

Bylaws and Standing Rules

Mississippi State Organization
The Delta Kappa Gamma Society International

Mississippi State Organization Bylaws
Adopted 1984
Revised 2019

Mississippi State Organization Standing Rules
Adopted 1985
Amended 2017

**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

Object

The object 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. 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 3.4.

Section 2. 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.

Section 3. State Honorary Members

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

Section 4. Reinstatement

- A. A former member shall be reinstated in a chapter in accordance with the regulation as given in the *Constitution*, Article III, Section F.
- B. The chapter chair of the Membership Committee shall notify the executive secretary when a former member has been reinstated.

ARTICLE IV

Finance

Section 1. 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 state 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 purchasing induction paraphernalia and items of a permanent nature and for office space or a headquarters facility.
 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. 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.

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 Zeta State hosted the Southeast Regional Conference in 1983 and is supported by fund investment interest.
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 biannual Mississippi State Organization Leadership Management Seminar and is funded from the Available Fund and fund investment interest.
5. State Headquarters Fund. This fund is used for securing, maintaining, and operating state headquarters and is funded by chapter and member contributions and fund investment interest.
6. Mary Stuart Harmon Scholarship Fund. This endowment fund is used for scholarships for members selected by the Mary Stuart Harmon Scholarship Trustees, and the scholarships are funded by investment interest on the fund principal.

Section 2. Annual Dues

- A. The state annual dues shall be \$25.00 for active membership, \$10.00 for reserve membership, and \$12.50 for collegiate membership. Chapter dues shall be an amount determined in accordance with rules set by the chapter.
- B. Any changes in state annual dues shall be recommended by the state Finance Committee and voted on in accordance with Article XII of the *Mississippi State Organization Bylaws*.
- C. 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.
- D. For membership or reinstatement commencing between July 1 and December 31, the member shall pay dues and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half the international and state membership dues. Chapter dues may be pro-rated as the chapter determines.
- E. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer.

Section 3. Financial Controls

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

**ARTICLE V
Organization**

Section 1. Chapters

- A. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution* and *Mississippi State Organization Bylaws*.
- B. The chapter officers, except the treasurer, shall be elected in even-numbered years by April 1 by a majority vote. The names of these officers shall be reported to the Mississippi State Organization Executive Secretary by April 15.

1. The term of each elected officer shall be two years or until a successor is named.
 2. No officer except the treasurer may serve in the same office longer than two terms in succession. All officers shall take office on July 1 following their election.
 3. The treasurer shall be selected by the Executive Board and the parliamentarian appointed by the president each biennium.
- C. The chapter president shall represent the chapter as a voting member the state Executive Board.

Section 2. New Chapter

- A. The state Executive Board shall approve the organizing of a new chapter.
- B. Recommendations of candidates for membership in a new chapter shall be screened by the Membership Committee of the sponsoring chapter.
- C. Guidelines governing the installation of a new chapter shall be recommended by the Membership Committee and approved by the Executive Board. The guidelines are found in the *Mississippi State Organization Policies and Procedures Manual*.

Section 3. Coordinating Councils

Coordinating councils may be organized in counties and/or cities where several chapters exist.

Section 4. Districts

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

ARTICLE VI Officers and Related Personnel

Section 1. Officers

A. Officers

1. The state officers shall be president, first vice president, second vice president, recording secretary, (all elected); a treasurer and an executive secretary (appointed by the Executive Board).
2. Co-president is neither a recognized office in the Society nor an accepted practice for covering the office of president at the state or chapter level.

B. Duties of Officers

1. These officers shall perform the duties as prescribed in the *Constitution*, Article VI, Section C, and authorized by *Mississippi State Organization Bylaws*.
2. The first vice president shall serve as chair of the Educational Excellence Committee.
3. The second vice president is responsible for coordinating with district directors and assistant district directors the planning, conduct, and evaluation of the district meetings in even-numbered years. The second vice president is responsible for maintaining the Mississippi State Organization chapter flag collection and displaying the flags at state meetings.
4. The treasurer shall present financial reports on all funds for the current year at each Executive Board meeting and to the convention. The treasurer shall provide semi-annual financial reports to the state president and members of the Finance Committee. She shall maintain an accurate and current membership roster.

C. Term of Office

1. Officers, elected by the state convention in odd-numbered years, shall have a term of two (2) years or until a successor has been named.
2. No officer except the treasurer and the executive secretary may serve in the same office longer than two terms in succession.

3. All officers shall take office on July 1 following their election.
4. The treasurer and executive secretary, selected by vote of the Executive Board in even-numbered years, shall have a term of four (4) years.
5. Candidates for the position of treasurer and executive secretary may be recommended by any member of the organization. These recommendations shall be submitted in writing to the state president at least thirty (30) days prior to the appointment of such officers.

D. Vacancies

1. When a vacancy occurs in the office of president, the first vice president shall become president.
2. When a vacancy occurs in the office of first vice president, the second vice president shall succeed to that position.
3. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

E. Nominations and Elections

1. Officers and members of the Nominations Committee shall be elected in odd-numbered years by members in attendance at the state convention.
2. Nominations for officers and for members of the Nominations Committee shall be made by the Nominations Committee. Consent of the nominees must be obtained.
3. After the report of the committee has been made to the convention, additional nominations may be made from the floor, with consent of the nominee(s).
4. The slate of officers to be recommended by the Nominations Committee shall be publicized prior to the opening session of the state convention.
5. Election shall be by ballot and a majority of votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
6. The Nominations Committee shall be responsible for elections and for installation of officers.

Section 2. Related Personnel

A. Related Positions

Related positions are a northern district director, assistant northern district director, central district director, assistant central district director, southern district director, and assistant southern district director.

B. Duties of District Directors

District directors and assistant district directors shall coordinate and conduct district meetings in even-numbered years.

C. Term of Position

1. District directors and assistant district directors shall serve a term of two (2) years.
2. No district director or assistant district director may serve in the same position longer than two terms in succession.
3. District directors and assistant district directors shall begin their terms on July 1 following their selection.

D. Vacancies

When a vacancy occurs in the position of district director, the assistant shall become director.

E. Nominations and Elections

1. District directors and assistant district directors shall be elected in odd-numbered years by the respective district members in attendance at the state convention
2. Nominations for district director and assistant district director positions, additional nominations, and publication of nominees' names shall be in accordance with Article VI, Section 1E. 2., 3., and 4. above.
3. Each of the district directors and assistant district directors shall be elected by chapter members within her district. Election shall be by ballot, or by voice vote if there is but one nominee, and a majority of

votes cast elects.

4. The Nominations Committee shall be responsible for elections and for presentation to the convention of those elected.

ARTICLE VII Executive Board

Section 1. State Executive Board

- A. **Members** of the Executive Board shall be the elected officers, chapter presidents, district directors, assistant district directors, and Order of Magnolia. The executive secretary and the parliamentarian shall be ex-officio members, without vote. The treasurer shall be an ex-officio member, with vote if not under remunerative contract for her services.
- B. **Duties** of the Executive Board shall be:
 1. To recommend policies and procedures for consideration by the state convention or the chapters.
 2. To examine, modify if necessary, and adopt the state budget.
 3. To select the executive secretary, the treasurer, and such other personnel as may be needed; prescribe their duties, fix their salaries, and determine their terms of office.
 4. To establish the procedure for budget development and approval and for the supervision of state finances. (The president and the treasurer shall serve, ex officio, in this process.)
 5. To determine place of state organization meetings.
 6. To act in the interim between conventions upon matters requiring immediate decision.
 7. To authorize expansion of chapters or organization of new chapters.
- C. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president.
- D. The presence at meetings of a majority of the voting members of the Executive Board shall constitute a quorum.
- E. Chapter presidents who are unable to attend the Executive Board meeting may appoint an official representative who shall have full privileges of participation.
- F. There may be an executive committee composed of elected officials to act for the Executive Board between board meetings.
- G. A vote by mail/email shall be authorized when necessary.

Section 2.

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

ARTICLE VIII Committees

Section 1. Standing Committees

A. Society Business

1. Finance
2. Nominations
3. Membership
4. Bylaws and Standing Rules
5. Leadership Development
6. Communications and Marketing

B. Society Mission and Purposes

1. Educational Excellence
2. Scholarship
3. Mary Stuart Harmon Scholarship (Trustees)
4. World Fellowship

C. Other

1. History of Mississippi State Organization
2. Awards
3. Headquarters
4. Policies and Procedures Review

Section 2. General Procedures

- A. All committees shall be appointed by the president except the Nominations Committee, which shall be elected at the state convention. Each appointed committee shall be composed of at least one member from each district. A member shall serve no more than two consecutive terms on the same committee. To provide continuity of work begun by committees, the chair of the committee shall remain on the committee as consultant for the following biennium.
- B. The president shall be an ex-officio member of all committees except the Nominations Committee.
- C. Matters requiring immediate committee action may be voted upon by mail/email, all members being notified.
- D. Committee meetings shall be held with approval of the president.
- E. Duties of standing committees shall be to fulfill constitutional responsibilities. Reports of their work shall be prepared on forms supplied by the Society.
- F. Duties of other committees shall be to fulfill state bylaws responsibilities. Reports of their work shall be prepared on forms supplied by Mississippi State Organization.

Section 3. Duties of Committees

A. Society Business

1. Finance—Appointed

The Finance Committee shall be responsible for the financial affairs that include recommendations for the expenditure and investment of funds, an annual audit, and preparation of a budget for adoption by the Executive Board.

2. Nominations—Elected

The Nominations Committee shall present in election years a list of nominees for state officers, district directors, assistant district directors, and Nominations Committee members. The committee shall prepare for and hold elections for state officers and Nominations Committee members at the state convention. The Nominations Committee shall be responsible for installation of officers and presentation of district directors and assistant district directors.

3. Membership—Appointed

The Membership Committee shall study and make recommendations related to membership problems. The committee shall receive and evaluate the recommendations of persons proposed for honorary membership and submit names of qualified candidates to the Executive Board for vote. The committee shall plan and conduct a workshop for new chapter membership chairs at the Mississippi State Organization Summer Workshop held in even-numbered years. Necrology and membership reports shall be the responsibility of the committee. The Membership Committee shall plan and carry out the Moment of Memory service during the district meetings and the Hour of Memory service during the Mississippi State Organization Convention.

4. Bylaws and Standing Rules—Appointed

The Bylaws and Standing Rules Committee shall handle problems related to the bylaws, receive and evaluate proposals for amending and/or revising the bylaws, make recommendations for bylaw changes to the Executive Board, and present approved proposals to the convention for vote. The committee shall review and approve chapter rules every four (4) years. The committee chair shall submit the state bylaws each biennium to the International Constitution Committee for review.

5. Leadership Development—Appointed

The Leadership Development Committee shall work with the state president to plan and hold a workshop to train new chapter officers and membership at-large in the summer of even-numbered years. It shall organize and conduct leadership management seminars in the summer of odd-numbered years.

6. Communications and Marketing—Appointed

The purpose of the

Communications and Marketing Committee is to provide linkage between and among state members, chapters, and the state organization and between the state organization and international. The committee shall submit recommendations regarding publicity and publications of Mississippi State Organization to the Executive Board for approval, as appropriate.

B. Society Mission and Purposes

1. Educational Excellence—Appointed

The committee shall have as its chair the state 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 personal well-being, intellectual growth, and global awareness of women educators.

2. Scholarship—Appointed

The Scholarship Committee shall recommend to the Executive Board the number of scholarships to be awarded and the amount of each. The committee shall receive applications for all scholarships (except those for the Mary Stuart Harmon Scholarship), screen the applicants, and select the recipient(s).

3. Mary Stuart Harmon Scholarship (Trustees) —Appointed

The Mary Stuart Harmon Scholarship Trustees shall receive applications for this scholarship, evaluate them, and select recipient(s).

4. World Fellowship—Appointed

The World Fellowship Committee shall foster interest in the World Fellowship program, disseminate information concerning it, and encourage chapters to participate.

C. Other

1. History of Mississippi State Organization—Appointed

The History of Mississippi State Organization Committee shall keep current the history of the state organization and disseminate appropriate information to chapters.

2. Awards—Appointed

The Awards Committee shall receive nominations and select person(s) to receive award(s) authorized by the Executive Board.

3. Headquarters—Appointed

The Headquarters Committee shall administer the State Headquarters Fund for purposes of accumulating and managing assets for the benefit of Mississippi State Organization and for maintaining and operating a state headquarters, and for other purposes as determined by the committee with Executive Board approval. Membership on the committee shall be its chair, the Membership Committee Chair, a headquarters operations manager, a technology manager, and a member-at-large (all appointed by the state president), and the immediate past state president. The state president, the state treasurer, and the chair of the Finance Committee shall serve as ex-officio members.

4. Policies and Procedures Review Committee—Appointed

The committee shall include a past president, parliamentarian, executive secretary, and immediate past president so that the *Policies and Procedures Manual* is kept up-to-date concerning the duties and activities of officers and committees.

Section 4. Special Committees

Special committees shall be appointed by the president as authorized. After submitting the final report to the body that authorized it, the committee shall be dissolved.

ARTICLE IX Meetings

Section 1. Conventions

- A. Business of the state shall be conducted at a convention held in odd-numbered years for the purpose of receiving reports and adopting policy, amending bylaws, electing officers, and conducting other business which may properly come before it.
- B. Every member who is registered may vote. A roll call as specified in the *Constitution*, Article IX, Section B. 2.c. (1) may be ordered.
- C. A quorum shall be a majority of those members who have registered at the convention.

Section 2. 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 3. 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 4.

A quorum for chapter meetings shall be determined by the chapter.

Section 5.

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

ARTICLE X Procedures

Section 1. Scholarships

- A. The number of scholarships and the amount of each shall be recommended by the Scholarship Committee and the Mary Stuart Harmon Scholarship Trustees and adopted by the Executive Board.
- B. Rules governing administration of the scholarship program shall be recommended by the Scholarship Committee and the Mary Stuart Harmon Scholarship Trustees and adopted by the Executive Board.

Section 2. Publications

- A. The state newsletter *Zeta Data* shall be sent to all members of Mississippi State Organization. Frequency and dates of publication shall be set by the Executive Board (See Standing Rule 2). The state president shall appoint the editor of *Zeta Data*.
- B. The publication of special monographs and brochures shall be approved by the president and plans submitted to the Executive Board for financial approval.

Section 3. Special Funds

Provisions for special funds shall be made at the discretion of the Executive Board, and rules governing their use shall be established at the same time.

Section 4. Special Awards

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

ARTICLE XI
Parliamentary Authority

Roberts Rules of Order Newly Revised shall govern the proceedings of Mississippi State Organization and its chapters in all instances in which *Roberts Rules* is not inconsistent with the *Constitution* or other adopted Society rules, *Mississippi State Organization Bylaws*, and *Mississippi State Organization Standing Rules*.

ARTICLE XII
Amendments

Section 1. These bylaws may be amended at the convention by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published to members at least thirty (30) days before convening the convention.

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

Section 3. Proposed amendments to the bylaws may be submitted to the Bylaws and Standing Rules Committee by any member or by any committee, board, or chapter.

Section 4. Standing Rules may be amended or rescinded at any state convention by a two-thirds (2/3) vote.

ARTICLE XIII
Dissolution

Section 1. State

In the event of dissolution of Mississippi State Organization, actions shall be taken in accordance with Article XIX of the *Constitution* of The Delta Kappa Gamma Society International.

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 shall 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 for state or international projects.
- E. The chapter's paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use.
- F. The charter must be returned to the state organization to be forwarded to international headquarters.
- G. The state organization Executive Board shall decide whether the Greek name shall be reused.

Mississippi State Organization Standing Rules

The Delta Kappa Gamma Society International

1. That a state directory be published biennially in even-numbered years, with a supplement in odd-numbered years.
2. That *Zeta Data* be published at least three times a year – fall, winter, and spring.
3. That district meetings be held in the spring in even-numbered years.
4. That the location of the state convention be determined at least three years in advance. The state president and Executive Board may select the date and site.
5. That the state convention be held in odd-numbered years in March or April, not to conflict with Easter. The exact time (hours) shall be determined by the state president and the convention chair.
6. That the state president assign a chapter or chapters to be responsible for the Friday night reception, chapter presidents breakfast, luncheon, and banquet.
7. That the state president appoint the convention chair and convention treasurer.
8. That the convention steering committee be composed of presidents of the hostess chapters, convention chairs, and convention treasurer.
9. That the state president supply the convention chair with a copy of the convention manual that gives specific and detailed duties of the state president, convention chair, convention treasurer, hostess chapter(s), and chairs of the various committees.
10. That no chapter or individual offer for sale any article during the state convention unless the funds go to Mississippi State Organization.
11. That hostess chapters not ask local merchants for door prizes to be awarded at state meetings. If favors are used, they should be simple.
12. That the state convention pay for itself. In the event the convention is not self-supporting, the state organization shall pay the deficit up to the amount designated in the state budget. Excess funds shall be returned to the state.
13. That in odd-numbered years, arrangements be made for the installation of incoming officers by the Nominations Committee.
14. That there be no stand-in at installation ceremonies (either chapter or state) for any officer.
15. That a memorial service for deceased members be a part of every state convention and be arranged by the Membership Committee.
16. That the state president decide who shall be head table guests and issue the invitation(s).
17. That in the absence of a chapter president at the state convention, a member shall be designated as a flag bearer at the Presidents Procession
18. That the Achievement Award(s) be presented at the state convention to member(s) selected by the Awards Committee from nominees submitted by the membership.
19. That scholarship recipients be announced at the state convention or the appropriate district meeting.
20. That a request for naming a scholarship be presented to the Scholarship Committee and the Executive Board.
21. That the state organization pay for the state president's pin which is presented at her installation.
22. That Mississippi State Organization present a Bible to each newly-organized chapter.

23. That each state committee hold one regularly-scheduled meeting per biennium. The state president shall set the time and place for the committee meeting. The state shall pay for lunch and partial reimbursement for mileage (amount to be set by the Finance Committee). A report of each meeting shall be sent to the state president.
24. That a report of the work of each committee be prepared annually for presentation at the Executive Board Meeting. A copy of the report should remain in the committee file.
25. That the editor of *Zeta Data* be allowed mileage required in printing the publication.
26. That Mississippi State Organization pay from the budgeted amount the expenses of the state president and the state treasurer at state, regional, and international meetings.
27. That the state recording secretary prepare minutes of all state meetings in duplicate with the original copy placed in the *Book of Minutes* and the other copy given to the state president.
28. That the president appoint a parliamentarian to serve during her biennium.