Rising Star Award

The Rising Star Award will be presented to a recipient from each district who received the Rosebud Award during the current biennium. The award will be presented at the Alabama State Convention.

1.7 Star Chapter Award

The Star Chapter certificate will be presented yearly to the two chapters with the largest increase in membership:

- (1) The chapter which inducts, reinstates, or transfers in the largest number of new members;
- (2) The chapter which inducts, reinstates, or transfers in the largest percentage of new members. The awards will be presented each year at the Executive Board Meeting.

2. MEMBERSHIP

2.0 General

2.1 Chapter Membership

- 2.11 When membership in a chapter reaches 50 or more, the chapter shall be encouraged to work toward expansion.
- a. A member may submit a recommendation for membership to any chapter.
 - b. A collegiate member may participate in the activities of the Society except holding office.
 - c. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.
 - d. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

3. FINANCES

3.0 General

- 3.01 Transportation reimbursement for private automobile travel expenses shall be at \$0.25 per mile traveled.
- 3.02 Travel shall be defined as mileage, meals, hotel expenses, and early registration fees. A \$25.00 per day meal allowance, one-half the cost of double room accommodations, and transportation to exceed no more than the stated amount as determined by the Finance Committee shall be allowed. Should the budgeted amount not be sufficient to pay all expenses, the money allotted shall be paid on a percentage basis according to the number attending.
- 3.03 Any money collected in the name of The Delta Kappa Gamma Society International Alabama State should be reported to the state treasurer. This includes the Alabama State one-day workshop and convention funds.
- 3.04 Should Alabama State desire to sell Society items at international conventions and conferences, a proposal shall be submitted for approval to the international president prior to the fall administrative board meeting listing items for sale, with samples and assuring state supervision of the display between meetings.
- 3.05 Any funds remaining in the budget at the close of the year shall remain in the Available Fund.
- 3.06 Chapters, not individuals, after approval by the Alabama State second vice president, may set up booths at one-day workshop and state meetings provided that the money goes toward the benefit of the chapter and not individual gain. Ten percent (10%) of the total sales must be sent to the state treasurer for the Available Fund.
- 3.07 The Alabama State Executive Committee, executive secretary, treasurer, webmaster, parliamentarian, committee chairs, and district directors are funded by the established budget, which is under the jurisdiction of the Finance Committee.
- 3.08 For expense reimbursements, vouchers must be received by the treasurer no later than June 15 of each calendar year.
- 3.09 An expense voucher including an itemized statement of expenditures must be forwarded to the Alabama State president within two weeks of the event.
- a. The Alabama State treasurer will issue no checks in the amount of \$10.00 or less.
- 3.10 All reimbursement checks must be cashed within two weeks of issue date.

3.1 Dues

- 3.11 The state dues shall be fifteen dollars (\$15) per active member. State annual dues for reserve members shall be four dollars (\$4) per member.
- 3.12 International active dues shall be US forty dollar (\$40). International reserve and collegiate dues shall be US twenty dollars (\$20).
- 3.13 Each active and reserve member shall pay annually a scholarship fee of one dollar (\$1).
- 3.14 The inducting unit of the Society shall pay a lifetime fee of forty-nine and 50/100 dollars (\$49.50) for each honorary member at the time of induction.

3.2 State Officers

- 3.21 The state president, executive secretary, treasurer, and webmaster shall have an expense account as budgeted.
- 3.22 The Alabama State president, or her designee, shall be reimbursed for miles traveled for one visit per biennium to each chapter at the rate of \$.30 per mile.
- 2.23 Alabama State Executive Committee members, executive secretary, treasurer, webmaster, and parliamentarian are allowed travel expenses to assigned meetings. Each must submit an itemized expense account to the state president within two weeks following the event.
- 3.24 Travel funds are provided for the following:
 - a. president, first vice president, second vice president, recording secretary, corresponding secretary, executive secretary, treasurer, webmaster, and parliamentarian to attend the international convention and international (formerly regional) conference, state convention, and executive board meetings;
 - b. the immediate past president to attend the international (formerly regional) conference, state convention, and executive board meetings.
 - c. Travel expenses for the president shall be reimbursed. Should the budgeted amount not be sufficient to pay all expenses incurred by the forenamed state officers/or related personnel, the money allotted shall be paid on a percentage basis according to the number attending. An itemized statement of expenditures must be forwarded to the Alabama State president within two weeks following the event. Reimbursement checks from Alabama State should be cashed within two weeks of issue date.
- 3.25 Executive Board members, or their designated representatives, shall receive transportation to the Alabama State Convention if they attend the state Executive Board meeting preceding the convention.
- 3.26 The state president's pin shall be bought by the state treasurer and presented to the state president at the time of her installation.

3.3 State Committees

- 3.31 Travel funds are provided for the Membership/Expansion Committee chairman to attend the international convention, international conference, and state convention; and for the Rules/Bylaws/Policies Committee chair to attend the international convention. An itemized statement of expenditures must be forwarded to the Alabama State president within two weeks following the event. Should the budgeted amount not be sufficient to pay all expenses, the money allotted shall be paid on a percentage basis according to the number attending.
- 3.32 Travel funds are provided for the state standing committee chairs to attend the state convention and assigned meetings. An itemized statement of expenditures must be forwarded to the Alabama State president within two weeks following the event. Reimbursement checks from Alabama State should be cashed within two weeks of issue

date.

- 3.33 Committees that meet with the approval of the state president shall be reimbursed for transportation for the meeting. Expense vouchers must be submitted to the state president within two weeks following the meeting. Reimbursement checks from Alabama State should be cashed within two weeks of issue date.
- 3.34 Each Alabama State Convention treasurer may request up to, but no more than, \$3,500.00 seed money for convention expenses. This seed money must be refunded to the state treasurer as soon as possible after the convention.
- 3.35 The Alabama State Convention treasurer must pay all outstanding convention bills, prepare a written financial report of convention revenue and expenses, and submit the report and any remaining convention funds to the state treasurer as soon as possible after the convention.
- 3.36 The three members appointed to the Alabama State Committee to Approve the Minutes of The Executive Board and the Alabama State Convention will be excused from travel reimbursement for the work of this committee, as they must be members of the current Alabama State Executive Board to be eligible for appointment.

3.4 Past State Presidents

- 3.41 Alabama State past presidents' travel expenses will be paid to attend the state Executive Board meetings.
- 3.42 Record Books of Past Alabama State President
Since the record books of the Alabama State past presidents contain a rich source of history of each biennium, the record book should be returned to the Alabama State executive secretary to be placed on file in the Alabama State office at the discretion of or at the death of any Alabama State past president. A notice to this effect should be placed in the record book as it is completed by the chair of the state Exhibits and Records Committee. Appropriate storage is the responsibility of the Alabama State executive secretary.
- 3.43 Past Alabama State Presidents' Pins
The Alabama State president's pin should be returned to the Alabama State executive secretary at the discretion of the past Alabama State president or upon her death. Alabama State presidents should instruct their families or legal representatives of the need to return the pin to the state organization. The returned presidents' pins can be used in some appropriate way with the approval of the Alabama State Executive Committee.
- 3.44 Order of the Camellia
The immediate past Alabama State president shall be inducted into the Order of the Camellia at the first Executive Fall Board Meeting following the completion of her biennium. The Order of the Camellia shall serve as an advisory group to the current Alabama State president at her discretion.

3.5 State Publications

- 3.51 *Alabama State News* and *Alabama State Directory* shall be budgeted.

3.6 District Directors

- 3.61 An itemized statement of expenses incurred at the one-day workshop for training chapter officers and committee chairs shall be sent to the state treasurer. Should there be any monies in excess of workshop expenses, these funds shall be forwarded to the state treasurer. The one-day workshop shall be self-supporting. The Alabama State second vice

president must pay all outstanding bills, prepare a written financial report of workshop revenues and expenses, and submit the report and any remaining funds to the state treasurer as soon as possible after the meeting.

- 3.62 Travel funds are provided for district directors to attend Executive Board meetings, the Alabama State Convention, and assigned meetings. An itemized statement of expenditures must be forwarded to the Alabama State president within two weeks following the event. Should the budgeted amount not be sufficient to pay all expenses, the money shall be paid on a percentage basis according to the number attending, as determined by the Alabama State Finance Committee.

3.7 Chapter Presidents

- 3.71 Chapter presidents' transportation expenses to Alabama State Executive Board meetings will be paid if expense vouchers are submitted to the state president within two weeks of the meeting. Reimbursement checks from Alabama State should be cashed within two weeks of issue date. Chapters are encouraged to reimburse their presidents for travel expenses (see Policy 3.02) to the one-day workshop and all state and international meetings.

3.8 Gifts

- 3.81 An appreciation gift shall be presented to the outgoing state president at the state convention. A maximum of \$250.00 shall be allowed for this purpose and shall be taken from Miscellaneous Funds. Upon the retirement of the executive secretary, treasurer, editor, or webmaster, a token of appreciation shall be given, maximum of \$100.00 taken from Miscellaneous Funds, for her service to Alabama State.

3.9 Memorials

- 3.91 In the event of the death of an Alabama State past president or a current state executive officer, a memorial of \$50.00 will be made in her name. In the event of the death of a spouse or child of a current Alabama State Executive Committee member, a card will be sent from Alabama State.

4. OFFICERS AND RELATED PERSONNEL

4.0 General

4.1 Selected Officers

- 4.11 The Alabama State executive secretary, treasurer, and webmaster shall be selected for a six-year term. (Effective July 1, 2019, editor and webmaster positions will be combined. Webmaster will assume duties of editor.)

5. MEETINGS

5.0 General

- 5.01 The state president shall be invited to meet with all state committees with the exception of the Nominating Committee.
- 5.02 The executive secretary shall be invited to meet with all state committees with the exception of the Nominating and Personnel Committees.

5.1 Executive Board

- 5.12 The work of Alabama State Organization of The Delta Kappa Gamma Society International shall be carried on largely through the Executive Board. Executive Board meetings shall be held immediately preceding the state convention and at the president's discretion in even-numbered years, based on the need for a business meeting.
- 5.13 The Alabama State Executive Board Meeting Planning Committee Chair shall maintain a bank account and shall pay all outstanding bills associated with the Executive Board meeting and prepare a written financial report to include all income, itemized expenditures, and fund balance. The report and all funds in excess of \$200.00 shall be submitted to the Alabama State treasurer within thirty (30) days following the Executive Board meeting scheduled in even-numbered years.

5.2 State Convention

- 5.21 Alabama State Conventions are held in odd-numbered years. State officers elected at the state convention will assume office July 1. The newly elected state president, with the consent of the state Executive Committee, shall select a convention chair, convention date, and convention site, and shall sign a contract for the convention to be held during her biennium.

5.3 One-Day Workshop

- 5.31 A one-day workshop is held in June of even-numbered years. This meeting, to be planned by the state second vice president and the district directors, is for the purpose of training chapter officers, committee chairs, and members.
- 5.32 Alabama State committee chairs shall be responsible for a training session at a one-day workshop for chapter presidents and chapter committee chairs. Committee members shall assist the committee chair. The committee chair is responsible for ensuring that expenditures do not exceed the amount budgeted.
- 5.33 The one-day workshop registration fee must cover all expenses of the one-day workshop. Chapters may contribute items such as food, favors, decorations, etc.; however, chapter assessments are forbidden. Chapter receipted expenses filed with the district director within two weeks of the meeting may be reimbursed if the one-day workshop funds permit.

5.4 Chapters

- 5.41 Requests for assistance with chapter work shall be sent to the Alabama State president.

6. POLICY CHANGES

6.0 General

- 6.01 Changes in policies, procedures, and other fundamental phases of Alabama State work shall be confined to convention session and state Executive Board meetings. The state Executive Committee may act upon matters that need immediate attention between Executive Board meetings.
- 6.02 Only recommendations for changes in policies and procedures may come from the one-day workshop.
- 6.03 Policies may be amended or rescinded at any Executive Board meeting or state convention by a two-thirds (2/3) vote or, with prior notice, by a majority vote. Any changes shall be published in the *Alabama State News*.

7. COMMITTEES

7.0 General

7.1 Nominating Committee

7.11 The report of the Nominating Committee should be completed before November 1 in even-numbered years so that the report may appear in the pre-convention issue of the *Alabama State News* and on the Alabama State web site.

7.2 Rotation System

7.21 Elected committee members will serve a four-year term, and a rotation system will be used to ensure continuation of committee membership.

7.22 The rotation system for the Personnel Committee shall be as follows: first rotation cycle will have members elected from Districts II, IV, and VI; second rotation cycle will have members elected from Districts I, III, V, and VII.

7.23 The rotation system for the Nominating Committee shall be as follows: first rotation cycle will have members elected from Districts I, III, V, and VII; second rotation cycle will have members elected from Districts II, IV, and VI.

7.3 Term Limits

7.31 No member shall serve more than two terms, which must be nonconsecutive, on the Alabama State Organization Nominating Committee or Alabama State Organization Personnel Committee.

8. NAME AND EMBLEMS

8.0 General

8.1 Name of Society

8.11 The name of the Society in any form shall be used on printed materials for commercial purposes only with the permission of the international president or the executive director of the Society.

8.2 Key

8.21 The key of the Society may be used on official Society materials such as stationery, yearbooks, web sites, and programs.

8.3 Jewelry

8.31 Official jewelry and paraphernalia may be purchased from the authorized supplier.

8.32 The state/chapter president's pin shall be presented by the respective organization at the time of installation to the office.

8.33 At the discretion of the chapter Executive Board, reclaimed key pins may be sold or given to inductees or to members who have lost their key pins.

8.34 Presidents' pins returned to international, state organizations, or chapters may be given or sold to presidents in office or to past presidents.

8.35 Members are expected to purchase the key pin at the time of induction.

8.36 The official jewelry may be worn on a ribbon or other manner as desired by the member. The president's pin is worn directly below the key pin. When more than one president's pin is being worn, the order is key pin, state organization president's pin, chapter president's pin.