

**ALPHA EPSILON STATE
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
STANDING RULES**

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Adopted, April 27, 1985
Jane Nichols, State President
State Convention, South Bend

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

**ALPHA EPSILON STATE
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STANDING RULES**

1. ORGANIZATIONAL STRUCTURE

a. New Chapters

- (1) A chapter, a council or the Membership Committee may present a motion to the Executive Board to form a new chapter. {2005}
- (2) The organization of the new chapter shall be the responsibility of the Membership Committee in accordance with the Bylaws. {2014}
- (3) To encourage the participation of new chapters at convention / conference, the state shall pay for the first two (2) years of their organization, the president's convention or conference meals from the convention / conference fund. {2008}
- (4) A gavel shall be presented to each new chapter by the state at the time of organization.

b. Coordinating Councils

- (1) There shall be twelve (12) Coordinating Councils: {2015}
 - (a) 1 Rho, Sigma, Alpha Gamma, Alpha Omega, Beta Delta, Beta Sigma {2013}
 - (b) 2 Gamma, Nu, Alpha Sigma, Gamma Kappa {2014}
 - (c) 3 Alpha Zeta, Alpha Pi, Alpha Psi, Gamma Lambda {2015}
 - (d) 4 Theta, Gamma Mu {2013}
 - (e) 6 Chi, Alpha Omicron, Beta Kappa, Beta Mu {2015}
 - (f) 7 Epsilon, Iota, Beta Epsilon, Beta Phi
 - (g) 8 Beta, Omega, Alpha Theta, Alpha Chi, Beta Tau {2016}
 - (h) 9 Kappa, Alpha Beta, Alpha Kappa, Beta Upsilon {2013}
 - (i) 10 Alpha Alpha, Beta Eta, Beta Psi {2017}
 - (j) 11 Alpha, Omicron, Tau, Alpha Tau {2012}
 - (k) 12 Pi, Alpha Delta, Alpha Lambda, Alpha Phi, Beta Alpha, Gamma Iota {2015}
 - (l) 13 Mu, Beta Pi, Beta Chi, Gamma Tau {2016}
- (2) Each Council shall adopt bylaws consistent with the CONSTITUTION and State Bylaws and Standing Rules.
- (3) Membership of the Coordinating Council shall consist of the chapter president and the immediate past president of each chapter.
 - (a) *Ex officio* members shall consist of the past council chairman and any other state or International board member whose membership is within the chapters represented. {2014}
 - (b) Each chapter shall be entitled to two (2) representatives on the council. If a chapter has no immediate past president, the executive board of the chapter may select a representative to the council.

- (4) The Executive Committee of the council shall be the chairman, who shall be an immediate past chapter president, a vice chairman, a secretary, and a treasurer. The chairman, vice chairman and secretary shall be elected from the membership of the council. The treasurer shall be appointed from the membership of the council. Other officers deemed necessary shall be appointed by the council chairman. {2004}
- (5) The Coordinating Council chairman shall perform duties designated by the title of the office; attend all State Executive Board meetings; pick up presidents' packets for chapters not represented at the AE State Executive Board meeting; and serve as a liaison between chapters and the state officers and committee chairmen. {2014}
- (6) The Council shall meet two (2) times each year—once in the fall after the State Executive Board meeting and once in the spring. {1993}
- (7) Coordinating Council responsibilities shall include the following items: {1993}
 - (a) Councils may plan at least one joint activity per year for their membership.
 - (b) Councils may review prospective chapter membership lists.
 - (c) The responsibility of convention/conference as outlined in the State plan shall be followed. Sites and dates shall be announced two (2) years in advance. {1999}
- (8) Participating chapters shall approve the activities of the Coordinating Council. {2011}
- (9) Activities of the Coordinating Councils shall be financed as approved by the state organization executive board. {2011}

2. DUTIES OF OFFICERS AND RELATED PERSONNEL

a. President

- (1) Appoint chairmen and members of State standing committees, parliamentarian and historian {2006}
- (2) Appoint an advisor for each new chapter to serve for four (4) years.
- (3) Assign a state liaison to each chapter. {2000}
- (4) Represent the state at the Seminar on Purposeful Living.
- (5) Send a floral tribute or a single red rose and/or a money contribution (not to exceed twenty-five [\$25.00]) dollars to a Delta Kappa Gamma fund in case of the death or serious illness of current state officers, immediate relatives of current state officers, or past state presidents. {2008}
- (6) Be responsible for convention/conference/state meeting planning. Designate the executive secretary as meeting facilities planner with the authority to contract or co-sign with the president for all accommodations for conventions, conferences, and state meetings. {2004}
- (7) Appoint a chairman for state meetings four (4) years prior to the event. {1997}
- (8) Attend International Convention and Northeast Regional Conference as official representative of Alpha Epsilon State. {2006}

b. Vice Presidents

- (1) The first vice-president shall serve as chairman of the Educational Excellence Committee. {2015}

- (2) The second vice president shall serve as chairman of the Membership Committee. {2015}
 - (3) Attend the Leadership Development sessions held prior to the Northeast Regional Conference for Educational Excellence Chairmen and Membership Chairman.
 - (4) Perform other duties assigned by the president or the Executive Board.
- c. Secretary** {2013}
- (1) Shall keep minutes of each meeting of the state organization.
 - (2) Shall furnish the president with a copy of such minutes no later than four (4) weeks after each meeting.
 - (3) Shall be responsible for the roll call at Executive Board meetings.
 - (4) Shall carry on such correspondence as may be delegated by the president.
 - (5) Shall send notes of condolence, appreciation, congratulation, and acknowledgement of special events by email (whenever possible) or postal mail.
- d. Immediate Past President**
- (1) Provide guidance and assistance to the president, as requested.
 - (2) Attend state conference, convention, Executive Committee, and Executive Board meetings.
 - (3) Attend the Northeast Regional Conference to assist and advise the president and to participate in formal presentations and consider attendance at the International Convention. {2012}
 - (4) Shall serve as chairman of the Leadership Development Committee. {2011}
 - (5) Shall serve as the state liaison with the Coordinating Council Chairmen. {2011}
- e. Treasurer**
- (1) Maintain the Available Fund, the Scholarship Fund, and the Permanent Fund as separate accounts.
 - (2) Secure a safety deposit box and be responsible for the safekeeping of all bonds and savings certificates.
 - (3) Pay all bills by check after approval by the president.
 - (4) Maintain a record of receipts, bills and bank statements. {2011}
 - (5) Furnish a fidelity bond of an amount determined by the Executive Board.
 - (6) Prepare annual reports for the state government, the Society, and the state organization.
 - (7) Attend all meetings of and serve as advisor to the State Executive Board and the State Executive Committee. Submit written and oral reports to them in session. {2006}
 - (8) Submit quarterly reports to the Finance Committee.
 - (9) Maintain the membership file which is the record of the annual payment of dues.
 - (10) Submit the financial records for an annual financial review. {2001}
 - (11) Help plan the state convention/conference.
 - (12) Consider attendance at the International Convention and the Northeast Regional Conference as representative of Alpha Epsilon State. {2012}
- f. Executive Secretary**
- (1) Keep a permanent file of records and historical facts of the organization.
 - (2) Compile lists of chapter committee chairmen and send them to the corresponding state chairmen.
 - (3) Publish annually a state directory as approved by the president.

- (4) Assist with the organization of new chapters.
- (5) Serve as *ex officio* member, without vote, on the standing committees of Finance, Membership, and Communications/Publicity. {2005}
- (6) Help plan state convention/conference/state meetings. Assist the president as meeting facilities planner with the authority to contract and co-sign with the president all accommodations for conventions, conferences and state meetings. {2004}
- (7) Prepare final copy of programs, as submitted by the president, to be printed for conventions and conferences. {2008}
- (8) Order flowers or request a designee to order flowers for the president, the immediate past president, past international presidents, and Administrative Board members from Alpha Epsilon State at regional conferences and International conventions. {2014}
- (9) Make hotel reservations at state convention/conference/state meetings for state officers, related personnel and committee chairmen. {2008}
- (10) Supervise and maintain a materials inventory of the officers and committee chairmen of Alpha Epsilon State. {2017}
- (11) Consider attendance at the International Convention and the Northeast Regional Conference as representative of Alpha Epsilon State to perform assigned duties. {2012}

g. Editor of *The Hoosier Newsette*

- (1) Solicit material for *The Hoosier Newsette* from the membership, state officers, and state committee chairmen.
- (2) Attend and report in *The Hoosier Newsette* State Executive Board actions {2012}
- (3) Consider attending the Northeast Regional Conference and the International Convention or request a designee to attend and report Executive Board actions in *The Hoosier Newsette*. {2014}
- (4) Prepare the copy; arrange the editing, printing and distributing of four (4) issues of *The Hoosier Newsette* per year.
- (5) File necessary forms as required by the United States Postal Service and the International Society.
- (6) Keep a file of *Do Not Print* forms, signed by each person noted or pictured who wishes not to be included in *The Hoosier Newsette* or on the state website. {2015}
- (7) Serve as an *ex officio* member of the Communications / Publicity Committee.

h. Parliamentarian

- (1) Advise officers and members in matters pertaining to the CONSTITUTION, State Bylaws and Standing Rules, and parliamentary usage.
- (2) Give parliamentary opinions when asked to do so.
- (3) Serve as *ex officio* member of the Rules Committee. {2005}

i. Historian {1997}

- (1) Collect and preserve history of Alpha Epsilon State.
- (2) Work with the president and the executive secretary.
- (3) Keep an historical update of each biennium.

j. Webmaster {2001}

- (1) Solicit material for the Alpha Epsilon State web page from the membership, state officers and state committee chairmen.

- (2) Report on the web page appropriate international, state and chapter activities.
- (3) Prepare copy, design and post updates as needed. {2017}
- (4) Fulfill the requirements as prescribed by the International Society.
- (5) Serve as an *ex officio* member of the Communications/Publicity Committee.

3. DUTIES OF STANDING COMMITTEES

a. Society Business

(1) Communications / Publicity Committee

- (a) The committee shall be composed of three (3) members, one (1) of whom shall serve as chairman. The president, executive secretary, webmaster, and the editor of *The Hoosier Newsette* shall serve as *ex officio* members. {2011}
- (b) The committee shall promote communications within the organization. (Internal Communications) {2008}
- (c) The committee shall promote public relations and community awareness of the Society. (External Communications) {2000}
- (d) The committee shall assemble a scrapbook for the state president as a memento of her biennium. {2008}

(2) Finance

- (a) The committee shall consist of three (3) members plus the treasurer, executive secretary, and the president, who shall serve as *ex officio* members, without vote. The chairman shall be selected from committee members of a previous biennium. {2006}
- (b) The committee shall be responsible for supervision of state financial affairs including recommendations for expenditure and investment of funds, preparation of a budget for adoption by the Executive Board, and arrangements for a financial review. {2001}

(3) Leadership Development

- (a) The committee shall be composed of five (5) members: the immediate past president serving as chairman, two (2) members as site coordinators--one for the northern half of the state and one for the southern half of the state--and two (2) members *ex officio* who will serve as site coordinators for the following biennium. {2011}
- (b) The chairman shall be responsible for planning, preparing materials, and conducting training for new chapter officers and committee chairmen in June of even-numbered years. CCOT* sessions shall be held in the northern half of the state and in the southern half of the state. {2008}

*Committee Chairmen and Officers Training

- (c) Organize and conduct the presentation of chapter presidents at the state convention. {1991}
- (d) Assist the Membership Chairman in strengthening chapters identified as needing assistance. {1991}

(4) Membership

- (a) The committee shall consist of five (5) members. The state second vice-president shall serve as chairman with 4 members representing each of the 4 other geographical areas plus the immediate past president and the executive secretary who shall be *ex officio*, without vote. {2011}

- (b) The committee shall evaluate the recommendations of persons proposed for state honorary membership and shall submit names of qualified candidates for a majority vote by the Executive Board. {2003}
- (c) The committee shall study and make recommendations related to membership problems.
- (d) The committee shall prepare necrology reports and present the memorial service.
- (e) The committee shall identify chapters needing assistance and, with the support of the immediate past president and executive secretary, work with those chapters to resolve problems. {2011}

(5) Nominations / Personnel

- (a) The committee shall consist of five (5) elected members, one (1) of whom shall be designated as chairman by the preceding committee. The two (2) immediate past presidents shall be ineligible. One (1) member shall be elected from each of five (5) geographic areas of the state: Northeast, Northwest, Central, Southeast and Southwest. Elected members shall serve for four (4) years. Two (2) members shall be elected in one biennium and three (3) shall be elected in the following biennium.
- (b) Geographical Areas for Nominations/Personnel Committee
The composition of each of the geographic areas of the state will be as follows:{2008}
 - Northwest — Coordinating Councils 1, 2, 4
 - Northeast — Coordinating Councils 3, 6
 - Central — Coordinating Councils 7, 8, 11
 - Southwest — Coordinating Councils 10, 12
 - Southeast — Coordinating Councils 9, 13
- (c) The committee shall present, in election years, a report of one (1) nominee for each elective office.
- (d) The committee shall prepare the ballot in accordance with the plan for nominations and elections adopted by the Executive Board. {2008}
- (e) The committee shall conduct the election. {2008}
- (f) The committee shall be responsible for making recommendations to the Executive Board for the positions of treasurer, executive secretary, webmaster {2001} and editor of *The Hoosier Newsette*; drafting contracts; developing detailed job descriptions; advertising a position six (6) months prior to the issuing date of the contract; and recommending the amount of the honorarium. {2011}
- (g) The committee shall be responsible for preparing and distributing job evaluation forms for positions of treasurer, executive secretary, webmaster, and editor of *The Hoosier Newsette* for completion by the executive committee. The committee shall be in charge of compiling the evaluation forms and submitting the results to the State Executive Board. {2011}

(6) Non-Dues Revenue {2013}

- (a) The committee shall consist of three (3) members, one of whom shall serve as chairman.
- (b) The committee shall assist the Executive Committee in identifying advertisers, sponsors, and vendors for State conferences and conventions.

- (c) The committee shall select and implement non-dues revenue sources to benefit the state organization.
- (d) The committee shall obtain Executive Committee approval for non-dues revenue actions.

(7) Rules

- (a) The committee shall be composed of three (3) members, one of whom shall serve as chairman. The Parliamentarian shall serve *ex officio*, without vote. {2011}
- (b) The committee shall be responsible for reviewing coordinating council bylaws and chapter rules. {1997}
- (c) The committee shall be responsible for reviewing and recommending state Bylaws amendments or revisions to the Executive Board and also presenting the approved proposals to the convention or conference for a vote. {2014}
- (d) The committee shall be responsible for reviewing the state Standing Rules and recommending Standing Rule amendments or revisions to the Executive Board. {2009}
- (e) The committee shall submit notification of proposed changes for publication in *The Hoosier Newsette*. {2008}

(8) Strategic Action Planning {2015}

- (a) The committee shall be composed of three (3) members, one of whom shall act as chairman.
- (b) The committee shall monitor the accomplishments and progress of the plan to determine the need for additional objectives and activities.

b. Society Mission and Purposes

(1) Educational Excellence {2011}

- (a) The committee shall consist of four (4) members – the State first vice-president as chairman, the chairmen of the Legislation, Personal Growth/Professional Affairs and the Music Committees.
- (b) The committee shall be responsible for professional/personal educational sessions at the conference and convention.
- (c) The committee shall be responsible for acquainting the chapter committees with materials and ideas which implement the International program focus.
- (d) The committee shall collect two (2) copies of each chapter's yearbook for distribution to the president and the Educational Excellence committee.

(2) International Projects

- (a) The committee shall be composed of one (1) member. {2011}
- (b) The member shall be responsible for promoting the work of the International World Fellowships Committee and all other International Projects and shall pass on information to the chapter presidents as it becomes available. {2011}
- (c) The member shall make contact with any World Fellowship recipient at an Indiana state conference or convention. {2008}

(3) The Janet O'Neal Seminar for Personal Growth

- (a) The committee shall be composed of three (3) members, one (1) of whom shall serve as chairmen. {2013}

- (b) The committee shall be responsible for planning, preparing materials and conducting The Janet O’Neal Seminar for Personal Growth during each biennium for the personal and professional growth of Alpha Epsilon State members.

(4) Legislation

- (a) The committee shall be composed of three (3) members, one (1) of whom shall serve as chairman. The chairman shall serve on the Educational Excellence Committee. {2011}
- (b) The committee shall be responsible for promoting legislative awareness to improve education and the status of women educators. {2006}
- (c) The chairman shall serve as representative to US Forum. {2006}

(5) Music

- (a) The committee shall be composed of two (2) members, a chairman and one member. The chairman shall serve on the Educational Excellence Committee. {2013}
- (b) The music representative shall be responsible for music at state board meetings/conventions/conferences.
- (c) The music representative shall direct a chorus of members at state convention.

(6) Personal Growth / Professional Affairs Committee {2011}

- (a) The committee shall be composed of three (3) members, one (1) of whom shall be the chairman. The chairman shall serve on the Educational Excellence Committee.
- (b) The committee shall plan and conduct the Fall Arts Retreat in odd-numbered years. {2014}
- (c) The chairman of the previous biennium will remain active with the new committee in order to carry out the plans for the Fall Arts Retreat. The former chairman will complete her term at the conclusion of the retreat. {2014}
- (d) The committee shall be responsible for implementing the plans of International committee and developing such related programs as may be of local importance and interest.

(7) Scholarships

- (a) The committee shall be composed of three (3) members. {2011}
- (b) The committee shall promote and encourage members to apply for state and international scholarships and grants. {2008}
- (c) The committee shall be responsible for selecting the recipients of the state scholarships and mini-grants for advanced study and professional development. {2003}
- (d) The committee shall encourage state scholarship and grant recipients to attend state conventions/conferences to be recognized for their award. {2008}
- (e) The committee shall notify applicants of state scholarships and grants regarding the decision of the committee. {2008}
- (f) The committee shall be responsible for administering and awarding two (2) travel study grants of \$350 each. {2011}

4. **EXECUTIVE BOARD MEETINGS**

a. **Rules of Order** for procedure in Executive Board meetings:

- (1) All persons addressing the chair shall stand facing the body and give name and chapter.
- (2) All motions, amendments, and resolutions shall be presented to the chair or presiding officer in written form before a vote is taken and shall be signed by the individual or chairman of the group presenting such motion, amendment, or resolution. The original motion may become a part of the executive secretary's file.
- (3) In speaking to a motion, each person shall be limited to three (3) minutes.
- (4) No person shall speak more than twice to the same motion.
- (5) Only Executive Board members may vote. These persons shall be seated as an executive body.

b. Coordinating Council 8 will name a hostess chapter for meetings in Indianapolis.

5. **STATE CONVENTIONS / CONFERENCES** {1987}

a. The state shall have a conference in the even-numbered years and a convention in the odd-numbered years.

b. Conference sites shall be located in the central part of the state; convention sites shall be moved to all areas of the state.

c. The date of both conferences and conventions shall be sometime in the month of April. Palm Sunday and Easter weekends shall be avoided.

d. Rules of order for procedure in State Conventions/Conferences: {1993}

- (1) Members entitled to the floor by the presiding officer shall stand facing the body and give name and chapter.
- (2) Motions, amendments, or resolutions shall be written on the official motion form, signed, and given to the presiding officer before or immediately after being proposed. Official forms shall be obtained from the parliamentarian or secretary.
- (3) Debate shall be limited to two (2) minutes for each speaker and ten (10) minutes for each question except by consent of the voting body.
- (4) No person shall speak more than twice to the same question except by consent of the voting body.
- (5) The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the convention/conference in all cases in which they are not inconsistent with the CONSTITUTION and International Standing Rules of The Delta Kappa Gamma Society International.

e. Conferences shall be kept as informal as possible with the focus being placed on personal and professional development and Society business rather than on formal, traditional luncheons and banquets. {1987}

g. Conventions shall have Friday evening hospitality, a Birthday Luncheon celebrating the heritage of the Society and its members, a Presidents and Founders Banquet and a Sunday morning Memorial Service and Honors Breakfast. {2000}

6. FINANCES

- a. The state annual **dues** shall be twenty dollars (\$20.00) for active members and eight dollars (\$8.00) for reserve members. {2015} A subscription of *The Hoosier Newsette* is included in the state annual dues. {2011}
- b. Beginning in 2016, the Finance Committee may recommend that state active and reserve dues be adjusted based on the United States of America Social Security Administrations's Cost-of-Living Adjustment (COLA) average for the previous 2 years, rounded up to the nearest whole dollar. {2013}
- c. The Permanent Fund shall be maintained to equal thirty (30) percent of the Available Fund annual income. Excess monies may be transferred to the Available Fund upon the recommendation of the Finance Committee, the approval of the Executive Committee and the notification of the Alpha Epsilon State Executive Board. {2014}
- d. All chapters shall pay a \$1.00 per member yearly fee for the purpose of financing conference/convention registration. {2005}
- e. A fiscal impact statement shall be required with all proposals for amendments to the Alpha Epsilon State Bylaws or Standing Rules. {1995}
- f. **Travel Expenses**
 - (1) Mileage, when allowed, shall be at the rate of fifteen cents (\$.15) per mile. {2013}
 - (2) Mileage shall be allowed for a visit of an official representative requested by a chapter. Other expenses must be approved by the Executive Committee. {2004}
 - (3) Mileage shall be allowed for officers, related personnel and committee chairmen for attendance at state conference/convention, Executive Board or called meetings. {2013}
 - (4) Mileage expenses shall be allowed for committee members for attendance at an approved meeting. {2013}
 - (5) Mileage shall be allowed retiring and newly elected and appointed officers and committee chairmen for an organizational meeting. {2013}
 - (6) Mileage shall be allowed Coordinating Council Chairmen for attendance at State Executive Board meetings. {2013}
- g. **Other Expenses**
 - (1) Expenses for State conference/convention, Executive Board and committee meetings, as deemed necessary by the president, shall be allowed for officers, related personnel and committee chairmen. {2012}
 - (a) Room reservations for conference/convention/Executive Board meetings must be made through the Executive Secretary. {2012}
 - (b) Reimbursement for official conference/convention and meeting meals shall be half of the cost of the meal. {2014}
 - (2) Expenses for the president for International Convention and for the Seminar on Purposeful Living shall be budgeted biennially as follows:
 - (a) Reimbursement for room shall be one-half that of a moderately priced double room at a convention/seminar designated hotel. {2013}
 - (b) Mileage expenses shall be paid at an amount based on round trip tourist air fare. {2013}
 - (c) Allowance shall be made for official convention meals (the Birthday Luncheon, Regional Breakfast, and Presidents' Banquet) and meeting meals. {2012}

- (3) Expenses not to exceed the budgeted amount shall be given to the first-vice president, treasurer, executive secretary, and editor to attend the International Convention. {2012}
- (4) Expenses for the president for the Northeast Regional Conference shall be budgeted biennially as follows:
 - (a) Reimbursement for room shall be one-half that of a moderately priced double room at a conference designated hotel. {2013}
 - (b) Mileage expenses shall be paid at an amount based on round trip tourist air fare. {2013}
 - (c) Allowance shall be made for official convention meals (the Birthday Luncheon, Regional Breakfast, and Presidents' Banquet) and meeting meals. {2012}
- (5) Stipends, not to exceed the budgeted amount, shall be given to the vice presidents, immediate past president, treasurer, executive secretary, editor and webmaster to attend the Northeast Regional Conference. {2012}
- (6) An annual contribution, recommended by the Finance Committee and approved by the Executive Committee, may be made to an International project so designated each year. {1989}

7. STATE PRESIDENT'S PIN

- a. The state president's pin may be given by the state, her chapter, or an individual.
- b. The pin shall be presented at her installation as president. {1997}
- c. The pin shall be presented at a state convention or conference.

8. AMENDMENTS {2005}

- a. Proposals for amending the Standing Rules shall be considered at each annual conference / convention.
- b. Proposals may be submitted to the Rules Committee by the date advertised by the Rules Committee by any member, committee, board or chapter. {2015}
- c. All proposed amendments will be published in *The Hoosier Newsette* at least thirty (30) days prior to the conference/convention along with the recommendation of the Executive Committee to adopt or not to adopt. {2015}
- d. Vote to amend must be by a majority vote of the members present.
- e. The adopted Standing Rules take effect immediately upon adoption unless a *proviso* states otherwise.
- f. Amendment proposals that have not been published will require a two-thirds (2/3) vote.

APPENDIX A. SCHOLARSHIPS {2008}

1. Named Scholarships
 - a. Eight (8) scholarships -- the Drake, the Lee, the Sexton, the Holland, the Biddle (Conover), the Beatty, the Beeman, and the Hedrick -- shall be awarded for advanced study. {2007}
 - b. One (1) scholarship, the Shanks, shall be awarded for a guidance/ counseling degree or endorsement. {2007}
 - c. One (1) scholarship, the Elizabeth A. Greenleaf, shall be awarded to a member who has been admitted to a doctoral program. {2007}
 - d. One (1) scholarship, the Ophelia C. Weitzman Educational Assistance, in the amount of \$1000 shall be added to the rotation until the scholarship has been awarded seven (7) times. {2014}

2. Minimum Requirements for Named Scholarships {2002}
 - a. Applicants must have been members in good standing of the Society for at least two (2) years. {2008}
 - b. Applicants must meet reasonable standards of scholarship and professional service. {2002}
 - c. Candidates must show promise of distinction in their respective fields of study and of fulfilling the purposes of the Society. {2002}
 - d. Importance is attached to the contributions of the candidate to Delta Kappa Gamma and other organizations.
 - e. A member may receive one (1) scholarship in any three (3) year period. {2002}

3. Procedure for Applying for Named Scholarships {2002}
 - a. Obtain application form from the chapter or state scholarship chairman or the state website. {2017}
 - b. Mail completed application form to the state chairman. {2002}
 - c. Applications will be accepted throughout the year; but they must be filed prior to the studies for which the member wishes to use the requested monies. {2003}

APPENDIX B. MINI-GRANTS {2008}

1. A mini-grant is an award in the amount of \$500 or less from Alpha Epsilon State for the professional development of members. These awards are made on the basis of the appropriateness of the member's project. {2002}

2. Minimum Requirements for Mini-Grants {2002}
 - a. Applicants must have been members for at least two (2) years. {2002}
 - b. Applicants must meet reasonable standards of scholarship and professional service. {2002}
 - c. Candidates must show promise of distinction in their respective fields of study and of fulfilling the purposes of the Society {2002}
 - d. Projects must show promise of making significant contributions to the candidate's professional growth and to the field of education.
 - e. Applicants shall present plans for reporting the experience to others.
 - f. A member may receive only one (1) mini-grant every four (4) years.
 - g. A complete, itemized list of materials that will be used must accompany the application. {2002}
 - h. Applicants may not apply for money for materials which the school district should provide.
 - i. Funds will not be allowed for travel expenses or personal stipends.
 - j. Tuition fees will be allowed.

3. Procedure for Applying for Mini-Grants
 - a. Obtain application form from the chapter or state scholarship chairman or the state website. {2017}
 - b. Application may be made year round.
 - c. Mail completed application form to the state scholarship chairman.

APPENDIX C. TRAVEL STUDY GRANTS {2011}

1. A Travel Study grant shall be awarded to a member in the amount of \$350 for the purpose of personal growth. Four (4) travel study grants for \$350 each will be awarded during a biennium.
2. Minimum requirements for Travel Study Grants
 - a. Each applicant shall have been a member of a Delta Kappa Gamma Society International chapter in Alpha Epsilon State for at least five (5) years and be a member at the time of application.
 - b. Each applicant must be 55 years of age or older.
 - c. Within four (4) weeks of the completion of the travel study, a one-page written summary should be sent to the Scholarship chairman.
3. Procedure for Applying for Travel Study Grant
 - a. Obtain an application form from the chapter, the state Scholarship chairman, or the state website.
 - b. Obtain a letter of recommendation from the chapter president to send with the application.
 - c. Mail completed form and letter from chapter president to the state Scholarship chairman.
 - d. Applications will be accepted throughout the year but must be filed prior to the travel study.