THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

NORTH DAKOTA STATE DKG POLICIES AND PROCEDURES HANDBOOK

***NOTE:*** *Constitution and International Standing Rules* **refer to International documents** *Bylaws* **refers to North Dakota State Organization document.**

# STATE OFFICERS

For membership, number of meetings, duties, and authority see the most recent edition of North Dakota State Organization *Bylaws which is posted on the state website*.

### State President

1. Refer to section of officers in the *Constitution and International Standing Rules*.
2. Provide leadership and guidance for North Dakota State Organization.
3. Attend regional conferences and international conventions.
4. Read the minutes of the preceding administration to become acquainted with the work and policies of the state.
5. Appoint standing and special committees.
6. Visit each chapter once during term of office. (See Appendix A.)
7. Keep a brief record of all programs for the final report and meet the reporting deadline specified on the report form.
8. Request a list of chapter officers and chapter committee chairs from chapter presidents.
9. Coordinate the annual state convention or conference. (See Appendix B.)
10. Ensure convention/conference hosts invite members to the upcoming convention/conference. (See Appendix C for rotation schedule.)
11. Contact candidates for state honorary membership who have been elected prior to April 1 and plan their initiation at the state convention.
12. Conduct, with the assistance of state officers, the initiation of honorary members at the state convention.
13. Send the list of new state officers to International within a week of the election.
14. Deliver all North Dakota State Organization property, records, and files to the incoming president.
15. Encourage the outgoing and incoming presidents of each chapter to attend the meetings of the state Executive Board held during convention/conference.
16. Remind chapter presidents to send notices to the state president regarding the death of a past state president.

# First Vice-President

1. Refer to the officers’ section in the *Constitution* and *International Standing Rules*.
2. Serves as chair of the Educational Excellence Committee.
3. Collect four copies of each chapter’s yearbook (See Appendix C); send one to State president, one to State treasurer, and file one. These copies may be sent via e-mail with an attached yearbook file.

# Second Vice-President

1. Refer to the officers’ section in the *Constitution* and *International Standing Rules*.
2. Serves as historian. The history period shall be July 1 through June 30.

# Recording Secretary

1. Refer to officers’ section in the *International Standing Rules* and state *Bylaws*.
2. Sends completed minutes to the Executive Board.
3. Sends correspondence as delegated by the president.
4. Reads incoming correspondence at Executive Board meetings.

# Treasurer

1. Refer to *Constitution*, Article VI, Sec. C.9; *Standing Rules*, Sec. 4; and *Bylaws*, Article IV, Sec.1.b.
2. Terms of office: refer to state *Bylaws*, Article VI, Sec. 3.d.
3. All members pay a $1 scholarship fee. Chapters of North Dakota State Organization send the scholarship fee of $1 per active and reserve member to the state treasurer who will retain 80 cents from each dollar and send 20 cents per capita to the International executive director. The chapter must be awarding a scholarship or grants in aid in order to keep the 80 cents. Scholarships are given to members and grants in aid are given to non-members. (Constitution, Article IV, Sec. F. 2.a.b.c.)
4. Collects all state and International dues and fees.
5. Receives an annual stipend of $600. (6-9-00)
6. Arranges for corsages for the state president and immediate past president at the Northwest Regional conferences and at International conventions.
7. Will maintain and distribute North Dakota State Organization Membership List to Executive Board.
8. Responsible for ordering pins for new state president and citation award winner(s).

# Parliamentarian

Refer to *Constitution*, Article VI, Sec. C.10 and *Bylaws*, Article VI, Sec. 3.e.

# Past President

At installation, the immediate past state president shall present the president’s pin to the current state president.

# STATE COMMITTEES

Standing committees shall be both those patterned after international structure and those peculiar to the state. (*Bylaws*, Article IX, Sec. 1.2.3.4.) Membership on each committee shall be on a rotating basis. One member is to be appointed each year to serve for a three-year term. The member serving for her third year shall chair the committee that year.

## Society Business

1. Finance (Bylaws, Article IV)
2. Leadership Development (Bylaws, Article IX Sec. 3 a.2)
3. Membership (Bylaws, Article IX, Sec. 3. a. (3) )
4. Nominations (Bylaws, Article VI. Sec. 5)
5. Rules (Bylaws, Article IX, Sec. 3. a. (5) )
6. Financial review (Bylaws, Article IX Sec 3. a. (6) )
7. Communication and Publicity (Bylaws, Article IX, Sec. 3. a. (7) )

## Society Mission and Purposes

1. Educational Excellence (Bylaws, Article IX, Sec.3.b. (1) )
2. Chapter Yearbook Contents Appendix D
3. Music (Bylaws, Article IX, Sec. 3. b. (2) )

## Scholarship (Bylaws, Article IX Sec. 3 b. (3))

This committee publicizes and administers state scholarships and encourages members to apply for International graduate study scholarships.

### The Hazel B. Nielson Scholarship

* + 1. Scholarship fund will be maintained at a $15,000 minimum.
    2. The amount of the scholarship shall be the sum of $1,500, which may be granted annually.
    3. The scholarship shall be administered by a committee of three. The chair of the state Scholarship Committee and two other members appointed by the state president.
    4. The scholarship shall be granted to members of the North Dakota State Organization. Application forms are available on the state website.
    5. The scholarship shall be used for graduate study during a summer session or as a full-time or part-time student during an academic year.
    6. The following regulations must be followed by applicants for this scholarship:
       1. The applicant must be preparing herself to teach in the elementary schools, secondary schools, or at the college level.
       2. The applicant must submit an application to the chair of the committee in charge of this scholarship.
       3. The application must be completed on the forms supplied by the committee or posted on the state website.
       4. The applicant must furnish a transcript of college credits earned previous to the application for this scholarship.
       5. The applicant must furnish letters of recommendation. These letters of recommendation should include the chapter president and two other business or professional people. The letters of recommendation should be sent directly to the chair of the committee.
       6. All applications and recommendations must be sent to the chair of the committee in charge of the scholarship and postmarked no later than February 1 of the year in which the scholarship is to be granted.
       7. The recipient of this scholarship is encouraged to remain in education at least one year in North Dakota following the use of this scholarship.

8. To qualify applicants must be an active member for two years.

### The Adeline Stevenson Nurse Scholarship

* + 1. This scholarship is administered by Beta Chapter, Fargo.
       1. A scholarship amount, based on interest earned, is available to North Dakota State, Delta Kappa Gamma member women teachers pursuing a graduate degree in the field of education. It may be used during a summer session or as a full-time student during an academic year.
       2. The application, a transcript of all college credits earned prior to the application, and three letters of reference using forms provided must be received by February 1.
       3. The application materials may be obtained from the state website or the Beta Chapter president.
       4. The recipient, who must be an active member for two years, will be selected by Beta Chapter.
    2. Scholarship Committee; notification will be made no later than April 15.

## Other

1. **Citation Committee** (Bylaws, Article IX, Sec. 3. c. (1) )
   1. Will confer with the state president and recommend worthy candidates for the Achievement Award given by International.
   2. Will implement Citation Award policies.
      1. Eligibility of Candidates
         * 1. The award be given from time to time in recognition of outstanding leadership, contributions, and/or services rendered beyond the call of duty to chapter, state, and/or inter-national by furthering and promoting the purposes of The Delta Kappa Gamma Society International.
           2. The nominees shall be members of the North Dakota State Organization and in good standing of The Delta Kappa Gamma Society International for at least five years.
           3. Members of the same chapter may not receive the Citation Award in two successive years.
           4. No person may receive the Citation Award a second time.
           5. No state president is eligible for the award during her term of office.
           6. When warranted, more than one award may be given in one year.
   3. Directions for the Selection of Candidates
      1. The Citation Award chair shall publish, in the fall issue of The NoDak News, a notice which includes the guidelines for eligibility of candidates. A nomination form will be furnished by the chair upon request by a chapter, and a list of names of those who have been recipients to this date.
      2. No later than February 1, names of nominees should be reported to the chair.
      3. A candidate may be nominated by any chapter of the Society in North Dakota State Organization.
      4. The committee shall select the recipient of the award and notify the state president of its choice.

C. Presentation of Award

1. The recipient will receive a framed citation along with a rose guard to be attached to her membership key pin.
2. The North Dakota State Organization Treasurer purchases the Citation Award and rose guard.
3. The award shall be presented at the state convention/conference.
4. The identity of the recipient(s) be known only to the committee and the state president.
5. **Golden Grants Committee** (Bylaws, Article IX, Sec. 3. c (2) )
   1. Guidelines for Grant Disbursement
      1. A grant may be in any amount between $100 and $1000 when funds are available.
      2. When several worthy projects are proposed, the Golden Grants Committee may decide to give partial grants. Grants for travel to Society meetings beyond the state will be limited to $100 for each applicant. For grants greater than $100, half the money will be advanced before the project start and the remaining distributed upon completion of a final report.
      3. All members of North Dakota State Organization are eligible to receive grants after being an active member for three years.
6. Grants will not fund educational activities which produce academic credit; they will not pay for the professional services of the grant recipient.
7. Educational activities funded by this grant must be completed within three years from the date of receipt. For any project of duration longer than one year, annual progress reports will be submitted to the Golden Grants Committee before April 15.
8. Grant applicants must predict the educational benefits they expect to garner for themselves, their chapters, schools, communities, the state organization, and/or the profession. Grant recipients must evaluate the extent of those actual benefits in their final reports which will be sent to the Golden Grants Committee 30 days after the completion of the activity.
9. Three complete copies of the application materials must be received by the chair of the Golden Grants Committee by March 15. Grant awards will be made at the state convention/conference.
10. At least three letters of recommendation or resolutions of support will be part of each application. One of these letters will come from the applicant’s chapter president and will discuss the applicant’s level of participation as well as her competence to complete the proposed project.
11. Applicants will specify the resource they will bring to the educational activity; hours of professional time; additional monies from the chapter, school, community; other contributions of time, energy, money, equipment, sup- plies.
    1. Responsibilities of Committee members
       1. The three members will be geographically representative of the state’s membership.
       2. Each member will serve a three-year term and become chairman of the committee during the third year of service.
       3. A new member will be appointed by the state president every year to replace the person whose three-year term is completed.
       4. The committee will grant each year only 70 percent of the annual earned interest from the Golden Grant fund until continuing contributions and accrued interest bring the fund to its $20,000 endowment goal.
       5. The committee will maintain a file of applicants and final reports for each grant made.
       6. The committee will maintain communications with each grant recipient until the activity is completed and report filed.
       7. If desirable, the committee will design and publicize an appropriate rating scale.

# PRACTICES AND CUSTOMS OF NORTH DAKOTA STATE DKG

1. **Allowances for Conventions and Conferences**
   1. All state officers, other than the President, to include the immediate Past-President, treasurer, editor, and webmaster shall receive an honorarium of $50 for attending the Convention, or $50 for attending the Conference plus mileage as listed in the North Dakota State Organization fiscal year budget.
   2. The schedule of payments for the State President's meals not otherwise covered will be in accordance with the North Dakota in-state and out-of-state rates.
   3. The First Vice-President will be reimbursed one-half of expenses (up to $400) for the regional Conference and/or International Convention.
   4. The State Treasurer shall be reimbursed one-half her expenses (not to exceed $300) for attendance at International and regional conferences.
   5. *The NoDak News* editor or representative shall be reimbursed one-half her expenses (not to exceed $300) for attendance at International and regional conferences.
   6. The State Webmaster or representative shall be reimbursed one-half her expenses (not to exceed $300) for attendance at International and regional conferences.
   7. The Membership Committee Chair or representative shall be reimbursed one-half her expenses (not to exceed $300) for attendance at International and regional conferences.
   8. Members attending International conventions and regional conferences who do not have other stipends furnished shall divide $600 evenly among members, with a maximum of $200 each.
2. If unused as stated in H above, the money designated for members who do not have stipends furnished may be used for state travel (i.e., motel, current mileage rate and registration).
3. ***The NoDak News***
   1. *The NoDak News* editor is appointed each biennium by the Executive Board upon recommendation of the state Communication Committee and serves no more than three (3) two-year terms. (*Bylaws*, Article X, Sec. 2.c)
   2. A stipend of $600 annually is presented to the editor.
   3. Expense allowance for publication of *The NoDak News* is determined annually by the Executive Board.
   4. *The NoDak News* is published three times per year, is available on the North Dakota State Organization website, and is e-mailed to those members with access. Members who do not have access are given copies by their respective chapters.

# Webmaster

A. A stipend of $300 annually is presented to the Webmaster.

# Gifts for New Chapters

A. A monetary gift from each chapter is suggested.

# Chapter Obligation to North Dakota State DKG

* 1. After chapter standing committee chair have been appointed, instruct them to send their name and address to the corresponding state committee chairman. (*By laws*, Article IX, Sec. 1 for list of standing committees.)
  2. Chapter presidents act as a liaison between their chapter and the state president. (See Appendix E)
  3. Send official notices of death (Form 6) to the state president, state treasurer, chairman of state membership committee, and the executive coordinator in Austin, TX. Use the official blanks. One copy is retained for the chapter president’s file.

# Allowances for International Funds

A. Amount to be determined by the Finance Committee and approved in the budget.

# NORTH DAKOTA STATE ORGANIZATION DOCUMENTS

A. Each published revision of the *By-laws* and *Policies and Procedures* are to be posted on the North Dakota State DKG website. Members of the Executive Board receive notice of updates as they are posted on the website.

**APPENDIX A**

**STATE PRESIDENT VISITS**

This is the suggested rotation for chapter visits made by the state president during her biennium.

1. Beta, Zeta, Tau
2. Epsilon Mu
3. Gamma, Nu
4. Lambda

5. Iota,

6. Delta, Xi, Sigma, Phi

7. Pi

# APPENDIX B

# Chapter Rotation for State Workshop/Convention

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Chapter | Site | Type | Birthday | Founder |
| 2019 | Sigma/Xi | Bismarck/Mandan | Convention | Lambda | Phi International  Founders |
| 2020 | Gamma | Bismarck/Mandan | Conference | Nu | Beta State  Founders |
| 2021 | Delta/Iota | Bismarck/Mandan | Convention | Xi | Gamma International  Founders |
| 2022 | Lamda | Bismarck/Mandan | Conference | Pi | Zeta State Founders |
| 2023 | Nu | Bismarck/Mandan | Convention | Sigma | Iota  International Founders |
| 2024 | Zeta/Epsilon Mu | Bismarck/Mandan | Conference | Tau | Nu State  Founders |
| 2025 | Beta/Tau | Bismarck/Mandan | Convention | Phi | Xi  International Founders |
| 2026 | Pi/Phi | Bismarck/Mandan | Conference | Gamma | Lamda State  Founders |
|  |  |  |  |  |  |

### Chapters Approved for Dissolution and Name Retirement

1. Chi Chapter June 15, 1997
2. Omicron Chapter September 18, 1999
3. Rho Chapter June 16, 2000
4. Upsilon Chapter June 7, 2002
5. Eta Chapter June 12, 2004
6. Kappa Chapter June 9, 2006
7. Alpha Chapter
8. Psi Chapter
9. Theta Chapter June 21, 2018

### Chapters Approved for Combination

1. Epsilon Mu June, 2010

# APPENDIX C

### CHAPTER YEARBOOKS

1. **Yearbook Contents**
   1. Cover or Title Page Information
      1. Legal name of the Society: The Delta Kappa Gamma Society International
      2. Chapter name and chapter location
      3. Geographic name (North Dakota State Organization)
      4. Year(s) for which book is to be used
   2. International and State Information
      1. Current state officers, addresses, phone numbers
      2. International, regional, and state meetings
   3. Chapter Information
      1. Chapter officers with addresses and phone numbers
      2. Committee chair and members
      3. Members’ names, academic degrees, addresses, phone numbers, e-mail, teaching position, and membership status (active, reserve, honorary)
   4. Program Information
      1. Date, time, location of meetings
      2. Title/content of program
      3. Special events
      4. Hostesses
      5. Project information
      6. Executive board meetings
      7. "The Delta Kappa Gamma Song"
   5. Optional Information
      1. International and State Information
         1. State founders
         2. Current international officers and regional director with addresses
         3. International Headquarters Contact Information (PO Box 1589, Austin, TX 78767-1589; [www.dkg.org](http://www.dkg.org/),1-888-762-4685 (toll free); fax: 1-512-478-3961
      2. Historic Information
         1. Past chapter presidents, biennium
         2. Chapter charter members
         3. Year of initiation for each member
      3. In memoriam tributes
      4. Members’ birthdays
      5. "Telephone calling tree"
      6. Songs

# Guidelines for Chapter Educational Excellence Chair

1. Yearbooks should be distributed by November 1 as follows:
   1. Send a copy to the state Educational Excellence Committee chair (keep one in the files of the chairman, send one to state president, and send one to the State Treasurer.) All copies may be sent via e-mail as a .pdf file attachment.
   2. Each chapter president should send a list of the chapter officers and chapter committee chair to the State President.
2. Provides copies of the current International program manual for use by committees responsible for programs.
3. Keep a brief record of all programs for a final report.
4. Get reports in according to the deadline on the report form.

# Appendix D

### MEMBERSHIP COMMITTEE

1. **Activities**
   1. Encourage chapters to sponsor chapters in areas where another chapter is advisable.
   2. Help urge chapters concerning the advisability of reorganization.
   3. Strengthen smaller chapters.

### State’s Responsibilities in Installing a Chapter

* 1. Secure the charters for the chapters.
  2. Order and pay for the following:
     + Official initiates’ register
     + Membership cards
     + Membership certificates
* *Constitution* for each member
* *Standing Rules* and *Handbooks* for officers
* $10 per initiate for expenses incurred in orientation and luncheon arrangements
  1. Plan the program.
  2. Arrange to have membership certificates hand lettered.

### Sponsor Chapter’s Responsibilities in Installing a Chapter

* 1. Arrange suitable places for
     + Initiation and installation ceremonies
     + Dining
     + Initiates to meet
  2. Furnish all equipment (three brass candlesticks; brass bowl; scarf; Bible; small candle holders; candles, small and large; fountain pen).
  3. Purchase roses (real or silk) for installation ceremony.
  4. Publicize installation among members and chapters.
  5. Take reservations in advance from all those planning to attend if a meal function is planned.
  6. Provide chapter members for services such as escorts, hostess for initiates, part of initiation ceremony, leaders in music, etc.
  7. Arrange to have all escorts meet promptly for rehearsal.
  8. Responsible for expenses not covered by international or state as:
     + Society information brochure, if used
     + Invitations
     + Roses (Most sponsoring chapters opt for seven roses given to officers after election.)
     + Decorations, candles
     + Printing of programs
     + Postage, envelopes, paper
     + Phone calls
     + Gift, if you choose

It has been suggested that the Membership Committee keep the chapter flags used at state convention/workshop. The committee would be responsible for creating a new flag for each chapter following its charter. These flags would then be brought to the state convention/workshop.

# Appendix E

**COURTESY GUIDELINES**

### Guidelines for Courtesy at State Level

* 1. The following shall be reported to the state president who will send a card or congratulatory letter to the member.
     1. Special recognition to members in situations such as:
        + Retirement
        + Earning a doctorate
        + Receiving a special scholarship or recognition from International
        + Appointment to an international committee
        + Outstanding community recognition
        + Outstanding chapter award or recognition
     2. The state president or her appointee shall attend the funeral of a past state president.
     3. The state president shall send a card to international officers, and/or regional directors for special recognition which they might receive.
  2. In case of death:
     1. When a past state president dies, the North Dakota State Organization shall contribute $50 -- $25 to the Golden Grant fund and $25 to the Educational Foundation.
     2. If a state officer (currently in office) dies, the North Dakota State Organization shall contribute $10 to the state scholarship fund.
     3. If a state officer (currently in office) dies, each chapter shall contribute $5 to the state scholarship fund.
     4. When possible, one or more members of North Dakota State Organization should attend the funeral of a deceased state honorary member and/or an appropriate remembrance in respect to that person should be sent.
     5. When a past international president dies, North Dakota State Organization shall contribute $20 to the Educational Foundation.