

# **Standing Rules of Ohio State Organization 2021**



## **THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

Items different from Policies and Procedures Manual are in red.

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## **STANDING RULES OF OHIO STATE ORGANIZATION**

### **3.00 MEMBERSHIP**

3.01 Membership in Ohio State Organization shall be by invitation. Induction into the Society generally comes through chapter membership. A member becomes a member of her chapter, Ohio State Organization and Delta Kappa Gamma International.

3.02 An individual becomes a member of the Society when she pays her dues.

#### **3.10 Active Membership**

3.11 An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.

#### **3.20 Reserve Membership**

3.21 Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.

a. Reserve status shall be granted by a majority vote of the chapter.

b. A reserve member, so requesting, shall be restored to active membership.

#### **3.30 Honorary Membership**

3.31 An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service.

3.32 State honorary members are elected to honorary membership in recognition of such service and shall be privileged to participate in all activities except holding office. No more than two individuals may be selected each biennium for such recognition.

3.33 Induction of State honorary members is held during the State Convention. When circumstances warrant, the State President may arrange for induction at another meeting. The State President makes the arrangements for the orientation, the induction and assigning of each new inductee to a chapter.

#### **3.40 Collegiate Membership**

3.41 Collegiate members shall be undergraduate or graduate students who meet the following criteria:

a. Undergraduate student collegiate members shall

(1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

(2) be enrolled within the last two years of their undergraduate education degree.

b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

3.42 When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

### **4.00 FINANCE**

#### **4.10 Finance Guidelines**

4.11 The available fund budget shall provide funding for OSO expenses for meetings, and the work of the officers and committees.

- 4.12. Two signatures shall be on file at all financial institutions where Ohio State Organization money is deposited.
- a. State treasurer is the primary signer.
  - b. State President is for emergency purposes.
  - c. Written instructions to the bank for the State President's signature alone to be honored in case of emergency.
- 4.13. Monies are deposited in the name of the appropriate fund, Ohio State Organization, Delta Kappa Gamma, with the name of the Ohio State Organization treasurer on signature cards.
- 4.20 Safe Deposit Box**
- 4.21 The treasurer shall maintain **one** safety deposit box for Ohio State Organization. The names of both the treasurer and the State President shall be on the signature cards.
- 4.30 Expense Reports Sheets**
- 4.31 State officers, committee chairmen and other members whose expenses are paid under current reimbursement policy, must submit expense accounts with receipts attached, on official Ohio State Organization voucher or e-vouchers. An expense request, within the bounds of the officially adopted policies, must be approved and signed by the Ohio State Organization President, who then submits the voucher/s to the State treasurer for payment. Committee members attending a committee meeting submit vouchers to the committee chairman, who submits the voucher/s to the State President. Expense reports must be sent to the State President within ten (10) days of the meeting.
- 5.00 ARCHIVES AND OPERATIONAL RECORDS**
- 5.10 Purposes of the archives and records system**
- a. To provide and preserve a permanent, accurate, and ongoing record of the history, business and major activities of Ohio State Organization.
  - b. To provide State officers and related personnel with State records and other materials for effective operation of the Society's current program and business activities in Ohio.
  - c. To provide for smooth transition of materials from one biennium to the next as an aid to the continuity of work.
- 5.20 Protocol**
- 5.21 The permanent State archives, as established in 1980, are maintained by the archivists of the *Ohio History Center* according to the written contractual agreement between Ohio State Organization and the *Ohio History Center*.
- 5.22 Materials placed in the State archives are those records, documents and all items which reflect the official business and major activities of Ohio State Organization from its beginnings and continuing indefinitely. The State President, treasurer and the chairman of the Biennial Seminar are responsible for filing necessary documents.
- 5.23 At the end of each biennium, archival materials shall be transferred to the *Ohio History Center* by the official Delta Kappa Gamma liaison, appointed by the State President.
- 5.24 The Ohio State Organization liaison shall work in cooperation with the *Ohio History Center* concerning proper procedures related to archival materials.
- 5.25 State officers and committee chairmen are to send the State President two copies of each communication sent by them. The State President is to put one copy in the file to be given to the liaison at the end of the biennium.
- 5.30 Chapter Yearbooks**
- 5.31 Each chapter is to send copies of its chapter yearbook to the designated individuals by November 1.

## **6.00 STATE OFFICERS AND RELATED PERSONNEL**

### **6.10 Elected Officers**

OSO officers and related personnel and their duties are listed in detail in the *Constitution* (Art. VI) and the *Bylaws of OSO* (Art. VI).

### **6.20 Paid Personnel / Services Purchased**

The treasurer, the editor, and the webmaster are approved by the Executive Board for terms of two years upon the recommendation of the Personnel Committee and are subject to review and reappointment. When a vacancy occurs in these positions, candidates are screened and recommended by the Personnel Committee. (For further detail see the *Personnel Committee's Procedure of Employing Paid Personnel*. (Bylaws, Art. VI, Sec. G).

#### **6.21 State Editor:**

- a. Is member of the Society who receives a stipend
- b. Is a member of the Communications and Marketing Committee
- c. Is an ex-officio member of the State Advisory Committee and the State Executive Board who serves without vote
- d. Is responsible for editing and distributing the State newsletter

#### **6.22 State Webmaster:**

- a. Is a member of the Society who receives a stipend
- b. Maintains and updates the OSO website in a timely manner as needed in consultation with the State President.
- c. Follows the DKG guidelines for State websites.
- d. Submits the website for a Seal of Approval to the International Communications and Marketing Committee annually or established International timeline.
- e. Keeps a secure back-up of the website.
- f. Provides information, assistance and technical support to chapters creating websites.

### **6.30 Special Planning File**

#### **6.31 The State President should maintain in her file the following materials:**

- a. Convention Planning Guide.
- b. Information regarding leadership development workshops.
- c. Statistical and other information needed for ready reference.
- d. File containing copies of the *Article of Incorporation, Bylaws of Ohio State Organization* and *Standing Rules of Ohio State organization*.
- e. Procedure for employing paid personnel.
- f. Information relevant to all State committees and related appointments. Electronic communication and/or USPS may be used.

## **7.00 STATE EXECUTIVE BOARD**

### **7.10 The make-up of and the duties of the State Executive Board are defined and interpreted in the *Constitution* (Art. VII, Sec. B) and the *Bylaws of Ohio State Organization* (Art. VII, Sec. A).**

### **7.20 Special Policies and Procedures - Ohio State Organization (OSO)**

- a. Meeting of the Executive Board shall be at least once a year.
- b. Executive Board members should be notified at least (4) weeks in advance of the meeting.

- c. Information on major items of business to be considered, a tentative agenda, committee recommendations and copies of proposed budget should be available to Board members at least four (4) weeks in advance of the meeting. Information may be sent electronically and/or by USPS.
- d. If a chapter president is unable to attend the State Executive Board meeting, she may appoint a representative from her chapter to take her place and fulfill her duties.
- e. The only members attending meetings of the State Executive Board who may vote or make motions are the elected officers, the Past State Presidents, and the chapter presidents or official representatives of chapter presidents.
- f. State committee chairmen, the Legislative Advocate, coordinators, and liaisons are expected to attend Executive Board meetings.
- g. Committee members, other appointed positions, or other members are expected to attend Executive Board meetings when given a special assignment by the State President.
- h. Members of the Society are encouraged to attend Executive Board meetings as observers, but may speak only upon invitation of the State President.
- i. Motions are to be written on official OSO forms which are provided at meetings.
- j. The written minutes of any Executive Board meeting are to be in the hands of the State President within four (4) weeks. Copies of these minutes are sent to the members of the Executive Board, committee chairmen, the Legislative Advocate, the historian, and the liaison to the Ohio History Center with the agenda and other pertinent items as listed in *c* above.
- k. When a mail vote is taken on Executive Board business, the results are reported within two (2) weeks of the vote deadline and recorded in the official minutes.

### **7.30 State Advisory Committee**

#### **7.31 Members**

The State Advisory Committee is composed of the elected State Officers, the treasurer, the editor, the parliamentarian, and the Past State Presidents. (Bylaws, Art. VII, Sec. B)

#### **7.32 Duties**

Under the leadership of the State President, the Advisory Committee gives in-depth study to matters pertaining to OSO business and, when necessary, makes recommendations for action to the State Executive Board or State convention General Session in compliance with the Society *Constitution* policies and procedures adopted by the Executive Board or State convention General Session. The Advisory Committee serves as a sounding board and/or in an advisory capacity to committee chairmen, ad hoc Committee, and Convention Steering Committee.

#### **7.33 Authority**

Any recommendation from the Advisory Committee to the State Executive Board or State convention General Session must be formulated in an officially scheduled Advisory Committee meeting. Motions supporting recommendations to be made to the State Executive Board or the State convention General Session shall be written on official OSO forms. The Advisory Committee has no authority to spend money.

#### 7.34 Meetings

Meetings of the State Advisory Committee shall be held at least once a year. Additional meetings may be called by the State President, if necessary, to discuss urgent business which cannot be delayed until the next regularly scheduled meeting. The date and location for each meeting are determined by the State President. Members of the Advisory Committee should be notified at least **four (4)** weeks prior to the date of a regular meeting. (Art. VII, B3).

#### 7.35 Minutes

Minutes of the meetings are prepared by the recording secretary, bear the signatures of the secretary and the State President, and are distributed to all members of Advisory Committee, the Legislative Advocate, and the liaison to the Ohio History Center. The minutes shall be in the hands of the State President within four(4) weeks after the meeting. Copies of the minutes are sent with the agenda before each regularly scheduled meeting.

#### 7.36 Expenses

Expenditures for Advisory Committee meetings are paid by the State as provided in the budget.

#### 7.37 State Committee Chairmen and Others

Upon their requests or by the invitation of the State President, chairmen of the State standing committees, the Legislative Advocate, chairmen of ad hoc committees or other members with special State business assignments may attend the Advisory Committee meetings. Unless they are a member of the Advisory Committee, they have no voting privileges.

### **8.00 STATE COMMITTEES**

#### **8.10 General Procedures in Ohio State Organization**

8.11 All committees except the Nominating Committee are appointed by the State President.

8.12 All committees must be informed of the time and location of the meeting at least four (4) weeks preceding the meeting. A meeting may be scheduled with less than four weeks lead time if committee members are polled for an acceptable meeting time to be conducted either in person or electronically,. The State President is an ex-officio member, without vote, of all committees with the exception of the Nominating Committee. All committee meetings shall be scheduled with the State President's approval. (Bylaws, Art. VIII, Sec. C)

8.13 The duties of a committee are limited to those specified in the most recent publications, i.e., the *Constitution*, the *International Standing Rules*, the *Bylaws of OSO*, and the *Standing Rules of OSO*. Any questions regarding the interpretation of the duties of a committee must be referred to the State President for clarification.

8.14 Minutes of all committee meetings shall be sent to the State President within ten days after the meeting.

8.15 Each committee chairman prepares reports. Progress reports are limited to one-half page and final reports to one side of one page.

8.16 All communications and reports must be dated and must contain the name of the report.

8.17 Each committee chairman shall keep a file to be ready for the next chairman.

8.18 In odd-numbered years the incoming State President should arrange a time and place for all retiring and new chairmen to meet for exchange of committee materials.



## **8.20 Files of State Officers, State Committee Chairmen and Related Personnel**

8.21 Each State officer and State committee chairman is expected:

- a. To maintain, **in hard copy or digitally**, a file of records and materials adequate to perform her constitutional duties and other special responsibilities.
- b. To screen her file at the close of a biennium leaving materials of continuing value and removing other items.
- c. To transfer her file to her successor with materials arranged chronologically according to categories.

8.22 The file of each State officer and State committee chairman should contain a current copy of the *Constitution*, the *International Standing Rules*, *Go-T0-Guide for Chapter Members*, *Bylaws of Ohio State Organization* and the *Standing Rules of Ohio State Organization*.

8.23 Members of State committees whose duties involve the keeping of records of a special nature are also responsible for the maintenance of working files. Included in this category are the editor, member of the Communications and Marketing Committee; the historian, member of the membership Committee; music representative, member of the Educational Excellence Committee; Legislative Advocate, member of the Educational Excellence Committee; and the treasurer, member of the Finance Committee.

## **8.30 Committee Duties**

### **8.31 Communications and Marketing Committee**

- a. The Communications and Marketing Committee will promote both print and electronic communication throughout the state and aid in the publicity of all aspects of the Society.
- b. The committee will keep a list of Society publications and chapter newsletters, develop strategies for evaluating these and will recommend guidelines for conducting electronic meetings.

### **8.32 Expansion Committee**

- a. The Membership Committee under the supervision of the State President is responsible for planning expansion within the state. The State President may appoint an Expansion Committee as needed.
- b. Approval for organization of a new chapter is granted by the State Executive Board, which also determines the chapter territory. Once determined, this may only be changed with the approval of the State Executive Board.
- c. Expenses incurred by the organizer of a new chapter for travel, telephone, mailing, printing, paper and other supplies, materials from headquarters and expenses of OSO officers who have a part in the installation are paid by the State.
- d. It is customary in Ohio to invite the State officers and the editor to be present at the installation of a new chapter.
- e. When a new chapter is approved and organized, the State Executive Board shall assign its name.
- f. The Executive Board voted to hold in place and reuse the names of chapters who have dissolved or merged. **These names are on file with the treasurer and historian.**

### **8.33 Finance Committee**

#### **A. Budget**

1. The annual operating budget is prepared by the Finance Committee which presents it for review, modification and adoption by the State Executive Board at the time of the State convention. The proposed budget must be sent to the Executive Board members at least four (4) weeks prior to the spring meeting. Electronic distribution and/or USPS may be used. Expenditures for any non-budgeted items shall be approved by the Executive Board.

2. All proposals for amendments to the Bylaws of Ohio State Organization and all recommendations for action by the State shall be accompanied by a statement of fiscal impact on current and future budgets.
- B. Allowances for State, Regional and International Meetings
  1. Expense allowance is made for travel, lodging, some meals and registration fees of State personnel at Society meetings under policy recommended by the Finance Committee and approved by the State Executive Board.
  2. Precise reimbursement—rate per mile, per diem allowances, etc —is subject to change and is listed in detail on the currently effective “Reimbursement Policy” sheet of the Finance Committee.
  3. Reimbursement forms will be distributed to past presidents, officers, committee chairmen and related personnel at the beginning of each biennium.
  4. Team members and personnel are informed of any changes during the course of the biennium.

#### 8.34 **Leadership Development Committee**

The Leadership Development Committee is responsible for planning and implementing leadership programs. Under the direction of the State President, the committee shall assist in planning State and area workshops. Upon request of the State President, the committee shall be responsible for planning and conducting a workshop on leadership development at the State convention.

#### 8.35 **Membership Committee**

- a. The Membership Committee under the supervision of the State President is responsible for planning expansion within the state. The State President may appoint an Expansion Committee as needed.
- b. Necrology Service  
The necrology service at the convention should be a service by itself and should not be connected to any other session. In case of the death of a past OSO President, or State honorary member, the service includes additional tributes.
- c. Chapter Locations  
An up-to-date map showing chapter locations shall be kept in the files of the Membership Committee and the State President. This should be provided to members of the Executive Board, and published periodically in *The Voice of OSO* for the benefit of the general membership.
- d. Historian  
By past practice, the historian is a member of the Membership Committee. The expenses of the historian shall be considered in the budget of the Membership Committee.

#### 8.36 **Nominating Committee**

Elected (CONSTITUTION, Art. VIII, Sec. B; Bylaws, Art. VIII, Sec. D 7)

##### A. Committee Structure

1. The Nominating Committee in OSO is composed of five members, one elected from each of the five areas.
2. The state is divided by counties into five nominating areas as follows:

Area I ~ Northeast ~ Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, Trumbull

Area II ~ Southeast ~ Ashland, Athens, Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Mahoning, Monroe,

Morgan, Muskingum, Noble, Stark, Tuscarawas, Washington,  
Wayne

Area III ~ Northwest ~ Allen, Auglaize, Defiance, Erie, Fulton, Hancock, Hardin, Henry,  
Huron, Lucas, Mercer, Ottawa, Paulding, Putman, Sandusky,  
Seneca, Van Wert, Williams, Wood, Wyandot

Area IV ~ Southwest ~ Adams, Brown, Butler, Clermont, Clinton, Drake, Fayette, Gallia,  
Greene, Hamilton, Highland, Lawrence, Miami, Montgomery, Pike  
Preble, Scioto, Shelby, Warren

Area V ~ Central ~ Champaign, Clark, Crawford, Delaware, Fairfield, Franklin, Hocking,  
Jackson, Knox, Licking, Logan, Madison, Marion, Meigs, Morrow,  
Perry, Pickaway, Richland, Ross, Union, Vinton

3. The State President appoints the chairman from one of these five elected members.
4. In odd-numbered years, the Nominating Committee presents to the State organization a slate of one candidate for each elective State office together with one candidate from each area for the Nominating Committee. The committee also prepares a ballot for the election at the State convention General Session.
5. The slate of candidates should be published in *The Voice* at least one month before the convention.
6. Members of the Nominating Committee are expected to attend the Executive Board and Leadership Development Meetings in order to meet and know potential candidates for officer positions.

B. Procedures for Nominations and Election of Officers

1. In the year in which State officers are to be elected, the Nominating Committee presents its report and proposed slate of officers at the State convention. Immediately following this report, the presiding officer shall call for nominations from the floor. If no nominations from the floor are offered, it shall be in order for a member of the Society to move that the slate of officers proposed by the Nominating Committee shall be elected. When this motion has been seconded, it shall be voted upon by the assembly by voice vote. If the motion carries, the presiding officer shall declare that the slate of officers is elected.
2. If there are nominations from the floor for one or more of the offices, **a written ballot is required only if there is more than one candidate for an office.** A person nominating from the floor must have written consent of the person nominated. The names of those persons nominated from the floor shall be added to the ballot previously prepared by the Nominating Committee. Voting shall take place at a time designated by the State President.
3. **The Nominating Committee will encourage participation at the International level. They may review applications and consider endorsing candidates for International office.**

8.37 **Educational Excellence Committee** (Bylaws, Art. VIII, Section D, 9)

- A. The Educational Excellence Committee shall be composed of five (5) members: a chairman and four (4) members from different chapters appointed by the State President. The Committee shall:
  1. Organize to function as a committee of the whole to accomplish its responsibilities for personal and professional growth.

2. Promote programs and projects for excellence in education.
3. Identify long-term and short-term programs and projects that focus upon topics adopted by the Society.
4. Support programs of action that promote the personal well-being, intellectual growth and global awareness of women educators; encourage a focus on the arts at State conventions; and develop strategies that will enable chapters to encourage members to become leaders.
5. Encourage chapters to participate in programs that promote professional growth of women educators.
6. Study and recommend action on professional issues and shall urge the chapters to initiate, endorse and support desirable legislation or other suitable endeavors in the interest of education and of women educators.

#### B. Ohio State Organization Legislative Program

Legislative activities are the responsibility of the Educational Excellence Committee.

##### 1. Legislative Platform

Members of the Educational Excellence Committee, the representatives to the U.N. and the U.S. Forum, the Legislative Advocate and chapter legislative representative are responsible for:

- a. advising Ohio State Organization about legislative activities which are in keeping with the purposes of the Delta Kappa Gamma Society International.
- b. present to the State convention legislation platform for adoption.
- c. initiate and support legislation in the following areas:
  1. Equal Educational Opportunity for all
  2. Professional Responsibility for Curriculum Development
  3. Financial Structure of Education, Professional Standards, Employment Conditions
  4. Professional Equality and Status of Women

##### 2. Implementation

The Ohio State Organization President appoints a Legislative Advocate who also serves as a member of the Education Excellence Committee. So that the Legislative Advocate may reflect the thinking of the members on the legislative platform and on bills introduced on subjects covered by the platform, as well as provide members information on bills, the following communication system is in effect:

- a. Reporting by the Legislative Advocate will occur a minimum of four times per year.
- b. Communications will be disseminated in *The Voice* twice per year, at State Executive Board meetings, on the Ohio State Organization website and through contacts with chapter legislative representatives.
- c. Each chapter legislative representative is responsible for distributing to chapter members information that is in keeping with the Society's purposes.
- d. Chapters desiring to be heard or requesting information may contact the state Legislative Advocate directly.
- e. The Legislative Advocate, the Educational Excellence Committee and the State President will maintain communication on legislative concerns.
- f. The Legislative Advocate is available to chapters as a speaker at the chapter's expense.

#### 8.38 The Scholarship Committee

Scholarships and study grants, excluding those housed with a university, are financed through monies received from ADSOEF (Alpha Delta State Ohio Educational Foundation). Information and applications are available on the website.

### **8.39 World Fellowship Committee**

The World Fellowship Committee keeps members informed of International World Fellowship recipients who study in Ohio, maintains a personal contact with recipients who are in Ohio and encourages chapters to arrange for collection of voluntary contributions to support the International program. Contributions are sent directly to International.

## **9.00 CONVENTION**

### **9.10 Society Policies**

- a. The time and location of the State convention are delineated in the *Bylaws of OSO*. (*Constitution*, Art. IX, Sec. A) The current OSO President shall negotiate contracts for the convention(s) of the next biennium.
- b. The State President is responsible for the State convention. She shall plan the program, secure speakers, arrange the agenda of business meetings and appoint committees. It is expected that she will consult and delegate specific duties with other officers, committee chairmen and convention committees.
- c. The State convention coordinator and the Steering Committee shall be responsible for those duties assigned by the State President.

### **9.20 Other Activities**

- 9.21 The State President directs or delegates the planning and implementing of workshops with the assistance of the Leadership Development Committee. Options could be in-person, virtual and other forms of communication.
- 9.22 Area Workshops for Chapter Personnel
  - a. In June or early July of even-numbered years a one-day workshop is held in one or more areas of the state.
  - b. This workshop is designed to give new chapter officers and committees a more thorough knowledge of the Society's purpose, policies, program and committee structure and to augment leadership skills and techniques.
  - c. Chapters are urged to send their president, other officers, and committee chairmen and members to these workshops.
- 9.23 Leadership Development Workshops for State Personnel
  - a. In late summer or early fall of odd-numbered years, a workshop is held for new State personnel: officers, committee members and other appointees.
  - b. The major emphasis of the workshop is leadership development.
  - c. It further provides the opportunity for committees to organize and to plan work for the new biennium.
- 9.24 Biennial Seminar/**Life Long Learning**
  - a. The Biennial Seminar, formerly known as the Golden Anniversary Seminar, was established in May, 1987, with an accrued amount of \$44,060.00 donated by chapter members. The interest generated by the fund is to be used for the Biennial Seminar. Supplemental funds may be necessary. Delta Kappa Gamma and other non-members may attend. The seminar **may be** held in the summer during the second year of each biennium. The coordinator/s is/are appointed by the State President and ADSOEF.
  - b. A Biennial Seminar budget will be prepared jointly by the State President, ADSOEF and Biennial Seminar Coordinator.

#### 9.25 Publications

- a. The State publication is The Voice of Ohio State Organization.
- b. A minimum number of issues will be determined by the current action of the State Executive Board.
- c. Other publications may be prepared and distributed with the approval of the State Executive Board.

### 10.0 FUNDS

Ohio State Organization maintains three funds as required by the Constitution: Available Fund, Scholarship Fund and Available Fund Reserve ( formerly Permanent Fund.)

### 11.0 AMENDMENTS

- A. Changes or additions to the Standing Rules of Ohio State Organization may be made by action of the State Executive Board or the State convention General Session.
- B. When revisions to the Constitution and International Standing Rules of The Delta Kappa Gamma Society International, the Bylaws of Ohio State Organization, or by any vote of the State Executive Board or State convention General Session mandate changes in the Standing Rules, the Bylaws Committee shall make these changes known to the Ohio Stand Organization Executive Board.

## **APPENDIX I - OHIO POLICIES AND TRADITIONS REGARDING STATE CONVENTIONS**

- A. A State convention is held in the spring, avoiding religious holidays and Mother's Day.
- B. A convention budget will be prepared by the State President and convention coordinator with the constraints of OSO's budget. A registration fee shall be approved by the State Executive Board
- C. The State no longer pays the luncheon expense for the current chapter president or her official representative when she attends the Executive meeting at the State convention.
- D. There should be no padding of meal costs except to make convenient round figures.
- E. It is the practice to give a personal gift to the International representative and other Delta Kappa Gamma members who address major functions without further remuneration. The money comes from the convention budget. The selection of these gifts is the responsibility of the State President who may in turn delegate it to someone else. Nonmembers who are major convention speakers, who receive Honoraria, shall not receive personal gifts.
- F. Beginning with the 1984 convention, an attendance plaque is awarded to the chapter having the highest percentage of its membership attending. An individual plate inscribed with the chapter's name and the year is added yearly. The chapter retains the plaque for the next year, but must return it to the State for reissuing at the following convention.
- G. Since 1998 an Appreciation Award may be presented during the convention to honor a member who has served OSO for many years in a number of State offices and committees, but never has served as State President. The identity of the recipient is not released until the announcement and the award of a certificate and keepsake are presented. The State President selects the recipient and the time of the presentation may vary.

## **APPENDIX II - TRADITIONAL PRACTICES REGARDING TYPES OF TRIBUTES**

### **A. Memorial Tributes**

In case of death of State or International officers or their immediate relatives and State Honorary Members, appropriate acknowledgment should be made by Ohio State Organization.

While customs, cultural differences and wishes of families vary, the following are suggested guides:

1. Floral tributes may be given or memorial contributions may be made to a Delta Kappa Gamma , Ohio State Organization or Alpha Delta State Ohio Education Organization fund in case of the death of a past State President or the death of a current State or International officer or her immediate relative.
2. Cards or notes of condolence may be sent in case of deaths of past State officers or their immediate families or past International officers.

The State President or the treasurer may authorize expenditures for memorial tributes. These recommendations are made to serve only as guidelines, not as rules.

### **B. Gifts**

Over the years it has not been the practice in Ohio State Organization to give personal gifts to Ohio State Organization officers. However, the State President and others have been honored in other ways.

### **C. State President's Pin**

The State President is honored by the presentation of the State President's pin. It is appropriately presented to her at the State convention when she is installed as State President. The treasurer is responsible for ordering the State President's pin and guard with the highest quality from International. The in-coming State President may elect to receive a retired pin, if available, that she may choose to keep.

### **D. Special Contributions**

Special contributions to projects of Delta Kappa Gamma have been made from time to time by Ohio State Organization in honor or memory of Delta Kappa Gamma State Personnel.

## **APPENDIX III - TRADITIONAL PRACTICES REGARDING OHIO FUNCTION AT INTERNATIONAL CONVENTION AND REGIONAL CONFERENCES**

During the International convention or Regional Conference, the Ohio State Organization may arrange an Ohio function —a breakfast or other gathering—for all Ohio members in attendance,. The nature and the time of this function must be governed by the schedule and policies of the particular function. The State President is responsible for the arrangements and plans for this function. She may delegate the responsibility to one or more of the other officers.

## **APPENDIX IV - TRADITIONAL PRACTICES REGARDING GOLD KEY AWARDS**

Beginning with the 1983 convention, the Gold Key State incentive award is given to chapters who meet the criteria. Recognized chapters are awarded a certificate of achievement. The presentation of any token emblematic of the chapter's achievement for distribution to members of recognized chapters, in attendance at convention and/or presidents of honored chapters, is at the discretion of the Gold Key Coordinator.



## **APPENDIX V - TRADITIONAL PRACTICES REGARDING OFFICIAL CHAPTER VISITS BY STATE OFFICERS**

- A. Each chapter is to have one visitation from an Ohio State Organization elected officer or a past State President. The State Officer visits to observe, review and assist local chapters carrying out the work of the society. This includes a meeting with the chapter Executive Board and other committees as necessary. The State assumes travel expenses for the visit for only one visit per chapter per biennium. The chapter should assume hospitality costs during the visit.
- B. If chapters request a State visitor for a joint meeting, the visitor's expenses will be paid by the State provided the official visitor has a major involvement in the meeting.

## **APPENDIX VI - TRADITIONAL PRACTICES REGARDING STATE SERVICES TO CHAPTER AND MEMBERS**

- 1. The State pays the luncheon expense of the chapter president or her official representative at the time of the fall meeting of the Executive Board, **when held face-to-face**.
- 2. The State no longer pays the luncheon expense for the current chapter president or her official representative when she attends the Executive Board meeting at the State convention.
- 3. From time to time the State Executive Board approves the payment of the cost of certain Society publications for each chapter.
- 4. When a chapter invites the legislative advocate as a guest speaker, the chapter assumes all expenses for her visit.

## **APPENDIX VII - STRATEGIC ACTION PLAN (SAP)**

*The Strategic Action Plan* for Ohio State Organization was developed during the 2011-2013 biennium. The purpose is to design a future view for State operations and longevity. It includes areas of focus or topics, objectives or goals and activities or actions to be taken to achieve the goals. It assigns those activities to particular individuals and/or committees. Progress is evaluated as accomplished, in progress new, revised, ongoing or deleted.

- 1. Committees and individuals involved in the areas of focus develop and submit their input to the SAP Committee.
- 2. Any member may request an area of focus or objectives to be addressed in the SAP.
- 3. Ohio State Organization President, along with the SAP Committee, determines who is best to design or add to objectives and activities.
- 4. The SAP is reviewed and updated annually.
- 5. Review and update of the SAP is communicated with the membership annually.