# NORTH DAKOTA STATE ORGANIZATION BYLAWS

With Amendments through June 5, 2019

# ARTICLE I.

**Name**

Section 1. The name of this organization shall be North Dakota State Organization of The Delta Kappa Gamma Society International.

Section 2. Each chapter in the North Dakota State Organization shall be designated by a Greek letter or a combination of Greek letters.

# ARTICLE II.

**Object**

The object of the North Dakota State Organization shall be to promote the Purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II; to act as liaison between chapters within the state; and to provide leadership training for state and chapter leaders.

# ARTICLE III.

**Membership**

Section 1. The membership of the North Dakota State Organization shall be composed of active, reserve, collegiate and honorary members within the boundaries of the state. All membership is in accordance with the CONSTITUTION, ARTICLE III.

Section 2. Chapters in the state shall have full power to act in matters of chapter membership. Membership records shall be kept at the chapter level.

Section 3. State Honorary Members

1. State honorary members shall be recommended by the State Membership Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval is required.
2. Initiation of state honorary members may be held at the state convention conducted by the state president with the assistance of state officers.

Section 4. A complete record of all membership in the North Dakota State Organization that has been terminated shall be maintained by the treasurer. The record shall include the reason and date of termination. The chapter shall file letters of resignation.

Section 5. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. No chapter vote is required.

# ARTICLE IV.

**Finances**

Section 1. Annual Dues

1. The state annual dues shall be $15 for active members and $7 for reserve members. Collegiate members do not pay dues.
2. The state annual dues shall be determined by a two-thirds (2/3) vote of the members at the state convention, held in odd-numbered years. Change in dues will be accomplished according to these Bylaws, Article XIII, Amendments.
3. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer.
4. 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.
5. For membership or reinstatement commencing between July 1 and December 31 the member shall pay induction fee (new member only) dues, and scholarship fee for the current year. For membership commencing on or after January 1 the member shall pay ½ the international membership dues. Chapter and state organization dues may be prorated as the chapter/state organization determines.
6. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state organization treasurer. The international portion of the dues and fees shall be sent between July 1 and September 30.
7. A member who fails to complete payment of international dues shall be dropped as of October 1.

Section 2. Funds

1. Available Fund

The Available Fund shall be the operating fund from which the state budget is annually proposed.

1. Permanent Fund

The state organization should maintain an available fund reserve which is not less than one year’s operating expenses. The state organization shall set aside up to twenty- percent (20%) of the state organization dues until the total of the Available Fund Reserve equals one year’s operating expenses at which time the state organization executive board may reduce or discontinue further allocations. The Available Fund Reserve may be used at the discretion of the state organization executive board.

1. Scholarship Fund

The Hazel B. Nielsen Scholarship Fund shall receive the state’s share of the annual scholarship fee paid by members. The fund shall be administered according to the guidelines in the state’s Policies and Procedures.

1. Golden Grant Fund

The Golden Grant Fund shall be used to provide grants to members for educational projects. The fund shall be administered according to the guidelines in the state’s Policies and Procedures.

Section 3. Financial Controls

* 1. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board.
  2. Annual reports of the various funds shall be prepared by the state treasurer for the fiscal year ending June 30 and submitted for financial review. The report of the Financial Review Committee shall be submitted to the Executive Board for adoption.
  3. The president shall approve all expenses prior to payment.

# ARTICLE V.

**Chapters**

Section 1. Chapters

1. Each organization shall govern the conduct of its business in a manner consistent with the CONSTITUTION and North Dakota State Organization Bylaws.
2. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
   1. The term of each elected officer shall be two years or until a successor is named. No officer, except the treasurer, may serve in the same officer longer than two terms in succession. All officers shall take office on July 1 following their election.
   2. The treasurer shall be appointed by the Executive Board each biennium.
3. The chapter president shall represent the chapter as a voting member of the State Executive Board.
4. Each chapter shall have chapter rules that are consistent with the CONSTITUTION and the state organization bylaws. The Rules Committee shall review the state bylaws for compatibility with the CONSTITUTION and the International Standing Rules the year immediately following their revision at the International Convention. The revised state bylaws will be submitted to the International Constitution Committee. The Rules Committee shall establish a rotating cycle for reviewing chapter bylaws once during each four (4) year cycle beginning with 2008 to ensure consistency with state and International governing documents.

Section 2. New Chapter

1. The State Executive Board shall determine chapter areas and shall approve the organization of a new chapter.
2. Recommendations of candidates for membership in a new chapter shall be screened by the sponsoring chapter in consultation with the State Membership Committee.
3. Rules governing the initiation of new members and the installation of a new chapter shall be recommended by the Membership Committee and approved by the Executive Board and shall be in accordance with CONSTITUTION, ARTICLE V, Section B.1.

# ARTICLE VI.

**Officers and Related Personnel**

Section 1. The state officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, a secretary, (all elected); a treasurer (appointed by the Executive Board).

Section 2. Duties of Officers

These officers shall perform as prescribed in the CONSTITUTION, ARTICLE VI and as authorized by the North Dakota State Organization Bylaws.

1. President.
2. First vice-president also serves as Educational Excellence chair.
3. Second vice-president also serves as state historian.

Section 3. Terms of Office

1. Officers, elected by the state convention in odd-numbered years shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
2. No officer, except the treasurer, may serve in the same office longer than two terms in succession or until a successor is named.
3. All officers shall take office on July 1 following their election.
4. The treasurer shall be appointed and approved by vote of the Executive Board and shall serve six (6) years and may continue to serve a longer term when supported by a vote of confidence by the executive board
5. The parliamentarian shall be appointed by the president and shall serve no longer than six (6) years. The parliamentarian serves as an ex-officio member, without vote, on the Executive Board.

Section 4. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

Section 5. Nominations and Elections

1. Nominations for state officers and a Nominations Committee shall be made by the prevailing Nominations Committee at the state convention in odd-numbered years. Consent of the nominee must be obtained.
   1. The Nominations Committee shall submit the name of at least one nominee for each elective office and the names of five (5) nominees for the Nominating Committee.
   2. From the slate of five (5) nominees for the Nominations Committee, three shall be elected.
2. The president will appoint the chair.
3. No more than one person from a chapter may serve on the committee at one time.
4. The slate of nominees with candidate qualifications shall be published in the spring issue of *The NoDak News.*
5. After the report of the committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee.

The Nominations Committee shall prepare the ballot and conduct the election with a majority of the votes cast determining the election. Voice vote may be allowed if there is but one candidate for an office.

# ARTICLE VII.

# Meetings

Section 1. Convention

1. Business of the North Dakota State Organization shall be conducted at the state convention held in odd-numbered years at a time and place determined by the Executive Board, for the purpose of receiving reports and adopting policy, amending bylaws, electing officers, and conducting other business which may properly come before it.
2. Any member attending the state organization convention may make motions, enter discussions, and vote except in cases where a roll call vote is taken.
3. A quorum shall be a majority of the members who have registered at the convention.

Section 2. Other Meetings

State conferences shall be held in even-numbered years for the purpose of leadership training and dissemination of Society information.

Section 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 meetings 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 VIII.

**Executive Board**

Section 1. State Executive Board

1. The members of the Executive Board shall be elected officers, past state presidents, and the chapter presidents. The treasurer and the parliamentarian shall be ex officio members, without vote.
2. The duties of the Executive Board shall be as specified in the CONSTITUTION ARTICLE VII, Section B. 2 and in these Bylaws.
3. The fall Executive Board meeting shall be scheduled by the state President and held between August 1 and October 31.
   1. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
   2. Chapter presidents who are unable to attend Executive Board meetings may appoint an official representative who shall have full privileges of participation.
   3. A vote by mail is authorized when necessary.
4. The members of the Executive Committee shall be the elected officers. The Executive Committee shall conduct business delegated to it by the Board and take action on matters requiring immediate attention.

Section 2. Chapter Executive Boards

Chapter Executive Boards shall function in accordance with the CONSTITUTION,

# ARTICLE IX.

**Committees**

Section 1. Standing committees

Standing committees shall be both those patterned after international structure and those peculiar to the state; i.e.

1. Society Business Finance

Leadership Development Membership Nominations

Rules

Financial Review Communications and Publicity

1. Society Mission and Purposes

Educational Excellence Music

Scholarship

1. Other: Citation Committee

Golden Grants Committee

Section 2. General Procedures

1. All committees shall be appointed by the president except the Nominations Committee. Membership on all standing committees, with the exception of Nomination and Educational Excellence shall be on a rotating basis with one member appointed each year to serve for a three (3) year term. With the exception of Nomination and Educational Excellence, the member serving for her third year shall be the chair for that year.
2. The president shall be an ex-officio member with vote, of all committees except the Nominations Committee.
3. Matters requiring immediate committee action may be voted upon by mail, all members being notified.
4. Committee meetings shall be held face-to-face or through electronic communication with the approval of the president.
5. The work of the committee is under the direction of the committee chair who develops the agenda, orients the committee to its responsibilities, presides at the committee meetings, and keeps committee members informed of committee progress.
6. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.

Section 3. Duties of State Committees

State organizations and chapters may fulfill their constitutional responsibilities by establishing committees as needed. Overall responsibilities of each committee shall be given in the committee description. Detailed duties may be specified in the Policies and Procedures Handbook.

1. Society Business
   1. The Finance Committee shall be responsible for the financial affairs of the organization.
   2. The Leadership Development Committee shall provide training for incoming state and chapter officers and committee chairs.
   3. The Membership Committee shall evaluate the recommendations of persons proposed for honorary membership and submit the names of qualified candidates for vote. The Committee shall study and make recommendations related to membership problems. Necrology and membership records shall be responsibilities of the committee. Expansion plans would be proposed by this committee.
   4. The Nominations Committee shall solicit nominations for the positions to be filled.
   5. The Rules Committee shall review, interpret, and rule by mail on questions pertaining to the Bylaws.
      1. The Rules Committee shall review the North Dakota State Organization State Bylaws for compatibility with the CONSTITUTION and International Standing Rules the year immediately following their revision at the International Convention. The revised state bylaws will be submitted to International**.**
      2. The committee shall establish a rotating cycle for reviewing chapter bylaws and rules once during each four (4) year cycle beginning with 2008 to ensure consistency with state and International governing documents.
   6. The Financial Review Committee shall conduct a review of the annual financial reports of the various state funds and of the financial records of the treasurer.
   7. The Communications and Marketing Committee
      1. The committee shall promote and stimulate effective communication between and among members at all levels of the Society.
      2. The committee shall promote effective internal and external marketing.
      3. The committee shall provide training for state organization editors and webmasters.
      4. The committee shall recommend editorial policy to the Administrative Board.
2. Society Mission and Purposes
   1. The Educational Excellence Committee shall consist of six (6) members appointed by the president to serve three (3) year staggered terms and shall be chaired by the first vice president. The committee shall be organized to function as a committee of the whole or, at the discretion of the chair, in groups or individually, to accomplish its responsibilities.

a. The committee shall support excellence in education through programs of action that encourage leadership, personal and professional development, global involvement, educational law and policy, and projects.

b. The committee shall identify programs and projects that focus upon topics adopted by the Society and communicate that information to state organizations and chapters.

c. The committee shall encourage a focus on the arts at international conventions and conferences and state organization conventions.

d. The committee shall promote participation in programs that promote professional growth of women educators.

e. The committee shall urge state organizations to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators.

f. The committee shall provide training for state organization educational excellence chairs.

* 1. The Music Committee shall provide appropriate music for the state convention and other state workshops/meetings.
  2. The Scholarship Committee shall take action on recommendations from the International committee, promote interest and support for scholarships, and award such scholarships for graduate study as stipulated in these Bylaws.

1. Other
   1. The Citation Committee shall review the qualifications of Delta Kappa Gamma members of North Dakota State Organization State recommended because of outstanding service to Delta Kappa Gamma and make a decision regarding the awarding of a citation at the annual state meeting (convention or workshop). The committee shall select the recipient of the award and notify the state president of its choice. The Citation Award will be presented at the annual state meeting (convention or workshop).
   2. The Golden Grant Committee shall disburse grants following the guidelines stated in Policies and Procedures Handbook, Appendix G.

Section 4. Special Committees

Special committees (e.g. ad hoc, task force) may be appointed by the president at any time with the written authorization of the Executive Board. This authorization may be given at any time during the biennium. Members will be appointed on the basis of expertise. After submitting the final report to the Executive Board, the committee shall be dissolved.

# ARTICLE X.

**Activities**

Section 1: Scholarships

1. North Dakota State Organization shall maintain a scholarship fund, the Hazel B. Nielson Scholarship Fund, for the benefit of its members. The number of scholarships and amount of each shall be in accordance with the North Dakota State Organization Policies and Procedures. Funding shall be in accordance with CONSTITUTION, ARTICLE IV, Finances, Section F.
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarship Committee and adopted by the Executive Board.

Section 2. Publications

1. A state newsletter, *The NoDak News*, shall be published three (3) times each year and sent (postal or electronic) to all members in the state.
2. The newsletter shall be approved by the president.
3. The editor of the newsletter shall be appointed each biennium by the Executive Board upon recommendation of the state Communications and Publicity. Committee and shall serve no more than three (3) two (2) year terms.
4. The publication of special monographs and brochures shall be approved by the president and plans shall be submitted to the Executive Board for financial approval.

Section 3. Citation Award

North Dakota State Organization may honor a member with the Citation Award. Criteria and procedures are set forth in the North Dakota State Organization Policies and Procedures Handbook.

Section 4. Golden Grant

North Dakota State Organization awards grants to members for educational projects. Criteria and procedures are set forth in the North Dakota State Organization Policies and Procedures Handbook.

# ARTICLE XI.

**Parliamentary Authority**

ROBERTS RULES OF ORDER NEWLY REVISED (current edition) shall govern the proceedings of North Dakota State Organization State and its chapters in all cases not provided for in the CONSTITUTION, International Standing Rules, and State Bylaws.

# ARTICLE XII.

**Dissolution**

Section 1. State Dissolution

In the event of a dissolution of the North Dakota State Organization, the net assets of the state organization shall be distributed as follows:

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

Section 2. Chapter Dissolution

In the event of the dissolution of a chapter, the net assets of the chapter shall be distributed as follows: (see International Standing Rules)

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

# ARTICLE XIII.

**Amendments**

Section 1. These Bylaws may be amended at the state convention, held in odd-numbered years, by two-thirds (2/3) vote, a quorum being present, provided notice of proposed amendments shall have been communicated to members at least thirty (30) days before the convening of the convention.

Section 2. Proposed amendments to the Bylaws may be submitted to the Rules Committee by any member and by any committee, board, or chapter.

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

Section 4. Policies and Procedures may be amended or rescinded by the state convention by a majority vote, a quorum being present.

Section 5. All amendments would go into effect unless otherwise noted.