

# **Tennessee State Organization Bylaws**

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# Tennessee State Organization Bylaws

All offices, personnel positions, boards, activities and committees named in this document refer to state organization offices, personnel, boards, activities and committees unless otherwise noted.

## ARTICLE I NAME

- Section A.** The name of this organization shall be the Tennessee State Organization of The Delta Kappa Gamma Society International (hereby referred to as the Tennessee State Organization).
- Section B.** Each chapter in the Tennessee State Organization shall be designated by a Greek letter or a combination of Greek letters, beginning with Alpha Chapter, Tennessee.
- Section C.** Tennessee State Organization is chartered by and registered with the state of Tennessee as a not-for-profit educational organization. This designation does not include exemption from state and local taxes.

## ARTICLE II OBJECTIVES

The objectives of the Tennessee State Organization shall be to

- A. Promote the Purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II, Section D;
- B. Act as liaison between chapters and the International organization;
- C. Provide support for its chapters including
  1. organizing chapters within the state organization;
  2. monitoring chapter progress;
  3. providing leadership training for current and future chapter and state organization leaders;
  4. sharing/demonstrating strategies for strengthening chapters;
  5. implementing an intervention plan when chapters show signs of stagnation or cease to thrive; and
  6. approving the dissolution of a chapter when all intervention efforts have failed and assisting in the transfer of members to another chapter.

## ARTICLE III MEMBERSHIP

### Section A. Membership

1. Membership in The Delta Kappa Gamma Society International shall be by invitation.
2. At the time she joins the Society, a member becomes a member of the international Society, a state organization, and a chapter, after paying her dues.

**Section B. Classification** - The membership of Tennessee State Organization shall be composed of active, reserve, honorary, and collegiate members of chapters in the state. All membership practices are in accordance with The Delta Kappa Gamma Society International as found in the *Constitution*, Section A, Article III.

1. Active members shall be women who are or have been employed as professional educators at the time of their election. An active member shall participate in the activities of the chapter.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability,

geographic location, and/or no technological connection/skill. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, shall be restored to active membership by writing a letter to the president stating a desire to return to active membership and resume paying active dues.

3. Honorary Members

- a. A chapter or state organization 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.
- b. They shall be privileged to participate in all activities except that of holding office.

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

- a. Bachelor student collegiate members shall
  - i. be enrolled in an institution offering coursework leading to a career in education; and have the intent to continue academically and professionally in the field of education; and
  - ii. be enrolled within the last two years of their bachelor's education degree.
- b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/ Doctoral standing in an institution offering coursework in the field of education and have the intent to continue academically and professionally in the field of education. 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.

**Section C. Honorary** - State honorary members may be recommended by the Tennessee State Organization Membership Committee upon nomination by a member, chapter, or committee and elected by the Executive Board by a majority vote.

**Section D. Termination** - Every Tennessee chapter shall maintain a continuous record of the status of each of its members. Chapter minutes must include the names of members terminated, those asking to resign, and those seeking reserve status, including the reason and date action was taken.

**Section E. Chapter** - Chapters in Tennessee State Organization shall have full power to act in matters of chapter membership.

## ARTICLE IV FINANCE

**Section A. Governance** Where applicable, the *Constitution*, Article IV, shall govern Tennessee State Organization finances.

**Section B. Mandated Funds** In accordance with the *Constitution*, Article IV, F., Tennessee State Organization shall maintain three mandated funds: an Available Fund, a Permanent Fund, and a Scholarship Fund. Available portions of all funds shall be invested to receive the maximum return, with monies being transferred from investments as needed.

1. The Available Fund shall be identified as the operating fund and shall require a budget.
2. The Tennessee State Organization Permanent Fund may be used for the following:
  - a. Purchasing induction paraphernalia,
  - b. Purchasing articles and equipment of a permanent nature, and
  - c. Technology-related upgrades and licenses for computer software.
3. Tennessee State Organization shall set aside for its permanent fund twenty-five percent (25%) of its annual dues until the total of the current assets in its permanent fund is not less than thirty percent (30%) of its available fund annual income, at which time the Executive Board may reduce or discontinue further allocations.
4. The Scholarship fund shall be designated as the repository for all scholarship monies.
5. The Scholarship fee paid by a member shall be divided as follows:
  - a. One hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or forty percent (40%) to the state if the chapter does maintain a scholarship fund.
  - b. Sixty percent (60%) retained by the chapter having a chapter scholarship fund.

**Section C. Annual Dues** Each active, collegiate, and reserve member shall pay annual dues.

1. Dues shall be determined by a two-thirds (2/3) vote of the members at the annual convention upon the recommendation of the Finance Committee and the Executive Board.
2. Any recommendation for a change in dues shall be published in the February issue of the *DKG Tennessee News*.
3. Annual dues and scholarship fees shall be paid no later than June 30 of each year. On July 1, members shall be dropped for nonpayment of dues and fees.
4. Payment of dues and fees
  - a. New members shall become members when dues are paid.
  - b. New members who join between July 1 and December 31 shall pay full international dues for current fiscal year.
  - c. New members who join between January 1 and March 31 shall pay international half dues.
  - d. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year.
  - e. Reinstated members shall pay full annual dues whenever reinstated.
  - f. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.

**Section D. Financial Controls**

1. The Finance Committee shall submit in even-numbered years a proposed biennial budget for adoption by the Executive Board.
2. A written/electronic Expense Statement shall be submitted to the president

- for approval prior to payment.
3. A Certified Public Accountant shall be selected by the Finance Committee and Treasurer to provide attestation services. The report on the annual audit shall be submitted to the Executive Board for adoption.
4. The Finance Committee shall recommend the investment policies, review them biennially, and propose changes to the Executive Board as needed.

## **ARTICLE V ORGANIZATION**

### **Section A. Chapters**

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Tennessee State Organization Bylaws*, and *Tennessee State Organization Rules*.
2. Chapter officers except the treasurer shall be elected in even-numbered years in accordance with the *Constitution*, Article VI, A-3 and D-3.
3. Chapter presidents shall serve as voting members of the Executive Board.
4. Chapters shall have written rules that are consistent with international and state organization governing documents. Chapter rules shall be reviewed by the state organization Bylaws and Rules Committee every three years.

### **Section B. New Chapters**

1. The Executive Board shall approve the organizing of each new chapter upon the recommendation of the Tennessee State Organization Chapter Strengthening Committee.
2. Recommendations of candidates for membership in each new chapter shall be screened by the sponsoring chapter and the Tennessee State Organization Chapter Strengthening Committee.
3. Rules governing the installation of a new chapter shall be recommended by the Tennessee State Organization Chapter Strengthening Committee and adopted by the Executive Board.

### **Section C. Areas**

1. The president shall appoint area directors who shall act as liaisons between chapters in an assigned area and the president.
2. The Executive Board shall define the boundaries of areas and the chapters in each area.
3. Directors shall perform duties as assigned in the *Tennessee State Organization Rules*.

### **Section D. Coordinating Councils**

1. Coordinating councils may be organized in counties and/or cities where several chapters exist.
2. The coordinating council shall meet at least once a year for the purpose of clearing prospective new members, acting on transfers, planning, scheduling, and implementing activities of mutual concern.

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

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

1. State organization officers, all of whom must be members of the Society, shall be a president or co-presidents, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, (all elected),

and a treasurer (recommended by the state Personnel Committee and approved by the Executive Board).

2. The treasurer shall be selected by the Executive Board from recommendations made by the Tennessee State Organization Personnel Committee.
3. The treasurer shall be bonded with the amount set and paid by the state organization.

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

1. The parliamentarian shall be appointed by the president. It is desired, but not required, that the parliamentarian be a member of the Society.
2. The editor, executive secretary, webmaster, and treasurer-in-training shall be selected by the Executive Board from recommendations made by the Tennessee State Organization Personnel Committee.
3. A member of the Personnel Committee shall complete her term of office before she may be considered by the Personnel Committee for a Related Personnel position.

#### **Section C. Nominations and Elections**

1. The Tennessee State Organization Nominations Committee shall submit the name of one nominee for each elective position. Consent of each nominee must be obtained.
2. The slate, with candidate qualifications, shall be published in the *DKG Tennessee News* prior to the election at the convention.
3. After the report of the Tennessee State Organization Nominations Committee has been made to the convention, nominations may be made from the floor, with the consent of each nominee.
4. If there is only one nominee for an office, then election shall be by voice vote, and a majority of the votes cast elects.
5. If there are two or more nominees for an office, then election shall be by ballot, and a majority of the votes cast elects. The Nominations Committee shall prepare the ballot and conduct the election.  
A member of the Nominations Committee shall complete her term of office before she may be considered by the Nominations Committee for another elected position.

#### **Section D. Terms of Office**

1. Officers, elected by the convention in odd-numbered years, shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
2. No officer, except the treasurer, may serve in the same office longer than two terms in succession. The treasurer may serve no longer than ten (10) years in succession.
3. The editor, executive secretary and webmaster may serve no longer than ten (10) years in succession.
4. All officers and related personnel shall take office on July 1 following their election/appointment. Mid-term appointments shall begin their duties as soon as the Executive Board approves the appointment.
5. The Treasurer-in-Training will be for one year.

### **Section E. Responsibilities**

The duties and responsibilities of officers shall be consistent with those in the *Constitution* and be specified in the *Tennessee State Organization Rules*.

### **Section F. Vacancies**

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in an elected position, the position shall be declared vacant by the president and a successor named by the president with Executive Board approval.
3. The treasurer, executive secretary, editor, and webmaster contracted positions shall be advertised and appointed in accordance with *Tennessee State Organization Personnel Manual* policies.

## **ARTICLE VII BOARDS**

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

Members of the Executive Board shall be the elected officers, the past presidents, and the chapter presidents. The treasurer, parliamentarian, editor, executive secretary, and webmaster shall be *ex officio* members without vote. Any past president serving as executive secretary, treasurer, editor, or webmaster, being under remunerative contract for her services, or parliamentarian at the state organization level shall relinquish her voting privilege during her term of service except for a ballot vote. (*Constitution*, Article VII, Section B-1)

1. The Executive Board shall
  - a. recommend policies and procedures for consideration by the convention or the chapters;
  - b. examine, modify if necessary, and adopt the budget;
  - c. select the treasurer, editor, executive secretary, and webmaster upon recommendation of the Personnel Committee and approve matters relating to personnel;
  - d. define boundaries of areas and the chapters in each area;
  - e. approve dates and sites for meetings;
  - f. act in the interim between conventions upon matters requiring immediate decision;
  - g. approve the establishment of new state organization scholarships;
  - h. elect honorary members; and
  - i. approve scholarship naming, numbers, amounts and rules governing the administration of the state organization scholarship program.
2. Meetings of the Executive Board shall be held at least once a year. Special meetings may be called by the president with thirty (30) days' notice.
  - a. The presence of a majority of the voting members of the Executive Board constitutes a quorum at meetings.
  - b. Chapter presidents who are unable to attend the Executive Board meeting may appoint an official representative who shall have full privileges of participation.
3. When necessary, a vote by mail, email, fax, telephone conference call, or electronic platform with all members of the Executive Board or Committee having been notified is authorized in accordance with the International Policy for Use of Electronic Communications.



## **Section B. Chapter Executive Boards**

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

## **Section C. Executive Committee**

1. The members of the Executive Committee shall be the elected officers.
2. The president shall serve as chair of the Executive Committee.
3. The Executive Committee shall conduct business delegated to it by the Executive Board and take action on matters requiring immediate attention, declaring vacancies when necessary, planning activities, and serve in a consulting capacity to the president.
4. The presence of a majority of the voting members of the Executive Committee constitutes a quorum at meetings.

# **ARTICLE VIII COMMITTEES**

## **Section A. Committee Structure**

1. Standing Committees
  - a. Society Business (*appointed*)
    - 1) Bylaws and Rules
    - 2) Chapter Strengthening
    - 3) Communications and Marketing
    - 4) Historical Preservation
    - 5) Leadership Development
    - 6) Membership
    - 7) Planning
  - b. Society Business (*elected*)
    - 1) Finance
    - 2) Nominations
    - 3) Personnel
  - c. Society Mission and Purposes
    - 1) Achievement Award
    - 2) Arts and Personal Enrichment
    - 3) Awards
    - 4) Convention Steering
    - 5) Educational Excellence
    - 6) Legislation
    - 7) Scholarship
    - 8) Special Events
    - 9) State Organization Projects
2. Ad Hoc Committees

Special committees (ad hoc) may be appointed by the president at any time with the written authorization of the Executive Board. This authorization may be given at any time during the biennium. Members will be appointed on the basis of expertise as determined by the needs of the committee; therefore, regional representation will not be a requirement.

3. General Procedures

- a. All committees shall be appointed by the president except the Tennessee State Organization Nominations Committee, Finance Committee and Personnel Committee.
- b. The president shall serve as *ex officio* member of all committees except the Tennessee State Organization Nominations Committee.
- c. Matters requiring immediate committee action may be voted upon by mail, email, fax, or a telephone conference call with all members of the committee having been notified.
- d. Committee meetings shall be held with the approval of the president.
- e. Committee expenditures must receive prior approval of the president.
- f. Official committee meetings above those budgeted may be face-to-face or through electronic communications. The president shall authorize the mode of meetings.
- g. The work of each committee is directed by the committee chair who develops the agenda, presides at meetings, and keeps committee members informed of committee progress.
- h. Overall responsibilities of each committee shall be given in the committee description (below). Detailed duties shall be specified in the *Tennessee State Organization Rules*.
- i. The state organization and chapters may fulfill their constitutional responsibilities by establishing committees as needed.
- j. Reports of the work of the state organization and related chapter committees shall be prepared by the appropriate committee chairs on forms supplied by Society Headquarters and submitted to the persons designated on the form.

4. Committee Composition

- a. Unless otherwise indicated in the committee description, each committee shall be composed of a minimum of three members. If possible, there should be representation from each grand division of the state and at least one member who has served in the previous biennium.
- b. The president shall appoint one committee member to be chair. On the Tennessee State Organization Nominations, Finance and Personnel Committees, the chair shall come from those other than newly elected members.

**Section B. Committee Purposes: Society Business**

1. Bylaws and Rules—*appointed*

- a. Shall receive proposed amendments to the *Tennessee State Organization Bylaws* and the *Tennessee State Organization Rules* and present proposed amendments to the convention for vote.
- b. Shall review the *Tennessee State Organization Bylaws* and the *Tennessee State Organization Rules* for compatibility with the *Constitution* and *International Standing Rules* the year immediately following their revision at the International Convention, make necessary changes, have them approved at the next convention, and submit the revision to the International Constitution Committee for review;

- c. Shall review, every three years, chapter rules for compatibility with the *Constitution, International Standing Rules, Tennessee State Organization Bylaws, and Tennessee State Organization Rules*; and
  - d. Shall have the parliamentarian as *ex officio* member without vote.
- 2. Chapter Strengthening—*appointed*  
 Shall work with chapters who have asked for assistance, or chapters identified by the state organization president, to help rejuvenate and strengthen chapter leadership and membership.
- 3. Communications and Marketing—*appointed*
  - a. Shall make recommendations regarding publicity and publications of the Tennessee State Organization.
  - b. Shall provide technology training and guidance for chapters and members.
  - c. Shall oversee the state organization website and assist chapters in establishing chapter websites.
- 4. Finance—*elected*
  - a. Shall be an elected committee composed of six members, two from each grand division of the state, whenever possible, to serve staggered four-year terms.
  - b. Shall be elected at the convention at the time of election of officers.
  - c. Shall have one of the three continuing members appointed as chair for the biennium.
  - d. Shall have one member from each grand division, whenever possible, elected each biennium for a four-year term.
  - e. Shall be responsible for supervision of the financial affairs of the organization, including recommendations for the expenditure and investment of funds and preparation of a budget for adoption by the Executive Board. (The state organization may not vote an assessment on its own members.)
- 5. Historical Preservation—*appointed*  
 Shall preserve the Tennessee State Organization history in paper and electronic format.
- 6. Leadership Development—*appointed*  
 Shall design and implement opportunities for developing leadership among members.
- 7. Membership—*appointed*  
 Shall study and make recommendations for state honorary members, maintain necrology and membership records, plan and execute a memorial service, and host an orientation tea at each convention.
- 8. Nominations—*elected*
  - a. Shall be composed of six members, two from each grand division of the state, whenever possible, to serve staggered four-year terms.
  - b. Shall be elected at the convention at the time of election of officers.
  - c. Shall have one of the three continuing members appointed as chair for the biennium.
  - d. Shall have at least one member among the six who has held elected state organization office.

- e. Shall be composed of members, each from a different chapter, who are from chapters that were not represented on the committee in the previous biennium.
  - f. Shall seek and nominate members for elected positions in the state organization.
9. Personnel Committee—*elected*
- a. Shall be composed of six members, two from each grand division of the state, whenever possible, to serve staggered four-year terms.
  - b. Shall be elected at the convention at the time of election of officers.
  - c. Shall have one of the three continuing members appointed as chair for the biennium.
  - d. Shall have one member from each grand division, whenever possible, elected each biennium.
  - e. Shall seek and recommend members for paid positions and evaluate (with president) job performance for continued service.
10. Planning—*appointed*
- a. Shall be responsible for planning and monitoring the implementation of approved activities, objectives, mission, and vision of Tennessee State Organization as stated in the organization's Strategic Plan.
  - b. Shall recommend an updated Strategic Plan for approval by the Executive Board.

**Section C. Committee Purposes: Society Mission and Purposes**

- 1. Achievement Award—*appointed*  
Shall select an annual recipient of the Tennessee State Organization Achievement Award.
- 2. Arts and Personal Enrichment—*appointed*  
Shall design and implement the Visual and Performing Arts exhibitions of the state organization and organize Arts Retreats and other related enrichment activities.
- 3. Awards—*appointed*  
Shall organize and present the Order of the Rose Awards and Rosebud Award and shall recognize chapters with Chapter Excellence Awards based on chapter self-evaluation/application.
- 4. Convention Steering—*appointed*  
Shall plan and implement the annual Tennessee State Organization Convention.
- 5. Educational Excellence—*appointed*
  - a. Shall be composed of members from each grand division of the state, plus a chair and music representative.
  - b. Shall assist chapters with program materials and suggestions.
  - c. Shall survey members in regard to their needs and interests to assist with specific programs for chapters.
  - d. Shall conduct research of the state organization as approved by the state organization president or authorized by the Executive Board.
  - e. Shall publicize studies of the Society and other research pertinent to education and to women.
  - f. Shall support and promote International Projects.

- g. Shall support World Fellowship and encourage all chapters to participate in World Fellowship endeavors and activities.
- 6. Legislation—*appointed*
  - a. Shall study and recommend action in the field of legislation to improve education and the status of women educators and shall plan and conduct pertinent legislative activities.
  - b. Shall act as liaison between the U.S. Forum Steering Committee and the local chapters and shall work in conjunction with other committees to accomplish goals.
- 7. Scholarship—*appointed*
  - a. Shall consist of five members; a member may serve no more than two consecutive terms on this committee; a member shall have served two years on the committee before being named chair.
  - b. Shall promote interest and support for scholarships and award such scholarships for graduate study as have been approved by the Executive Board.
  - c. Shall formalize the application form and rating scale.
- 8. Special Events—*appointed*  
Shall implement projects that help to fund leadership activities.
- 9. State Organization Projects—*appointed*
  - a. Shall design and implement activities that would encourage literacy and/or numeracy efforts across the state.
  - b. Shall design and implement the Essay Contest across the state.
  - c. Shall design and implement activities to support early career educators across the state.

#### **Section D. Chapter Committees**

- 1. Chapters shall be responsible for any chapter duties represented by international committee descriptions and any state organization projects/programs that require chapter support.
- 2. Chapters may fulfill their constitutional and state organization responsibilities by establishing committees as needed.
- 3. Reports of the work of the chapter shall be prepared on forms supplied by Society Headquarters and submitted to the persons designated on the forms.

### **ARTICLE IX SERVICES**

#### **Section A. Scholarships**

- 1. The name, number and amount of scholarships shall be recommended by the Tennessee State Organization Scholarship Committee, approved by the Executive Board, and adopted by members in convention.
- 2. Rules governing the administration of the scholarship program shall be recommended by the Tennessee State Organization Scholarship Committee and approved by the Executive Board.

#### **Section B. Legislative Activities**

Legislative activities shall be held each year. Plans shall be made by the Legislation Committee with the approval of the Executive Committee.

#### **Section C. Publications**

1. The *DKG Tennessee News* shall be published four (4) times each year and sent to all members of the state organization and to members of the International Executive Board.
2. A state organization directory shall be prepared and published every four (4) years by the Executive Secretary.
3. Other documents may be published with the approval of the Finance Committee and the Executive Board.

**Section D. Awards**

The Tennessee State Organization Achievement Award, Chapter Excellence Awards, Rosebud Award, and the Order of the Rose Awards shall be presented annually.

**ARTICLE X MEETINGS**

**Section A. Convention**

1. Business of the state organization shall be conducted annually at a time and place determined by the Executive Board.
2. Every member who is registered may vote.
3. A quorum shall be a majority of those members who have registered at the convention.

**Section B. Leadership Conferences and Seminars**

1. The Leadership Conference for Chapter Officers shall be held in even-numbered years.
2. The Leadership Conference for Committee Planning shall be held in odd-numbered years.
3. The time and place for each conference shall be determined by the Executive Committee.
4. Leadership Management Seminars, beginning and advanced, shall be held each biennium.

**Section C. Other state organization events**

Other state organization meetings/events that meet Society purposes may be held with Executive Board approval.

**Section D. Chapter Meetings**

1. Regular meetings of chapters shall be held at least four times per year.
2. A quorum for chapter meetings shall be determined by the chapter.

**Section E. General**

All meetings of TNSO DKG may be held in person or through electronic communication or both if all the members may simultaneously engage in the meeting or business as determined by their situational needs.

**ARTICLE XI PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order Newly Revised* (current edition) shall govern state organization and chapter proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution*, the *International Standing Rules* or other adopted Society rules.

**ARTICLE XII AMENDMENTS**

**Section A. Amendments to Tennessee State Organization Bylaws**

1. The *Bylaws* may be amended by two-thirds (2/3) vote of the membership at Tennessee State Organization convention.

2. Notice of proposed amendments shall be published a minimum of thirty (30) days prior to the opening day of the convention.
3. Proposed amendments to the *Bylaws* may be submitted to the chair of the Tennessee State Organization Bylaws and Rules Committee by any member, committee, board, or chapter. December 1 shall be the deadline for submitting proposals.
4. All proposals for amendment or revision shall be studied by the Bylaws and Rules Committee, and recommendations for change referred to the Executive Committee for publication approval.
5. Any proposed amendment that has been rejected by the Tennessee State Organization Bylaws and Rules Committee may be submitted to a vote of the convention when such request is made in writing by one-third or more of chapter presidents. Such a request shall be submitted to the president no later than February 20 and shall be published a minimum of thirty (30) days prior to the opening day of the convention.

**Section B. Amendments to the Tennessee State Organization Rules**

The *Rules* may be amended at any Tennessee State Organization convention by majority vote.

**ARTICLE XIII MERGER AND DISSOLUTION**

**Section A. State Organization Dissolution**

In the event of the dissolution of the Tennessee State Organization of The Delta Kappa Gamma Society International, the net assets of the corporation shall be distributed as follows:

1. All liabilities and obligations shall be paid and satisfied, or adequate provision shall be made, therefore.
2. The Executive Board, following State of Tennessee Charter of Incorporation guidelines, shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

**Section B. Chapter Merger**

According to *Robert's Rules of Order, Newly Revised*, chapters experiencing difficulties may choose to merge with another existing chapter. The steps are

1. The chapters decide which chapter will continue and which will discontinue.
2. Both chapters' membership must agree.
3. The chapter that is discontinuing turns over all records, funds, and other possessions to the continuing chapter.
4. Members of the discontinuing chapter are transferred and welcomed into the continuing chapter.

**Section C. Chapter Dissolution**

1. Before a chapter may be dissolved, the approval of the state organization Executive Board must be obtained.
2. The charter must be returned to the state organization to be forwarded to International Headquarters.
3. Any remaining funds in the chapter's account shall be sent to the state organization treasurer.
4. Induction paraphernalia, chapter records, and Society publications are to be sent to the state organization for retention in the archives and to be made available for use.

5. Those members desiring to maintain membership may transfer to other chapters or become state members if there is no other chapter near them. International procedures must be followed.
6. The Executive Board shall decide whether to reuse the Greek name of the dissolved chapter.

#### **ARTICLE XIV XI STATE VISION FOUNDATION**

**Section A.** As a means of furthering the educational purposes of Tennessee State Organization, consent is given to the establishment and operation of an educational corporation under the Tennessee Non-Profit Corporation Act to be named, “Xi State Vision 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 Tennessee State Organization are authorized to advise the Secretary of State of Tennessee that Tennessee State Organization approves and consents to the use of such name by said Foundation.

**Section B.** Such officers of Tennessee State Organization as are or may be designated in the bylaws of said Foundation are authorized to act as officers and directors of the Xi State Vision Foundation, and the Tennessee State Organization Executive Board of the Tennessee State Organization 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 the Xi State Vision Foundation as provided for in the Articles of Incorporation of said Foundation.

#### **ARTICLE XV ETHICS STATEMENT**

The Tennessee State Organization of The Delta Kappa Gamma Society International will act to uphold the Society’s values, maintain trust, make ethical decisions, and foster a culture of integrity in all its meetings and those of its boards and committees.



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# Tennessee State Organization Rules

All offices, personnel positions, boards, activities and committees named in this document refer to state organization offices, personnel, boards, activities and committees unless otherwise noted.

## 1 NAME

## 2 OBJECTIVES

The *Tennessee State Organization Rules* provide clear guidance for effective and expeditious work of the Society in accordance with accepted traditions and practices of Tennessee State Organization. They clarify and expand, but do not replace, policies and responsibilities set forth in the *Constitution* and *International Standing Rules*, and the *Tennessee State Organization Bylaws*. The *Bylaws* are the policies of the state organization; these *Rules* provide guidance in their implementation.

## 3 MEMBERSHIP

### 3.0 Membership: General

- 3.0.1 A member may submit a recommendation for a candidate's election to any chapter.
- 3.0.2 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state active or state honorary reserve member. Status as a state member must be requested. State membership refers to the unit to which the member belongs.
- 3.0.3 Chapters are encouraged to refer to the *Handbook of the DKG Society International*, Membership Section; the *Guidelines for Chapter Membership Chair*; and the *International Standing Rules*, Sections 3.1-3.5, for additional guidance in membership matters.
- 3.0.4 A collegiate member may participate in the activities of the Society except holding office.
- 3.0.5 A collegiate member may serve as Parliamentarian since it is not an elected office.

### 3.1 Membership: Chapter

- 3.1.1 When membership in a chapter reaches 50 or more, the chapter shall be encouraged to work toward expansion.
- 3.1.2 The chapter shall record in the chapter minutes the names of the members terminated, including the reason and date of termination.

## 4 FINANCE

### 4.0 Finance: General

- 4.0.1 The Tennessee State Organization Finance Committee shall prepare a biennial budget in even-numbered years and present it to the Executive Board for approval. In the second year of the budget, the committee may make adjustments as necessary.
- 4.0.2 The treasurer shall publish an annual financial statement of revenue and expenses for the previous fiscal year in the November issue of the *DKG Tennessee News*.
- 4.0.3 Transportation reimbursement for automobile travel expenses shall be at \$0.10

- per mile less than the current state of Tennessee reimbursement.
- 4.0.4 Budgeted expenses may be reimbursable for mileage, meals, hotel expenses, and early registration fees. Meals, one-half the cost of double room accommodations and transportation shall be reimbursed up to the stated amount in the annual budget, as determined by the Tennessee State Organization Finance Committee.
- 4.0.5 All monies for any state organization activity must be receipted and copies of receipts and collected funds forwarded to the treasurer within 45 days after the event for audit and record keeping. Reimbursement for the convention must be turned in by June 30.
- 4.0.6 Should the state organization or its chapters desire to sell items at international conventions and regional conferences, a proposal listing items for sale must be submitted for approval to the international president prior to the fall Administrative Board meeting.
- 4.0.7 Any funds remaining in the state organization budget at the close of the fiscal year shall carry over to the next year's Available Fund budget.
- 4.0.8 Committees, chapters, and individuals may apply to the first vice president to sell in the convention Marketplace, provided that 100% of the profit from committees and chapters and at least 10% of the profit from individual sales benefits the chapter or state organization.
- 4.0.9 Committees and area directors are funded by the established budget that is under the jurisdiction of the Tennessee State Organization Finance Committee. Committee chairs must approve all committee expenses before reimbursement.
- 4.0.10 A Request for Payment form, accompanied by receipts, must be sent for reimbursement approval to the president within 30 days of an event. She will forward all approved expenses within 45 days of the event to the treasurer for payment.
- 4.0.11 All expense checks must be signed by the treasurer.
- 4.0.12 All reimbursement checks should be cashed within 90 days of issue date and will be void after 180 days.

#### **4.1 Dues and Fees**

- 4.1.1 The state organization annual dues shall be fourteen dollars (\$14.00) per active member and seven dollars (\$7.00) per reserve and collegiate member. The state scholarship fee is one dollar (\$1.00) per active and reserve member except in chapters that have a chapter scholarship for members in which case the fee is forty (40) cents.
- 4.1.2 All dues and fees shall be collected by the chapter treasurer. State organization and international dues and fees shall be forwarded as instructed by the state and international organization.
- 4.1.3 All state organization and international dues and fees should be sent, as instructed, no later than July 10 of each year.
- 4.1.4 The treasurer of chapters not awarding scholarships shall transfer a scholarship fee of one dollar annually per active and reserve member to the TNSO Treasurer by July 10. (Grants-in-Aid are not considered scholarships.)

#### **4.2 Officers and Related Personnel**

- 4.2.1 The president, executive secretary, treasurer, editor, and webmaster shall have a budgeted amount for communication and office expenses.

- 4.2.2 The treasurer, executive secretary, editor, and webmaster shall receive an annual honorarium.
- 4.2.3 The president, or her designee, shall be reimbursed for miles traveled for one visit per biennium to each chapter, up to the allowed budget allotment.
- 4.2.4 The Tennessee Organization of DKG budget shall contain designated funds to assist officers and related personnel (incoming in odd years and current in even years) in attending the International Convention and Conference. An itemized statement of all business expenditures shall be forwarded to the president by each officer and related personnel within two weeks following the close of the event. Reimbursement shall not exceed the budgeted funds.
- 4.2.5 The convention budget shall provide officer and related personnel registration, room, and meals.
- 4.2.6 The treasurer shall purchase the president's pin that is to be given at the time of her installation.
- 4.2.7 Each immediate past president shall be inducted into the Iris Circle at the Southeast Regional Conference following her biennium. The current president will present the Iris Circle pin that is purchased by the state organization.

#### **4.3 State Organization Convention**

- 4.3.1 The Tennessee State Organization Convention (hereafter referred to as the "convention" unless otherwise noted) shall be self-supporting.
- 4.3.2 The treasurer shall collect all convention registration fees and deposit them in the convention account from which convention expenses are paid.
- 4.3.3 Funds from the convention budget will pay the expenses of officers and related personnel, Society Representative, and speakers.
- 4.3.4 Past state organization presidents attending the convention shall have a \$25.00 deduction or reimbursement on their fees for registration.
- 4.3.5 Members inducted within the year shall have a \$5.00 deduction or reimbursement on their registration fee.
- 4.3.6 The convention chair shall pay pre-convention expenses with a debit card issued by the treasurer. She shall report all pre-convention expenses to the treasurer no later than fifteen days following the convention. The treasurer will publish the convention financial report in the September *DKG Tennessee News* following the convention.

#### **4.4 Leadership Conferences, Seminars, Legislative Activities and Retreats**

- 4.4.1 Fundraising from the Silent Auction and other leadership-designated fundraisers, plus leadership funding from the Available Fund through members' dues, shall be applied to leadership functions before any registration fee is charged.
- 4.4.2 The Leadership Conference for Committee Planning shall be funded by members' dues through the Available Fund and through leadership-designated fundraising, except for lodging and travel. Group rates for lodging shall be made available to participants. A registration fee may not be charged.
- 4.4.3 The Leadership Conference for Chapter Officers shall be funded by members' dues through the Available Fund and through leadership-designated fundraising, except for lodging and travel. Group rates for lodging shall be made available to participants. A registration fee may be charged.
- 4.4.4 The Leadership Management Seminars (beginning and advanced) shall be funded

by members' dues through the Available Fund and through leadership-designated fundraising, inclusive of training materials, presenters, and lodging. Participants supply their own travel funds. A registration fee may be charged to discourage cancellation.

- 4.4.5 Members' dues shall partially fund annual legislative activities and biennial arts retreats through the Available Fund, except for lodging and travel. Group rates for lodging may be made available to participants. A registration fee may be charged for a group meal and other event expenses.

#### **4.5 Publications**

- 4.5.1 All publications of the Tennessee State Organization shall be approved by the Executive Board and budgeted by the Finance Committee.
- 4.5.2 Approved publications include
- A. *DKG Tennessee News* (published four times per year),
  - B. *Tennessee State Organization Directory* (published every four years),
  - C. *Chapter President's Handbook* (updated biennially), and
  - D. *Tennessee State Organization History* (updated biennially).

#### **4.6 Memorials, Awards and Gifts**

- 4.6.1 Tennessee State Organization shall contribute the following amounts, in memoriam, to a designated Society fund upon the death of these members:
- A. International or Past International Presidents \$25
  - B. Tennessee State Organization President or Past President \$25
  - C. Tennessee State Organization Officer or Committee Chair \$10
  - D. Tennessee State Organization Honorary Member \$10
- 4.6.2 The designated fund for the memorial shall be chosen by the president with regard to the particular interest of the one being honored.
- 4.6.3 An amount shall be budgeted for the cost of the Tennessee State Organization Achievement Award pendant and chain.
- 4.6.4 The treasurer shall collect a suggested amount in voluntary donations from chapters to cover the cost of the outgoing president's gold medallion and chain, to be given at the end of her biennium. All monies collected in excess of the gift's cost shall go to the retiring president.
- 4.6.5 An amount shall be in the convention budget to give a gift to, or make a donation in honor of, the Society Representative to the annual convention.

#### **4.7 Scholarships**

- 4.7.1 Scholarships shall be offered annually. Applications shall be postmarked no later than February 1. Recipients are expected to attend the convention for the presentation of awards.
- 4.7.2 Named scholarships and their purpose:
- A. Mary Hall Scholarship for study beyond the bachelor's degree \$3,000
  - B. Evangeline Hartsook Scholarship for study beyond the bachelor's degree \$1,500
  - C. Lois Jones Scholarship for pursuing a doctorate \$3,000
  - D. Lottye McCall Scholarship for study beyond the bachelor's degree

- \$1,500
    - E. Louise Oakley Scholarship for study beyond the bachelor's degree  
\$1,500
    - F. Eleanor Osteen Scholarship for study beyond the bachelor's degree  
\$1,500
    - G. Dr. Maycie K. Southall Scholarship for study beyond the master's degree  
\$3,000
    - H. Dr. Isabel Wheeler Scholarship for pursuing a doctorate  
\$3,000
- 4.7.3 Requirements:
  - A. Applicant must have been a member of the Society for a minimum of three (3) years if pursuing a doctoral degree or a minimum of one (1) year at the time of application if pursuing other graduate studies such as a master's degree.
  - B. Service to Delta Kappa Gamma is an important criterion in the selection of a recipient.
  - C. Regular attendance at chapter meetings and activities shall be considered, as well as convention participation at all levels of the Society.

#### **4.8 IRS Filing**

- 4.8.1 The treasurer shall file an Internal Revenue Service Form 990 by the November deadline each year and remind and assist chapter and coordinating council treasurers in their annual filing of the required 990 form.

## **5 ORGANIZATION**

### **5.1 Chapter Support**

- 5.1.1 The state organization shall provide support for its chapters that includes
  - A. Monitoring chapter progress;
  - B. Providing leadership training for chapter leaders;
  - C. Sharing/demonstrating strategies for strengthening chapters; and
  - D. Implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

### **5.2 Areas**

- 5.2.1 There shall be ten (10) geographical areas of the Tennessee State Organization. Areas shall be composed of the following chapters:
  - AREA I** Gamma, Iota, Alpha Alpha, Alpha Zeta, Alpha Iota, and Gamma Mu.
  - AREA II** Zeta, Nu, Pi, Alpha Epsilon, Beta Pi, Gamma Iota, and Gamma Nu.
  - AREA III** Alpha, Lambda, Sigma, Alpha Kappa, Alpha Xi, Alpha Phi, and Gamma Zeta.
  - AREA IV** Xi, Alpha Theta, Alpha Upsilon, Beta Beta, Beta Lambda, Beta Phi, and Gamma Delta.
  - AREA V** Delta, Alpha Beta, Alpha Delta, Beta Epsilon, Beta Zeta, and Beta Theta.
  - AREA VI** Beta, Eta, Alpha Gamma, Alpha Nu, Beta Xi, and Beta Upsilon.

- AREA VII** Rho, Phi, Alpha Rho, Beta Kappa, Beta Nu, Beta Rho, and Gamma Omicron.
- AREA VIII** Kappa, Tau, Alpha Eta, Beta Omega, and Gamma Alpha.
- AREA IX** Theta, Omicron, Omega, Beta Eta, Beta Mu, and Gamma Eta.
- AREA X** Alpha Lambda, Alpha Sigma, Beta Gamma, Beta Iota, and Beta Sigma.

5.2.2 Each area shall have an area director, a member who has served as chapter president and who has extensive state organization-level experience. Area directors shall

- A. Serve as a liaison between the president and the local chapters;
- B. Work with chapters to achieve greater member interest and cooperation among chapters;
- C. Serve as mentor/advisor to new chapter presidents and chapter executive boards;
- D. Serve as facilitator/advisor of area council meetings as needed;
- E. Help identify stagnant or declining chapters and assist Chapter Strengthening Committee with chapter revitalization efforts;
- F. Approve and submit to the treasurer an account of all expenses, not to exceed the amount budgeted; and
- G. Transfer Area Director's resources to the incoming area director prior to or at the Leadership Conference for State Organization Committee Planning.

## **6 OFFICER AND RELATED PERSONNEL**

### **6.0 Duties and Responsibilities—General—**Officers shall

- 6.0.1 Assume duties as prescribed in the *Constitution, International Standing Rules, and Tennessee State Organization Rules*;
- 6.0.2 Perform duties as prescribed by the Executive Board;
- 6.0.3 Attend state organization conventions, an International Conference, and the International Convention during their term of office; and
- 6.0.4 By April 15, of odd-numbered years, complete and submit the online inventory form. Recommendations, including the rationale for selling or discarding Tennessee State Organization materials, shall be included, and the Finance Committee shall make recommendations to the Executive Board regarding dispensation. Acquisitions require the president's approval and must be listed by the receiver on the Tennessee State Organization inventory.

### **6.1 President** The president shall

- 6.1.1 Confer with members of the Executive Committee to make plans for the annual convention;
- 6.1.2 Request a Society Representative for the convention, select her convention escort, and delegate responsibility for purchasing her gift;
- 6.1.3 Visit chapters as possible during her term of office, upon invitation;
- 6.1.4 Plan and implement the Leadership Conference for Committee Planning in odd-numbered years and the Leadership Conference for Chapter Officers in even-numbered years, coordinating with the recording secretary, executive secretary and others as required;
- 6.1.5 Appoint all standing and special committees, except the Tennessee State



- Organization Nominations, Finance, and Personnel, providing for continuity when possible. Appoint a continuing member of the Tennessee State Organization Nominations, Finance and Personnel Committees as chair;
- 6.1.6 Fill by appointment all vacancies;
  - 6.1.7 Authorize meetings of committees for the necessary fulfillment of committee responsibilities;
  - 6.1.8 Submit an article for each issue of the *DKG Tennessee News*;
  - 6.1.9 Communicate regularly with chapter presidents;
  - 6.1.10 Coordinate with the executive secretary to
    - A. Select, print, and distribute state organization stationery; coordinate the biennial updating of *Chapter President's Handbook* and send to the TNSO webmaster for posting on the TNSO website;
    - B. Compile lists of chapter officers and committee chairs and facilitate the dissemination of these lists to the appropriate state organization counterparts;
    - C. Disseminate contact information for new officers and committee chairs to all chapters; and;
    - D. Retain a current inventory list of materials (excluding consumables) held by the Tennessee State Organization.
  - 6.1.11 Present the president's pin to the incoming president following her installation at the annual convention;
  - 6.1.12 Present 50-year certificates to members who have been in the Society fifty years and who attend the convention. Previous 50-year certificate awardees should be recognized first, with new honorees being added to the group;
  - 6.1.13 Approve all expenditures received within 30 days of an event and forward to the treasurer within 45 days of the event;
  - 6.1.14 Oversee, in cooperation with the Tennessee State Organization Finance Committee Chair, the use of bequest monies that are given to the state organization;
  - 6.1.15 Supervise, as a member of the Tennessee State Organization Personnel Committee, the work of the executive secretary, treasurer, editor, and webmaster;
  - 6.1.16 Cast, or officially designate someone to cast a vote for the state organization, one (1) vote for each five (5) active, reserve, and collegiate members or a major fraction thereof within the state organization at conventions of the DKG Society. The vote may be divided.
  - 6.1.17 Make other decisions and arrangements that need executive action.
- 6.2 First Vice President** The first vice-president shall
- 6.2.1 Serve as chair of the Tennessee State Organization Educational Excellence Committee;
  - 6.2.2 Solicit professional, personal, and educational excellence workshops for each convention;
  - 6.2.3 Confer with the president, second vice-president and/or members of the Executive Committee to make plans for each convention;
  - 6.2.4 Develop and have printed convention program materials;
  - 6.2.5 Evaluate chapter yearbooks, noting in writing the strengths and weaknesses for each chapter; and
  - 6.2.6 Submit names of chapters with excellent yearbooks to the Tennessee State

Organization Awards Committee by April 1 of each year for compilation of Excellence Award points, and coordinate with Awards Committee the awarding of yearbook awards.

- 6.3 Second Vice President** The second vice-president shall
- 6.3.1 Serve as chair of the Tennessee State Organization Convention Steering Committee;
  - 6.3.2 Appoint all necessary committees for the convention;
  - 6.3.3 Confer with members of the Executive Committee to make plans for the convention;
  - 6.3.4 Select host chapters for meal events, receptions, and other social hours (Host chapters shall rotate alphabetically. Chapters are asked to participate, but are not obligated to serve);
  - 6.3.5 Maintain a file of hostess chapters and dates of their serving;
  - 6.3.6 Select and order bags/folders to be used at the convention. Oversee filling of packets with convention materials that include, but are not limited to, 1) convention reports, 2) convention program, 3) special seating information, 4) meal function tickets, and 5) name badges;
  - 6.3.7 Give names to president of those who indicate 50-year membership on registration form;
  - 6.3.8 Identify chapters with highest convention attendance based on 1) percentage of chapter members and 2) actual members in attendance and give information to the Tennessee State Organization Membership Chair;
  - 6.3.9 Update convention electronic files and transfer them to incoming second vice-president.
- 6.4 Recording Secretary** The recording secretary shall
- 6.4.1 Record business of Executive Committee, Executive Board, and convention business meetings. Read results of mail balloting executed since last Executive Board/business meeting into minutes for permanent record;
  - 6.4.2 Send copies of convention minutes draft to members appointed by president to approve minutes. After corrections are made and final copy signed, send copy of final minutes to president, first vice-president, and treasurer;
  - 6.4.3 Preserve a print and/or digital copy of all official minutes for placement in the archives. Print copies shall be on acid-free paper;
  - 6.4.4 Set the date, in cooperation with the president, and reserve a place for the Leadership Conference for Committee Planning in odd-numbered years and the Leadership Conference for Chapter Officers in even-numbered years; and
  - 6.4.5 Serve as registrar and make all arrangements for the Leadership Conference for Committee Planning and Leadership Conference for Chapter Officers.
- 6.5 Corresponding Secretary** The corresponding secretary shall
- 6.5.1 Distribute credential cards to Executive Board members or their official representative;
  - 6.5.2 Coordinate the presentation and recession of flags at the first and final general sessions;
  - 6.5.3 Coordinate the chapter presidents' procession and presentation at the Presidents Banquet;

6.5.4 Maintain in good condition the chapter president sashes; Society, state, and national flags and their poles; and other such paraphernalia as is needed for these presentations; and

6.5.5 Coordinate, with the president, state organization functions at international and regional meetings during and immediately following her term of office.

**6.6 Treasurer** The treasurer shall

6.6.1 Execute all duties and responsibilities of the office as set forth in the *Tennessee State Organization Bylaws and Rules, Personnel Manual, and Guidelines for State and Chapter Treasurers*;

6.6.2 Process all convention registrations, fees, refunds, and expenses, maintaining a convention bank account in accordance with guidelines set by the organization's Certified Public Accountant and Finance Committee.

6.6.3 Make reimbursements only when approved requisitions are submitted by the president within 45 days of the event and include documentation, e.g., attached copy of receipt or bill of sale or third-party statements.

6.6.4 Publish the convention financial report in the *DKG Tennessee News* each year following the convention.

**6.7 Parliamentarian** The parliamentarian shall

6.7.1 Serve as parliamentary advisor to the president before and during the convention; and

6.7.2 Serve as *ex officio* member without vote on the Bylaws and Rules Committee.

**6.8 Immediate Past President** The immediate past president shall

6.8.1 Advise and mentor the incoming president;

6.8.2 Serve as the chair of the Chapter Strengthening Committee during the biennium immediately following her presidency, for the purpose of strengthening at-risk chapters;

6.8.3 Submit, within the first year following her term of office, a history of her biennium.

**6.9 Editor, Executive Secretary, and Webmaster** Related personnel (editor, executive secretary, webmaster) shall

6.9.1 Execute all duties and responsibilities of their positions as set forth in the *Tennessee State Organization Personnel Manual*; and

6.9.2 Perform duties and responsibilities as directed by the president and/or the Executive Board.

## 7 BOARDS

## 8 COMMITTEES

**8.0 Duties and Responsibilities: General** Tennessee State Organization committees shall

8.0.1 Transfer digital and/or print files to succeeding chairs as soon as possible before the Leadership Conference for Committee Planning;

8.0.2 Prepare and submit a committee report to the first vice-president for publication

- in convention materials as directed by the president;
- 8.0.3 Complete reports on electronic forms sent from International and submit completed reports to the persons stated on forms (does not pertain to all committees); and
- 8.0.4 Observe the following:
- A. Transact official business only if a quorum (majority of committee members) is present;
  - B. Have all committee Request for Payments forms approved by committee chair and submitted to president within 30 days after expenses are incurred;
  - C. Document and report all expenses incurred, though reimbursement may not exceed budget, except with written permission from the president prior to incurring the expense;
  - D. Have no member with more than two consecutive terms on the same committee;
  - E. Have the president as a member of all committees except Nominations, and have her approval on all committee initiatives;
  - F. Communicate, as much as possible, with chapters through the president's newsletter, but send president an advance copy of any separate communication for approval; and
  - G. By April 15, of odd-numbered years, complete and submit the online inventory form. Recommendations, including the rationale for selling or discarding Tennessee State Organization materials, shall be included, and the Finance Committee shall make recommendations to the Executive Board regarding dispensation. Acquisitions require the president's approval and must be listed by the receiver on the Tennessee State Organization inventory.

**8.1 Achievement Award** The committee shall

- 8.1.1 Seek nominations, select the recipient of, and present at the Presidents Banquet an annual Tennessee State Organization Achievement Award, based upon the contributions of the recipient to The Delta Kappa Gamma Society International, with special consideration given to Tennessee State Organization and the member's chapter, as well as to education and to women.

**8.2 Arts and Personal Enrichment** The committee shall

- 8.2.1 Plan, organize and host a Creative Arts Retreat. The chair should be selected from the division where the next retreat is to be held;
- 8.2.2 Make arrangements and communicate guidelines for convention displays to chapters (in even-numbered years) and state organization committees (in odd-numbered years); and
- 8.2.3 Encourage members to participate in the DKG Gallery of Fine Arts on the international website.

**8.3 Awards** The committee shall

- 8.3.1 Seek nominations, select recipients for, and present recipients of the Order of the Rose Award at the annual convention. Qualifications for the award are that awardees have made outstanding contributions to chapter and community but

- have not received recognition for their leadership and service at the state organization level through other means;
- 8.3.2 Seek nominations and select recipients for the Rosebud Award. The Rosebud Award shall be presented at convention to a member having five or fewer years of membership who exhibits outstanding service to her chapter and state organization, as well as an interest in the International Society;
- 8.3.3 Update the Chapter Excellence Award application as needed;
- 8.3.4 Select chapters to receive the Chapter Excellence Award, to be given in three categories based on number of points earned. Application is to be made by chapters to the Awards Committee, with additional input from other committees and officers for other indications of chapter excellence; and
- 8.3.5 Coordinate, with the president, and implement the program for the annual Awards Luncheon.
  
- 8.4 Bylaws and Rules** The committee shall
  - 8.4.1 Have the parliamentarian as *ex officio* member without vote;
  - 8.4.2 Submit, for member approval, amendments that update the *Tennessee State Organization Bylaws* and *Tennessee State Organization Rules* as needed to keep the documents current with state organization practices and in line with the latest edition of the *Constitution* and *International Standing Rules*;
  - 8.4.3 Prepare a revision of the state organization documents when such a revision becomes necessary; and
  - 8.4.4 Call for updated or revised chapter rules from those chapters that have not submitted their documents in the past three years, and approve such chapter submissions, recommending changes where rules conflict with international or state organization documents.
  
- 8.5 Chapter Strengthening** The committee shall
  - 8.5.1 Have the immediate past president serve as chair of the committee; other appointed members should have recent experience in membership and/or leadership development;
  - 8.5.2 Prepare a folder of resource materials for use with chapters who ask for assistance or for those identified by the president who need help revitalizing their chapter;
  - 8.5.3 Meet with chapter leadership and/or all members to assist in revitalizing and strengthening chapter practices; and
  - 8.5.4 Create a written action plan for individual chapters that identifies specific steps to build chapter success.
  - 8.5.5 Generate enthusiasm for establishing new chapters, through division or expansion; and
  - 8.5.6 Consult Ceremonies for information and models for the installation of new chapters.
  
- 8.6 Communications and Marketing** The committee shall
  - 8.6.1 Submit articles of merit on educational innovations as well as committee areas of responsibility to the *DKG Tennessee News*;
  - 8.6.2 Read chapter newsletters and provide feedback and opportunities for growth;
  - 8.6.3 Increase technology knowledge of all members;

- 8.6.4 Help members with ideas for integrating technology into their curricula;
  - 8.6.5 Raise awareness of state organization and international websites as resources for chapters and members;
  - 8.6.6 Encourage chapters to create and/or maintain chapter social media presence;
  - 8.6.7 By April 1 of each year, submit names of chapters with excellent chapter communications to Awards Committee for compilation of Excellence Award points, and coordinate with the Tennessee State Organization Awards Committee the awarding of communications awards to chapters not receiving a Chapter Excellence Award; and
  - 8.6.8 Consider, for award purposes, chapter publications and publicity from April 1 of the previous year through March 31 of the current year.
- 8.7 Convention Steering** The committee shall
- 8.7.1 Work under the chairmanship of the second vice-president/convention chair;
  - 8.7.2 Appoint subcommittees as needed to carry out committee plans; and
  - 8.7.3 Be responsible for all aspects of the convention except program and registration payment, including but not limited to housing assignments, event locations, pages, registration, convention printing (except convention book), and coordination of chapter and state organization committee convention responsibilities.
- 8.8 Educational Excellence** The committee shall
- 8.8.1 Work under the chairmanship of the first vice-president;
  - 8.8.2 Assist chapters to improve quality of chapter programs;
  - 8.8.3 Provide information to the state organization and chapters concerning program planning and/or projects as directed by the president;
  - 8.8.4 Inform members of International projects (GIRLS and Support for Early-Career Educators) and encourage activities in support of those projects;
  - 8.8.5 Support the work of the International World Fellowship Committee as liaison with chapters;
  - 8.8.6 Encourage contributions to the World Fellowship Fund and contact with the recipients;
  - 8.8.7 The music representative, as a member of the committee, shall assist in program planning and shall
    - A. Select and direct songs for conventions and leadership conferences;
    - B. Maintain a talent pool for state organization music needs;
    - C. Secure an accompanist for all convention needs except the Ceremony of Remembrance;
    - D. Assist chapter music representatives; and
    - E. Provide music enrichment for state organization meetings as requested.
- 8.9 Finance** The committee shall
- 8.9.1 Prepare and present for Executive Board approval a biennial budget during the first year of biennium, and amend the budget as needed during the second year;
  - 8.9.2 Maintain a biennial inventory of Tennessee State Organization tangible assets and recommend to the Executive Board a dispensation method for items recommended for sale or discard; and
  - 8.9.3 Implement any changes recommended by the independent financial review.

- 8.9.4 The committee will meet face-to-face no more than twice during the biennium. It may meet virtually as necessary to fulfill duties and maintain fiscally sound policies and investments.
- 8.10 Historical Preservation** The committee shall
- 8.10.1 Preserve the historic documents of Tennessee State Organization, and determine by what means (print archives or website);
- 8.10.2 Receive from the immediate past president the history of her biennium;
- 8.10.3 Update and maintain the history annually; and
- 8.10.4 Place update on the Tennessee State Organization website under A History of Tennessee State Organization (Vol. II).
- 8.11 Leadership Development** The committee shall
- 8.11.1 Plan and implement the Beginning Leadership Management Seminar and/or other state leadership events and
- 8.11.2 Plan and implement the Advanced Leadership Management Seminar.
- 8.12 Legislation** The committee shall
- 8.12.1 Plan and conduct one or more legislative activities for members during the Tennessee General Assembly session, including securing hotel accommodations, if needed, and meeting space; and communicating with chapters about legislative activities through the *DKG Tennessee News* president's monthly letter, and/or contact with individual chapters;
- 8.12.2 Inform members of the legislative agenda and means of becoming more effective proponents for positive education legislation; and
- 8.12.3 Organize and present a forum or workshop at convention to inform members of legislative concerns.
- 8.13 Membership** The committee shall
- 8.13.1 Plan and present the annual Ceremony of Remembrance at convention. It shall
- A. Provide printed programs listing names and chapters of those being memorialized;
- B. Arrange the setting in the chapel;
- C. Secure vocalist and organist, and arrange for the carillon to be played following the service;
- D. Store brass candlesticks and paraphernalia, and transfer these to new chair for safe-keeping;
- E. Purchase candles to be used during the service.
- 8.13.2 Maintain membership file, sending copies of death notice forms and other timely information to the editor;
- 8.13.3 Conduct induction of new state honorary members;
- 8.13.4 Present two attendance awards, one for highest percentage of chapter attendance and one for highest number of chapter members in attendance at convention.
- 8.13.5 Recognize levels of longevity of membership as specified by the president for members in attendance at convention; and
- 8.13.6 Recognize chapters with a positive growth in membership during the past year.
- 8.14 Nominations** The committee shall

- 8.14.1 Secure the consent of the nominee before placing a name in nomination, (the chair should assume this responsibility);
  - 8.14.2 Receive recommendations/endorsements for nominees for offices; Nominations, Finance, and Personnel Committee; and Vision Foundation Directors for the upcoming election no earlier than March 1 of even-numbered years and close nominations no later than October 31 of the same year. Whenever possible, the committee shall nominate members for state organization officers and elected state organization committees from all three grand divisions of the state. For purposes of establishing the boundaries, the Tennessee State Organization shall follow the divisions as defined by *Tennessee Code Annotated 4-109* and The Tennessee Education Association;
  - 8.14.3 Use its judgment in securing nominees for positions for which there are insufficient recommendations;
  - 8.14.4 Assure that at least one member of the six Tennessee State Organization Nominations Committee members has held state organization elected office and that the committee composition contains no two members from the same chapter or from a chapter whose member served on the previous Tennessee State Organization Nominations Committee; and
  - 8.14.5 Submit names, pictures, and biographical data of nominees to the editor of the *DKG Tennessee News*, and to the webmaster.
- 8.15 Personnel** The committee shall
- 8.15.1 Prepare and review job descriptions, contracts, and compensation of all paid personnel and make recommendations for change or retention to the Executive Board;
  - 8.15.2 Announce positions for contractual services, accept applications, conduct interviews with applicants and make recommendations to the Executive Board;
  - 8.15.3 Design and implement a method of evaluation for paid positions; and
  - 8.15.4 Maintain an updated *Tennessee State Organization Personnel Manual*.
- 8.16 Planning** The committee shall
- 8.16.1 Be composed of five appointed members, one of whom shall serve as chair;
  - 8.16.2 Have, as ex-officio members without vote, the current state president and executive secretary.
  - 8.16.3 Have three (3) appointed members with chapter president experience, one from each of Tennessee's grand divisions. One (1) appointed member shall be a past state officer, and one (1) shall be a member at large.
  - 8.16.4 A member shall have served two years on the committee before being named chair;
  - 8.16.5 Have the president and/or the executive secretary present at all committee meetings;
  - 8.16.6 Maintain the organization's Strategic Plan (SP), including goals progress;
  - 8.16.7 Include, as the definition of "planning," suggestions for improvement and for ceasing those activities that are no longer viable;
  - 8.16.8 Recommend the person(s)/committee(s) to be responsible for carrying out new activities;
  - 8.16.9 Seek input for SP from officers, committees, Executive Board, members, and chapters;



- 8.16.10 Gather progress reports from those assigned responsibilities in the plan;
- 8.16.11 Meet at a time prior to each Executive Board meeting and at least one additional time during each biennium;
- 8.16.12 Report SP progress to the Executive Board in the second year of the biennium;
- 8.16.13 Encourage development of and provide assistance with chapter level strategic plans.

**8.17 Scholarship** The committee shall

- 8.17.1 Publicize the availability of Society scholarships and the method necessary for application;
- 8.17.2 Devise a rating/ranking method of evaluation applications and meet, in person or via technology, to agree on recipients;
- 8.17.3 Send applicants notification of committee's decision by March 15 of each year;
- 8.17.4 Prepare a program of each recipient's accomplishments to present to participants at convention;
- 8.17.5 Present checks for full scholarship amount to each recipient at convention;
- 8.17.6 Maintain a complete list of all scholarship recipients and record changes and additions to the Scholarship Program in the Tennessee State Organization Scholarship Committee's manual; and
- 8.17.7 Conduct, at the beginning of each decade, a ten-year follow-up study of scholarship recipients to investigate their professional growth and additional service to Delta Kappa Gamma.

**8.18 Special Events** The committee shall

- 8.18.1 Promote the work of leadership training in the state organization through the implementation of fund-raising activities, the proceeds of which shall be used for leadership activities such as the Beginning Leadership Management Seminar, the Advanced Leadership Management Seminar, the Leadership Conference for Chapter Officers, the Leadership Conference for Committee Planning, and others as may be deemed appropriate by the membership; and
- 8.18.2 Encourage chapters and members to participate in such activities.

**8.19 State Organization Projects** The committee shall

- 8.19.1 Promote chapter support for the Governor's Early Literacy Foundation through donations and/or program sign ups for parents;
- 8.19.2 Plan and implement the Essay Contest;
- 8.19.3 Plan and implement activities to support early career educators;
- 8.19.4 Propose additional state organization projects for chapter participation.

## **9 SERVICES**

### **9.0 Publications: General**

- 9.0.1 Publications may be in print or digital format, or both.

### **9.1 DKG Tennessee News**

- 9.1.1 Shall be published by the editor four times a year;
- 9.1.2 Shall have the cost of publication included in member dues;
- 9.1.3 Shall have digital copies available to all state organization members; and
- 9.1.4 Shall include but not be limited to

- A. State organization, regional, and international meetings;
- B. State organization committee meetings and activities;
- C. Convention program, registration form, schedule, and financial report;
- D. Proposed budget and annual financial statement of revenue and expenditure;
- E. *Bylaws* and *Rules* amendments or revisions, or notice thereof;
- F. New members;
- G. Chapter and member news;
- H. Memoriam for deceased members;
- I. Calendar of upcoming events; and
- J. Notice of applications for scholarships, arts retreats, leadership seminars, etc., being on the state organization website.

## **9.2 Tennessee State Organization Directory**

- 9.2.1 Shall be updated and published every four years, or at the discretion of the Executive Board, by the executive secretary;
- 9.2.2 Shall be given to each chapter, state organization committee and officer; and
- 9.2.3 Shall be sold to members for the cost of publication.

## **9.3 Chapter President's Handbook**

- 9.3.1 Shall be provided to each chapter president and each state organization officer, committee chair, area director and past president;
- 9.3.2 Shall include, but not be limited to, the latest editions of (or information about) these publications:
  - A. *Guidelines for Chapter Presidents*
  - B. *Constitution*
  - C. *International Standing Rules*
  - D. *Handbook of the DKG Society International*
  - E. *Tennessee State Organization Bylaws*
  - F. *Tennessee State Organization Rules*
  - G. Letters from officers and committee chairs
  - H. Forms, applications, brochures
  - I. Guidelines for awards
  - J. *U.S. Forum* Resources
- 9.3.3 Shall be updated annually as needed with updates distributed to all handbook holders;
- 9.3.4 Shall be coordinated by the president.

## **9.4 Tennessee State Organization History**

- 9.4.1 Shall be updated annually, with updates made available to chapters in print and/or digital format;
- 9.4.2 Shall be coordinated by the Tennessee State Organization Historical Preservation Committee, with input from immediate past president, president, and others as needed; and
- 9.4.3 Shall contain information on members' international and state organization scholarships and awards, state organization projects and programs, organization initiatives, etc.

## 10 MEETINGS

### 10.1 Convention

- 10.1.1 The convention shall be held annually in June, location, and date to be scheduled one year in advance.
- 10.1.2 The second vice-president shall be the chair of the Convention Steering Committee.
- 10.1.3 The Executive Board shall meet at the discretion of the president virtually, prior to convention, or in person on the opening day of convention.
- 10.1.4 A Presidents Banquet, Awards Luncheon and Birthday Brunch shall be a regular part of the convention.
  - A. The president's chapter is the host chapter for the Presidents Banquet in the second year of the biennium.
  - B. The program for the Awards Luncheon shall be conducted under the direction of the Tennessee State Organization Awards Committee.
- 10.1.5 A Ceremony of Remembrance shall be conducted under the direction of the Membership Committee.
- 10.1.6 Receptions and social hours shall be left to the president's discretion.
- 10.1.7 The installation of officers shall be held in odd-numbered years under the direction of the Tennessee State Organization Nominations Committee.

### 10.2 Leadership Conferences

- 10.2.1 The **Leadership Conference for Chapter Officers** shall be held for incoming chapter officers and those positions specified by the president in the spring of even-numbered years and shall include all state organization officers and area directors.
  - A. It shall be under the direction of the president.
  - B. The recording secretary shall make site arrangements and shall serve as the conference registrar.
  - C. Chapters shall elect new officers early enough to permit their attendance.
- 10.2.2 The **Leadership Conference for Committee Planning** shall be held in the fall of odd-numbered years, the exact date and place to be announced.
  - A. It shall be under the direction of the president.
  - B. The recording secretary shall make site arrangements and shall serve as the conference registrar.
  - C. All committee members, area directors and officers shall be expected to attend.
- 10.2.3 The **Beginning Leadership Management Seminar** shall be held each biennium at a time and place to be determined by the Leadership Development Committee.
  - A. Participation shall be by application, with the application being available to all members through the *DKG Tennessee News* and/or Tennessee State Organization Website, and/or through direct letters to chapter presidents and/or chapter Leadership Development Committee chairs.
  - B. Invited guests shall include guest presenters, the Tennessee State Organization Leadership Development Committee members, and selected officers, as deemed necessary to conduct the seminar.

- C. The Tennessee State Organization Leadership Development Committee shall have set procedures in place for the solicitation and selection of participants.
- 10.2.4 The **Advanced Leadership Management Seminar** shall be held in the spring of odd-numbered years at a time and place to be determined by the Leadership Development Committee.
  - A. Participation shall be open to graduates of the Tennessee State Organization Beginning Leadership Management Seminar through applications available in the *DKG Tennessee News* and/or Tennessee State Organization Website, and/or through letters to chapter presidents and/or chapter Leadership Development Committee chairs.
  - B. Invited guests shall include guest presenters, the Tennessee State Organization Leadership Development Committee members and selected officers as deemed necessary to conduct the seminar.
  - C. The Tennessee State Organization Leadership Development Committee shall have set procedures in place for the solicitation and selection of participants.

### 10.3 Legislative Activities

- 10.3.1 State organization legislative activities shall be planned by the Tennessee State Organization Legislative Committee to coincide with the meeting of the Tennessee General Assembly.
- 10.3.2 Activities shall be funded principally by participating members or their chapters.

### 10.4 International Convention and Conference Functions

- 10.4.1 When Tennessee State Organization holds a function during the International Conference or the International Convention, invitations should be sent to the following to be guests of Tennessee State Organization:
  - A. **International Conference:**
    - 1) Current international president, first vice president, second vice president, Southeast Regional Director.
    - 2) Members of International Headquarters professional staff.
  - B. **International Convention:**
    - 1) Current international president, first vice president, second vice president, Southeast Regional Director
    - 2) Incoming international president, first vice president, second vice president, Southeast Regional Director
    - 3) Members of Headquarters professional staff
- 10.4.2 All Tennesseans attending the conference or convention shall pay their own function expense, with the exception of those mentioned in Section A.
- 10.4.3 A guest may be invited with the cost for that guest paid by the member inviting the guest.
- 10.4.4 The corresponding secretary shall coordinate decorations and favors for the function and shall collect money for reservations from members.
- 10.4.5 Receptions, meals and social functions shall be left to the discretion of the president.

## **10.5 Creative Arts Retreat**

- 10.5.1 A Creative Arts Retreat shall be held each biennium, for members' and guests' personal growth and enrichment.
- 10.5.2 Retreat sites should rotate among the three grand divisions of the state.
- 10.5.3 The retreat shall be supported through the Available Fund; a registration fee may be charged.

## **10.6 Chapter Visitation**

- 10.6.1 Chapters should invite the president for a chapter visit during her term of office. Should the president be unable to visit, she may assign, or chapters may invite, other officers to attend in her place.
- 10.6.2 Travel expenses for chapter visits are provided by the state organization. Food and lodging expenses are the responsibility of the chapter.
- 10.6.3 Chapters at a distance of more than two hours from the president's home should make every effort to schedule a weekend meeting and/or a joint meeting with other area chapters.

## **11 XI STATE VISION FOUNDATION**

- 11.1 The Board of Directors shall act as the agent of the Xi State Vision Foundation to review each restriction or condition which may be put on any gift and accept or reject the gift. If the board determines that the restriction or condition does not conform to the purposes of the organization, the board will so inform the donor so that the restriction or condition can be modified to conform to such purposes and still effectuate, to the extent possible, the desire of the donor.
- 11.2 Publications of Tennessee State Organization may be used to assist the Vision Foundation in promotional efforts.
- 11.3 The treasurer shall serve on the Board of Directors and shall be listed with the Secretary of State, State of Tennessee, as the registered agent for the Xi State Vision Foundation.
- 11.4 The Foundation shall include the four elected members of the Vision Foundation Board of Directors, the president, immediate past president, and treasurer.
- 11.5 The Foundation shall oversee the disbursement of all Foundation funds.
- 11.6 The Foundation seeks applications, selects the recipient(s), and presents the Liz Whorley Bradley Professional Growth Award and other awards at the annual Awards Luncheon.