

STANDING RULES OF ALASKA STATE ORGANIZATION THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

April 25, 2020 – Zoom Meeting Alaska
Cynde Hill, Anchorage, Alaska – State President

A. FINANCES

As Certificates of Deposit mature, reinvestment shall be made in insured investments bearing maximum interest for terms no longer than one year.

1. As funds accumulate in the Scholarship and Available Funds in excess of one thousand dollars (\$1,000.00) above short-term needs, these funds shall be reinvested in insured investments bearing maximum interest for terms no longer than one year.
2. The State President shall appoint an ad hoc investment committee, chosen from the State Treasurer's location, to assist in all investment decisions.
3. The Permanent Fund of DKG Alaska shall be one thousand, twenty-five dollars (\$1,025.00), any overage to be deposited into the Available Fund.
4. All bills, including those for the State Leadership Convention, must be submitted to the State Treasurer before the close of the fiscal year, June 30.
5. DKG Alaska shall make a donation to the outgoing International President's Gift Fund and to the outgoing NW Regional Director's Gift Fund at the close of their bienniums. The amounts are recommended by the International Finance Committee and approved by the State Executive Board. The State Treasurer will send the check.
6. DKG Alaska shall make an annual donation to the International World Fellowship Fund. The amount shall be recommended by the Finance Committee and approved by the State Executive Board during the fall Executive Board Meeting. The State Treasurer will send the check.
7. DKG Alaska annual dues shall be twenty-four dollars (\$24.00) per active member and nine dollars (\$9.00) per member and collegiate member.
8. Incoming chapter officers or their designees, Educational Excellence Chair and Membership Chair (if either not a responsibility of vice presidency) shall receive a fifty dollar (\$50.00) stipend for attendance at the State Leadership Convention each biennium.

B. OFFICERS

1. The address of the registered agent for the Alaska State Organization incorporation shall be the current state treasurer.

2. No elected officer can continue in office if she cannot actively participate in the activities of The Delta Kappa Gamma Society International. In this event, the State President, with the consent of the State Executive Board, shall allow a representative member to fill said vacancy and later be installed.
3. State Officers shall be installed at their own chapter gathering during the State Online Convention, according to our ritual.
4. The newly elected state president shall receive her state president's pin following the installation ceremony. The pin shall be presented to her by an officer of her chapter. The state treasurer shall be responsible for the purchase of the state president's pin.
5. If a state officer cannot attend a state installation, she shall be allowed a representative and later installed by their own chapter, according to our ritual.
6. Chapters are encouraged to send a photo, with names, of the installation of their state officer to *The Nuggets* editor for publication.
7. The new state officers will be honored with a special ceremony at the next State Leadership Convention in even-numbered years.

C. NOMINATIONS AND ELECTION

1. The State Nominations Committee shall give consideration to securing nominees from the three geographical areas of the state.
2. The election of officers will be scheduled as a part of the agenda of the State Online Convention. Results of the election will be announced as soon as the vote is tallied.

D. MEETINGS

1. The State Leadership Convention, in even-numbered years, shall be self-supporting from registration fee receipts. A treasurer shall be appointed for this meeting. The treasurer shall record all receipts, list all expenditures and pay all expenses, submitting an itemized report to the State Treasurer before the close of the fiscal year, June 30. Any excess funds shall be returned to the State Treasurer for deposit in the Available Fund. Any deficits shall be reimbursed from the Available Fund, following approval by the State Executive Board.
2. Expenses incurred in housing for the State Leadership Convention guest shall be the responsibility of the leadership convention and shall be for the days of the leadership convention.
3. State funds may be made available to the host chapter as an advance, one year before the State Leadership Convention.

E. COMMITTEES

1. Committee chairs shall be provided with carrying cases for continuity of files. The files shall pass to new committee chair at the end of the biennium. Mailing cost will be paid by DKG Alaska.
2. State committee chairs are expected to attend all state executive board meetings.
3. Each state committee chair and Nuggets Editor, State Historian, and State Webmaster will receive a fifty dollar (\$50.00) stipend for attending the State Leadership Convention.
4. Funding for travel expenses of the Leadership Development Committee may be reimbursed within the limits of the established budget.

F. PUBLICATIONS

1. The editor of *The Nuggets* will be allowed to change the format of *The Nuggets* based on quality versus cost.
2. An additional newsletter may be distributed as needed at the discretion of the state president.

G. SCHOLARSHIP

1. The state scholarship program shall be administered according to established Scholarship Committee Guidelines that enumerate priorities and lesser conditions for awarding scholarships. Within the established Guidelines, the Scholarship Committee shall recommend recipients and scholarship amounts to the State Executive Board on its own case by case assessment of the eligible applicants and the merits of their proposed programs.
2. The applicant's program may be any accredited program of study such as endorsement, certification, or one leading to a graduate degree and which is directly related to education.
3. An applicant must be a member in good standing, whose dues are current and has had an active membership of at least one (1) full year prior to application date.
4. Since every eligible applicant may not receive a scholarship, priority shall be given first to accredited graduate study programs that directly enhance education. Secondary consideration may be given to those applicants in a field with a shortage of teachers and members who have contributed time and effort to their Delta Kappa Gamma chapter or state organization.
5. A deadline of March 1 is set for submitting scholarship applications, unless the Scholarship Committee agrees to extend the deadline.
6. Recipients shall report to DKG Alaska the use made of the money, program progress or achievement and the growth of their education/personal life,

which has resulted from their studies. The report shall be sent to *The Nuggets* Editor for printing in whole or in part. Report compliance is a Scholarship Committee responsibility.

7. The scholarship recipient's name shall be given to the State Secretary, so that her name can be entered in the official minutes.
8. The scholarship application form shall be a Scholarship Committee document, changed upon recommendation of the Scholarships Committee and approval of the Executive Board. A requirement for a report to *The Nuggets* will be a part of the application form.
9. The Scholarship Committee Guidelines shall be a Scholarship Committee document and, except for those items taken from the DKG Alaska Standing Rules, may be changed upon recommendation of the Scholarship Committee with approval of the Executive Board.
10. The amount of money available for the DKG Alaska Scholarship shall be \$3000, including all interest from interest bearing accounts of the Alaska State Organization. The Executive Board shall direct the treasurer from which State Fund the monies are to be dispersed.

H. GRANT-IN-AID

1. State and Chapter levels of the Society may give a grant-in-aid to fund or provide financial aid to members or non-members for educational purposes:
 - a. outstanding high school graduates entering teacher preparation programs.
 - b. worthy college students completing their professional preparation to become teachers.
 - c. non-members returning to the teaching profession.
2. Funds from the one dollar (\$1.00) scholarship fee shall not be used for grant-in-aid.

I. TRAVEL REIMBURSEMENT

1. Travel by the most direct route, hotel and official meals by the State President for attendance at International conventions, regional conferences, State Leadership Convention, chapter visits and travel incidental to installation of new chapters shall be reimbursed, within the limits of the established budget. Reimbursements for chapter visits are limited to one visit each biennium to chapters and only one visit to include all chapters in an area.
2. State officers shall be reimbursed for transportation costs by the most direct route to one official meeting each biennium. Mileage reimbursement for those who drive their own vehicle will be at the prevailing state mileage rate; the total mileage reimbursement may not exceed minimum airfare between

her home and destination. For travel reimbursement, state officers shall include the state treasurer, state parliamentarian and the state editor.

3. Each chapter president, or her representative, shall be reimbursed for transportation costs to the State Leadership Convention each biennium. Mileage reimbursement for those who drive their own vehicles will be at the prevailing state mileage rate; the total mileage reimbursement may not exceed minimum airfare between her home and destination.

J. ACHIEVEMENT AWARD

1. The purpose of the DKG Alaska Achievement Award is to honor a member who has demonstrated outstanding service at the state level, enthusiasm and leadership, and who has promoted the purposes and policies of The Delta Kappa Gamma Society International.
2. The nominee shall be an active chapter member of DKG-Alaska. She shall have demonstrated a leadership role in DKG Alaska. Members may be nominated more than once but may receive the award only once. The State President is not considered for the award during her term of office.
3. The Second Vice President of DKG Alaska shall send nomination forms to all chapter presidents by November 1, prior to the State Leadership Convention. Nominations must be returned no later than February 1. Nominations may be made by any member, but nominations must be signed by three members of DKG Alaska. The selection committee shall be composed of the Second Vice President of DKG Alaska who shall serve as chair, and three members, one from each of the three geographical areas of the state, appointed by the State President to serve for one biennium. The award shall be presented only when the committee selects a qualified recipient.
4. DKG Alaska Achievement Award shall be presented to the recipient by the Second Vice President of DKG Alaska. The award shall be presented at the final banquet of the State Leadership Convention. If the recipient is not in attendance, her chapter president shall present the award to her at the next chapter meeting. The recognition shall consist of a certificate and the Achievement Award Medallion.
5. DKG Alaska Achievement Award recipient's name shall be given to the State Secretary, so that her name can be entered in the official minutes.

K. NEW CHAPTER ORGANIZATION

1. The sponsoring chapter or if there is no sponsoring chapter the State Expansion and Membership Committee, shall notify the State Treasurer of the installation date eight weeks prior to the event. The State Treasurer can then secure the charter and chapter materials in a timely manner.
2. Invitations to prospective members of the new chapter to attend informational meetings, shall be sent by the sponsoring chapter or by the

State Expansion and Membership Committee, if there is no sponsoring chapter. This expense will be the responsibility of the State Expansion and Membership Committee.

3. The State organization will supply the Official Initiate Register for each initiate to sign at the time of induction. Upon payment of dues by the initiate, DKG Alaska will supply a membership card, membership certificate and one copy of the International Constitution and International Standing Rules for each new member.
4. Expenses for the induction and installation ceremony shall be paid for by DKG Alaska. The expenses include the following:
 - a. transportation for one person to preside over the installation such as the State President, Vice President, a member of the Expansion and Membership Committee or another member of the Executive Board. The State Executive Board will determine the state representative to preside at the installation.
 - b. other expenses as approved by the State Executive Board (e.g. roses, refreshments).
5. Current chapters are encouraged to send letters, cards, donations or gifts to welcome and support the new chapter and its members. Monetary donations shall be sent to the State Treasurer and may be earmarked for specific purposes (e.g. paraphernalia materials) at the discretion of the donor.
6. Following installation of the new chapter, the new chapter treasurer should request an Employee Identification Number (EIN) from Delta Kappa Gamma Society International so that a chapter checking account can be set up as soon as possible. Until the chapter's checking account can be established, the new chapter should select one of the following options:
 - a. The sponsoring chapter treasurer deposits the new chapter's funds temporarily in the sponsoring chapter's account, documenting and making them available to the new treasurer for new chapter use.
 - b. The State Treasurer deposits the new chapter's funds temporarily into the state account, documenting and making them available to the new treasurer for new chapter use.

L. STATE HISTORICAL RECORDS

1. The DKG Alaska Historian shall maintain and update two sets of historical records and materials and update two sets of historical records and materials each biennium. One set shall be sent to the University of Alaska Fairbanks Elmer E. Rasmuson Library, Alaska and Polar Regions Department for archival storage at the close of each biennium. The materials are available to any person researching women educators in Alaska. The second set shall be kept in the possession of the historian.

2. Records to be included and/or updated at the close of each biennium shall include:
 - a. Current copies of State Executive Board and General Membership meeting minutes
 - b. Current copies of *The Nuggets*
 - c. Updated copies of the Alaska State Organization Bylaws and Standing Rules, as amended
 - d. Archival Lists:
 - i. State Founders
 - ii. Past State Presidents
 - iii. Chapter Charter Members
 - iv. State Scholarship Recipients
 - v. State Achievement Award Recipients
 - vi. International Golden Gift Participants and Stipend Recipients from Alaska
 - vii. List by location of State Workshops/Conventions (now named State Online Conventions and State Leadership Conventions) and International Organization guests.
 - e. Documents Published by State History Committee
 - i. History of Founding of Beta Gamma State
 - ii. Beta Gamma State Founders Book
 - iii. Beta Gamma State Presidents Book
 - iv. Beta Gamma State: An Historical Record
 - v. 50 Years of Beta Gamma State
 - vi. Women of Alaska
3. Each biennium, the historian shall prepare copies of the biography of the outgoing state president, to be distributed to each chapter of DKG Alaska, past state presidents, for insertion into their copies of the Beta Gamma State Presidents' Book, and to *The Nuggets* editor. The historian shall present a copy of this book to the outgoing state president at the leadership convention at the close of her biennium.
4. The historian shall also provide a summary of ongoing business, pertinent information and events of the biennium, and a list of the newly elected state officers to be added to the *Beta Gamma State: An Historical Record*. The historian shall also be available to chapters and members to assist with requests for historical information, in so far as possible, from all historical records and materials in her files.
5. The historian is encouraged to use the DKG Alaska Website to post documents, articles, and related materials of DKG Alaska history.

•New document presented as a whole, adopted by State Convention
April 20, 1985

•Document amended, updated, approved by State Convention
April 21, 1991 – Anchorage, AK
Dianne Davis-Coursey, Fairbanks – Alaska State President

•Document amended, updated, approved by State Convention
April 26, 1997 – Anchorage, AK
Daphne Hofschulte, Fairbanks – Alaska State President

•Document amended, updated, approved by State Convention
April 26, 2003 – Ketchikan, AK
Mary Ann Curtis, Anchorage – Alaska State President

•Document amended, approved by State Convention
April 16, 2005 – Anchorage, AK
Jeanne Fiske, Anchorage – Alaska State President

•Document amended, approved by State Convention
April 25, 2009 – Kenai, AK
Sarajustine Black, Ketchikan – Alaska State President

•Document amended, approved by State convention
April 13, 2013 – Fairbanks, AK
Gayle Hammons, Sitka – Alaska State President

•Document amended, approved by State Convention
April 18, 2015 – Anchorage, AK
Judy Jaspersen, J Fairbanks – Alaska State President

•Document amended, approved by State Leadership Convention
April 21, 2018 – Homer, AK
Colleen Brown, Eagle River – Alaska State President

•Document updated/revise, DKG International Convention July, 2019
Approved by DKG International Constitution Committee January 2020

•Document amended, approved By the State Leadership Convention
Zoom Meeting – Alaska April 25, 2020
Cynde Hill, Anchorage, AK – Alaska State President