

The Delta Kappa Gamma Society International State Organization Bylaws Checklist

- _____ **Name** Constitution Article I. B; International Standing Rules 1
- The state organization is stated.
 - Procedure for naming chapters is stated.
 - Optional information may include a statement about the registration of the state organization as a not-for-profit educational organization and its political jurisdiction.
- _____ **Object** Constitution Article II.
- State organization objectives include promoting the Society purposes and acting as a liaison between chapters and the international organization.
- _____ **Members** Constitution Article III. B; International Standing Rules 3
- The types of membership, active, reserve, and honorary, are stated.
 - It is stated that the chapter acts in matters of membership and membership records are kept at the chapter level.
 - It is stated that membership practices are consistent with the Constitution Article III.
 - The procedure for electing state honorary members is stated.
- _____ **Finances** Constitution Article IV; International Standing Rules 4.1, 4.3, 4.4
- The state shall maintain an Available Fund. It shall be an operating fund and shall require a budget.
 - The state shall maintain a Permanent Fund according to Society guidelines.
 - The state shall maintain a Scholarship Fund according to Society guidelines.
 - The procedure for determining dues is stated.
 - Financial controls include (1) budget requirements, (2) state president's approval of expenses prior to payment, and (3) requirement of a financial review or audit.
 - The Available Fund shall be the operating fund and shall require a budget.
 - Special fund and/or monetary awards should be stated.
- _____ **Organization** Constitution Article V; International Standing Rules 5.1, 5.2
- A provision is stated for checking chapter rules to ascertain that they are consistent with the Constitution and the state organization bylaws.
 - Responsibility for submitting state bylaws to the International Constitution Committee is designated.
 - Chapter representation on the state executive board is stated.
 - A procedure for organizing new chapters is given and is consistent with the Constitution.
 - Guidelines for coordinating councils may be outlined and a method for designating chapter boundaries/territories may be included.

Officers and Related Personnel

Constitution Article VI; International Standing Rules 6

- Mandated officers are:
 - A president, a vice-president, a secretary (all elected)
 - A treasurer (selected by the executive board)
- Other elected officers may be:
 - A second vice-president
 - A corresponding secretary
 - An executive secretary (ex officio, without vote, selected by the executive board)
 - A parliamentarian may be appointed and serves as an ex-officio member, without vote, on the executive board.
- Other personnel may be elected or employed.
- The duties of officers are consistent with those in the Constitution.
- The nominations and elections process includes the composition and duties of the nominations committee and procedure for holding elections. Elections are held in odd-numbered years at the state conventions. Procedures are consistent with the Constitution.
- The term of office shall be two years or until a successor is named for all offices except that of treasurer and the executive secretary which may be longer.
- The procedure for filling vacancies is stated. No officer except the treasurer and the executive secretary may serve in the same office longer than two terms in succession.

Executive Board and Executive Committee

Constitution Article VII, Section B, C

International Standing Rules 7.22

- Members of the state executive board are the elected officers, the immediate past state organization president, and the chapter presidents. Other members may be designated by the state organization.
- The parliamentarian is without vote. The treasurer is designated as with or without vote.
- Duties are consistent with the Constitution.
- Meetings are held at least annually.
- A quorum shall be a majority of the voting members of the board.
- The state executive committee, if the state organization chooses to have one, is composed of elected officers and acts for the executive board between board meetings.

Committees

Constitution Article VIII.

- State organizations and chapters may establish committees that fulfill their constitutional responsibilities.
- Reports of work accomplished will be prepared on forms supplied by Society Headquarters.
- Committees are appointed by the president unless an alternative is stated. The nominations committee may be elected.
- The state president is ex officio on all committees except nominations, unless this is stated elsewhere in the state organization bylaws.

- A procedure is stated for accomplishing tasks requiring immediate action.
- The duties of each committee are specified in the bylaws or in supportive documents, e.g., a state personnel handbook or standing committee “responsibilities/task” description publication.

_____ **Meetings**

Constitution Article IX; International Standing Rules 9, 12.52

- A state convention shall be held in odd-numbered years and is optional in even-numbered years.
- A quorum is the majority of members registered at a state convention.
- Other meetings and workshops may be stated.
- A procedure for naming scholarships and determining the amount of the scholarships may be stated. Guidelines/Rules for determining scholarship awards are approved by the state executive board.
- The name and number of issues per year for each state publication should be stated.

_____ **Parliamentary Authority**

Constitution Article XV.

- Robert’s Rules of Order Newly Revised (current edition) or another recognized manual for parliamentary procedure is designated for the governance of the state and its chapters in all instances not provided for the Society adopted rules, i.e., Constitution, International Standing Rules, and state bylaws/standing rules and chapter rules.

_____ **Amendments** Constitution Article XVI.

- Procedure for amending state bylaws should include:
 - a) when they are amended and by what body
 - b) the proportion of vote necessary to amend
 - c) the procedure for notifying the membership

_____ **Dissolution** Constitution Article XIX.

- Dissolution procedures should be in accordance with the incorporation statutes of the political entity by which the state organization was chartered.
- Procedures should include the sequence of actions for dissolution of the state organization and the sequence of actions for dissolution of a chapter.
- Dissolution procedures should include actions for satisfying obligations and for the distribution of assets.

_____ **Dating of Bylaws**

- There is a date indicating the last time the document was amended.