

# Bylaws of Ohio State Organization 2019

## THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL



**Proposed changes are in red.**

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# Bylaws of Ohio State Organization

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## **ARTICLE I – NAME**

### **Section A.**

The name of this state organization shall be Ohio State Organization of The Delta Kappa Gamma Society International, hereinafter also referred to as Ohio State or State.

### **Section B.**

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

### **Section C.**

Delta Kappa Gamma, Ohio State Organization and all Ohio chapters are registered as not for profit educational organizations with a 501(c)(6) tax designation. This designation provides for no exemption from state and local taxes.

## **ARTICLE II – MISSION AND PURPOSES**

### **Section A.**

The mission and purposes of Ohio State Organization shall be to:

- i. promote the vision, mission and purposes of The Delta Kappa Gamma Society International as found in the *Constitution, Article II*;
- ii. act as liaison between the chapter and the International organization;
- iii. provide leadership training at the State and chapter levels;
- iv. provide workshops, State Conventions, conferences and other meetings; and
- v. organize Delta Kappa Gamma chapters within the State.

## **ARTICLE III – MEMBERSHIP**

### **Section A. Membership**

- i. The membership of Ohio State Organization shall be composed of active, reserve, collegiate and honorary members within the chapter areas of the state. All membership is in accordance with the *Constitution, Article III*.
- ii. An individual becomes a member when she pays her dues.

### **Section B.**

Chapters in the State shall have the responsibility to act in matters of chapter membership. Membership records shall be kept at the chapter level.

### **Section C. State Honorary Members**

- i. State honorary members shall be recommended by individual members or chapters to the State Membership Committee.
- ii. The State Membership Committee shall screen the recommendations for honorary membership and present the ballot to the State Executive Board.
- iii. A four-fifths (4/5) vote of approval or preferential voting by the State Executive Board shall be used according to the number of persons recommended.
- iv. Induction of State honorary members shall be at the State Convention or at a meeting when circumstances warrant. The State President shall make the arrangements for the orientation and the induction.

### **Section D. Termination of Membership**

- i. The State Treasurer shall maintain the official record of all terminations of membership in the State for a period of eight (8) years. This record shall include the reason and date for termination.
- ii. The chapter treasurer shall maintain a permanent record of members whose membership has been terminated. This record shall include the reason and date for termination.

### **Section E. Reinstatement**

- i. Reinstatement of members shall be in accordance with the *Constitution, Article III, Section F*.
- ii. The treasurer of the receiving chapter shall notify her State Treasurer when a former member has been reinstated.

## **ARTICLE IV – FINANCES**

### **Section A. Annual Dues**

- i. The State annual dues shall be reviewed annually.
- ii. The State annual dues shall be determined by a two-thirds (2/3) vote of the registered members present at a General Session of the State Convention. Collegiate member annual dues shall be at the same rate as reserve member dues until she begins her career in education and becomes an active member. *Constitution, Article III, Section B,4*
- iii. Annual dues and scholarship fees shall be paid by a date in accordance with the *Constitution* each year. After that date, members shall be dropped for non-payment of dues and fees.
- iv. All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded as directed by the *Constitution*.

## **Section B. Financial Controls**

- i. A budget of available funds shall be adopted annually by the Executive Board.
- ii. All expense vouchers shall be signed by the President before payment is made by the treasurer.
- iii. A certified public accountant shall be selected by the State Finance Committee for the purpose of reviewing annually all financial records. This accountant shall not be a member or directly affiliated with a member of the Society.
- iv. The report of the annual review shall be submitted to the Executive Board.
- v. An Available Fund Reserve equaling one year's budgeted operating expenses shall be maintained according to Society guidelines. *Constitution Article IV, Section F, 3 d, (1) (2)*
- vi. A scholarship fund shall be maintained according to Society guidelines.

## **ARTICLE V – ORGANIZATION**

### **Section A. Compliance with Constitution, Bylaws and Rules**

- i. Governing documents are to be in compliance with the current *Constitution. State By-laws* are submitted to the Constitution Committee for review.
- ii. Each chapter shall have *Chapter Rules* which are consistent with the *Constitution and Bylaws of Ohio State Organization*. Chapters shall take prompt action to keep these rules consistent with the *Constitution* in the most recent revision and with the current revision of the *State Bylaws*. A review of Chapter Rules shall be determined by State officers.

### **Section B. Chapters**

- i. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote. *Constitution, Article VI, Section D, 3.*
  - i. The term of each elected officer shall be two years. 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.
  - ii. The treasurer shall be selected by the chapter Executive Board each biennium.
- ii. The parliamentarian shall be appointed by the chapter president each biennium.
- iii. The chapter president or her official representative shall represent the chapter as a voting member of the State Executive Board.
- iv. Each chapter shall have no fewer than twelve (12) members.
- v. Ohio State Organization is responsible for support to chapters by monitoring chapter progress, providing chapter leadership training, providing strategies for strengthening chapters and implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

### **Section C. New Chapters**

- i. Ohio State Organization is responsible for chapter expansion. Assistance in planning, organizing and financing a newly formed chapter is the responsibility of Ohio State Organization.
- ii. The organization and installation of a new chapter shall be approved by the State Executive Board.
- iii. Each newly-organized chapter shall have no fewer than twelve (12) charter members.
- iv. Recommendations of candidates for membership in a new chapter shall be reviewed by the State Membership Committee.

### **Section D. Areas**

- i. Ohio State Organization shall be divided into areas. The State Executive Board shall define the boundaries of areas and designate the chapters in each area.
- ii. Areas are for the purpose of rendering better service to the membership and providing for area representation in the nomination of officers and the selection of committee members.

### **Section E. Coordinating Councils**

- i. A Coordinating Council may be organized in counties and/or cities where two or more chapters exist.
- ii. A Coordinating Council may suggest policy but may implement policy only after the policy has been approved by the chapters within the Coordinating Council.
- iii. A Coordinating Council, once organized, shall meet at least once a year.

## **ARTICLE VI – OFFICERS AND RELATED PERSONNEL**

### **Section A. State Organization Officers**

Mandated officers, all of whom must be members of the Society, are president, a vice president, a secretary (all elected), and a treasurer (selected by the Executive Board). The position of second vice president and/or a corresponding secretary, both optional, shall be by election. **Beginning with the 2021 election, the President of Ohio State Organization shall be invited to serve as an ex-officio non-voting member of the ADSOEF Board of Directors.**

### **Section B. Related Personnel**

The State related personnel shall be the immediate past State President, the editor, webmaster and parliamentarian. The State editor and webmaster shall be selected by the State Executive Board and the parliamentarian shall be appointed by the incoming State President.

### **Section C. Duties**

The officers and related personnel shall perform the duties as prescribed in the *Constitution, Article VI, Section C*, and as authorized by the *Bylaws of Ohio State* and *Standing Rules of Ohio State Organization*.

### **Section D. Term of Office**

- i. Officers, elected by members attending the General Session at the State Convention in odd-numbered years, shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
- ii. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
- iii. All officers shall take office on July 1 following their election.

### **Section E. Vacancies**

- i. When a vacancy occurs in the office of president, the first vice-president shall become president. *Constitution, Article VI, Section C, 2 a*
- ii. In the event that a member holding an elective or appointed position at the State or chapter level is unable to perform her duties, the position shall be declared vacant by the respective officers and a successor named by the State organization or chapter president. *Constitution, Article VI, Section E, 2*

### **Section F. Nominations and Elections**

- i. The Nominating Committee shall be comprised of one member from each area of the state. These members shall be elected by members attending the General Session at the State Convention in the odd-numbered years. No Nominating Committee member may serve more than one biennium in succession.
- ii. The incoming State President shall appoint a chairman from those elected. A member of the Nominating Committee shall complete her term before she may be considered by the Nominating Committee for another State elected position.
- iii. In the odd-numbered years, the Nominating Committee shall present to the members attending the General Session at the State Convention a slate of one candidate for each elective State office, together with one candidate from each area for the Nominating Committee.

### **Section G. Paid Personnel**

- i. The treasurer, the editor, and the webmaster shall be approved by a majority vote of the Executive Board.
- ii. According to the *Procedure for Employing Paid Personnel*, as adopted by the State Executive Board, performance of employees shall be reviewed for the purpose of employment or re-employment.

- iii. When a vacancy occurs in a paid position, the Personnel Committee shall screen candidates and make recommendations to the Executive Board.
- iv. The State Personnel and Finance Committees shall consider experience and training of an individual in determining payment for service. The State Finance Committee shall make the salary recommendations to the State Executive Board.
- v. If a paid person becomes unable to fulfill her duties, resigns, dies, or changes residence so that she is unable to be an active participant in an Ohio chapter or has her contract terminated due to an unsatisfactory appraisal, the State President shall appoint a person to carry out the duties until the position can be filled.
- vi. The person appointed by the State President to carry out the duties in an interim capacity shall serve for the duration of the fiscal year. Payment for services in the interim shall be determined by the State Personnel Committee.

#### **Section H. Bonding**

- i. The state treasurer shall be covered by a fidelity bond in the amount of \$100,000 in accordance with the *Constitution, Article VI, Section C, 9b*.
- ii. The chapter treasurer shall follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter Finance Committee and in accordance with the *Constitution, Article VI, Section C, 9c*.

## **ARTICLE VII – EXECUTIVE BOARD AND ADVISORY COMMITTEE**

#### **Section A. State Executive Board**

- i. The members of the Executive Board shall be the elected officers, the Past State Presidents, and the chapter presidents. The parliamentarian and committee chairmen shall be ex-officio members without vote. Those who are under remunerative contract shall be ex-officio members without vote.
- ii. The Executive Board
  - i. shall execute the duties as specified in the *Constitution, Article VII, Section B, 2*.
  - ii. approve those under remunerative contract.
- iii. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the President.
  - i. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
  - ii. Chapter presidents who are unable to attend the State Executive Board meeting may appoint an official representative who shall have full privileges of participation.
- iv. **The Executive Board may meet through electronic communications as long as members present may simultaneously hear one another and participate during the meeting.**
- v. A vote by mail is authorized when necessary. The outcome of the vote shall be determined by a majority of the ballots returned.

## **Section B. State Advisory Committee**

- i. The members of the State Advisory Committee shall be the elected officers and the Past State Presidents. The treasurer and the parliamentarian are members without vote. The State President may invite chairmen or other related personnel to participate in the Advisory Committee meeting when they have a project to present.
- ii. Under the leadership of the State President, the duties of the Advisory Committee shall be to study and discuss matters pertaining to State business and to make recommendations for action to the State Executive Board.
- iii. Meetings of the State Advisory Committee shall be held at least once each year. Special meetings may be called by the State President.
- iv. **The Advisory Committee may meet through electronic communications as long as members present may simultaneously hear one another and participate during the meeting.**

## **Section C. Chapter Executive Boards**

Chapter Executive Boards shall function in accordance with the *Constitution, Article VII, Section C.*

# **ARTICLE VIII – COMMITTEES**

Ohio State Organization and chapters may establish committees that fulfill their constitutional responsibilities. *Constitution, Article VIII*

## **Section A. Standing Committees**

- i. Society Business
  - i. Bylaws/**Standing Rules\***
  - ii. Communications and Marketing\*
  - iii. Expansion
  - iv. Finance\*
  - v. Leadership Development\*
  - vi. Membership\*
  - vii. **Nominating\***
  - viii. Personnel
- ii. Society Mission and Purposes
  - i. +Educational Excellence\*
  - ii. Personal Growth and Services
  - iii. Scholarship\*
  - iv. World Fellowship\*

\*Required committees. Other committees listed may be appointed by the State President as needed.

+The Educational Excellence Committee includes Legislative Advocate, Liaison to the U.S Forum, Liaison to the U.N., and Music Representative. The committee is responsible for International projects and State initiated projects.

## **Section B. Ad Hoc Committees**

Ad Hoc Committees shall be appointed by the State President and shall be discontinued after submitting their final report.

## **Section C. General Procedures**

- i. The President shall appoint all committees except the Nominating Committee.
- ii. The President shall be an ex-officio member of all committees except the Nominating Committee.
- iii. Matters requiring immediate committee action may be voted on electronically or by mail.
- iv. Committees may meet through electronic communications as long as members present may simultaneously hear one another and participate during the meeting.
- v. Committee meetings shall be planned with the President.
- vi. Funding for committee work shall be provided in the budget.
- vii. Reports requested by International and Ohio State Organization shall be submitted in the format specified by the Society and State.

## **Section D. Duties of Committees**

- i. The Bylaws/*Standing Rules* Committee\*
  - i. shall review current *Bylaws/ Standing Rules* to keep them consistent with the the *Constitution* in its most recent revision.
  - ii. shall review *Chapter Rules* on file in order to bring to the attention of chapter officers any inconsistencies with the most recent edition of the *Constitution* and State *Bylaws*.
  - iii. shall submit, with the President, the *State Bylaws* to the International Constitution Committee for review.
- ii. The Communications and Marketing Committee\*
  - i. shall provide guidance and support to assist chapters in effectively communicating with members and external groups.
  - ii. shall recommend guidelines for conducting electronic meetings.
  - iii. shall recommend marketing strategies for prospective members
- iii. The Expansion Committee
  - i. shall be responsible for expansion within Ohio State Organization.
  - ii. shall assist in the induction, development of governing documents and acquisition of chapter paraphernalia.

- iv. The Finance Committee
  - i. shall prepare an annual budget.
  - ii. shall review financial policies
  - iii. shall review investments
  - iv. shall conduct internal annual reviews
  - v. shall investigate non-dues revenue sources
  - vi. shall develop guidelines for the investment of funds
  - vii. shall perform other duties assigned by the State President
- v. The Leadership Development Committee\* shall be responsible for planning and implementing leadership programs. Under the direction of the State President, this committee shall assist in planning State and area workshops.
- vi. The Membership Committee\*
  - i. shall be responsible for recruitment and promotion of active membership.
  - ii. shall be responsible for maintaining necrology reports and conducting necrology services.
  - iii. shall recommend chapter assignments to area.
  - iv. shall recommend and induct State honorary members.
- vii. The Nominating Committee\*  
In odd-numbered years, the committee shall present to members attending the General Session at the State Convention a slate of one candidate for each elective State office together with one candidate from each area for the Nominating Committee. The Nominating Committee shall prepare the ballot and conduct the election.
- viii. The Personnel Committee
  - i. shall screen applicants and recommend candidates to the State Executive Board whenever a vacancy occurs in a position filled by employment in Ohio State Organization.
  - ii. shall study matters related to paid personnel and make recommendations to the State Executive Board.
- ix. The Educational Excellence Committee\*
  - i. includes the Legislative Advocate, the Liaison to the United Nations, the Liaison to the U.S. Forum, and the Music Representative.
  - ii. shall be responsible to promote programs and projects for excellence in education and support initiatives recommended by International and State.
- x. The Personal Growth and Services Committee
  - i. shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators
  - ii. shall encourage a focus on the arts.
  - iii. shall develop strategies that will enable members to become leaders.

- xi. The Scholarship and Grant Committee
  - i. is responsible for recommending the rules governing the administration of the scholarship and grant program adopted by the OSO Executive Board.
  - ii. maintains all applications and application guidelines.
  - iii. shall determine the number of awarded grants and scholarships and the amount of each based on available funds.
  - iv. accepts all OSO scholarship applications, evaluates applications, and selects recipients.
  - v. contacts all state supported universities regarding the Esther H. Strickland Student Teaching Grant. Recipients for this grant are selected by evaluating the applicants' applications.
- xii. The World Fellowship Committee\*
  - i. shall inform members of International World Fellowship recipients who are studying in Ohio and maintain personal contact with them
  - ii. shall encourage chapters to make voluntary contributions to support the International program.

## **ARTICLE IX – MEETINGS AND ACTIVITIES**

### **Section A. Convention**

- i. Ohio shall hold a State Convention in the odd-numbered years, the date and site to be determined by the Executive Board. *A General Session and/or virtual convention may convene in even-numbered years.* *Constitution, Article IX, Section B, 2a*
- ii. Business of the State may be conducted at the convention.
- iii. Meetings of the convention may be held through electronic communications as long as members present may simultaneously hear one another and participate during the meeting. Electronic voting is permitted.
- iv. Every member who is registered at convention may vote during General Session. A roll call vote as specified in the *Constitution, Article IX, Section B. 2 c (1)* may be ordered.
- v. A quorum shall be a majority of those members who have registered at the convention.

### **Section B. Other Meetings / Activities**

Area conferences, seminars and/or workshops may be held in even numbered years for the purpose of leadership training, personal growth, professional development, and dissemination of Society information. These may be held electronically as long as those attending may simultaneously hear one another and participate during the meeting.

### **Section C. Chapter Meetings**

- i. Business meetings of chapters shall be held at least four (4) times per year. *Constitution, Article IX, Section A, 1 a*
- ii. A quorum for chapter business shall be determined by the chapter.

### **Section D. Scholarship**

Rules governing the administration of the Scholarship and Grants programs shall be recommended by the Scholarships and Grants Committee. The number of scholarships and grants and the amount of each shall be determined by the Scholarships and Grants Committee.

### **Section E. Publications**

*The Voice of Ohio State Organization* shall be distributed to all members of Ohio State Organization.

### **Section F. Special Awards**

Special awards may be authorized by the State Executive Board.

## **ARTICLE X – FUNDS**

### **Section A. Available Fund**

This fund shall be the operating fund and shall require a budget. *Constitution, Article IV, Section F, 1*

**Section B. Scholarship Fund** This fund shall be maintained and transferred to Alpha Delta State Ohio Educational Foundation at the end of the fiscal year. *Constitution, Article IV, Section F, 3*

### **Section C. Available Fund Reserve**

This fund amount shall be determined by the current operating budget of the Available Fund. *Constitution, Article IV, Section F, 3 d*

## **ARTICLE XI – AMENDMENTS**

### **Section A. Notification**

- i. These *Bylaws* may be amended *during* the State Convention by two-thirds (2/3) of the votes cast at the General Session.
- ii. Notice of proposed amendments shall have been published to members at least thirty (30) days before the Convention.
- iii. *Meetings of the Convention may be held through electronic communications as long as members may simultaneously hear one another and participated during the meeting.*

## **Section B. Proposed Amendments**

- i. All proposed amendments are to be submitted to the Bylaws Committee by members, committees, chapters or by Executive Board action at least 120 days prior to General Session.
- ii. All proposed amendments shall be thoroughly studied by the Bylaws Committee and referred to the Advisory Committee for review before being submitted to the members at the General Session of the State Convention.
- iii. Notification of action taken to recommend or not to recommend by the Bylaws Committee on each proposed amendment shall be sent to the originator(s) at least 45 days prior to the General Session.
- iv. Passed amendments will take effect July 1st of the year they are passed.

## **Section C. International Mandates**

At those times when The Delta Kappa Gamma Society International makes revisions in its *Constitution or Standing Rules* which mandate changes in the *Bylaws of Ohio State Organization*, the Bylaws Committee shall have the authority to make the necessary changes in the *Bylaws* and to announce such changes to the Ohio State Executive Board.

# **ARTICLE XII – DISSOLUTION**

In the event of the dissolution of Ohio State Organization, the net assets of the organization shall, in accordance with the incorporation statutes of the state of Ohio, be distributed as follows:

## **Section A. State**

- i. All liabilities and obligations shall be paid and satisfied, or adequate provisions shall be made thereof.
- ii. The State Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

## **Section B. Chapters**

The State Executive Board shall grant permission for the dissolution of a chapter. If granted:

- i. the charter shall be returned to the State President for forwarding to International headquarters;
- ii. remaining chapter funds shall be sent to the State Treasurer;
- iii. induction paraphernalia and all chapter records shall be sent to the State President;
- iv. members desiring to maintain membership will transfer to other chapters; and
- v. the State Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (current edition) shall govern Ohio State and its chapters' proceedings in instances in which this authority is not inconsistent with the *Constitution* or other adopted Society rules. *Constitution, Article XV*

## **ARTICLE XIV – ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION**

### **An Enabling Act**

#### **Section A.**

As a means of furthering the educational purposes of The Delta Kappa Gamma Society International, consent is given to the establishment and operation of an educational corporation under the Ohio Revised Code, to be named, "Alpha Delta State Ohio Educational Foundation", for such purposes and to be formed and operated in such way that said Foundation will be exempt from federal income taxation under the Internal Revenue Code now or which shall hereafter be in effect; and the proper officers of Alpha Delta State [now known as Ohio State Organization] are authorized to advise the Secretary of State of Ohio that Alpha Delta State Ohio approves and consents to the use of such name by the said Foundation.

#### **Section B.**

Such officers of Alpha Delta State Ohio as are or may be designated in the bylaws of said Foundation are authorized to act as officers and directors of Alpha Delta State Ohio Educational Foundation, and the Alpha Delta State Ohio Executive Board is authorized to elect directors of said Foundation, according to the bylaws of said Foundation.

#### **Section C.**

This enabling act shall not be subject to revision or amendment. The act shall become void only upon the dissolution or liquidation of Alpha Delta State Ohio Educational Foundation as provided for in Article XIII of the Articles of Incorporation of said Foundation.

[As of April 2019, Alpha Delta State Ohio is known as Ohio State Organization.]