

# **BYLAWS AND STANDING RULES**

**ZETA STATE MISSISSIPPI**

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

Zeta State Bylaws  
Adopted 1984  
Revised 2013

Zeta State Standing Rules  
Adopted 1985  
Amended 2013

# BYLAWS OF ZETA STATE MISSISSIPPI OF THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

## ARTICLE I

### Name

**Section 1.** The name of this state organization shall be Zeta State Mississippi of The Delta Kappa Gamma Society International, hereafter known as Zeta State.

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

## ARTICLE II

### Object

The object of Zeta State 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 Zeta State shall be composed of active, reserve, and honorary members of chapters within the boundaries of the state. All membership is in accordance with the CONSTITUTION, ARTICLE III.

**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. Initiation of state honorary members may be conducted at any state meeting, coordinating council, or chapter meeting. The state president and the chairman of the Membership Committee shall organize the orientation session and the initiation. If such initiation should take place in a chapter meeting, the chapter president and/or Membership Committee chairman 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 chairman of the Membership Committee shall notify the executive secretary when a former member has been reinstated.

## ARTICLE IV

### Finance

### Section 1. Funds

The state shall maintain an Available Fund, a Permanent Fund, and a Scholarship Fund.

- A. The Available Fund is an operating fund and requires a budget.
- B. The Permanent Fund and Scholarship Fund are organized according to Society guidelines.

### Section 2. Annual Dues

- A. The state annual dues for active membership shall be \$15.00 and for reserve membership, \$5.00. Chapter dues shall be an amount determined in accordance with the 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 Zeta State Bylaws.
- C. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for non-payment of dues and fees.

- D. 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 audited each year.

## **ARTICLE V Organization**

### **Section 1. Chapters**

- A. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION and Zeta State 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 Zeta State 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 of 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 *Zeta State 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 Epsilon, Alpha Iota, Alpha Kappa, Alpha Tau, Alpha Sigma, Alpha Phi, and Alpha Psi chapters.
- B. Central District is comprised of Beta, Gamma, Theta, Lambda, Nu, Xi, Pi, Tau, Chi, Alpha Chi, and Beta Alpha chapters.
- C. Southern District is comprised of Delta, Zeta, Rho, Sigma, Psi, Omega, Alpha Alpha, Alpha Beta, Alpha Gamma, Alpha Theta, Alpha Lambda, Alpha Nu, Alpha Xi, Alpha Omicron, Alpha Rho, Alpha Upsilon, and Alpha Omega 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 Zeta State Bylaws.
2. The first vice-president shall serve as chairman 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 Zeta State chapter flag collection and displaying the flags at state meetings.
4. The treasurer shall present a financial report 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.

#### **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 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 the 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 the 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 the elections and for the 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 the 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 the elections and for presentation to the Convention of those elected.

## **ARTICLE VII Executive Board**

### **Section 1. State Executive Board**

- A. The members of the Executive Board shall be the elected officers, the immediate past state president, the chapter presidents, district directors, and assistant district directors. 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. The 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 of a majority of the voting members of the Executive Board shall constitute a quorum at meetings.

- 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 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 Publicity

#### **B. Society Mission and Purposes**

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

#### **C. Other**

1. History of Zeta State
2. Awards
3. Headquarters/Share the Future
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 chairman 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, all members being notified.
- D. Committee meetings shall be held with the 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 Society headquarters.
- F. Duties of other committees shall be to fulfill State Bylaws responsibilities. Reports of their work shall be prepared on forms supplied by Zeta State.

### **Section 3. Duties of Committees**

#### **A. Society Business**

##### **1. Finance—Appointed**

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

##### **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 chairmen at the Zeta State 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 Zeta State 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 4 years. The committee chairman shall submit the state bylaws each biennium to the International Constitution Committee for review.

##### **5. Leadership Development—Appointed**

The Leadership Development Committee shall 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 Publicity—Appointed**

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

#### **B. Society Mission and Purposes**

##### **1. Educational Excellence—Appointed**

The committee shall have as its chairman 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 the 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 programs disseminate information concerning it, and encourage chapters to participate in it.

**C. Other**

**1. History of Zeta State—Appointed**

The History of Zeta State Committee shall keep current the history of Zeta State and shall 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/ Share the Future—Appointed**

Share the Future Committee shall administer the Share the Future Fund for purposes of accumulating and managing assets for the benefit of Zeta State 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 a chairman appointed by the state president; the chairman of the Membership Committee; a headquarters operations manager, a technology manager; and a member-at-large, all appointed by the state president; the immediate Zeta State past president; and the state president, the state treasurer, and the chairman of the Finance Committee 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 the 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**

Conference 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 State Scholarship Committee and the Mary Stuart Harmon Scholarship Trustees and adopted by the Executive Board.
- B. Rules governing the 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 Zeta State chapters. 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 Zeta State and its chapters in all instances in which Roberts Rules is not inconsistent with the CONSTITUTION or other adopted Society rules, Zeta State Bylaws and Zeta State Standing Rules.

# **ARTICLE XII**

## **Amendments**

**Section 1.** These Bylaws may be amended at the convention by a two-thirds (2/3) vote, provided the 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 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**

In the event of dissolution of Zeta State the following actions shall be taken in accordance with ARTICLE XIX of the CONSTITUTION of The Delta Kappa Gamma Society International. In the event of the dissolution of a chapter the following actions shall be taken:

- a. **Before a chapter is dissolved**, the 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. Any remaining funds in the chapter account shall be sent to the state organization treasurer for state or international projects.
- d. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state organization archives and made available for use.
- e. The charter must be returned to the state organization to be forwarded to the International Headquarters.
- f. The state organization executive board shall decide whether the Greek name shall be reused or not.

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

**Standing Rules  
of  
Zeta State Mississippi  
of  
The Delta Kappa Gamma Society International**

1. That a Zeta 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 site.
5. That the state convention be held in odd years in March or April, not to conflict with Easter. The exact time will be determined by the state president and the convention chairman.
6. That the state president assign a chapter or chapters to be responsible for the Friday night reception, the chapter presidents' breakfast, the luncheon, and the banquet.
7. That the state president shall appoint the convention chairman and convention treasurer.
8. That the convention steering committee be composed of the presidents of the hostess chapters, the convention chairman, and convention treasurer.
9. That the state president supply the convention chairman with a copy of the convention *MANUAL* that gives specific and detailed duties of the state president, the convention chairman, convention treasurer, the hostess chapter(s), and chairmen of the various committees.
10. That no chapter or individual offer for sale any article during the state convention unless the funds go to Zeta State.
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 Zeta State will 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 State Membership Committee.
16. That the state president decides who shall be head table guests and issue the invitation(s).
17. 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.
18. That scholarship recipients be announced at the state convention or the appropriate district meeting.
19. That a member of a Hattiesburg chapter always be chairman of the Board of Trustees of the Mary Stuart Harmon Scholarship Fund.

20. That a request for naming a scholarship shall be presented to the Scholarship Committee and the Executive Board.
21. That Zeta State pay for the state president's pin which is presented to her at the time of her installation.
22. That Zeta State present a Bible to each newly organized chapter.
23. That each Zeta State Committee hold one regularly-scheduled meeting per biennium. A report of each meeting shall be sent to the state president. The state president shall set the time and place for the committee meeting. The state will pay for the lunch and partial reimbursement for mileage (amount to be set by the State Finance Committee).
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 the printing of the publication.
26. That Zeta State 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 to be placed in the Book of Minutes and the other copy to be given to the state president.
28. That the president shall appoint a parliamentarian to serve during her biennium.
29. 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.