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**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
ARIZONA STATE ORGANIZATION
ARIZONA**

Standing Rules

INTRODUCTION TO STANDING RULES

Standing Rules are related to the details of the administration and are intended to promote order in Society Business. The spirit of these rules should provide each member with opportunities for open participation and cooperation. Standing Rules may be amended or rescinded by a majority vote at any state convention, provided thirty (30) days previous notice has been given, or by a two-thirds (2/3) vote without previous notice. The definitive version of the *CONSTITUTION* shall be the one maintained digitally on the Society website.

Section A. MEMBERSHIP

1. Chapters shall have full authority when deciding whom to invite to membership.
2. Each chapter shall be responsible for orientation of prospective initiates.
3. Each chapter shall include reorientation for members at least once a biennium.
4. Chapter secretaries will record each termination of membership, the reason and date in the chapter minutes.
5. A complete record of each member in Arizona State Organization who has terminated her membership shall be maintained by the chapter treasurer and by the state treasurer. The record shall include the reason and date of termination.
6. Chapter treasurers in Arizona State Organization shall maintain a continuous record of the status of their members.
7. The chapter treasurer shall notify the state treasurer when a former member has been reinstated.
8. Any member may submit a recommendation for membership to any chapter.
9. A collegiate member may participate in the activities of the Society except holding an elective office.
10. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

Section B. FINANCE

1. Dues and Fees
 - a. *Arizona State Organization* dues (effective July 1, 2019) shall be as follows:
 1. Active members \$25.00
 2. Reserve members \$10.00
 - b. International
 1. State active members \$40.00
 2. Reserve and Collegiate dues \$20.00
 - c. Scholarship Fee
 1. All members \$1.00
2. The amount of state dues shall be set by the State Executive Board upon recommendation of the Finance Committee and approved by the convention.

- 52 3. Unless otherwise instructed, all funds for state, regional, and international
53 functions shall be sent to the state treasurer so that the Arizona State
54 Organization shall have a complete record of all funds.
55 Immediately after new or reinstated members pay dues, the state
56 organization portion of the dues shall be sent to the state organization
57 treasurer and the international portion to the international Headquarters.
58 4. The state treasurer shall invest in government-secured investments.
59 5. All bills must be submitted by June 20th to the state president for signing and
60 remittance to the state treasurer before the close of the fiscal year.
61 6. The state organization shall secure a blanket bond for the state and chapter
62 treasurers. The cost will be borne by the state.
63 7. State committees and chapters may sell items at state events to raise funds
64 to support state, chapter, and Society projects and activities.
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- 66 **Section C. ORGANIZATION**
- 67 1. Area divisions for Arizona State Organization shall be as follows:
68 a. Area I: Gamma, Eta, Tau, Alpha Chi
69 b. Area II: Beta, Chi, Omega, Alpha Alpha, Alpha Beta, Alpha Delta,
70 Alpha Epsilon, Alpha Iota, Alpha Xi, Alpha Sigma
71 c. Area III: Delta, Zeta, Iota, Alpha Zeta
72 d. Area IV: Alpha, Lambda, Nu, Upsilon, Alpha Rho
73 e. Area V: Epsilon, Kappa
74 2. Unit divisions for Arizona State Organization shall be as follows:
75 a. Unit 1: Beta, Chi, Omega, Alpha Beta, Alpha Delta, Alpha Epsilon,
76 Alpha Sigma
77 b. Unit 2: Zeta, Iota, Nu, Upsilon, Alpha Zeta, Alpha Rho
78 c. Unit 3: Gamma, Eta, Tau, Alpha Alpha, Alpha Iota, Alpha Xi, Alpha
79 Chi
80 d. Unit 4: Alpha, Delta, Epsilon, Kappa, Lambda
81 3. New chapters will be added to the appropriate geographical area and unit.
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- 83 **Section D. OFFICERS AND RELATED PERSONNEL DUTIES**
- 84 1. **The State President shall**
85 a. serve as a member of the International Executive Board;
86 b. notify the Arizona State Corporation Commission of the elected
87 officers within thirty (30) days of taking office;
88 c. make arrangements for state functions at regional and international
89 conventions;
90 d. request recommendations from chapters for potential state committee
91 appointees by February 1, of her second year in office and submit
92 these recommendations to the incoming president following the
93 election;
94 e. set the date for the receipt of reports from state committee chairmen
95 for distribution at board meetings;
96 f. be responsible for providing leadership development within the state
97 organization.
98 2. **The State First Vice-President shall**
99 a. serve as chairman of the Educational Excellence Committee.
100 b. be responsible for leadership training of chapter first vice-presidents
101 and/or Educational Excellence chairmen; and
102 c. may assist the president in planning workshops and programs for
103 state meetings.

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3. **The State Second Vice-President shall**
 - a. serve as chairman of the Membership and Expansion Committee;
 - b. be responsible for leadership training of chapter second vice-presidents and/or membership chairmen;
 - c. be responsible for recognition of twenty-five (25) year, fifty (50) year and fifty plus (50+) year members at state conventions; and
 - d. be responsible for attendance awards at state meetings.
 4. **The State Recording Secretary shall**
 - a. provide the State President and Editing Committee with copies of the minutes for approval within 14 days of the State Executive Board meeting;
 - b. send to all State Executive Board members by mail (postal or electronic) a copy of the minutes within forty-five (45) days of the meeting; and
 - c. be responsible for the Presidents' Processional at the state convention; and
 - d. be responsible for leadership training of chapter recording secretaries.
 5. **The State Corresponding Secretary shall**
 - a. assist the president with state correspondence;
 - b. compile and publish the State Officers and Committees Directory every odd-numbered year to be distributed by the fall workshop or no later than October 30;
 - c. compile and publish the Chapter Officers Directory every even-numbered year to be distributed by the fall workshop or no later than October 30;
 - d. assist the recording secretary with organizing the Presidents' Processional at state conventions; and
 - e. be responsible for leadership training of chapter corresponding secretaries.
 6. **The State Treasurer shall**
 - a. serve as the statutory agent of Arizona State Organization as stated in the Articles of Incorporation;
 - b. disburse funds after the expense vouchers have been signed by the president;
 - c. keep an accurate account of receipts and expenditures and maintain a record of receipts, bills, expenditures and bank statements;
 - d. comply with all Federal and State regulations to insure non-profit status;
 - e. present a report at each regular meeting;
 - f. file required tax reports;
 - g. submit for annual financial review the accounts of the organization;
 - h. serve as a consultant in the process of budget development and supervision of finances;
 - i. maintain an accurate and current membership roster including reasons and dates of termination; and
 - j. be responsible for leadership training of chapter treasurers.
 - k. State organization treasurers shall be bonded with the amount set and paid by the state organization.
 7. **The State Parliamentarian**

The parliamentarian shall act as advisor to the state officers and members in matters pertaining to the interpretation of the international and state governing documents and to parliamentary usage.

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8. **The State Editor shall**
- a. be responsible for the publication of *The Arizona Sahuaro*;
 - b. set the deadline dates for the submission of articles to *The Arizona Sahuaro*; and
 - c. serve on the Communications and Marketing Committee.
9. **The Chapter President shall**
- a. serve as a member of the State Executive Board;
 - b. encourage incoming chapter presidents to attend State Executive Board meetings as observers;
 - c. encourage chapter financial support of state and international projects;
 - d. encourage chapter members to attend workshops, conferences, and conventions on all levels of the Society; and
 - e. refer to the international and state governing documents for additional responsibilities.
- 172 **Section E. COMMITTEES-GENERAL**
1. Committees shall be appointed as outlined in the *CONSTITUTION* and/or *International Standing Rules*.
 2. All state committee communiqués prepared for distribution to chapters shall be filed with the state president.
 3. State committee chairmen shall submit recommendations for action at the state convention or State Executive Board meeting to the state president no later than thirty (30) days prior to the meetings.
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- 181 **Section F. STANDING COMMITTEES**
- 182 **1. SOCIETY BUSINESS**
- 183 **a. Communications and Marketing**
 - 184 1) The committee shall send a letter to chapter communications
 - 185 chairmen to define duties.
 - 186 2) The committee shall remind chapters of the “Red Roses”
 - 187 column in *The Arizona Sahuaro* and have this information to
 - 188 the editor by her due dates.
 - 189 **b. Finance**
 - 190 1) The committee shall review semi-annually all investments and
 - 191 make recommendations to the State Executive Board.
 - 192 2) The committee shall prepare a written budget to be distributed
 - 193 to the members annually.
 - 194 3) The committee shall monitor the budget so that expenses do
 - 195 not exceed income to include the following:
 - 196 a) a designated amount, not to be exceeded, for each
 - 197 state officer to defray state, regional, or international
 - 198 expenses;
 - 199 b) a stipend for the state treasurer, editor, co-editor(s),
 - 200 webmaster and copy technician; and
 - 201 c) a fixed amount for the immediate past state president
 - 202 to attend the next regional convention.
 - 203 **c. Nominating**
 - 204 1) The committee shall give consideration to securing nominees
 - 205 from all geographical areas of the state.
 - 206 2) The chairman shall submit the committee’s nominees for the
 - 207 ensuing biennium to the state president and the state editor no
 - 208 later than the state editor’s deadline.

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- 3) Qualifications for state members serving on the Nominating Committee shall be the following:
 - a) Members must have held a state office or served on a state committee.
 - b) Members must have attended a state convention and a state executive board meeting.

d. State Archives

- 1) Each area representative is responsible for contacting the chapters in her assigned area to obtain any pertinent information, activities, or materials needed for the archival library.
- 2) The committee may meet as often as necessary to update and maintain the state archival library.

2. SOCIETY MISSION AND PURPOSES

a. Achievement Award

Criteria for selection of nominee(s) for the Achievement Award:

- 1) The nominee(s) must be an active member of an Arizona State Organization chapter.
- 2) The nominee(s) must have a minimum of five (5) years membership in the Delta Kappa Gamma Society International.
- 3) The nominee(s) must have made outstanding contributions to Arizona State Organization.
- 4) Each chapter has the privilege each year of nominating one member of Arizona State Organization for this honor.
- 5) Chapters have the privilege of submitting names of previous nominees or submitting no nominees.
- 6) A nomination form shall be sent to each chapter president by November 1, and it shall be returned to the chairman of the Achievement Award Committee postmarked no later than February 1.
- 7) No state president shall be eligible for the Achievement Award during her term of office.

b. Latin American

- 1) Duties shall include
 - a) determining amount to be awarded;
 - b) money may be distributed to be used for: registration(s), official meals, and some lodging; and
 - c) inviting Costa Rican and other Latin American countries' attendee(s) to special Arizona events at conferences and conventions.

c. Scholarship

- 1) Duties shall include
 - a) reviewing criteria, amount of scholarships, and procedures as needed;
 - b) preparing and distributing application forms to chapter presidents no later than October 1;
 - c) publishing scholarship information in Fall Issue of *The Arizona Sahuaro*;
 - d) reviewing applications;
 - e) making the selection of recipients and inviting them to the state convention;
 - f) notifying all applicants of the committee's decision;

- 262 g) informing the state president and state treasurer of the
 263 scholarship awards recipients; and
 264 h) announcing recipients at the state convention.
 265 **2) State Scholarship Awards**
 266 a) Arizona State Organization Founders' Scholarship(s)
 267 shall be awarded annually on a yearly rotation basis.
 268 Arizona State Organization's scholarship fees, plus
 269 interest from the restricted State Scholarship Fund,
 270 shall be used for the designated amount of award(s).
 271 b) Endowment Scholarship(s) shall be awarded when a
 272 designated amount of interest and donations have
 273 accrued for the awarding of individual endowment
 274 scholarships.
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276 **Section G. SPECIAL COMMITTEES**

277 **1. Historical Data**

- 278 a. This committee is mandated every ten (10) years to compile the
 279 Arizona State Organization history based upon the histories compiled
 280 by each chapter.
 281 b. July 1, 2017-June 30, 2027 shall be the next ten (10) year period.
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283 **Section H. MEETINGS - GENERAL**

- 284 1. Sites for state conventions and State Executive Board meetings shall be
 285 projected for two years, and contracts for the facilities shall be signed by the
 286 current state president.
 287 2. A state convention rotation schedule shall be assigned to units as follows:
 288 Unit 1 2020 convention 2024 convention
 289 Unit 2 2021 convention 2025 convention
 290 Unit 3 2022 convention 2026 convention
 291 Unit 4 2023 convention 2027 convention
 292 3. All expenses related to the state convention are to be budgeted and paid
 293 from the convention account.
 294 4. A separate Arizona State Organization convention account shall be
 295 established to be managed by the convention business manager, with six
 296 thousand dollars (\$6,000) of any remaining funds to be carried over for the
 297 following year(s). Any amount over six thousand dollars (\$6,000) will go into
 298 the Arizona State Organization Available Fund.
 299 5. When the convention account does not have a balance of six thousand
 300 dollars (\$6,000) by July 15, prior to the convention, Arizona State
 301 Organization shall provide seed money to the hostess chapters, to bring the
 302 convention account up to six thousand dollars (\$6,000), no later than July 15,
 303 prior to the convention. This seed money is to be returned to Arizona State
 304 Organization by July 1, following the convention.
 305 6. Annually the convention business manager shall be responsible for
 306 establishing an internal review by at least three (3) people.
 307 7. When the internal review' is completed, the business manager shall submit
 308 the audit along with the records and accounts to the Arizona State
 309 Organization Treasurer for her records by July 1.
 310 8. The incoming convention business manager shall receive a budget and a
 311 copy of actual income and expenses for the immediate past convention
 312 by July 15.
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Section I. ELECTRONIC MEETINGS

1. Individual meetings will be called by the presiding officer using mail (postal or electronic) and/or publications.
2. For electronic meetings, members sign in using the link or ID and password sent previously by the presider. To sign out, notify the presider.
3. The quorum is whatever has been previously established for in-person meetings.
4. To be recognized to speak, (i.e. raise hand, use chat feature, state presider's name) then, wait to be recognized by the presider.
5. Motions (using accepted parliamentary procedure) are submitted by stating the motion orally and when possible written by use of screen sharing.
6. Members vote electronically by whatever means has been set up for that meeting.
7. The host will have the privilege of muting the microphones.

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OMICRON STATE BYLAWS / STANDING RULES

Adopted By Omicron State, May 1983

Approved by International Constitution Committee

November, 1983

Committee Members

Dr. Gloria Little (Alpha Alpha)

Cora Thorp (Epsilon)

Alice Lang (Alpha)

Josephine Regenold (Alpha Gamma)

Berneil Drake (Alpha Delta)

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