

**ALPHA EPSILON STATE
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
BYLAWS**

Article	I	Name	2
	II	Object	
	III	Membership	
	IV	Finances	3
	V	Organization	
		1. Chapters	
		2. New Chapters	
		3. Coordinating Councils	4
	VI	Officers and Related Personnel	
		1. Officers	
		2. Duties of Officers	
		3. Related Personnel	
		4. Duties of Related Personnel	
		5. Terms of Office	
		6. Vacancies	
		7. Nominations	5
		8. Elections	
	VII	Meetings	
	VIII	Executive Board	6
	IX	Committees	7
		1. Standing Committees	
		2. General Procedures	
		3. Duties of Committees	
		4. Special Committees	
	X	Activities	8
		1. Scholarships	
		2. Publications	
		3. Funds	
	XI	Dissolution / Merger	
		1. State Organization	
		2. Chapters	
		3. Merger of Chapters	9
	XII	Parliamentary Authority	
	XIII	Amendments	

Adopted June 27, 1984
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State Conference, Anderson

Amended April 29, 2017
Jo Ann Manes, State President
State Convention, Indianapolis

ARTICLE I NAME

- Section 1. The name of the organization shall be Alpha Epsilon State Indiana of The Delta Kappa Gamma Society International, hereinafter also referred to as the Society. {2011}
- Section 2. Each chapter shall be named by Alpha Epsilon State. Each chapter in Alpha Epsilon State shall be designated by a Greek letter or a combination of Greek letters in the order in which the chapter is chartered following the sequence of the Greek alphabet. {2011}

ARTICLE II OBJECT

The object of Alpha Epsilon State shall be to:

1. promote the purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION;
2. act as a liaison between chapters and the International organization;
3. organize Delta Kappa Gamma chapters within the state;
4. provide leadership training for officers, chairmen and members;
5. endorse the Mission Statement of The Delta Kappa Gamma Society International: "The Delta Kappa Gamma Society International promotes the professional and personal growth of women educators and excellence in education." {1987}
6. promote the Vision Statement of the Delta Kappa Gamma Society International: "Leading Women Educators Impacting Education World Wide." {2017}

ARTICLE III MEMBERSHIP

- Section 1. The membership in Alpha Epsilon State shall be composed of active, reserve and honorary members. All membership is in accordance with the CONSTITUTION. {2003}
- Section 2. Chapters in the state shall act in accordance with the CONSTITUTION in matters of their membership.
- Section 3. State honorary members
- a. Nominees for state honorary membership may be submitted by a member, a chapter, or the Executive Board to the State Membership Committee.
 - b. State honorary members shall be recommended by the State Membership Committee and elected by the Executive Board. A majority vote of approval is required. {2003}
 - c. Initiation of state honorary members may be conducted at any meeting; such as, state convention, coordinating council or chapter meeting. The State President and the State Membership Committee shall organize the orientation and the initiation.
- Section 4. Termination of membership shall be in accordance with the CONSTITUTION. {2011}
- Section 5. Reinstatement of membership shall be in accordance with the CONSTITUTION. {2011}

ARTICLE IV FINANCES

Section 1. Annual Dues

- a. The state annual dues shall be determined by a two-thirds (2/3) vote at a conference or a convention. {2015}
- b. Annual dues and the scholarship fee shall be paid between July 1 and October 31. On November 1, members shall be dropped for non-payment of dues and fees.
- c. All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer.
- d. The fiscal year shall be July 1 through June 30.

Section 2. Funds

- a. The Available Fund shall consist of dues, interest income, contributions, and other income. Expenditures shall be made as authorized by the Executive Board, upon the recommendation of the Finance Committee.
- b. The Scholarship Fund shall consist of fees, gifts, and interest income. Monies shall be used to fund the named scholarships, mini-grants and travel study grants. {2017}
- c. A Permanent Fund shall be maintained. Investment incomes may be allocated to the Available Fund by vote of the Executive Board. Expenditures shall be made as authorized by the Executive Board, upon the recommendation of the Finance Committee. {2017}

Section 3. Financial Controls

- a. The Finance Committee shall submit a proposed budget annually for adoption by the Executive Board.
- b. All expense vouchers shall be signed by the president before payment is made by the treasurer.
- c. The report of the annual financial review shall be submitted to the Executive Board for adoption. {2001}

ARTICLE V. ORGANIZATION

Section 1. Chapters

- a. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION and the Alpha Epsilon State Bylaws.
- b. Chapter officers, all of whom must be members of the Society, shall be a president, a vice president, a secretary and a treasurer. Chapters of the option of electing a second vice president and/or a corresponding secretary. Co-president is not a recognized office in the Society. {1999}
- c. Chapter officers, except the treasurer, shall be elected by a majority vote.
 - i. The term of each elected officer shall be two (2) years. No officer except the treasurer may serve in the same office longer than two (2) terms in succession. All officers shall take office on July 1 following election.
 - ii. The treasurer shall be selected each biennium by the Executive Board.
- d. Chapters shall submit a copy of their most recent Standing Rules to the State Rules Committee for review. {2009}

Section 2. New Chapters

- a. The State Executive Board shall approve the organizing of a new chapter. {2003}

- b. Candidates recommended for membership in a new chapter shall be screened by the Membership Committee of the sponsoring chapter(s).
 - c. Rules governing the installation of a new chapter and the initiation of its members shall be recommended by the Membership Committee and approved by the State Executive Board. {2005}
 - d. The State President shall appoint an advisor for each new chapter to serve for four (4) years.
- Section 3. Coordinating Councils
- a. Coordinating Councils shall be organized in areas where several chapters exist for the purpose of planning activities of benefit to all members.
 - b. Coordinating Councils shall be governed in accordance with the Standing Rules of Alpha Epsilon State.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section 1. Officers

The state officers, all of whom must be members of the Society, shall be a president, first vice president, a second vice president, a secretary, (all elected), and a treasurer (employed.) {2011}

Section 2. Duties of Officers

These officers shall perform the duties as prescribed in the CONSTITUTION and as authorized by the Alpha Epsilon State Bylaws and Standing Rules.

Section 3. Related Personnel

Related personnel shall be an executive secretary, a webmaster, and an editor of *The Hoosier Newsette* (all employed), a parliamentarian and an historian (both appointed by the president). It is desired that these appointed personnel be members of the Society. {2011}

Section 4. Duties of Related Personnel

The treasurer, the executive secretary, the webmaster and the editor of *The Hoosier Newsette* shall perform such duties as are prescribed in their contract documents and/or as assigned by the president of State Executive Board. {2001}

Section 5. Term of Office

- a. Officers, elected by the state convention in odd-numbered years, shall have a term of two (2) years or until a successor has been named.
- b. No officer may serve in the same office longer than two (2) terms in succession.
- c. All officers shall take office on July 1 following election.
- c. The treasurer, the executive secretary, the webmaster and the editor shall be recommended by the Nominations/Personnel Committee and elected by vote of the Executive Board for a four (4) year term. Each shall be eligible to reapply for a second four (4) year term. Terms of office may exceed eight (8) years only in the event of an emergency and only with the approval of the Executive Board. {2011}

Section 6. Vacancies

- a. When a vacancy occurs in the office of president, the first vice president shall become president. The second vice president shall become the first vice president.
- b. When a vacancy occurs in any other office or appointed position, the Executive Committee shall declare the position vacant. A successor shall be named by the president. {2017}

- c. When a vacancy occurs in the position of the treasurer, the executive secretary, the webmaster or the editor, the president shall appoint a member to fill the position until the Nominations/Personnel Committee recommends a successor and the State Executive Board votes. {2011}

Section 7. Nominations

- a. Nominations for office and the ensuing Nominations/Personnel Committee shall be made by the Nominations/Personnel Committee at the convention in odd-numbered years. {2011}
- b. The Nominations/Personnel Committee shall request nominations for elective offices from the chapters in both the June and September issues of *The Hoosier Newsette*. {1999}
- c. The committee shall submit the name of one nominee for each elective office and nominees for the Nominations/Personnel Committee. Consent of the nominee must be obtained. {2011}
- d. The slate of nominees, with candidate qualifications, shall be published in *The Hoosier Newsette* prior to the convention.
- e. After the report of the Nominations/Personnel Committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee. {2011}
- f. In the event of nominations from the floor, candidates' names shall be presented with credentials, void of any manner of campaigning.

Section 8. Elections

- a. The Nominations/Personnel Committee shall prepare the ballot and conduct the election. {2011}
- b. If there is only one nominee for an office, the election may be by voice vote.
- c. If there is more than one nominee for any office, the election shall be by ballot. A majority of votes cast elects. {2015}

ARTICLE VII MEETINGS

Section 1. Convention

- a. Business of the state shall be conducted at a time and place as determined by the Executive Board for the purpose of receiving reports and adopting policy, amending Bylaws and Standing Rules, electing officers and conducting other business which may properly come before it.
- b. Every member who is registered may vote. A roll call vote as specified in the CONSTITUTION may be ordered.
- c. The quorum shall be a majority of those members registered at the convention.

Section 2. Conference and special meetings may be held at the call of the Executive Board.

ARTICLE VIII EXECUTIVE BOARD

Section 1. State Executive Board

- a. The members of the Executive Board shall be the elected officers, the chapter presidents and past state presidents. The coordinating council chairmen, the treasurer, the executive secretary, the webmaster, the editor of *The Hoosier Newsette*, the parliamentarian and the historian shall be *ex officio* members, without vote. {2015}
- b. The duties of the Executive Board shall be to:
 - i. recommend policies and procedures for consideration by the state organization.
 - ii. receive and act upon recommendations of the state committees.
 - iii. establish the procedure for budget development and approval, and for the supervision of finances (the president and treasurer shall serve *ex officio* in this process).
 - iv. examine, modify if necessary, and adopt the budget.
 - v. select a treasurer, an executive secretary, a webmaster, and an editor of *The Hoosier Newsette*; prescribe their duties, determine the amount of their honoraria and terms of office. {2017}
 - vi. determine the time and place of meetings.
 - vii. act in the interim between meetings upon matters requiring immediate decision.
 - viii. approve the formation of new chapters and assign a Greek name to the chapter. {1995}
 - ix. establish the boundaries of coordinating councils. {2003}
 - x. approve dates and sites of state organization meetings. {2011}
- c. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president with a minimum of thirty (30) days notice.
 - i. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
 - ii. A chapter president who is unable to attend a meeting shall appoint an official representative who shall have full privileges of participation.
- d. The Executive Board may transact business by mail (postal or electronic). {2017}
- e. The members of the Executive Committee (composed of the elected officers), may meet at the call of the president. It shall meet to conduct business delegated to it by the Board and to take action on matters requiring immediate decision. {2009}

Section 2. Chapter Executive Boards shall function in accordance with the CONSTITUTION.

ARTICLE IX COMMITTEES

Section 1. Standing Committees shall be:

- a. Society Business
 - Communications and Publicity
 - Finance
 - Leadership Development
 - Membership
 - Nominations/Personnel
 - Rules
 - Non-Dues Revenue {2015}
 - Strategic Action Planning {2015}
- b. Society Mission/Purposes
 - Educational Excellence
 - International Projects
 - The Janet O’Neal Seminar for Personal Growth {2011}
 - Legislation
 - Music {2005}
 - Personal Growth/Professional Affairs {2011}
 - Scholarships

Section 2. General Procedures

- a. The state organization and the chapters may establish committees that fulfill their constitutional responsibilities. {2015}
- b. All committees, except the Nominations/Personnel Committee shall be appointed by the president.
- c. The president shall be an *ex officio* member of all committees, except the Nominations/Personnel Committee. The president shall be an *ex officio* member of the Nominations /Personnel Committee only when the committee meets to discuss personnel.
- d. Matters requiring immediate committee action may be voted upon by mail, email, telephone or fax.
- e. Committee meetings shall be held with the approval of the president.
- f. All committee chairmen shall submit a biennial report.

Section 3. Duties of Committees

- a. The committees shall perform the duties as prescribed in the CONSTITUTION and/or the State Standing Rules.
- b. The committees shall prepare reports of work accomplished on forms provided by Society headquarters. {2015}

Section 4. Special committees shall be appointed by the president. After submitting the final report to the Executive Board, the committee shall be dissolved.

ARTICLE X ACTIVITIES

Section 1. Scholarships

- a. The number of scholarships and the amount of each shall be recommended by the Scholarships Committee and approved by the State Executive Board.
- b. Mini-grants and travel study grants shall be awarded by the Scholarships Committee. {2017}

Section 2. Publications

- a. A state publication named *The Hoosier Newsette* shall be published four (4) times each year.
- b. The publication of special brochures shall be approved by the president and plans submitted to the Executive Board for approval.
- c. Advertising will not be permitted in *The Hoosier Newsette*. {1989}

ARTICLE XI DISSOLUTION/MERGER {2005}

Section 1. Dissolution of State Organization {1987}

The approval of the Executive Board and The Delta Kappa Gamma Society International and concordance with the laws of the State of Indiana must be obtained prior to the dissolution of Alpha Epsilon State. Remaining funds in the state treasury are to be sent to the International treasury along with initiation paraphernalia and state records. The International Executive Board must decide what to do with the state's chapters and also whether to reuse the name of the state organization.

Section 2. Dissolution of Chapters {1999}

- a. A chapter may request that a chapter advisor from the state attend meetings and advise in problem solving.
- b. A chapter considering dissolution shall first notify the state president and liaison.
- c. Final dissolution shall not be considered without the passage of one calendar year.
- d. The state president shall ascertain that a written notice of the meeting to discuss dissolution will be sent to all members of the chapter and will be attended by the state president or her designee. The chapter membership will be polled by written ballot within thirty (30) days of this meeting.
- e. The approval of the chapter executive board must be obtained prior to the dissolution of the chapter and be in concordance with the *Bylaws of Alpha Epsilon State*.
- f. The chapter executive board must submit a written request for dissolution to the Alpha Epsilon State Executive Board.
- g. Following action by the State Executive Board, all outstanding debts of the chapter must be paid. Any remaining funds in the chapter treasury shall be sent to the State Treasurer. Chapter records and initiation paraphernalia must be sent to the Alpha Epsilon State Executive Secretary.
- h. After the dissolution process has been completed, state records including Bylaws and Standing Rules will show the change.

Section 3. Merger of Chapters {2005}

- a. Two chapters in geographical proximity may request permission from the State Executive Board to merge.

- b. The membership of each chapter shall adopt a resolution to merge with the other chapter. The vote requires the same notice as for amending chapter rules or policies. {2015}
- c. Ceremonial paraphernalia shall be selected from each chapter to be retained by the new chapter. Extra paraphernalia shall be sent to the Executive Secretary.
- d. Outstanding debts of each chapter must be paid. The remaining funds shall be combined to form operating funds for the merged chapter. {2015}

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, current edition, shall govern the proceeding of Alpha Epsilon State Indiana and its chapters in all cases not provided for in the CONSTITUTION, Alpha Epsilon State Bylaws or Standing Rules or chapter rules. {2015}

ARTICLE XIII AMENDMENTS

- Section 1. These Bylaws may be amended at any state convention by two-thirds (2/3) vote of the members present, provided that a notice of proposed amendments shall have been published at least thirty (30) days before convening the convention. {2001}
- Section 2. Proposed amendments to the Bylaws may be submitted to the Rules Committee by a member or by any committee, board or chapter. {2015}
- Section 3. All proposed amendments to the Bylaws shall have been approved by a two-thirds (2/3) vote of the Executive Board before being submitted to the convention.
- Section 4. Interpretation of the Alpha Epsilon State Indiana Bylaws shall be made by the Rules Committee with consultation of the parliamentarian. If challenged, such interpretation shall be referred to the Executive Board at its next regular meeting. {2005}
- Section 5. The adopted amendments take effect immediately upon adoption unless a *proviso* states otherwise. {2005}
- Section 6. Upon reprint of amended bylaws, a copy shall be sent by the state president to the chairman of the International Constitution Committee. {2009}