

Bylaws and Standing Rules

Mississippi State Organization
The Delta Kappa Gamma Society International

Mississippi State Organization Bylaws
Adopted 1984
Revised 2023

Mississippi State Organization Standing Rules
Adopted 1985
Revised 2023

Mississippi State Organization Bylaws
The Delta Kappa Gamma Society International

ARTICLE I
Name

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

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

ARTICLE II
Objectives

The objectives of Mississippi State Organization shall be

1. To promote the Purposes and mission statement of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.
2. To act as liaison between chapters and the international organization.

ARTICLE III
Membership

Section 1. Classification

- A. Membership in the Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the international Society, a state organization, and a chapter.
- B. Chapters in the state shall have power to act in matters of chapter membership in accordance with the *Constitution*. Membership records are kept at the chapter level. Membership begins when dues are paid.

Section 2. Membership

The membership of Mississippi State Organization shall be composed of active, reserve, honorary, and collegiate members of chapters within the boundaries of the state. All membership is in accordance with the *Constitution*, Article III, and ISR 3.

Section 3. State Honorary Members

- A. State honorary members shall be recommended by the state Membership and Expansion Committee and elected by the Executive Board. A four-fifths (4/5) vote of approval is required.
- B. Induction of state honorary members shall be conducted at any state, district, or chapter meeting. The state president and the state Membership and Expansion Committee Chair shall organize the orientation session and the induction. If induction should take place in a chapter meeting, the chapter president and/or chapter Membership Committee Chair shall have this responsibility.

Section 4. Reinstatement

A former member shall be reinstated in a chapter in accordance with the regulation as given in the *Constitution*, Article III, Section F.

Section 5. Transfer

A member in good standing may transfer from one chapter to another upon notification to the treasurer of the chapter to which she wishes to transfer. The chapter treasurer will initiate transfer through the dues portal.

Section 6. Termination

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

ARTICLE IV
Finance

Section 1. Annual Dues and Fees

- A. Any changes in state annual dues shall be recommended by the state Finance Committee and voted on in accordance with Article XIII of the *Mississippi State Organization Bylaws*.
- B. Annual dues and scholarship fees shall be paid no later than June 30 for the following fiscal year. On October 1, members shall be dropped for non-payment of dues and fees.
- C. New members who join between July 1 and December 31 shall pay full international and state dues for current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full dues for the ensuing year.
- D. Reinstated members shall pay full annual dues whenever reinstated.
- E. Chapter dues may be pro-rated as the chapter determines.
- F. A state scholarship fee of \$1.00 (one dollar) shall be paid at the time state dues are paid. If a chapter maintains a chapter scholarship fund, eighty percent (80%) of the scholarship fee paid by a member shall be retained by the chapter and twenty percent (20%) shall be paid to the state organization fund. If a chapter does not maintain a chapter scholarship fund, one hundred percent (100%) of the scholarship fee paid by a member shall be sent to the state organization scholarship fund.
- G. All dues and fees shall be collected by the chapter treasurer. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.

Section 2. Funds

- A. Funds Required by the *Constitution*
 - 1. Available Fund. This is the operating fund, requires a budget, and is funded by state member dues and other support as authorized by the Executive Board.
 - 2. Permanent Fund. The fund principal is maintained in an amount not less than 30% of the Available Fund annual income. The principal is to be used for the following:
 - a) purchasing induction paraphernalia;
 - b) purchasing articles and equipment of a permanent nature;
 - c) technology-related upgrades and licenses for computer software; and
 - d) renting office space.
 - 3. Scholarship Fund. This fund is used to maintain a scholarship fund for the benefit of members and is funded by scholarship fees, fund investment interest, and contributions.
- B. Funds Created by Mississippi State Organization
 - 1. Emergency Fund. This fund is used for assistance to members who sustain major losses from floods, tornadoes, hurricanes, and other catastrophic disasters and is supported by fund investment interest and contributions.
 - 2. Leadership Development Fund. This fund is used for leadership training and activities including costs not covered by registration for the Chapter Leaders Retreat. The fund originated from the surplus money donated by members when the state organization hosted the Southeast Regional Conference in 1983 and is supported by fund investment interest and contributions.
 - 3. Grant-in-Aid Fund. This fund is used for a grant-in-aid to a college junior or senior majoring in education and is supported by fund investment interest and contributions.
 - 4. Leadership Management Fund. This fund is used for the biennial Mississippi State Organization Leadership Management Seminar and is funded from the Available Fund, fund investment interest, and member contributions.
 - 5. State Headquarters Fund. This fund is used for securing, maintaining, and operating state headquarters and for other purposes as determined by the committee with Executive Board approval. It is funded by chapter and member contributions and fund investment interest.

101 6. Mary Stuart Harmon Scholarship Fund. This endowment fund is used for scholarships for members
102 selected by the Mary Stuart Harmon Scholarship Trustees. The scholarships are funded by investment
103 interest on the fund principal and by member contributions.
104

105 C. Special Funds

- 106 1. Provisions for special funds shall be made at the discretion of the Executive Board. Rules governing
- 107 their use shall be established at the same time.
- 108 2. Special funds include any funds that are outside the parameters of established funds. They shall be
- 109 used for the purpose(s) designated by their contributor(s).

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111 **Section 3. Financial Controls**

- 112 A. A biannual budget shall be proposed by the Finance Committee and adopted by the Executive Board.
- 113 B. In accordance with the state budget, all expense vouchers shall be approved and signed by the president
- 114 before payment is made by the treasurer.
- 115 C. Checks shall require two signatures, those of the treasurer and the president. The executive secretary shall
- 116 be authorized to sign in the absence of either the treasurer or the president.
- 117 D. The financial records of the organization shall be submitted for annual review or audit.

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119 **ARTICLE V**
120 **Organization**

121 **Section 1. Chapters**

- 122 A. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution* and
- 123 *Mississippi State Organization Bylaws*.
- 124 B. Chapters shall submit Rules to be reviewed and approved every four years by the MSO Bylaws and
- 125 Standing Rules Committee to ascertain that they are consistent with the *Constitution* and *Mississippi State*
- 126 *Organization Bylaws*.
- 127 C. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority
- 128 vote. The chapter shall determine the method of election.
- 129 1. The term of each elected officer shall be two years or until a successor is named.
- 130 2. No officer except the treasurer may serve in the same office longer than two terms in succession. All
- 131 officers shall take office on July 1 following their election.
- 132 3. The treasurer shall be selected by the Executive Board, and the parliamentarian shall be appointed by
- 133 the president each biennium.
- 134 D. The chapter president shall represent the chapter as a voting member of the state Executive Board.

135
136 **Section 2. New Chapter**

- 137 A. The Executive Board shall approve the organizing of a new chapter.
- 138 B. Recommendations of candidates for membership in a new chapter shall be screened by the Membership
- 139 Committee of the sponsoring chapter.
- 140 C. The installation of a chapter shall be in accordance with guidelines set forth in the *Mississippi State*
- 141 *Organization Policies and Procedures Manual*.

142
143 **Section 3. Districts**

- 144 A. Northern District is comprised of Alpha, Eta, Iota, Upsilon, Phi, Alpha Delta, Alpha Iota, Alpha Kappa,
- 145 Alpha Tau, Alpha Phi, Alpha Psi, and Beta Beta chapters.
- 146 B. Central District is comprised of Beta, Gamma, Delta, Theta, Lambda, Xi, Pi, Rho, Tau, and Alpha Chi
- 147 chapters.
- 148 C. Southern District is comprised of Zeta, Sigma, Psi, Omega, Alpha Alpha, Alpha Beta, Alpha Gamma,
- 149 Alpha Theta, Alpha Lambda, Alpha Rho, and Alpha Upsilon chapters.

152 **Section 4. State**

- 153 A. Mississippi State Organization shall have bylaws that are consistent with the *Constitution* for governance
- 154 of the state and its chapters.
- 155 B. The MSO Bylaws and Standing Rules Committee chairperson shall submit state bylaws to the
- 156 International Constitution Committee each biennium for review.
- 157 C. The state organization shall offer chapters support that includes the following:

 - 158 1. monitoring chapter progress,
 - 159 2. providing leadership training for new chapter leaders (e.g., Chapter Leaders Retreat),
 - 160 3. sharing/demonstrating strategies for strengthening chapters, and
 - 161 4. implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

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163 **ARTICLE VI**
164 **Officers and Related Personnel**

165 **Section 1. Officers**

166 **A. Officers**

- 167 1. The state officers, all of whom must be members of Mississippi State Organization, shall be president,
- 168 first vice president, second vice president, recording secretary, northern district director, assistant
- 169 northern district director, central district director, assistant central district director, southern district
- 170 director, and assistant southern district director (all elected) and a treasurer and an executive secretary
- 171 (selected by the Executive Board).
- 172 2. The state treasurer shall be bonded with the amount set and paid by the state organization.
- 173 3. Co-president is neither a recognized office in the Society nor an accepted practice for covering the
- 174 office of president at the state or chapter level.

175
176 **B. Duties of Officers**

177 Officers shall perform the duties as prescribed in the *Constitution*, Article VI, Section C, authorized by
178 *Mississippi State Organization Bylaws and Standing Rules*, and defined in the current *MSO Policies and*
179 *Procedures Manual*.

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181 **C. Election and Term of Office**

- 182 1. The president, first vice president, second vice president, and recording secretary shall be elected in
- 183 odd-numbered years by members in attendance at the state convention.
- 184 2. The district directors and assistant district directors shall be elected at the state convention by members
- 185 within their respective districts.
- 186 3. Officers shall have a term of two (2) years or until a successor has been named.
- 187 4. All officers shall take office on July 1 following their election.
- 188 5. No officer except the treasurer and the executive secretary may serve in the same office longer than
- 189 two terms in succession.
- 190 6. The treasurer and executive secretary, selected by vote of the Executive Board in even-numbered
- 191 years, shall have a term of four (4) years.
- 192 7. Candidates for the position of treasurer and executive secretary may be recommended by any member
- 193 of the state organization. These recommendations shall be submitted in writing to the state president at
- 194 least thirty (30) days prior to the appointment of such officers.

195
196 **D. Vacancies**

- 197 1. When a vacancy occurs in the office of president, the first vice president shall become president.
- 198 2. When a vacancy occurs in the office of first vice president, the second vice president shall succeed to
- 199 that position.
- 200 3. When a vacancy occurs in the position of district director, the assistant shall become director.
- 201 4. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.
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203 **Section 2. Related Personnel**

204 **A. Related Positions**

205 Related positions are a parliamentarian, a *Zeta Data* editor, and a webmaster, appointed by the president.

206
207 **B. Duties**

208 The parliamentarian, the *Zeta Data* editor, and the webmaster shall perform the duties as authorized by
209 *MSO Bylaws and Standing Rules* and defined in the current *MSO Policies and Procedures Manual*.

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211 **ARTICLE VII**
212 **Executive Board**

213 **Section 1. State Executive Board**

214 A. Members of the Executive Board shall be the elected officers, chapter presidents, district directors,
215 assistant district directors, and Order of Magnolia. The executive secretary and the parliamentarian shall
216 be ex-officio members, without vote. The treasurer shall be an ex-officio member, with vote if not under
217 remunerative contract for her services.

218 B. Duties of the Executive Board shall be consistent with the *Constitution* and include the following:

- 219 1. To recommend policies and procedures for consideration by the state convention or the chapters.
- 220 2. To establish the procedure for budget development and approval and for the supervision of state
- 221 finances. (The president and the treasurer shall serve, ex officio, in this process.)
- 222 3. To examine, modify if necessary, and adopt the state budget.
- 223 4. To approve the place of state organization meetings.
- 224 5. To act in the interim between conventions upon matters requiring immediate decision.
- 225 6. To select the executive secretary, the treasurer, and such other personnel as may be needed; prescribe
- 226 their duties, fix their salaries, and determine their terms of office.
- 227 7. To authorize the expansion of chapters, the organization of new chapters, and the dissolution of
- 228 existing chapters.

229 C. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by
230 the president.

231 D. The presence at meetings of a majority of the voting members of the Executive Board shall constitute a
232 quorum.

233 E. The Executive Board may meet through electronic communication as long as all members can
234 simultaneously hear one another and participate during the meeting.

235 F. A vote by mail/email shall be authorized when necessary.

236 G. Chapter presidents who are unable to attend the Executive Board meeting may appoint an official chapter
237 member to represent the chapter’s interest. The representative shall have full privileges of participation.

238 H. There may be an executive committee composed of elected officials to act for the Executive Board
239 between board meetings.

240
241 **Section 2. Chapter Executive Boards**

242 Chapter executive boards shall function in accordance with the *Constitution*, Article VII, Section C.

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244 **ARTICLE VIII**
245 **Committees**

246 **Section 1. Standing Committees**

247 **A. Society Business**

- 248 1. Finance – Appointed
- 249 2. Nominating – Elected
- 250 3. Membership and Expansion – Appointed
- 251 4. Bylaws and Standing Rules – Appointed
- 252 5. Leadership Development – Appointed
- 253 6. Communications and Marketing – Appointed

254 7. Policies and Procedures Review – Appointed

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256 **B. Society Mission and Purposes**

257 1. Educational Excellence – Appointed

258 a. Personal Growth and Services

259 b. Professional Affairs

260 c. Research

261 d. Legislative

262 e. Music

263 f. World Fellowship

264 2. Scholarship – Appointed

265 3. Mary Stuart Harmon Scholarship Trustees – Appointed

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267 **C. Other**

268 1. History of Mississippi State Organization – Appointed

269 2. Awards – Appointed

270 3. Headquarters – Appointed

271 4. Technology – Appointed

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273 **Section 2. General Procedures**

274 A. All committees shall be appointed by the president except the Nominating Committee, which shall be
275 elected at the state convention.

276 B. The president shall be an ex-officio member of all committees except the Nominating Committee.

277 C. Matters requiring immediate committee action may be voted upon by mail/email, all members being
278 notified.

279 D. Committee meetings shall be held with approval of the president. Such meetings may be held
280 electronically.

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282 **Section 3. Duties of Committees**

283 Duties of committees shall be performed as prescribed in the *Constitution*, Article VIII, authorized by *MSO*
284 *Bylaws and Standing Rules*, and defined in the current *MSO Policies and Procedures Manual*.

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286 **Section 4. Special Committees**

287 Special committees shall be appointed by the president as needed. After submitting the final report to the
288 president, the committee shall be dissolved.

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290 **ARTICLE IX**
291 **Meetings**

292 **Section 1. Conventions**

293 A. Business of the state organization shall be conducted at a convention held in odd-numbered years for the
294 purpose of receiving reports and adopting policy, amending bylaws, electing officers, and conducting other
295 business that may properly come before it.

296 B. Every member who is registered may vote. A roll call vote as specified in the *Constitution*, Article IX,
297 Section B. 2.c. (1) may be ordered.

298 C. A quorum shall be a majority of those members who have registered at the convention.

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300 **Section 2. Executive Board Meetings**

301 A. Executive Board meetings shall be held annually as follows:

302 1. In even-numbered years, meetings shall be held after February 15 and prior to the first district meeting.

303 2. In odd-numbered years, meetings shall be held in conjunction with the state convention.

304 B. A quorum shall be a majority of the voting members of the Executive Board.

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Section 3. District Meetings

District meetings shall be held in even-numbered years in each of the three districts at a time and place determined by the district director, assistant district director, second vice president, and president, for the purpose of disseminating Society information and conducting workshops.

Section 4. Other Meetings

Conferences and/or workshops shall be held at the discretion of the Executive Board for the purpose of leadership training and dissemination of Society information.

Section 5. Electronic Meetings

Mississippi State Organization meetings may be held electronically when meeting in person is not feasible.

Section 6. Chapter Meetings

- A. Meetings of chapters shall be held at least four (4) times per year. Meetings may be held electronically, face-to-face, or a combination of the two.
- B. A quorum for chapter meetings shall be determined by the chapter.

Section 7. Proxy Voting

There shall be no proxy voting at any level of the Society.

**ARTICLE X
Publications**

Section 1. Zeta Data

- A. The state newsletter shall be called *Zeta Data*.
- B. It shall be sent to all members of Mississippi State Organization via methods determined by the Executive Board.

Section 2. State Directory

A directory of chapters' current membership and state organization leadership shall be made available to all MSO members.

Section 3. Other Publications

- A. Publications that are vital to operations of the state organization, such as *MSO Bylaws and Standing Rules* and *MSO Policies and Procedures Manual*, shall be made available to all MSO members.
- B. The publication of special flyers and brochures shall be approved by the president and plans submitted to the Executive Board for financial approval.

**ARTICLE XI
Awards**

Section 1. Scholarships

- A. The scholarships awarded by Mississippi State Organization shall be as follows: Clytee Evans Scholarship, Amanda Lowther Scholarship, and Mary Stuart Harmon Scholarship.
- B. The number of scholarships awarded and the amount of each shall be recommended by the Scholarship Committee and the Mary Stuart Harmon Scholarship Trustees and approved by the Executive Board.
- C. Rules governing administration of the scholarship program shall be recommended by the Scholarship Committee and the Mary Stuart Harmon Scholarship Trustees, respectively, and approved by the Policies and Procedures Review Committee for inclusion in the *MSO Policies and Procedures Manual*.

Section 2. Mississippi State Organization Grant-in-Aid Award

- 355 A. A grant-in-aid award shall be recommended by the Educational Excellence Committee and approved by
356 the Executive Board.
- 357 B. The amount shall be recommended by the Finance Committee and approved by the Executive Board.
- 358 C. Rules governing administration of the grant-in-aid award shall be recommended by the Educational
359 Excellence Committee and approved by the Policies and Procedures Review Committee for inclusion in
360 the *MSO Policies and Procedures Manual*.

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362 **Section 3. Special Awards**

363 All special awards shall be under the jurisdiction of the Awards Committee.

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365 **ARTICLE XII**
366 **Parliamentary Authority**

367 *Robert's Rules of Order Newly Revised* (current edition) shall govern the proceedings of Mississippi State
368 Organization and its chapters in all instances in which *Robert's Rules* is not inconsistent with the *Constitution*
369 or other adopted Society rules, *Mississippi State Organization Bylaws*, and *Mississippi State Organization*
370 *Standing Rules*.

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372 **ARTICLE XIII**
373 **Amendments**

374 **Section 1.** Proposed amendments to the bylaws may be submitted to the Bylaws and Standing Rules
375 Committee by any member or by any committee, board, or chapter.

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377 **Section 2.** These bylaws may be amended at the convention by a two-thirds (2/3) vote, provided notice of
378 proposed amendments shall have been published to members at least thirty (30) days before convening the
379 convention.

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381 **Section 3.** Standing Rules may be amended or rescinded at any state convention by a two-thirds (2/3) vote.

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383 **Section 4.** All adopted amendments shall take effect immediately upon adoption unless a proviso states
384 otherwise. All members shall be notified of the adopted amendments electronically or in the *Zeta Data* by
385 July 1 of odd-numbered years.

386
387 **Section 5.** These bylaws and standing rules shall be amended automatically by the MSO Bylaws and Standing
388 Rules Committee to comply with the *Constitution* and *International Standing Rules*. Notice of the automatic
389 amendments shall be published in the fall issue of *Zeta Data*.

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392 **ARTICLE XIV**
393 **Dissolution**

394 **Section 1. State**

- 395 A. A two-thirds (2/3) majority vote of the Executive Board shall be required to recommend dissolution of
396 Mississippi State Organization, followed by a two-thirds (2/3) majority vote of members at an MSO
397 Convention assembled in regular session.
- 398 B. In the event of dissolution of Mississippi State Organization, actions shall be taken in accordance with
399 Article XIX of the *Constitution* of The Delta Kappa Gamma Society International, *Robert's Rules of Order*
400 *Newly Revised* (current edition), and statutes set forth by the Mississippi Secretary of State.
- 401 C. In dissolution of the state organization, the following actions shall be taken:
- 402 1. Notify the International Society of desire to dissolve.
 - 403 2. Give careful consideration to the manner in which those desiring to maintain membership transfer to
404 other state organizations.
 - 405 3. Pay and satisfy all liabilities and obligations or make adequate provisions.

- 406 4. Send any remaining funds in the state accounts to International.
- 407 5. Send the state's paraphernalia to International.
- 408 6. Return the state's Charter to the International Society.

409
410 **Section 2. Chapter**

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

- 412 A. Before a chapter is dissolved, approval of the state organization Executive Board must be obtained.
 - 413 B. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer
 - 414 to other chapters. International procedures must be followed.
 - 415 C. All liabilities and obligations shall be paid and satisfied or adequate provision made. The Executive Board
 - 416 shall determine specific procedures for liquidating remaining assets and shall supervise disbursements of
 - 417 funds.
 - 418 D. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in
 - 419 the available fund.
 - 420 E. The chapter president shall send the date of closure for checking account(s) to Society Headquarters for
 - 421 IRS reporting.
 - 422 F. The chapter treasurer shall complete and submit IRS Form 990.
 - 423 G. The chapter's paraphernalia, Society publications, and chapter records shall be retained in the state
 - 424 organization archives and made available for use.
 - 425 H. The charter must be returned to the state organization to be forwarded to the Society Headquarters.
 - 426 I. The state organization Executive Board shall decide whether the Greek name shall be reused.
- 427

**Mississippi State Organization Standing Rules
The Delta Kappa Gamma Society International**

The *Standing Rules* are numbered according to the *Bylaws Article* to which they relate. For example, *Rules* that begin with a "4" reference information covered in *Article IV* of the *Bylaws*.

4. Finance

4.0 Finance – General

4.1 Annual Dues

4.11 The state annual dues shall be \$25.00 for active membership, \$10.00 for reserve membership, and \$12.50 for collegiate membership.

4.12 Chapter dues shall be an amount determined in accordance with rules set by the chapter.

4.2 Expenses

4.21 The state organization shall purchase the state president's pin, which is presented at her installation.

4.22 Mississippi State Organization shall pay from the budgeted amount the expenses of the state president and the state treasurer at state, regional, and international meetings.

4.23 The state organization shall pay for lunch and partial reimbursement for mileage (amount to be set by the Finance Committee) for members to attend state committee meetings.

5. Organization

5.0 Organization – General

5.1 Chapter Officers

5.11 Chapter officer elections shall be held no later than April 1 of even-numbered years.

5.12 Names of elected chapter officers shall be reported to the Mississippi State Organization Executive Secretary by April 15 of even-numbered years.

6. Officers

6.0 Officers – General

6.01 There shall be no stand-in at installation ceremonies (either chapter or state) for any officer.

8. Committees

8.0 Committees – General

8.01 Each state committee shall hold one regularly-scheduled meeting per biennium. Meeting minutes shall be sent to the state president and to the recording secretary.

8.02 A report of the work of each committee shall be prepared annually for presentation at the Executive Board Meeting. A copy of the report should remain in the committee file.

8.03 Each appointed committee shall be composed of at least one member from each district.

8.04 To provide continuity of work begun by committees, the chair of the committee shall remain on the committee as consultant for the following biennium.

8.1 Nominating Committee

- 8.11 The slate of nominees for the Nominating Committee shall be comprised of one member from each of the three districts.
- 8.12 In odd-numbered years, the Nominating Committee shall make arrangements for the installation of incoming officers.

8.2 Scholarship Committee

- 8.21 Scholarship recipients shall be announced at the state convention or the appropriate district meeting.
- 8.22 A request for naming a scholarship shall be presented to the Scholarship Committee and the Executive Board.

8.3 Awards Committee

- 8.31 The Achievement Award(s) shall be presented at the state convention to member(s) selected by the Awards Committee from nominees submitted by the membership.

9. Meetings

9.0 Meetings – General

9.1 Conventions

- 9.11 The state president shall appoint the convention chair, convention registrar, and convention treasurer.
- 9.12 The state president and the convention chair shall recommend convention sites and select the date.
- 9.13 The convention steering committee shall be composed of presidents of the hostess chapters, convention chair, convention registrar, and convention treasurer.
- 9.14 The state president decides who shall be head table guests and issues the invitation(s).
- 9.15 In the absence of a chapter president at the state convention, a chapter member shall be designated as a flag bearer at the Presidents Procession.
- 9.16 Hostess chapters shall not ask local merchants for door prizes to be awarded at state meetings. If favors are used, they should be simple.
- 9.17 A memorial service for deceased members shall be a part of every state convention and be arranged by the Membership and Expansion Committee.

9.2 Finances

- 9.21 The state convention shall pay for itself. Excess funds, with the exception of any remaining sponsorship monies, shall be returned to the state. In the event the convention is not self-supporting, the state organization shall pay the deficit.
- 9.22 The district meetings shall pay for themselves. Excess funds, over and above the required minimum to maintain districts' checking accounts, shall be returned to the state. In the event a district meeting is not self-supporting, the state organization shall pay the deficit.
- 9.23 The Executive Board meeting held in even-numbered years shall pay for itself. Excess funds shall be returned to the state. In the event the meeting is not self-supporting, the state organization shall pay the deficit.
- 9.24 No chapter or individual shall offer for sale any article during any state meetings.

9.3 District Meetings

- 9.31 District meetings shall be held in the spring in even-numbered years.
- 9.32 A memorial service for deceased members shall be a part of every district meeting and be arranged by the Membership and Expansion Committee.

10. Publications

10.0 Publications – General

10.1 *Zeta Data*

10.11 The *Zeta Data* shall be published at least three times a year – fall, winter, and spring.

10.2 Directory

10.21 A state directory shall be published biennially in even-numbered years, with a supplement in odd-numbered years.