

2025 BYLAWS
Of the North Carolina State Organization
Of the Delta Kappa Gamma Society International

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	EDUCATIONAL FOUNDATION ENABLING ACT

Article I NAME

Section 1.

The name of this state organization is The North State Organization of The Delta Kappa Gamma Society International (formerly known as Eta State), abbreviated as NC DKG.

Section 2.

Each chapter is designated by a Greek letter or a combination of Greek letters.

Article II OBJECTIVES

The objectives of NC DKG are to

1. promote the Mission, Vision, and Purposes of The Delta Kappa Gamma Society International as found in the *Constitution, Article II*;
2. act as liaison between chapters and the international organization;
3. organize Delta Kappa Gamma chapters within the state;
4. provide leadership training for state and chapter leaders; and
5. seek to make the Society more visible and more influential in educational endeavors.

Article III MEMBERSHIP

Section 1. Classification of Membership

The membership of NC DKG is composed of active, reserve, collegiate, and honorary members of the state organization and the chapter units within the state. Membership practices are in accordance with the *Constitution, Article III*. Membership is by invitation.

A. An active member

1. is or has been employed as a professional educator.
2. shall participate in the activities of the Society.
3. joins international, a state, and a chapter organization at the time dues are paid.

B. A reserve member

1. is granted reserve status by a majority vote of the chapter.
2. must be unable to participate in the activities of the chapter because of medical disabilities, geographical location, or the absence of technological connection or skill.
3. may be restored to active membership upon request.

C. A collegiate member

1. is an undergraduate or graduate student who meets the following criteria:
 - a. An undergraduate student shall be enrolled within the last two years of an undergraduate degree in an institution offering an education degree and has the intent to continue academically and professionally in the field of education.
 - b. A graduate student shall have graduate, masters, or doctoral standing in an Institution offering an education degree and has the intent to continue academically and professionally in the field of education.
2. beginning a career as a paid educator becomes an active member upon paying membership dues.
3. forfeits collegiate membership upon withdrawal from the education program. A woman's years of membership as a collegiate member will be counted toward the membership requirements for any state organization or international scholarships.

D. An honorary member

1. is a woman, not eligible for active membership, who has rendered notable service to education or to women.
2. may participate in any activity of the organization, except that of holding office.
3. at the time of induction, has the lifetime fee of \$49.50 paid by the inducting unit.

Section 2. Chapter Membership

A. The chapter has authority to act in matters of chapter membership in accordance with the *Constitution, Article II*.

B. A candidate for active membership shall be selected by the method established by the chapter's rules.

C. An individual becomes a member of the Society when dues are paid.

D. Membership records are kept and archived at the chapter level.

Section 3. State Honorary Membership

- A. A state honorary member is nominated by chapters or members, recommended by the Membership Committee and elected by a majority vote of the executive board.
- B. The state president and the chairman of the Membership Committee shall organize the orientation session and the induction.
- C. Induction of a state honorary member is conducted at the state convention unless circumstances dictate otherwise.
- D. The chairman of the Membership Committee shall assign each state honorary member to a chapter with input from the honorary member.

Section 4: Termination of Membership

- A. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death.
- B. The chapter treasurer shall report to the state treasurer the record of each termination, including the reasons and dates of termination.
- C. The chapter shall file letters of resignation.

Section 5: Reinstatement to Membership

- A. A former member is reinstated to membership by the chapter receiving the request.
- B. The chapter treasurer shall report to the state treasurer when a former member has been reinstated.

ARTICLE IV FINANCES

Section 1. Annual Dues

- A. Payment of dues and fees shall be in accordance with the *Constitution*, Article IV.
- B. Annual dues shall be paid by active, reserve, and collegiate members in accordance with the membership requirements of the Society.
- C. Any change in the amount of state dues shall require a two-thirds vote (2/3) of eligible voting members at the annual convention in an odd-numbered year.
- D. Society dues and fees are paid in full at the time of reinstatement.
- E. Chapter and state organization dues may be prorated at the time of reinstatement.

Section 2. Financial Guidelines

- A. Budget
 - 1. The Finance Committee shall prepare in odd-numbered years the available fund biennial budget. The budget shall be presented to the executive board for adoption at its meeting prior to the state convention.

2. The budget shall include convention expenses for:
 - a. state officers, regional directors, parliamentarian, committee chairmen convention chairman, convention registrar, and selected related personnel;
 - b. new and current master's and doctoral scholarship recipients; and
 - c. state honorary members and inductees.
 3. The budget shall be subject to review and amendment by the finance committee and the executive board at the next business meeting of the executive board.
- B. Expense Vouchers
1. The president shall approve all expense vouchers before they are sent to the treasurer for payment.
 2. The president's expense vouchers shall be approved by the chairman of the Finance Committee.
- C. Financial Review or Audit
1. The financial records shall be reviewed annually by an external accounting service.
 2. An audit shall be performed when a new treasurer is appointed.
 3. The Finance Committee shall present each financial review or audit to the executive board for information and adoption.
- D. Annual Tax Preparation
1. Annual tax preparation shall be performed by an external accounting service.
 2. The Finance Committee shall present each annual tax preparation to the executive board for information and adoption.
- E. The principal of the Society and state organization permanent funds shall be used for the following:
1. purchasing induction paraphernalia.
 2. purchasing articles and equipment of a permanent nature.
 3. technology related upgrades and licenses.
 4. renting office space.
 5. constructing a headquarters building, and
 6. furnishing a headquarters building.

Section 3. Gifts

- A. Gifts to NC DKG, except to Headquarters, are subject to the approval of the NC DKG executive committee and the Finance Committee.
- B. If the executive committee and the Finance Committee determine that conditions/restrictions make the gift unacceptable, they may enter into discussion/negotiation with the donor to effect modifications that would make the gift acceptable.

Section 4. Sponsorships

Sponsorships to NC DKG are subject to the approval of the Finance and Executive Committees.

ARTICLE V ORGANIZATION

Section 1. Chapters

- A. Each chapter shall have chapter rules which are consistent with the *Constitution* and the NC DKG Bylaws and *Standing Rules*.
- B. Chapter rules shall include a number specified as a quorum for all business meetings.
- C. The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
- D. The chapter treasurer shall be selected by executive board each biennium.
- E. The term of each elected officer shall be two years.
- F. No chapter officers, except the treasurer, shall serve in the same office more than two terms in succession.
- G. Chapter officers shall take office on July 1 following election.
- H. The chapter president shall represent the chapter as a voting member of the state executive board.
- I. All chapter officers must be members of the Society.

Section 2. New Chapters

- A. The state Membership/Expansion Committee', in cooperation with the local chapter, shall determine the need for new chapters.
- B. After approval by the executive board the Membership/Expansion Committee shall make arrangements for the organization of additional chapters.
- C. Additional chapters may come from the division of existing chapters or the sponsoring of a new chapter by the state organization.
- D. Each sponsored chapter so organized shall have no fewer than twelve members.
- E. Candidates for membership in a sponsored chapter shall be screened by the state Membership/Expansion Committee' and approved by the state president.

Section 3. Regions

- A. Regions are for the purpose of rendering service to the membership and informing members of state policies and programs of work.
- B. The state executive board shall define the boundaries of regions and the chapters in each.
- C. Each region shall have a director who acts as a liaison between the state organization and the chapters.
- D. The regional director is a non-voting member of the executive board.

Section 4. Coordinating Councils

- A. Coordinating councils may be organized in counties or cities where several chapters exist.
- B. Coordinating councils shall adopt rules that are consistent with the *Constitution and International Standing Rules*.
- C. Each participating chapter shall be represented by the chapter president and at least one additional chapter member.
- D. Participating chapters shall approve the activities of the coordinating council.

- E. Activities of the coordinating council shall be financed by the participating chapters.

Section 5. U.S. Forum

- A. NC DKG recognizes the U.S. Forum as a means of serving the interest of members, insofar as it reflects the purposes of the organization.
[*Constitution*, Article V].
- B. The state president shall appoint a U.S. Forum liaison to receive and distribute forum information and organize forum activities at the state convention.
- C. Each chapter president shall appoint a chapter member to distribute U.S. Forum information.

ARTICLE VI OFFICERS and RELATED PERSONNEL

Section 1. Officers and Related Personnel

- A. The elected state officers are president (or co-presidents), first vice-president, second vice-president, and recording secretary.
- B. The treasurer and executive secretary are officers selected by the executive board upon recommendation of the personnel committee.
- C. *NC DKG News* editor, the *NC Data* editor, and the NC DKG webmaster are related personnel selected by the executive board upon the recommendation of the personnel committee.
- D. All state officers must be members of the Society.

Section 2. Duties of Officers

In addition to the duties listed below, the officers will be responsible for such other duties applicable to the office as prescribed by the *Constitution*, these bylaws, and the current edition of *Robert's Rules of Order Newly Revised*.

- A. The president shall
 1. appoint a parliamentarian who is not an officer;
 2. appoint a minutes review committee for each business meeting;
 3. appoint regional directors upon recommendation of the current regional director and chapters within the region;
 4. plan and conduct a workshop for incoming state officers and committee chairmen after July 1 of odd-numbered years;
 5. plan for and preside at the annual NC DKG convention;
 6. plan workshops for incoming chapter presidents, treasurers, and chairmen of the educational excellence and Membership Committees prior to June 30 of even-numbered years;
 7. with the second vice-president, plan and implement leadership and orientation training for regional directors prior to June 30 in even-numbered years;
 8. with the Leadership Committee, plan the Leadership Development Seminar held in off-numbered years.
 9. approve materials before they are posted on the state website; and
 10. appoint a convention chairman and convention registrar.

11. visit chapters upon invitation by chapters or coordinating councils
 12. contact an under-involved chapter and, if needed, form a team to assist the chapter; and
 13. respond to chapters inviting assistance.
- B. The first vice-president shall preside at the Birthday Celebration during the state convention.
 - C. The second vice-president shall serve as coordinator of activities of the regional directors.
 - D. The recording secretary shall
 1. take minutes at state business meetings;
 2. refer to NC DKG SR 6, Section B. for the process.
 - E. The treasurer shall
 1. maintain a record of receipts, bills, and bank statements;
 2. submit for annual financial review the accounts of the organization;
 3. maintain an accurate and current membership roster;
 4. pay the fidelity bond premium as set by the NC Insurance Commission.

Section 3. Terms of Office

- A. Officers, elected by members registered and attending the state convention in numbered years, shall have a term of two (2) years, or until a successor has been named.
- B. The terms of the executive secretary, the treasurer, the *NC DKG News* editor, the *NC Data* editor, and the NC DKG webmaster shall be six (6) years, or until a successor has been named.
- C. Officers and related personnel shall take office on July 1 following their election or selection.

Section 4. Selected Personnel Positions

- A. Before a new selected personnel position is advertised, the Personnel and Finance Committees will study all duties and expenditures for selected personnel positions for financial sustainability.
[See *NC DKG Standing Rules 6 A 4* for the process]
- B. At the conclusion of the study, the personnel committee will recommend the person for the position to the executive board for selection.

Section 5. Vacancies

- A. When a vacancy occurs in the office of president, the first vice-president shall become president.
- B. When a vacancy occurs in the office of first vice-president, the second vice-president shall become first vice-president.
- C. When a vacancy occurs in the office of second vice-president or secretary, the president shall name a successor.
- D. When a vacancy occurs in the position of treasurer, executive secretary, *NC DKG News* Editor, *NC Data* Editor, or NC DKG Webmaster, the president in consultation with the Personnel Committee may name a person to serve until the executive board selects a successor.

- E. In the event that a member holding an elected or selected position is unable to perform her duties, the position shall be declared vacant by the executive committee and a successor named by the president.

Section 6. Nominations and Elections

A. Nominations Committee

1. Nominations for state officers shall be made by the Nominations Committee. The committee consists of five members appointed by the president for terms of four years.
2. Terms of members shall overlap, with three members appointed in one biennium and two in the alternate biennium.
3. The state president shall appoint one of the members to serve as chairman.
4. Geographical representation shall be considered in appointing members of the committee.

B. Election of officers

1. The Nominations Committee shall, in election years, present its report of nominees to the state president, the executive secretary, and the NC DKG News editor by the deadline for the spring issue of the state newsletter.
2. The nominees, with candidate qualifications, shall be published in the spring issue of the state newsletter.
3. The committee shall present to the members of convention in odd-numbered years the name of at least one nominee for each elective office. Consent of the nominee must be obtained.
4. After the report has been made to the convention, additional nominations may be made from the floor with the consent of the nominee.
5. Election shall be by ballot to maintain the privacy of the vote. A majority of the votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
6. The Nominations Committee shall prepare the ballot.

- C. The Nominations Committee shall actively seek members *for official recommendation for nomination* for selection to international committees. The committee may present to the executive board for *endorsement* the names of candidates nominated for international office by chapters or individuals.

ARTICLE VII MEETINGS

All meetings of every level may be held in person, or through electronic communication or both ways, as long as all the members may simultaneously engage in the meeting or business as determined by their situational needs.

Section 1. Convention

- A. Business of the state shall be conducted annually at a convention held at the date and place as determined by the executive board for the purpose of receiving reports, amending bylaws and rules, electing officers, and conducting other business.

- B. Any member registered and attending a state organization meeting may make motions, enter discussions, and vote, except in cases where a roll-call vote is taken.
 - 1. A roll-call vote shall be taken when sustained by a majority vote of those present or when requested by five (5) chapter presidents.
 - 2. The chapter president or her official representative shall cast the vote for the chapter, one (1) vote for the chapter and one (1) vote for each five (5) active and reserve members or major fraction thereof within the chapter. The vote may be divided.
- C. The quorum shall be a majority of those registered at the convention.

Section 2. Other Meetings

- A. A regional activity may be coordinated by the regional director and chapter presidents during their biennium.
- B. A workshop for incoming state officers and committee chairmen shall be planned by the president and held after July 1 of odd-numbered years.
- C. The president shall plan and implement an orientation workshop for new chapter presidents, treasurers, Educational Excellence Committee chairmen, and Membership Committee chairmen prior to July 30 of even-numbered years.
- D. The president, in consultation with the second vice-president shall plan and implement an orientation for regional directors prior to June 30 in even-numbered years.
- E. A Leadership Development Seminar may be planned by the Leadership Development Committee in conjunction with the state president at least once in a biennium.
- F. A transitional meeting, called by the current state president, shall be held for outgoing and incoming state officers and related personnel prior to the beginning of a new biennium.

Section 3. Electronic Meetings

Business of the state organization and all of the bodies governed by its bylaws may be transacted electronically as long as all members are able to hear each other simultaneously and can actively participate in the meeting. International encourages NC DKG and its chapters using methods of electronic communication to adhere to the international policy for use of electronic communications. Ratification of all voting by mail (postal or electronic) must be made at the next in-person meeting to have a record in the minutes.

Section 4. Regular Chapter Meetings

- A. Regular business meetings of chapters shall be held at least four (4) times per year.
- B. Members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

- C. A quorum for chapter business meetings shall be determined by the chapter.
- D. Members being notified, matters requiring immediate chapter action may be voted on by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.
- E. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
- F. There shall be no proxy voting.

ARTICLE VIII EXECUTIVE BOARDS and EXECUTIVE COMMITTEE

Section 1. State Executive Board

- A. The members of the executive board shall be the elected officers, the immediate past state president, and the chapter presidents. Other past state presidents shall serve ex-officio. The executive secretary, the treasurer, the *NC DKG News* editor, the *NC Data* editor, the NC DKG webmaster, the chairmen of state committees, the parliamentarian, and the NC DKG Educational Foundation Board chair shall be ex-officio members without vote.
- B. The duties of the executive board shall be to
 - 1. recommend policies and procedures for consideration by the state convention or chapters;
 - 2. establish the procedure for budget development and approval;
 - 3. examine, modify if necessary, and adopt the state budget;
 - 4. supervise state organization finances;
 - 5. select the executive secretary, the treasurer, the *NC DKG News* editor, the *NC Data* editor, the NC DKG webmaster and such other personnel as may be needed, prescribes their duties, and fix their stipends;
 - 6. determine the date and place of state meetings;
 - 7. act in the interim between board meetings upon matters requiring immediate attention;
 - 8. elect by majority vote state honorary members;
 - 9. approve the creation of new chapters and the dissolution of chapters;
 - 10. define the boundaries of regions and the chapter in each;
 - 11. authorize ad hoc committees;
 - 12. examine, modify, if necessary and approve the budget for the Headquarters which is administered by the Headquarters Committee; and
 - 13. approve the state strategic plan.
- C. Meetings of the executive board shall be held at least twice each year. Special meetings may be called by the president with a thirty (30) day notice.
 - 1. The presence of a majority of the voting members, excluding ex-officio members shall constitute a quorum
 - 2. A chapter president who is unable to attend the state executive board meeting may appoint an official representative who shall have full privileges of participation;
 - 3. Chapter presidents shall notify the state president of substitute Representatives.

D. A vote by postal or electronic mail is authorized when necessary.

Section 2. Executive Committee

- A. The members of the executive committee shall be the elected officers.
[*Constitution*, Article VII]
- B. The committee shall meet at the call of the president to conduct business delegated to it by the executive board to take action on matters requiring immediate decision, and to serve in a consulting capacity to the president.
- C. The committee and the Finance Committee will evaluate the acceptance of any proposed gifts, except to Headquarters, and present a recommendation to the executive board for final action.
- D. The finance and executive committees will approve sponsors.
- E. The state president may secure a vote of the executive committee by postal or electronic mail when necessary.
- F. Executive committee member(s) shall
 - 1. be a point of contact for members to express observations and requests for action concerning NC DKG operating procedures; and
 - 2. acknowledge input from member(s) and ensure follow-up.

Section 3. Chapter Executive Board

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

ARTICLE IX

COMMITTEES

Section 1. Standing Committees

- A. Society Mission and Purposes
 - Awards
 - Beginning Teacher Support
 - Educational Excellence
 - Educational Law and Policy
 - Leadership Development
 - Membership and Expansion
 - Scholarship
- B. Society Business
 - Communications and Marketing
 - Finance
 - Headquarters
 - Nominations
 - Personnel
 - Planning
 - Rules

Section 2. General Procedures

A. State Organization and Chapters

1. The state organization and chapters may fulfill their constitutional responsibilities by choosing to have a committee structure similar to the international committee structure or may choose to accomplish its tasks in another manner.
2. Committees at the state organization and chapter level shall be appointed by the president.
3. The president shall serve as member ex officio on all committees except the Nominations Committee.
4. Committee business requiring immediate attention may be voted upon by mail (postal or email) when members of the committee have been notified.
5. A committee meeting may be face-to-face or through electronic communication.
6. A committee may meet through electronic communication as long as members may simultaneously hear one another and participate during the meeting.
7. The committee chairman shall request the approval of the president prior to scheduling a committee meeting.
8. The president shall authorize the mode, i.e., face-to-face or electronic of each committee meeting.
9. The committee chairman has the responsibility of submitting committee reports.
10. The state organization and chapters are responsible, at their respective levels, for organization responsibilities related to the work of certain international committees.
11. Committees for which state organizations and chapters have constitutional responsibilities are: Communication and Marketing, Finance, Membership, Educational Excellence, Scholarship, and World Fellowship. (*Constitution*, Article VIII)
12. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.

B. State Organization

1. The president may assign a member affiliate, representative, or liaison as a consultant to or as an appointed member of a specific committee for a particular purpose. These include, but are not limited to, the US Forum representative, and the North Carolina state organization liaison to the United Nations DKG representatives.
2. The treasurer serves as member ex officio, without vote, on the finance committee.
3. The executive secretary serves as consultant to the Finance Committee.
4. The NC DKG webmaster, *NC DKG News* editor, and *NC DKG Data* editor serve as members ex officio, with vote, on the communications and marketing committee.

5. Annual reports shall be submitted in the format and by the deadline specified by the state executive committee.

Section 3. Duties of Committees

A. Society Mission and Purposes (7 committees)

1. Awards Committee

- a. The committee shall not exceed five (5) members.
- b. The committee shall design and implement a selection process for awards.
- c. The committee shall select the recipients of the Founders Award, the Order of the Dogwood, the Golden Key Award, the Rising Star Award, and additional awards as established.
- d. The committee may study and recommend the establishment of additional awards for deserving women, members or non-members.
[Award Selection Criteria Appendix VII]

2. Beginning Teacher Support Committee -

- a. The committee shall not exceed five (5) members.
- b. The committee shall support beginning teachers by impacting education locally.

3. Educational Excellence Committee (EEC)

- a. The committee's seven (7) appointed members include the EEC chairman, a music or fine arts representative, a World Fellowship representative, and the chairmen of four committees: Beginning Teacher Support, Educational Law and Policy, Leadership Development, and Membership/Expansion.
- b. The Planning Committee chairman shall serve as a consultant to the EEC.
- c. The committee's decisions shall be guided by the Society Mission and Purposes and the state organization mission and vision.

4. Educational Law and Policy

- a. The committee shall not exceed five (5) members.
- b. The Society has specific guidelines for state organizations and chapters to follow when endorsing and supporting legislation:
 1. The state organization and the chapters may cooperate with other organizations when their legislative activities promote the purposes of the Society.
 2. An individual may only represent the state organization on legislative issues after receiving authorization from the state organization President.
 3. Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.

4. Legislative activity shall be concerned with educational issues, not with candidates nor political parties.
 5. Neither the state organization nor a chapter shall endorse a political candidate.
 6. Neither the state organization nor a chapter shall financially support a political candidate's campaign.
 7. Expenditures for legislative activities by the state organization or chapter shall be no more than a nominal portion of its income.
5. Leadership Development Committee
 - a. The committee shall have five (5) appointed members.
 - b. The committee shall have staggered four year terms of service, with two members appointed during one biennium and three appointed during the next biennium.
 - c. The president shall designate a chairman.
 - d. The committee shall
 1. evaluate the leadership development needs of members, the state organization, and the chapters;
 2. prioritize, plan, schedule, promote, and implement activities to provide leadership development opportunities for members;
 3. encourage members to realize their potential as the leaders they are;
 4. assist the president with the Leadership Development Seminar in odd-numbered years and the workshop for chapter leaders in even-numbered years;
 5. promote the leadership development opportunities available to members:
 - a. at the Society conferences and conventions; and
 - b. at events of organizations external to the Society, including but not limited to, speeches, presentations, workshops, training sessions, and women's conferences.
6. Membership/Expansion Committee
 - a. The committee shall not exceed six (6) members, one of whom is designated by the president as the expansion representative.
 - b. The committee shall
 1. encourage the recruitment and involvement of women educators capable of impacting education;
 2. develop and implement strategies to sustain membership by engaging the hearts and minds of members; and
 3. expand the number of chapters within the state organization.
7. Scholarship Committee
 - a. The committee shall have five (5) appointed members.
 - b. At least one member shall have been a state organization scholarship recipient.

- c. Four members shall serve a two-year (2) term with one member continuing for a second two-year term.
- d. The president shall designate a chairman.
- e. A member of the Scholarship Committee who wants to apply for a scholarship must resign from the committee before she files her scholarship application.
- f. The committee shall
 - 1. design and implement the scholarship application process;
 - 2. consult with the NC DKG Educational Foundation Board regarding the number of scholarships available;
 - 3. select recipients; and
 - 4. present scholarships.

B. Society Business (7 committees)

1. Communications and Marketing Committee

- a. The committee shall not exceed six (6) appointed members.
- b. The *NC DKG News* editor, *NC DATA* editor, and the NC DKG webmaster shall serve as members ex officio, with vote.
- c. The committee shall:
 - 1. be a conduit for information exchanges between and among members at all levels of the Society;
 - 2. encourage communication with groups external to the Society;
 - 3. suggest to the state organization and chapter leadership ways to market and promote the Society; and
 - 4. monitor the state organization website for accuracy and regularity of updates.
- d. Technology groups may be appointed by the state president to inform and assist with the state organization leadership and members with the use of technology for Society business.

2. Finance Committee

- a. The committee shall not exceed four (4) members who serve terms of four years.
- b. The president, in consultation with the executive committee, appoints two members each biennium.
- c. The president shall designate one member as chairman
- d. The committee shall:
 - 1. consult with the treasurer in selecting an accounting service to perform an annual financial review
 - 2. select an auditor when a new treasurer is appointed;
 - 3. review with the treasurer, the accounting services/auditor's report and the treasurer's financial report prior to presenting financial information to the executive board;
 - 4. set the convention registration fee in cooperation with the president, treasurer, and executive secretary;
 - 5. perform other duties assigned by the executive board;

6. perform committee responsibilities described in *Bylaws* Article IV, Finances; and
7. evaluate with the executive committee the acceptance of proposed gifts, except gifts to Headquarters.
- e. The chairman of the Finance Committee shall make a recommendation regarding the acceptance of a gift to the executive board.

3. Headquarters Committee

- a. The committee shall have no more than six (6) appointed members, one of whom shall be a local contact person.
- b. Two new members shall be named each biennium for a six-year term.
- c. The state president, treasurer, and executive secretary shall serve ex officio, without vote.
- d. The president shall designate a chairman.
- e. The committee shall:
 1. serve as a supervisory body for the operation and maintenance of the headquarters building and grounds/property; and
 2. prepare and present an annual budget for the executive board for approval.
- f. No major action shall be taken without the consent of the executive board and the knowledge and consent of the membership.

4. Nominations Committee

- a. The committee consists of five (5) members appointed by the president for staggered terms of 4 years.
- b. The committee shall:
 1. actively seek members for official recommendation for nomination to international office; and
 2. seek recommendation for selection to international committees; and
 3. present those to the executive board for action.
- c. The committee may present to the executive board for endorsement the names of candidates nominated for international office by chapters or individuals.
- d. The committee has additional responsibilities listed in these *Bylaws*, Article VI and Standing Rules 6A.

5. Personnel Committee

- a. The committee shall not exceed five (5) members.
- b. At least one member of the committee shall be a past state president.
- c. The committee shall
 1. study matters related to personnel and make recommendations concerning personnel policies to the executive board;
 2. maintain an up-to-date record of paid related personnel's duties and present those duties to the executive board when personnel or duties change;
 3. maintain an up-to-date record of the responsibilities of each standing committee and the committee chairman; and
 4. screen applicants and recommend candidates for the positions of

executive secretary, treasurer, *NC DKG News* editor, *NC Data* editor, and NC DKG webmaster to the executive board when a vacancy occurs in any of these positions.

6. Planning Committee

- a. The committee shall not exceed five (5) appointed members.
- b. The state president and executive secretary shall serve as members ex officio, without vote.
- c. The appointed members shall serve staggered four-year (4), terms, with two members appointed in one biennium and three appointed in the next biennium.
- d. Two committee members with recent chapter president experience should be on the committee at all times.
- e. The Educational Excellence Committee chairman shall act as a consultant to the Planning Committee.
- f. The president shall designate a chairman.
- g. The committee shall
 1. focus attention on areas necessary to sustain a state organization, support change and promote growth;
 2. review and update, as an on-going task, the state organization's strategic plan;
 3. monitor the implementation of the actions approved by the executive board or convention body;
 4. compile an annual report of progress for the executive board;
 5. make proposals for future action by the state organization; and
 6. recommend an action plan to the executive board for adoption.
- h. Officers and committee chairmen with designated responsibilities for the actions on the approved action plan shall report progress to the Planning Committee.
- i. The state president and/or the executive secretary shall be present at each Planning Committee meeting.

7. Rules Committee

- a. The committee shall not exceed four (4) appointed members.
- b. The parliamentarian shall serve as member ex officio, without vote.
- c. The committee shall
 1. review governing documents each biennium for agreement, accuracy, and clarity;
 2. make proposed amendments for change, if needed;
 3. receive proposed amendments to state organization *Bylaws* and *Standing Rules*;
 4. format in print the proposed amendments for publication and distribution, so that members would receive notice at least six weeks prior to the first day of convention;
 5. present the proposed amendments to the executive board for information and recommendation and the convention assembly for adoption;
 6. ascertain after a convention if the *NC DKG Bylaws* and *Standing*

- Rules* are in agreement with approved actions;
7. with the assistance of the regional directors, review chapter rules on a four-year cycle for consistency with the state organization and international governing documents;
 8. make *NC DKG Bylaws* available to the international Constitution Committee for review each time the document is amended or revised; and,
 9. after each convention, prepare digital copies of the *NC DKG Bylaws* and/or *Standing Rules* to be posted on the website.

Section 4 Special Committees

- A. The president may appoint a special committee, if the committee is approved by the executive board.
- B. Such committees shall be dissolved after submitting a final report.

ARTICLE X. ACTIVITIES and PUBLICATIONS

Section 1. Scholarships

- A. State scholarships shall be awarded to members who apply and are selected by the Scholarship Committee.
- B. The number of scholarships shall depend upon the availability of funds as determined by the NC DKG Educational Foundation.
- C. Rules governing the administration of the scholarship program shall be presented by the Scholarship Committee to the executive board for its recommendation for consideration by the state convention.
- D. The Scholarship Committee should review criteria governing the selection process of the scholarship program each biennium and submit any proposed changes to the executive board for approval.

Section 2. Publications

- A. *NC DKG News* shall be published four times a year and sent to each member in the state.
- B. *NC Data*, a monthly electronic bulletin, shall be made available to members.
- C. The NC DKG website shall serve as a resource for members and others who seek information about the organization.
 1. Website materials must be approved by the state president before posting.
 2. A password-protected *NC DKG Leadership Directory* shall be published annually on the NC DKG website.
- D. The publication of special monographs and/or brochures shall be approved by the president and the executive committee in consultation with the Finance Committee.

Section 3. Awards Granted to Members and Non-Members

- A. The recipient of grant-in-aid awards and other state awards shall be selected by the awards committee, according to the guidelines recommended by the executive board and adopted by the state convention. [*NC DKG Standing Rules 10 Activities and Publications, see Appendix VI for criteria*]
- B. Grant-in-aid is a general category of awards granted by the state organization and chapters that are supported by funds other than the scholarship fee.

ARTICLE XI.

STATE FUNDS

Section 1. Available Fund

- A. The state shall maintain an available fund as an operating fund.
- B. The available fund shall require a budget. [*Constitution, Article IV*]

Section 2. Permanent Fund

- A. The state shall maintain a permanent fund as required by the Constitution, Article IV.
- B. The principal of the permanent fund shall be used for the purchase of articles and equipment of a permanent nature.
- C. Expenditures from the permanent fund shall be authorized by the executive board.

Section 3. Reserve Fund

- A. NC DKG shall maintain a reserve fund for the purpose of saving an amount to be used for the operation of the organization should financial hardship dictate.
- B. Any excess from the year's budget shall accrue to, or any deficit shall be deducted from, this reserve fund.
- C. Expenditures from this fund shall be proposed by the Finance Committee and approved by the executive board.

Section 4. Non-Dues Revenue Fund

- A. The non-dues revenue fund is derived from any undesignated or unbudgeted income.
- B. Expenditures from this fund shall be proposed by the Finance Committee and approved by the executive board.

Section 5. Scholarship Fund

- A. The scholarship fund provides for the awarding of state scholarships according to Society guidelines. [*NC DKG Standing Rules 11*]
- B. The fund shall be managed under terms of a *Memo of Understanding* with The North Carolina Delta Kappa Gamma Educational Foundation.

Section 6. Founders Award Fund

- A. The founders award fund provides an award to honor a woman who has made

outstanding contributions beyond the local and regional level. [NC DKG *Standing Rules*, 11].

- B. Investment of the fund shall be supervised by the Finance Committee.

Section 7. Headquarters Fund.

- A. This fund consists of contributions to the state designated for headquarters.
- B. The fund is used for operation and maintenance of the headquarters building and grounds/property.

Section 8. The Pauline Moser Longest Leadership Development Fund

- A. The fund provides resources for personal and professional development experiences to equip key women educators for leadership in The Society and in the field of education.
- B. The fund shall be managed under terms of a *Memo of Understanding* with The North Carolina Delta Kappa Gamma Educational Foundation.
- C. The fund shall be a supplement to and shall extend leadership opportunities beyond those that are funded by the NC DKG budget.
- D. The fund shall accumulate, through contributions and interest, a balance of \$50,000 before disbursements are considered.
- E. Disbursements can be made only from the net appreciated assets, i.e. earnings from the fund.
- F. Disbursements for a fiscal year shall not exceed 80% of the appreciated assets as of June 30 of the preceding year.
- G. The NC DKG Educational Foundation Board shall determine the amount of funds available for use.

ARTICLE XII

DISSOLUTION

Section 1. State Dissolution

Upon recommendation of the executive board of NC DKG by a two-thirds (2/3) vote followed by a two-thirds (2/3) vote of the NC DKG convention assembled in regular session, the dissolution of the North Carolina state organization of The Delta Kappa Gamma Society International shall be carried out in the following order in accordance with the laws of Incorporation of North Carolina:

- A. Audit of treasurer's records by an independent auditing firm;
- B. Payment of all liabilities and obligations; and
- C. Disposition of residual assets as determined by the executive board.

Section 2. Chapter Dissolution

- A. Before a chapter is dissolved, the approval of the state 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.
- C. International procedures must be followed.

- D. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund.
- E. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state archives and made available for use.
- F. The chapter charter must be returned to the state to be forwarded to i international headquarters.
- G. The state executive board shall decide whether the chapter Greek name shall be retired.

Section 3. Chapter Merger or Consolidation

- A. In the case of a *merger* of two chapters, one of the two chapters continues while the other loses its independent identity and ceases to exist since it is absorbed into the former.
- B. In the case of a *consolidation* of two or more chapters, each chapter involved discontinues its independent existence.
 - 1. A new entity is formed that includes memberships of the consolidating chapters.
 - 2. Assets and liabilities are combined and Society work continues.
- C. In either a merger or a consolidation of two or more chapters, the resulting chapter entity shall keep the chapter assets of the chapters involved in the merger or consolidation.
- D. In a consolidation of chapters, the resulting entity may be given a new name by the state organization.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the organization's conduct of meetings and proceedings in all cases in which they are not in conflict with NC Law, the International *Constitution* and *Standing Rules*, NC DKG Bylaws, and NC DKG Standing Rules.

ARTICLE XIV AMENDMENTS

Section 1. Automatic Update

- A. The Rules Committee is authorized to make any changes necessary to bring NC DKG Bylaws and *Standing Rules* into compliance with amendments to the International Constitution and *Standing Rules*.
- B. The Rules Committee will notify the membership of amendments subsequent to the convention, in the fall edition of the state newsletter and on the state website.

Section 2. Amendments to the NC DKG Bylaws

- A. Proposals for amending the *Bylaws* shall be considered in odd-numbered years.

- B. Proposals for amending may be submitted to the Rules Committee by any member, committee, board, or chapter.
- C. Proposed amendments to the Bylaws shall be prepared in printed form and distributed so that members receive notice at least six (6) weeks prior to the first day of convention.
- D. Proposed amendments shall be submitted to the executive board for approval before they are submitted to a vote at the state convention. If they have been rejected by the executive board, they shall be submitted to a vote of the convention noting the disapproval.
- E. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall be required for the adoption of an amendment to the *NC DKG Bylaws*.
- F. The adopted amendments take effect immediately upon adoption.
- G. Incorporating the adopted amendments into the *NC DKG Bylaws* shall be the responsibility of the Rules Committee.

Section 3. Amendments to the *NC DKG Standing Rules*

- A. Proposals for amending the *NC DKG Standing Rules* shall be considered at each annual convention.
- B. Proposals may be submitted by any member, committee, board or chapter.
- C. Proposed amendments to the *NC DKG Standing Rules* shall be prepared in printed form and distributed so that members receive notice at least six (6) weeks prior to the first day of convention.
- D. Vote for adoption
 - 1. A standing rule may be amended or rescinded by a majority vote, a quorum being present, if the notice has been prepared in printed form and distributed so that members receive notice at least six (6) weeks prior to the first day of convention.
 - 2. An amendment that has not been published will require a two-thirds (2/3), a *quorum* being present, to be adopted or rescinded.
 - 3. The adopted amendment will take effect immediately upon adoption.
 - 4. Incorporating the amendment into the *NC DKG Standing Rules* shall be the responsibility of the Rules Committee.

ARTICLE XV THE NORTH CAROLINA DELTA KAPPA GAMMA EDUCATIONAL FOUNDATION ENABLING ACT

Section A.

The Delta Kappa Gamma Society International (NC DKG), consent is given to the establishment and operation of an educational foundation for charitable educational purposes under the North Carolina Nonprofit Corporation Act. The Foundation, named "The North Carolina Delta Kappa Gamma Educational Foundation," will operate under the Internal Revenue Code as a 501 (c) (3) non-profit organization and shall abide by current federal and state rules or those which shall hereafter be in effect.

Section B.

The Board of directors governing the Foundation shall be elected in accordance with procedures specified in the Foundation Bylaws. Such officers of NC DKG as are designated in the Foundation Bylaws are authorized to serve on the Board of Directors of the Foundation.

Section C.

Members of NC DKG shall be members of the Foundation. There shall be no fees for membership.

Section D.

A Memorandum of Understanding between NC DKG and the Foundation shall be maintained to deal with relational issues, such as agreements allowing the Foundation office to be located at NC DKG Headquarters or allowing the Foundation to hold meetings at NC DKG events.

Section E.

This enabling act shall not be subject to revision or amendment. The act shall become void only upon the dissolution or liquidation of the Foundation, as provided for in the *Articles of Incorporation* and the *Foundation Bylaws*.

NC DKG Bylaws amended April 26, 2025, NC DKG Convention