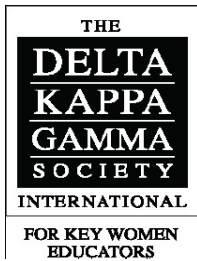


## MISSISSIPPI STATE ORGANIZATION

The work of the Society is vast in scope; thus much of that work is assigned to committees. The following pages outline the primary duties of standing committees. While some committee chairmen serve on other committees by virtue of their chairmanship, the responsibilities listed below are common to **all** committee chairmen. All committees except the Nominating Committee are appointed.

### Responsibilities of Mississippi State Organization Committee Chairs

1. To attend the Executive Board meetings
2. To prepare a report of the committee's work during each year of the biennium to present at each Executive Board meeting. If the committee chairman is unable to attend an Executive Board meeting, it is her responsibility to have one of her committee members present to make the report.
3. To have the committee member from each district report at her district meeting on the work of her committee during the first year of the biennium. (Contingent upon the need for a committee report: Not all committees need to make reports at every district meeting.)
4. To notify committee members of the date of their committee's meeting as soon as that date is set and, as the meeting date approaches, to determine the number of members who will be present at the meeting so that the number can be reported to the president.
5. To submit to the president and to the recording secretary—preferably via an e-mail attachment—a report of her committee's work after each of her committee meetings. A copy of this report should be filed in the committee notebook and be passed on to the incoming committee chairman.
6. To update the information contained in the committee notebook and files. Details such as programs, procedures, expenditures, and suggestions should be a part of the update.
7. To hand over to the new committee chairman all committee files, notebooks, and materials before her first committee meeting of the biennium.
8. To provide, in the early spring of even-numbered years, the Leadership Development Committee with current committee members' contact information, programs, applications, etc., for inclusion in the Presidents Notebook and in any other materials disseminated at the Chapter Leaders Retreat held in June of even-numbered years.
9. To serve the committee as its consultant during the biennium following her chairmanship
10. To forward to the chair of the History of Mississippi State Organization Committee, via attachment, documentation of awards and recognitions so that they can be included in the biennium profile.
11. To update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee.



## **MISSISSIPPI STATE ORGANIZATION**

### **Duties of the FINANCE COMMITTEE**

1. Hold a meeting each year of the biennium prior to the Executive Board meeting
2. Supervise the financial affairs of the organization, including
  - Review of accounts quarterly
  - Recommendations for the expenditure and investment of funds,
  - Preparation of a budget for adoption by the Executive Board
  - Annual audit (Bylaws, Article VIII 3.A.1.)
3. Recommend any changes in annual dues (Bylaws, Article IV, 2.B.)
4. Biennially propose a budget for adoption by the Executive Board. (Bylaws, Article IV, 3.A.)
5. Supervise expenditures
6. Supervise investments
7. Provide for an annual audit/financial review of state accounts
8. Serve ex officio on the Headquarters Committee (Chair)
9. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee
10. Perform other duties as directed by the president

## Financial Policies

1. As provided in the Bylaws, the Finance Committee shall be responsible for supervision of the financial affairs, including review of accounts quarterly, recommendations for the expenditure and investment of funds, preparation of a budget for adoption by the Executive Board, and an annual audit.
2. Prior to the beginning of the biennium, the Finance Committee shall prepare proposed Available Fund Budgets for each of the two years of the biennium. These proposed budgets shall be presented to the Executive Board for approval.
3. Officers and committee chairmen shall submit budget requests in writing to the Finance Committee no fewer than ten days prior to the meeting of the committee. Requests for funding for special committee projects must be approved by the Finance Committee and incorporated into the budget if these projects are to be funded by the state.
4. For the second year of a biennium, necessary budget adjustments shall be proposed by the Finance Committee and submitted to the Executive Board for approval.
5. The Available Fund Budget shall accurately reflect the total Available Fund balance.
6. All disbursements from the Available Fund must be charged to a budget category.
7. The treasurer shall provide semi-annual financial reports to the president and members of the Finance Committee.
8. Claims for reimbursement of expenses shall be submitted, with proper documentation, to the state president for approval. After approval by the president, expense claims will be forwarded to the treasurer for payment.
9. The Society operates on a fiscal year beginning July 1. Claims for reimbursement of expenses incurred during a fiscal year must be submitted no later than June 15.
10. The treasurer, in consultation with the president and the Finance Committee, shall manage the investments of the organization. All investments shall be in security instruments issued or guaranteed by the full faith and credit of the United States government.
11. Signatures of the president, the treasurer and the executive secretary shall be on file for financial accounts. Signature cards shall be kept current.
12. Investment income from the Permanent Fund shall be allocated to the Available Fund when received.
13. The financial records of the organization shall be audited by an outside auditor each year. Copies of the auditor's report shall be provided to the president and members of the Finance Committee, the treasurer, and the international Finance Director.
14. Within four weeks of an event for which a registration fee is required, the Finance Committee shall receive and review a comprehensive financial report of income and expenditures for that event. Such events include but are not limited to district meetings, the Executive Board meetings held in even-numbered years, Chapter Leaders Retreat, the Leadership Management Seminar, the Pre-Convention Seminar, and state conventions.

## Mississippi State Organization Funds

**Available Fund.** This fund is used for the day-to-day operating expenses of the state. Funds for this account are provided by member dues and fees.

**Permanent Fund.** The state organization sets aside 30% of the annual income of the Available Fund as a balance in the Permanent Fund. Interest from this fund is allocated to the Available Fund. The principal of the fund may be used for the purchase of items of a permanent nature.

**Scholarship Fund.** This fund is used for scholarships to members selected by the scholarship committee. The account is funded from scholarship fees and contributions of members.

**Emergency Fund\*** This fund is used for assistance to members who sustain major losses from floods, tornadoes, hurricanes, and other catastrophic disasters. The fund is supported from interest and contributions from members. (**Emergency Fund Contribution Form 7; Emergency Fund Request Form 8**).

**Leadership Development Fund.** Funds from this savings are used for leadership training activities such as Chapter Leaders Retreat in the event that expenses exceed income. The fund originated from surplus money donated by members when Zeta State hosted the Southeast Regional Conference in 1983.

**Grant-in-Aid Fund.** Funds from this account are used for grants to incoming college seniors who are majoring in education. Only the interest from this fund is used for grants. Members occasionally contribute to this fund.

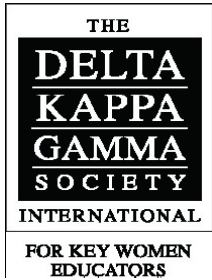
**Leadership Management Fund.** These funds are used for the Zeta State Leadership Management Seminar held in alternate years. These funds are budgeted from the available fund each year and set aside in a separate account.

**State Headquarters Fund.** These funds will be used in securing, maintaining, and operating a headquarters facility. The fund is supported by chapter and member contributions and the interest received on the fund.

**Mary Stuart Harmon Scholarship Fund.** This fund is used for scholarships to members as selected by the Mary Stuart Harmon Scholarship Trustees. This fund was established with a donation from Mary Stuart Harmon, who was a Zeta State Scholarship recipient. Only the interest on this fund is used in granting scholarships.

### \*Emergency Fund Guidelines

1. The affected member shall submit in writing to her chapter president an explanation of the disaster she has experienced. (**Form 8**)
2. If the chapter president approves the request, she shall forward the information to the president.
3. The award shall be approved by the president upon the recommendation of the president of the local chapter where the disaster occurs.
4. The award to a member from one disaster shall not exceed \$250.00.



## MISSISSIPPI STATE ORGANIZATION

### **Duties of the NOMINATING COMMITTEE** (Elected)

1. Provide for election of officers (president, first vice president, second vice president, and recording secretary), district directors, assistant district directors, and Nominating Committee members
2. Establish a plan for the nomination of elected officials and for their election
3. Solicit recommendations for elective positions according to the established nomination plan and publish the deadline for postmarking recommendations
4. Meet during the second year of the biennium to review recommendations for elected positions and draw up a slate of nominees for the coming biennium
5. Review with each nominee the duties of the office and confirm her willingness to serve
6. Publish the list of nominees at least one month prior to the convention
7. Present the nominees to the Executive Board and to the convention, where additional nominations may be made from the floor
8. Prepare for and hold elections at the convention
9. Conduct the installation of officers and the presentation of district directors and assistant district directors
10. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee.
11. Perform other duties as directed by the president

## Guidelines for Recommendations for Elected State Office

1. The name of a member may be submitted for nomination for any elective position by an individual member, a chapter, or the Nominating Committee.
2. Permission of the person must be secured before her name is recommended for nomination.
3. An official “Recommendation for Elected State Office” form (**Form 16**) must be completed for each person recommended, with careful attention given to the following points:
  - a. the office for which she is recommended
  - b. her qualifications for that office
  - c. complete and accurate details of her Delta Kappa Gamma experience
  - d. leadership and qualities that suit her for the position
  - e. the completion of the recommendation process by the designated deadline
  - f. the signature and chapter of the person making the recommendation. If the recommendation comes from a chapter, the president should sign the form and indicate the chapter’s name
4. If a member is recommended for more than one position, a separate “Recommendation for Elected State Office” form must be completed for each position.
5. Election shall be by ballot, or by voice vote if there is but one nominee, and a majority of votes cast elects.
6. A member of the Nominating Committee shall complete her term before she may be considered by the Nominating Committee for another elective position.
7. A member serving in an elected position other than member of the Nominating Committee may be nominated to another elective position in the final year of her term of office.

## Nominating Committee Guidelines

1. The primary consideration of the Nominating Committee should be to seek the best leadership available.
2. Each member of the committee who is in attendance at the meeting shall review all recommendation forms submitted for each position. (**Form 16**)
3. Selection should be based on the **stated criteria** for the particular position being considered.
4. Information provided on the Recommendation Form regarding Delta Kappa Gamma experience, expertise, and qualifications for the particular office, professional experience, educational background and community and/or organizational service, with special emphasis on Society experience, should be carefully considered.
5. In the event that stated criteria and/or other accomplishments of candidates are evenly matched, geographical location should be considered.
6. The overall balance of nominees for the slate of officers in terms of experience, geographical location, and a reflection of the Society’s makeup as a whole should be carefully considered.
7. There should be at least one representative from each district on the Nominating Committee.
8. The Nominating Committee reserves the right to place a name in nomination for a position other than that recommended.

## **Qualifications for State Officers and Related Personnel**

### **Elected Offices**

Anyone recommended for consideration for a state office should have state organization committee experience, familiarity with the work of the Executive Board, and participation at the district and state levels. She should be an articulate and effective communicator who possesses the ability to organize and to delegate. She should possess an interest in and time for the position for which she is recommended.

Additionally,

**A. The president:**

- (1) shall have served as chapter president
- (2) shall have attended international conferences and conventions
- (3) shall have attended the Zeta State Leadership Management Seminar

**B. The first vice-president:**

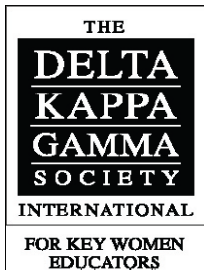
- (1) shall have served as chapter president
- (2) shall have attended the Zeta State Leadership Management Seminar
- (3) shall have attended international conferences and/or conventions

**C. The second vice president**

- (1) shall have served as chapter president
- (2) shall have served as district director or assistant district director
- (3) shall have attended the Zeta State Leadership Management Seminar

**D. The recording secretary**

shall have sufficient skills to prepare and publish the Mississippi State Organization Directory



## MISSISSIPPI STATE ORGANIZATION

### Duties of the MEMBERSHIP & EXPANSION COMMITTEE

1. Study and make recommendations related to membership concerns
2. Encourage active recruiting practices
3. Establish new chapters in accordance with state organization guidelines (**Form 9**)
4. Provide assistance to struggling chapters
5. Receive and evaluate the recommendations of persons proposed for honorary membership and submit names of qualified candidates to the executive board for vote
6. Plan and conduct a workshop for new chapter membership chairmen at the Chapter Leaders Retreat held in even-numbered years
7. Aid the SEE (Support Early-Career Educators) Representative, appointed by the state president, to serve as a chapter SEE liaison who will:
  - Work with the chapter SEE representative to encourage the chapter to sponsor at least one Early-Career Educator (ECE) at the beginning of each biennium
  - Encourage Chapter SEE Rep or chapter membership committee to sponsor the ECE's attendance at their district meeting
  - Compile information from chapters SEE Reports (**Form 22** due February 1 of each year) and submit a report to MSO President and MSO Membership Committee Chair
  - Plan and facilitate recognition of chapter SEE participation at each district meeting and convention
  - Plan and facilitate recognition of ECE's in attendance at each district meeting and convention; and provide a "happy bag" for each
  - Create a display to share chapter SEE participation and projects
8. Plan and carry out the Celebration of Life service at the district meetings and convention
9. Send note of condolence to families of deceased members when the Report of the Death of a Member (**Form 29**) is received (Chair)
10. Compile chapter Necrology Reports (**Form 30**) and submit an MSO Report to state president and treasurer annually
11. Send MSO Celebration of Life program to families of deceased members
12. Update the Necrology (Remembrance) Book at the end of the biennium
13. Serve as a member of the Headquarters Committee (Chair)
14. Participate in training session at international conference for new state organization Membership Committee Chairs
15. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee
16. Perform other duties as directed by the president



## Guidelines for Chapter Expansion

### 1. Awareness of the Need to Organize a New Chapter

The Membership Committee must be informed of a need to organize a new chapter through written correspondence addressed to the Membership chair and a copy sent to the president. The new chapter may be formed by expanding (separation of an already existing chapter) or by sponsoring (an already existing chapter sponsors a new chapter). The reasons for sponsoring or expansion are: 1) the existing chapter covers too much territory or 2) the existing chapter's membership is too large. The membership of the existing chapter interested in sponsoring or expanding must provide evidence that sponsoring or expanding would be beneficial to the Society. The local chapter will be involved at all times during the decision making process concerning sponsoring or expansion.

### 2. Collection of Data to Justify the Organization of a New Chapter

Suggested ways of collecting data include conducting surveys (**Form 9**), chapter visits by representatives from the Membership Committee or Executive Board, or a written request from existing chapter's executive board.

### 3. Analysis of Data and Resulting Decision Concerning the Organization of a New Chapter

After data is collected, it will be analyzed by the Membership Committee. The committee will then make its decision concerning the recommendation for organizing a new chapter.

### 4. Recommendation Concerning Organization of the New Chapter

The Membership Committee will prepare a recommendation concerning the organization of a new chapter. The recommendation will be presented to the president, who will act as liaison between the Membership Committee, the Executive Board, and the sponsoring or expanding chapter(s).

### 5. Submission of The Recommendation to the Executive Board

The Executive Board will consider the recommendation and will have final approval of the organization of a new chapter.

### 6. Notification of Sponsoring or Expanding Chapter Concerning Approval or Disapproval of the Recommendation

The president will share the Executive Board decision with the Membership Committee and will notify the involved chapter. The sponsoring or expanding chapter then has the authority to continue with the expansion.

### 7. Securing Qualified Prospective Members

The sponsoring chapter will be responsible for securing qualified members. A new chapter shall have no fewer than twelve (12) members. The Membership Committee recommends that a number of at least fifteen (15) prospective members be invited to the new chapter. Charter members of a chapter are those who become members at the time of installation of a new chapter. Charter members may be new initiates as well as current members whose transfer to the new chapter must be processed by international.

### 8. Assignment of Chapter Name

The names for new chapters are assigned by the Executive Board. The name of the chapter will be by a Greek letter or combination of Greek letters. The president will share the designated Executive Board decision with the Membership Committee. The Membership Committee or the president will notify the involved chapter. The sponsoring or expanding chapter then has the authority to continue with the expansion.

### 9. Setting Date(s) for Orientation, Initiation, and Installation of New Chapter

The sponsoring chapter will decide the date of orientation and initiation of members and installation of new chapter. The orientation, initiation, and installation may be held during the same meeting or on two different dates. The initiation of the new members must be done before the installation of the chapter.

**10. Issuing Invitations**

The prospective members should receive their invitations at least six weeks prior to the installation of the new chapter. The Membership Committee should issue invitations to officers, district directors, committee chairman, and others to attend new chapter installation.

**11. Orientation of Prospective Members**

Orientation is important prior to acceptance of the invitation and/or initiation.

**12. Securing of Charter and Chapter Materials**

The Membership Committee will be responsible for securing a charter for the new chapter. A charter is issued by International Headquarters upon application. The application is made on **Int. Form 21**, New Chapter Charter request form. It must include the name of the new chapter and the date of installation. The application must be sent at least six weeks in advance of the installation date.

**13. Installation of the New Chapter**

Representatives of the sponsoring chapter, members of the new chapter, and representatives from the state level should be present at the installation of the new chapter.

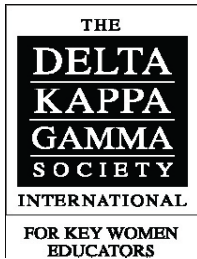
## **Guidelines for the Dissolution of a Chapter**

**The dissolution of a chapter will follow the guidelines outlined in Article XIV of the state Bylaws:**

**Section 2. Chapter**

In the event of the dissolution of a chapter, the following actions shall be taken:

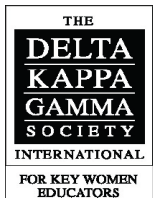
- A. Before a chapter is dissolved, approval of the state organization Executive Board must be obtained.
- B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- C. All liabilities and obligations shall be paid and satisfied or adequate provision made. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursements of funds.
- D. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund.
- E. The chapter president shall send the date of closure for checking account(s) to Society Headquarters for IRS reporting.
- F. The chapter treasurer shall complete and submit IRS Form 990.
- G. The chapter's paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use.
- H. The charter must be returned to the state organization to be forwarded to the Society Headquarters.
- I. The state organization Executive Board shall decide whether the Greek name shall be reused



## **MISSISSIPPI STATE ORGANIZATION**

### **Duties of the BYLAWS AND STANDING RULES COMMITTEE**

1. Develop and maintain bylaws consistent with the *Constitution* for governance of the state organization and its chapters
2. Submit the bylaws each biennium to the International Constitution Committee for review
3. Take prompt action when *Constitution* is amended to keep bylaws current and consistent with the international governing documents
4. Review chapter rules every four years in accordance with Bylaws, VIII.3.4.
  - Notify and assist as needed chapters whose rules are in conflict with or inconsistent in format with the Mississippi State Organization Bylaws and Standing Rules and the *Constitution* and the *International Standing Rules*
  - Encourage chapters to develop and update rules using the Chapter Rules Checklist in the *International Go-To Guide for Chapter Members* and the “Sample Chapter Rules” document
5. Receive and evaluate proposals for amending and/or revising the Bylaws and Standing Rules
6. Recommend bylaw and standing rule changes to the Executive Board
7. Present approved proposals to the convention for vote
8. Handle problems related to the bylaws
9. Conduct workshops at meetings as requested
10. Update committee’s duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee
11. Perform other duties as directed by the president



# MISSISSIPPI STATE ORGANIZATION

## Duties of the LEADERSHIP DEVELOPMENT COMMITTEE

Provide leadership development opportunities within Mississippi State Organization, including the following:

- A. A Chapter Leaders Retreat in June of even-numbered years to train incoming chapter leaders. Chapter presidents, program chairmen, treasurers, and communications chairmen should attend. The Chapter Leaders Retreat is self-funded. In the event of underfunding, the Leadership Development Fund will be used to finance Chapter Leaders Retreat. After all retreat expenses have been paid, the amount remaining from Retreat registration shall be deposited into the Leadership Development Fund savings account.
- B. Pre-Convention Presidents Update Workshop for Chapter Presidents on Friday afternoon from 3:00-5:00 p.m. at each convention.
- C. Leadership/Management Seminar in June of odd-numbered years. Participants shall be selected from applications (Form 14) filed with the committee. No fewer than sixteen (16) and no more than twenty (20) participants shall be selected. Each applicant shall submit a registration fee with her application. The registration fee of any applicants not selected for the seminar shall be **returned** within one week after selections are announced. All other expenses for the Seminar shall be paid by the Leadership Management Fund. If there are fewer than 16 applicants, the seminar will be cancelled.
- D. Prepare and submit, within four weeks of the events, to the Finance Committee Chair, the state president, the state treasurer, and the state executive secretary a comprehensive report of receipts and expenditures for Chapter Leaders Retreat and for the Leadership Management Seminar.
- E. Order of Magnolia, an extension of the Leadership Development Committee. Its membership shall consist of past state presidents, all of whom are members of the Executive Board. The immediate past state president shall serve as the liaison to the Leadership Development Committee. The duties and responsibilities are those assigned by the Leadership Development Committee and/or the president. The induction ceremony shall be held following the installation of officers at the convention.
- F. Challenge to every chapter to become an Honor Chapter each biennium (Form 13)
- G. Update Honor Chapter Criteria biennially
- H. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee.
- I. Perform other duties as directed by the president

## MEMBERS

1. The outgoing committee chairman shall serve as consultant on the committee for the next biennium.
2. The committee shall consist of one appointed member from each district, the immediate past state president, and the consultant. The president and the treasurer shall serve as ex officio members.
3. The appointed members shall serve a term of two years.
4. All members of the committee shall have attended the Zeta State Leadership Management Seminar and/or Golden Gift Leadership Management Seminar and exhibit a strong commitment to Delta Kappa Gamma.

The Leadership Development Committee Chair shall have the option to ask other members to participate in specific projects.

## MEETINGS

The Leadership Development Committee shall meet at headquarters as often as necessary to accomplish the assigned committee work. The committee chairman shall call the meetings.

## REIMBURSEMENT OF EXPENSES

Leadership Development Committee members will be reimbursed mileage to attend one scheduled committee meeting during the year. They shall be reimbursed for the cost of any materials required for presentations at Chapter Leaders Retreat and Leadership Management Seminar.

## **Order of Magnolia**

An extension of the Leadership Development Committee, the Order of Magnolia is a valuable resource to the MSO President, MSO Committee Chairmen, Chapter Presidents, and The Delta Kappa Gamma Society International membership. This group consists of past state organization presidents, all of whom are members of the Executive Board.

The Immediate Past President shall serve as chair of the Order of Magnolia and remind members of their Executive Board responsibilities. She shall also serve as liaison between the Leadership Development Committee and the Order of Magnolia.

Duties of the Order of Magnolia include the following:

1. Perform the induction ceremony immediately following the installation of officers at state convention.  
(Typically performed by the Immediate Past President)
2. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting.
3. Promote the Society in both the educational profession and the community.
4. Visit chapters as invited.
5. Attend state meetings, including executive board and state conventions
6. Perform other duties as directed by the president.



## **ZETA STATE LEADERSHIP/MANAGEMENT SEMINAR**

Members of Mississippi State Organization are invited to apply for the Zeta State Leadership Management Seminar to be held in June of odd numbered years. No fewer than sixteen (16) and no more than twenty (20) participants shall be selected. If there are fewer than 16 applicants, the seminar will be cancelled. A member must have completed a minimum of two years as a Delta Kappa Gamma member and be in at least her third year of membership at the time of the application to be considered a candidate for Leadership Management Seminar.

Exciting workshops are being planned on a variety of topics, including communication skills, professional image, goal-setting, women and the law, and personality analysis. Well qualified, professional presenters will lead informative and interesting sessions to help you develop your personal and professional leadership skills.

Each seminar participant will pay a registration fee. Other expenses will be paid by the state organization. Participants will be housed and all meals will be provided.

Selection criteria include membership in good standing; evidence of active participation in the work of the Society commensurate with length of membership; and willingness to use acquired skills for the benefit of the Society and education. Age will not be a factor in the selection process. The Leadership Development Committee will make the selection of participants. All applicants will receive notification of their status—accepted, not accepted, or placed on an alternate list.

The seminar will be an informative and enjoyable growth experience for members. Interested persons should complete and submit the application, following carefully the instructions given on the Application Process page.



## MISSISSIPPI STATE ORGANIZATION

### **Duties of the COMMUNICATIONS and MARKETING COMMITTEE**

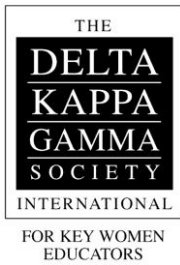
1. Advise and assist the editor of *Zeta Data*
2. Prepare and circulate among chapters materials useful in promoting Society publicity
3. Assist chapters in preparation for convention publicity, including newspaper, radio, and television coverage
4. Encourage and assist members in writing and submitting manuscripts for *The DKG Bulletin*
5. Encourage widespread, effective use of Society publications
6. Provide the linkage among members, chapters, and the state organization and between the state organization and International
7. Submit recommendations regarding publicity about and publications to the executive board for approval as appropriate
8. Receive and review chapter newsletters
9. Recognize at district meetings and conventions those chapters that submit at least two newsletters per year to the committee
10. Conduct workshops at district meetings and conventions to share information to chapters regarding their newsletters and the establishing of chapter websites
11. Serve as proofreaders of each issue of *Zeta Data*
12. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee
13. Serve as photographer at Delta Kappa Gamma events at all levels
14. Perform other duties as directed by the president

### **Guidelines for Submitting Articles to *Zeta Data***

1. Make sure the article is written in Times New Roman 10 pt. font
2. Use left justification
3. Send the article as an attachment to the president via email
4. Submit article by deadline dates

### **Guidelines for Submitting Information to the Website**

- Email the information as an attachment to the president for approval



## MISSISSIPPI STATE ORGANIZATION

### Duties of the POLICIES AND PROCEDURES REVIEW COMMITTEE

The Committee should include a past president, the parliamentarian, the treasurer, the executive secretary, the immediate past president, and the consultant.

1. Review the *Policies and Procedures Manual* each biennium
2. Review and update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee.
3. Receive and review updates to responsibilities and procedures of officers and related personnel and of committees.
4. Ensure that no policies and procedures are in conflict with the *International Constitution* and the Bylaws and Standing Rules
5. Make all changes in the *Policies and Procedures Manual* and submit to the executive secretary
6. Perform other duties as directed by the president
7. Distribute revised *Policies and Procedures Manual*





## MISSISSIPPI ORGANIZATION

### Duties of the Educational Excellence Committee

**The Educational Excellence Committee** has as its chairman the first vice president. The members shall include a representative from each of the following areas: Personal Growth and Services, Professional Affairs, Research, Legislative, and Music. The committee shall promote programs and projects for excellence in education and support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators.

The **Personal Growth and Services Representative** shall recognize the needs of members, suggest opportunities for personal and leadership growth, and encourage participation in the state and international service projects. (**Chapter Service Project Report, Form 6**). Additionally, she shall plan and coordinate the “Woman of Distinction” project and conduct the recognition program at convention.” (**Woman of Distinction Report, Form 24**)

The **Professional Affairs Representative** shall encourage participation in activities designed to improve the professional status of women educators, plan and carry out a seminar on the Friday preceding the convention, monitor guidelines and application form for the grant-in-aid, confirm with the Finance Committee that sufficient funds are available for the awarding of grant-in-aid, review applications for the grant-in-aid to award the grant when appropriate (**MSO Grant-in-Aid Application, Form 10**), receive Chapter Grant-in-Aid Reports (**Form 11**), and receive chapter **Red Rose Reports (Form 20)**.

The **Research Representative** shall assist the state at all levels in needs assessment, goal setting, implementation of action programs, and program evaluations. She shall receive the Biennial Chapter Report, compile the results, and submit the results to the president and Educational Excellence Committee Chair (**Form 2**).

The **Legislative Representative** shall encourage members to support legislation relating to education and inform members of legislative action impacting education.

The **Music Representative** shall recommend ways that music can be used to enhance programs, projects, and activities of the Society; provide music for meetings; and coordinate with the Membership Committee music to be used in the Celebration of Life services at the district meetings and conventions.

Serving as a link between the International World Fellowship (WF) Committee and MSO chapters, the **World Fellowship representative** shall disseminate, via email and the state website, information that fosters interest in the WF program by helping chapters understand its purpose and its global importance. She shall encourage chapters to support financially the WF program and to work with universities and community colleges to seek out and “adopt” female education majors from other countries.

## Duties of the Personal Growth & Services Representative

The Personal Growth and Services Representative works with chapters by (1) communicating with the chapter Personal Growth and Services chairs/representatives to ensure that chapters identify, participate in, and report on a **chapter service project (Form 6)** each year and (2) coordinating efforts to recognize and honor **Women of Distinction** at the convention (**Form 24**).

### Guidelines for Honoring the Women of Distinction

- I. The representative will continually send reminders to chapter presidents and/or chapter Personal Growth and Services representatives of the deadline date for mailing completed forms to the representative.
- II. The representative will delegate duties for the convention to committee members.
- III. Duties to be completed prior to the convention:
  - A. In December of even-numbered years, the chairman will contact the state treasurer to place an order for pins.
  - B. The committee will meet at headquarters in February of odd-numbered years to check resources and determine which committee member will be responsible for the following:
    1. Creating Woman of Distinction certificate.
    2. Duties for “Women of Distinction” recognition at convention.
      - a. Line honorees up by district for entrance into luncheon.
      - b. Notify Celebration Luncheon Chapter Hostess Committee of how many tables should be reserved for Women of Distinction and remind Convention Properties Committee to identify tables by district.
      - c. Distribute pins to each honoree as she is presented.
      - d. Distribute certificates to each honoree as she is presented.

## Duties of the Professional Affairs Representative

The Professional Affairs Representative plans the pre-convention activity that precedes the convention and works with chapters by (1) receiving the **Red Rose Reports (Form 20)** and (2) communicating with the chapter Professional Affairs chairmen/representatives to ensure that they have information about the **MSO Grant-in-Aid (Form 10)** to share with chapter grant recipients, and (3) receiving the Chapter Grant-in-Aid Reports (**Form 11**).

### Pre-Convention Seminar Guidelines

1. Plan a seminar that is of interest to members.
2. Hold the seminar day preceding the convention.
3. Determine the hours and fees for the seminar.
4. Prepare a pre-registration form for the seminar. Submit the form for and publicity about the seminar to the *Zeta Data* Editor for publication in the winter issue and to the webmaster.
5. Prepare and submit, within four weeks of the event, to the Finance Committee Chair, the state president, the state treasurer, and the state executive secretary a comprehensive report of receipts and expenditures for the pre-convention activity.

# MISSISSIPPI STATE ORGANIZATION

## Guidelines for Chapter Red Rose Award

The Red Rose Award is a recognition program designed to increase the visibility of The Delta Kappa Gamma Society International in local chapter areas and to focus on promoting the work of women leaders in education.

- Each chapter is encouraged to award a Red Rose Award annually.
- Recipient shall be a woman who is 1) a non-member of the Society, 2) who resides and/or works in chapter area and 3) whose accomplishments have benefited education and the status of women in education leadership roles.

### Chapter responsibilities:

1. Develop the procedure for nominating and selecting the chapter's award recipient.
2. Prepare and submit to the local newspaper a publicity release about the Society and the chapter Red Rose award recipient. The chapter newsletter may also be used for publicity.
3. Recognize the Red Rose Award recipient at a chapter meeting. The method of recognition is left to the discretion of the chapter.
4. Complete and submit to the Professional Affairs Representative **Form 20 and Form 20A**, due by February 1.

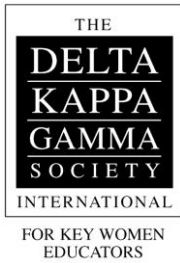
The Red Rose Award packet that is sent to the EEC Professional Affairs Representative should contain **ALL** of the items listed below (Hard copies can be mailed (USPS) or scanned and emailed):

1. The completed Red Rose Award Form (**Form 20**)
2. Publication copy (scanned or paper) of news release presented to the paper (even if not published in local paper) must be included with the award report form. The chapter newsletter may be used to publish an article/picture announcing and recognizing the Red Rose Award recipient.

## MISSISSIPPI STATE ORGANIZATION

### Guidelines for Mississippi State Organization Grant-in-Aid Award

1. A college grant-in-aid in an amount not to exceed \$1,500.00 may be awarded annually. The deadline for submitting the application packet; which should include the Mississippi State Organization (MSO) Grant-in-Aid Application Form, personal essay, college transcript and a minimum of three (3) letters of recommendation; must be postmarked is **February 1**.
2. The chapter should ensure that this applicant meets the requirements of items 2, 4, and 5.
3. The MSO Educational Excellence Committee under the direction of the MSO Professional Affairs Representative will finalize guidelines for the grant, send application forms to chapters, and be responsible for any other items necessary for administration of the grant.
4. The recipient shall be a female resident of Mississippi.
5. The recipient will be chosen from applications submitted by grant-in-aid recipients from local chapters.
6. The recipient shall be a college student who is an incoming senior who has exhibited an aptitude for and desire to pursue a career in the field of education.
7. The recipient must be enrolled in a Mississippi college or university. The grant money will be sent to the college or university.
8. The application shall include a recommendation from the local chapter.
9. The application shall include a 500-word essay entitled "Reasons for Choosing Education as My Profession."
10. The recipient will be announced at the state convention or district meetings. If the committee awards the grant-in-aid in an even-numbered year, the name of the recipient shall be announced at the district meeting of the chapter that awarded her its local grant-in-aid. The chairman of the committee or one of its other members shall give reports and encourage participation at the other two district meetings.



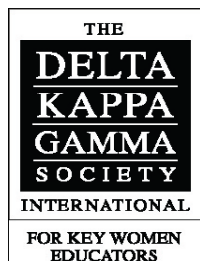
## MISSISSIPPI STATE ORGANIZATION

### **Duties of the SCHOLARSHIP COMMITTEE**

1. Confirm with the Finance Committee that sufficient funds are available for the awarding of scholarships
2. Send information about the scholarships to chapter-level counterparts
3. Receive applications for the Clytee Evans and Amanda Lowther scholarships
4. Screen scholarship applications (**Scholarship Application Form 21**)
5. Select scholarship recipients
6. Recommend to the executive board the number of scholarships to be awarded and the amount of each
7. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee
8. Perform other duties as directed by the president

## ZETA STATE SCHOLARSHIPS GUIDELINES

1. Available are the Clytee Evans (formerly the Zeta State) Scholarship in the amount of \$1000.00 and the Amanda Lowther Scholarship in the amount of \$2,000.00. The number of scholarships awarded will be determined by the amount of scholarship money that is available.
2. A Delta Kappa Gamma member may apply for one or for two scholarships, but a separate application form must be submitted for each.
3. A member may receive a maximum of two Zeta State Scholarships, but not simultaneously.
4. An applicant for the Clytee Evans Scholarship must have been a member of Delta Kappa Gamma for at least *three years* at the time of her application. An applicant for the Amanda Lowther Scholarship must have been a member for *five years* at the time of her application.
5. Copies of the Scholarship Application, **Form21**, are available from your chapter scholarship committee chairman or your chapter president.
6. Be sure to complete *ALL* parts of the application, Sections I-IX.
7. The information that you supply is all that the Scholarship Committee has from which to draw conclusions. The application will not be considered unless all of the questions are answered. Too much information is better than too little.
8. Note recommendation requirements at Section VII and be sure to contact these persons in time for the letters to be included in your packet.
9. Before she can disburse the scholarship funds, the treasurer must receive a verification of enrollment from the institution at which the recipient is enrolled. The disbursement shall be sent directly to the institution.
10. Announcement of the scholarship recipients will be made at the district meetings or at convention.
11. The completed application form, Sections I-IX, must be emailed on or before February 1. The recommendations must postmarked on or before February 1. All parts of the application shall be sent to the chair of the Scholarship Committee.
12. Upon selection of scholarship recipients, the Scholarship Committee shall notify the treasurer in writing the name(s) of the recipients and the name of the scholarship awarded.
13. Zeta State scholarships cannot be used for National Board Certification.
14. All application materials must be sent to the Scholarship Committee Chair. The name, mailing address, and email address of the committee chair can be found in your chapter yearbook.



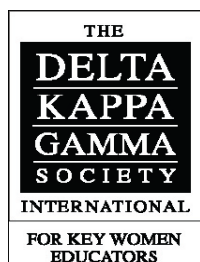
## MISSISSIPPI STATE ORGANIZATION

### Duties of the MARY STUART HARMON BOARD OF TRUSTEES

1. Serve a five-year term
2. Review and update committee guidelines and the application for the Mary Stuart Harmon Scholarship
3. Receive and review applications for and select the recipient of the Mary Stuart Harmon Scholarship
4. Update duties and submit changes to the chair of the Policies and Procedures Review Committee.

### STANDARDS OF OPERATION FOR THIS SCHOLARSHIP FUND

1. An applicant for the Mary Stuart Harmon Scholarship must have been a member of Delta Kappa Gamma for at least three years at the time of her application.
2. Applications for the Mary Stuart Harmon Scholarship (**Form 15**) are to be sent directly to the chairman and all members of the Mary Stuart Harmon Scholarship Board of Trustees.
3. The amount of the Mary Stuart Harmon Scholarship shall be in an amount not to exceed \$3,000, consistent with funds available, future funding anticipated, and recognition of the significance and purpose of the award.
4. The recipient of the Mary Stuart Harmon Scholarship must satisfy the residency requirements according to the university she is attending.
5. The recipient of a Mary Stuart Harmon Scholarship shall already have a Master's degree and shall be enrolled in a degree program above that of the Master's degree.
6. The Mary Stuart Harmon Scholarship may be used in conjunction with any other scholarship, stipend, or grant the recipient may be awarded.
7. The Board of Trustees shall have the option of determining the number of scholarships to be awarded annually, in keeping with the funds available for scholarships.
8. Participation in The Delta Kappa Gamma Society International activities on all levels shall be a determining factor for the awarding of this scholarship.
9. The five-year terms for the Board members administering the Mary Stuart Harmon Scholarship shall be staggered.
10. If the Mary Stuart Harmon Scholarship Board awards scholarships in even-numbered years, the name of the recipient shall be announced at her district meeting. The chairman of the Board or another of its members shall give reports and encourage applications at the other two district meetings. These reports should emphasize service to the Society as the primary criteria for the awarding the scholarship.



## MISSISSIPPI STATE ORGANIZATION

### Duties of the HISTORY OF MISSISSIPPI STATE ORGANIZATION COMMITTEE

1. Maintain Mississippi State Organization history each biennium by gathering information related to the meetings, conferences and conventions at the international and state levels, as well MSO Executive Board and General Session minutes. This information can be hard copies and/or digitized.
2. Develop a history committee file documenting the activities of each state biennium. This file should include: 1) a copy of the State President's Profile Summary (with photograph) and 2) the completed Biennium Profile prepared and submitted to the history committee chair during her first year while serving as the Immediate Past State President.
3. Prepare a written summary of the activities and events (district, state and international) that occurred during each state biennium. These details should be based on information supplied by the Immediate Past State President and information collected and projects completed by the state history committee. This summary should be archived in a separate history committee file.
4. Utilize individual State President Profile Summaries and Biennium Profiles to prepare sections of the historical document published in 2030.
5. Select a printing company through a bid process based on quality, experience, product specifications and cost. The committee should determine the cost and distribution to chapters, committees, members and past presidents/honorees highlighted in the new publication. Monies collected should be provided to the state treasurer to offset the cost of printing.
6. Offer technical assistance to chapters through an onsite officer training session, a chapter program, or by providing instructional materials to the chapter historian that encourages ways to maintain and record a chapter's history using the *Chapter History Committee Chronicle* form, chapter minutes, chapter newsletters and a chapter website.
7. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee.
8. Perform other duties as directed by the president.



## MISSISSIPPI STATE ORGANIZATION History Committee

### Guidelines for Preserving MSO History

These guidelines have been created to set standards, provide specific criteria for the state history committee, and to identify information meant to preserve and document our state organization's history. The two documents developed for this use are the: 1) State President's Profile Summary and 2) Biennium Profile. The information provided in these documents are necessary and vital to the committee's research as they prepare to write a ten-year historical publication.

#### Criteria for Writing a State President's Profile Summary

Each Immediate Past State President is responsible for writing her state president's profile summary. The profile summary should be limited to the topics below and written as a double-spaced, 12-point font narrative, not to exceed four (4) pages. This document should be completed and submitted to the chair of the history committee by June 30 of her first year as Immediate Past State President.

#### Topics to Include in a Profile Summary:

- President's Biennium Theme and Symbol
- President's State Goals
- State Officers and Related Personnel; State Committee Chairs
- MSO members serving in positions at the International Level
- Changes made to the *Constitution & International Standing Rules*
- Significant changes made to the *MSO Bylaws and Standing Rules*, due to changes to the *Constitution & International Standing Rules* (located in Ex. Bd minutes)
- Outstanding statewide accomplishments; implementation of new initiatives and projects
- Newly implemented advances in technology
- Biographical information should be included based on education, teaching experience and service to the state organization, as well as at the international level

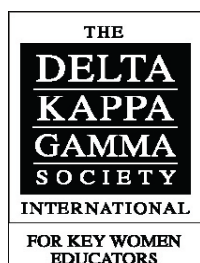
#### Biennium Profile

Each Immediate Past State President should complete the Biennium Profile to fully document the events and accomplishments during her biennium. The biennium profile was designed as a table to provide one platform for collecting information that would clearly document a state biennium. It would be timely and very efficient for the president to provide the history committee with a written summary that includes each area identified in the table. The Biennium Profile should also be completed and submitted to the chairperson.

Use the checklist below to complete the profile of your biennium's significant activities and events.

**Important Note:** This table is to provide a platform for collecting information that would clearly document a state biennium. The document, provided to the chair of the committee, should be prepared as topics with information listed below or written in a narrative format. It is not a "chart" to be filled in by the state president.

<p>Note: Please provide members' names their chapter names, when appropriate</p> <p style="text-align: center;"><b>MISSISSIPPI STATE ORGANIZATION (MSO)</b> <b>BIENNIUM PROFILE</b></p> <p style="text-align: center;"><b>Biennium:</b> _____ <b>State President's Name:</b> _____</p>								
Mtg./Event	Dates/Locations	Attendees (#) & MSO Officers	Presenters/Others serving in any capacity	Awards/Grants/ Scholarship Recipients	Ex. Bd Mtg. Results	Moment/Hour of Memory	Women of Distinction	Chapter Awards
Int'l Conference (State Officer Trng.)								
Executive Board Mtgs.								
District Meetings								
Chapter Leaders Retreat Ch. Officer Trng.)								
DKG Int'l Convention								
MSO Pre- convention Seminar								
MSO State Convention								
Leadership Mgmt. Seminar								



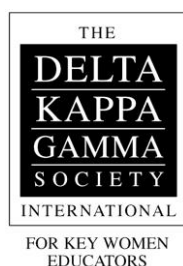
## MISSISSIPPI STATE ORGANIZATION

### Duties of the AWARDS COMMITTEE

1. Receive and review recommendations for the Achievement Award
2. Receive and review recommendation(s) for additional awards authorized by the executive board
3. Prepare certificates recognizing chapter participation in state activities
4. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee.
5. Perform other duties as directed by the president

### Guidelines for Selection of Recipient

- I. Recommendation
  - A. Recommendation must be made by chapters, not by individual members (**Form 1**).
  - B. Recommendation may be made by any member of the executive board.
  - C. Recommendation may be made by the Committee.
- II. Eligibility
  - A. Active members who have made outstanding contributions to education and have done or are doing work that contributes to the growth of the state organization can be considered.
  - B. A member must have at least seven years of active membership.
  - C. No member shall receive the award more than once.
  - D. No state president is eligible for the award during her term of office.
  - E. Members of the same chapter may not receive the award in the same year or in successive years.
  - F. No member of the committee shall be eligible for the award.
- III. Selection
  - A. A recommendation must be submitted to the committee chair and be postmarked by February 1 of the year the award is to be presented.
  - B. Up to two awards per biennium may be presented.
  - C. The committee will determine eligibility.
  - D. The committee will select the recipient(s).
- IV. Presentation
  - A. An engraved, gold charm will be presented to each awardee(s).
  - B. The award(s) will be presented at the convention banquet by a member of the committee



## MISSISSIPPI STATE ORGANIZATION

### Duties of the HEADQUARTERS COMMITTEE

1. Accumulate and administer assets for the benefit of the state including, but not limited to, the primary goal of maintaining and operating a headquarters
2. Establish guidelines for the use of headquarters
3. Deliver the flags and the banner to the convention or district meeting site and return both to headquarters after convention or district meeting
4. Update committee's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee
5. Perform other duties as directed by the president

### Headquarters Guidelines

- I. The State Headquarters Fund shall be administered by the Headquarters Committee.
- II. Committee members
  - A. The chairman, a past president appointed by the president, shall serve for a term of four years
  - B. The following members shall serve a two-year term:
    1. Chair of the Membership Committee
    2. Headquarters Manager, appointed by the president
    3. A member-at-large from each of the 3 districts, appointed by the president
    5. The immediate past state president
  - C. The president, the treasurer, and the chairman of the Finance Committee, who shall be ex officio members.
- III. The purposes of the fund are to accumulate assets for the benefit of the state including, but not limited to, the primary goal of maintaining and operating a headquarters, and for such other purposes as may be recommended by two-thirds of the committee and as approved by a two-thirds majority vote, in person or by mail, of the Executive Board.

#### IV. Fund Accounts

- A. There shall be established in federally insured institutions an account or accounts entitled State Headquarters Fund. An aggregate sum not less than \$100,000.00 shall be maintained at all times in such account or accounts, except as provided herein. Such funds shall be invested in security instruments issued or guaranteed by the United States government or an agency thereof.
- B. Except as provided in paragraph IV. A., the funds now on hand and hereafter received for the State Headquarters Fund shall be placed in accounts in federally insured financial institutions.
  - 1. The Headquarters savings account shall be invested in CDs.
  - 2. The Headquarters checking account shall be used for headquarters expenses.

#### V. Authorization

- A. None of the principal in the savings account shall be expended or transferred except upon the approval of the Headquarters Committee and the approval of two-thirds of the Executive Board of a written resolution expressing the amount and specific purposes for which such principal is to be expended or transferred.
- A. Funds in the savings account may be transferred by the treasurer into the State Headquarters account. Upon direction of the Headquarters Committee, the treasurer shall transfer funds from the checking account into the savings account.
- C. Expenses of the headquarters shall be paid on the authority of the treasurer.

- VI. Acceptance and utilization of gifts of real or personal property shall be determined by the Headquarters Committee. Unless use of such a gift is formally encumbered by the donor, such a gift may be converted to cash by sale authorized by a two-thirds vote of the committee and reported to the Executive Board. Donors of gifts valued at \$250.00 or more shall be recognized by having their names displayed on a plaque in the headquarters designating the recognition intended.
- VII. Changes in any of these governing provisions for the fund may be made upon a recommendation by a two-thirds vote of the committee and approved by a two-thirds vote, in person or by mail, of the Executive Board. Thirty days written prior notice, setting forth the exact change being proposed, shall be given to each member of the Executive Board.
- VIII. The Headquarters Committee shall meet at least annually prior to the Executive Board meeting and shall report to the Executive Board.

## Duties of the Headquarters Manager

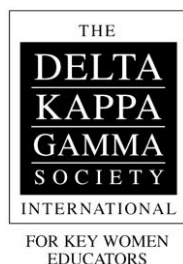
1. Maintain files and records
2. Maintain facility inventory
3. Oversee all physical needs of supplies (paper, writing instruments, notepads)
4. Coordinate luncheon arrangements for committee meetings and oversee luncheon supplies (condiments, drinks, plates, etc.)
5. Set up Headquarters for committee meetings
6. Perform other duties as directed by the president
7. Maintain the flag collection, the flag stands, and the banner, deliver both to the convention or district meeting site, and return them to headquarters after the convention or designate a Headquarters Committee member to do so
8. Use the checklist below to complete tasks at conclusion of each day's meetings:

Check List for HQ Manager at the conclusion of Meetings:

Check	Item	Date
	Turn Off Hot Water	
	Turn Off Heater/Air conditioner	
	Trash: Empty in Kitchen and replace with liners	
	Trash: Empty in rooms and rest rooms and replace with liners	
	Trash: Take off premises	
	Doors: Make sure outside doors are locks	
	Make sure all rooms are clean and back in order	
	Other as designated	

## Guidelines for Headquarters

1. All activities at Headquarters are coordinated through the president.
2. Respect use of property. Leave all areas in the same condition as found.
3. All electrical items should be turned off before leaving the building, i.e., lights, computer, etc.
4. All doors should be locked in leaving the building.
5. Any maintenance issues should be communicated to headquarters manager.
6. The Headquarters facility is not equipped to host chapter meetings.



## MISSISSIPPI STATE ORGANIZATION

### Duties of the TECHNOLOGY COMMITTEE

1. Assist convention and conference registrars with developing on-line registration forms and on-line payment options.
2. Assist MSO Committees with developing on-line registration forms and on-line payment options.
3. Encourage and assist chapters with developing on-line payment options for dues.
4. Encourage and assist chapters with social media to keep members informed and to connect with possible new members.
5. Assist MSO Committees with Zoom meetings as needed.
6. Encourage and assist MSO Committees and chapters with the use of Google Docs, Google Drive, and Google Forms.
7. Conduct workshops at meetings as requested.
8. Assist with convention as requested by the President and/or convention chair.
9. Promote the Society in both the educational profession and the community.
10. Visit chapters as invited.
11. Attend state meetings.
12. Perform other duties as directed by the president.