

WASHINGTON STATE ORGANIZATION-STANDING RULES
The Delta Kappa Gamma Society International

1. Name and Emblems

1.1.Name and Emblems-General

- 1.01 The name of Washington State Organization or Alpha Sigma State in any form shall be used on printed materials for commercial purposes only with the permission of the state president and the executive secretary.
- 1.02 The Delta Kappa Gamma Society International Washington may also be known as the State, Washington State Organization (WSO), DKG Washington, or ΔΚΓ Washington.
- 1.03 The official state seal is used only by the state president and the executive secretary.

1.1 Jewelry

- 1.11 The state and chapter presidents' pins shall be presented by the respective group at the time of installation.
- 1.12 At the discretion of the chapter executive board, returned key pins may be given or sold to inductees or to members who have lost their key pins.
- 1.13 Chapter members may communicate with the family of the deceased DKG member to seek the possible return of ΔΚΓ jewelry for chapter use.
- 1.14 Presidents' pins returned to the state or chapters may be given or sold by the respective organization to presidents in office or to past presidents.
- 1.15 The official jewelry may be worn on a ribbon or other manner as desired by the member.
- 1.16 Members are encouraged to wear their key pins when taking part in professional activities outside our Society.

2.0 Membership – General

- 2.01 A member may submit a recommendation for a candidate's election to membership to any chapter.
- 2.02 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 reserve member. Status as a state member must be requested and refers only to the state to which the member belongs.
- 2.03 Membership practices are consistent with the *Constitution*, Article III.

2.1 Active Membership

- 2.11 The word "employed" as used in the *Constitution*, Article III, and B.1 is defined as currently hired by an employer and/or paid a salary or fee for specific educational services.
- 2.12 In the selection of a member, the definition of professional educator is interpreted to include one-to-one instruction as well as group instruction. In addition, preschool to university educators, administrators, consultants who teach adults, coaches, etc. shall also be included.
- 2.13 An active member who lives in an area where no chapter exists may be connected to a chapter through technology.
- 2.14 An active member who is no longer engaged in educational work shall retain her rights, privileges, and responsibilities as outlined in the *Constitution*.

2.2 Reserve Members

2.21 A reserve member may participate in the activities of the Society except holding office.

2.3 Honorary Membership

2.31 In the selection of an honorary member, service shall be of

- a. local significance in the case of a chapter honorary member; or
- b. state significance in the case of a state honorary member.

2.32 Any member, chapter, or Washington State may submit a name for honorary membership.

2.33 An honorary member may participate in the activities of the Washington State and chapter except holding office.

2.34 An honorary member may serve as parliamentarian since the position of parliamentarian is not an office.

2.4 Collegiate Membership

2.41 A collegiate member may participate in the activities of the Society except holding office.

2.42 A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

2.5 Attendance

2.51 Members, who are traveling or who live away from their home chapters, have the privilege of attending meetings of other chapters, state, or regional organizations.

2.6 Termination

2.61 The chapter shall keep a record of members terminated for non-payment including the reason and date of termination. A report of members terminated shall be a part of the minutes of a chapter's executive board and/or chapter meeting. The chapter treasurer shall complete the termination form and forward it to the state treasurer for processing.

3. Finance

3.0 Finance – General

3.1 Dues

3.11 International active dues shall be U.S. forty and no/100 dollars (\$40.00) and international reserve and collegiate dues shall be U.S. twenty and no/100 dollars (\$20.00). International active and international reserve and collegiate dues may be adjusted each biennium based on the United States of America Social Security Administration's Cost of Living Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest whole dollar.

3.12 State dues shall be active members \$40.00 and reserve members \$15.00. Collegiate members shall not be charged state dues in an effort to support and mentor them. State dues must be discussed with the Executive Board and consideration given for regular adjustments once each biennium on alternating years from the international increase, based on the United States of America Social Security Administration's Cost of Living Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest whole dollar. Also, dues may be adjusted for unique state needs by a two-thirds (2/3) majority vote of members present at the state convention. Any proposed dues changes shall be given to the chapter presidents and

announced in the *Washington State Organization News (WSO)* no later than the Winter issue and will be effective July 1 of that year.

- 3.13 Members wishing to have the issues mailed may pay an extra annual fee to cover printing and postage. Cost to be determined by the Executive Committee in collaboration with the newsletter editor.

3.2 Fees

3.21 Induction Fee

- a. The induction fee per person shall be U.S. ten and no/100 dollars (\$10.00).
- b. The induction fee shall be allocated
 - ChapterU. S. seven and 50/100 (\$7.50)
 - State.....U.S. two and 50/100 (\$2.50)

3.22 Scholarship Fee

- a. The scholarship fee per person per year shall be U.S. one dollar and no/100 dollars (\$1.00).
- b. The fee shall be divided as prescribed by the *Constitution*, Article IV, F.2b and the *Washington State Bylaws*, Article IV, F2.

3.23 Honorary Fee

The honorary membership one-time fee shall be U.S. forty-nine and 50/100 (\$49.50) for each individual. The recommending chapter or Washington State may pay the honorary fee.

3.3 Financial Assessments

- 3.31 Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state project.

- 3.32 A reserve member shall be exempt from paying chapter financial assessments.

3.4 Other Income

- 3.41 A representative of the state who makes contacts and requests contributions of funds for the support of state activities must have authorization from the Executive Board. Such moneys contributed for the support of state activities must be deposited into and expended from a state account.

- 3.42 The Executive Board shall act as the agent of the State to review each restriction or condition that may be put on any gift or bequest and to accept or to reject the gift. If the board determines that the restriction or condition does not conform to the Mission and Purposes of the Society, the board will so inform the donor or representative of the decision to accept or reject the gift or bequest.

- 3.43 When undesignated monetary gifts in excess of U.S., one thousand and no/100 dollars (\$1,000) are given to Washington State, the state president and the executive secretary shall recommend to the Executive Board where the money should be placed. If the undesignated funds are less than U.S., one thousand dollars (\$1,000), the state Executive Committee shall determine the placement.

- 3.44 The state store shall be self-supporting to further market DKG and provides the profits for state leadership development. This fund provides travel stipends for state leadership to attend international conferences and conventions as outlined in SR 3.65 h. The store shall have a state president appointed manager.

- a. The manager shall oversee a self-supporting store, including the purchase and management of materials, oversight of sales by members, financial procedures to handle monies and accountability to the Executive Committee with twice-annual brief reports (inventory, beginning /ending balances, new items). The state store manager may assist the executive secretary managing the rented tables if tables are available at the site of state meetings. The state will budget for the reimbursement of expenses to attend Fall Executive Board and Convention if the store is in operation according to SR 3.65 h.
- b. The state store may include the items the state purchases and resells for profit at a higher price at state meetings. This may include items made by members and donated to the store subject to manager approval. Store items may be advertised in *The Washington State Organization News* as layout space allows, encouraging members to consider purchasing items at the next state meeting.

3.5 State Funds

3.51 Available Fund

- a. The operating expenses of the society at the state and chapter levels are paid from the available fund in accordance with the adopted budget for a given fiscal year.
- b. Budgeted monies shall not be carried over, unless it is requested and approved by the Executive Committee for a specific purpose.

3.52 Washington State Organization Scholarship Fund

- a. Washington State Organization (WSO) Scholarship
 1. The Washington State Organization (WSO) Scholarship shall receive contributions from chapters/members.
 2. Rules governing the stipend and scholarship selection process shall be approved by the Executive Board and posted on the website.
 3. Grants-in-Aid/Stipend

If the state/chapter wishes to give a grant to a member or non-member that is supported out of the state/chapter budget, it shall be called a Grant-in Aid/Stipend.
 4. WSO Parliamentarian [WSO Bylaws Article IV Section F State Funds]
- b. Rachel Royston Permanent Scholarship

All donations given to Rachel Royston Permanent Scholarship Foundation during state meetings shall be deposited by the Rachel Royston Permanent Scholarship Foundation board in the corporation account.

3.53 Emergency Fund

Chapter presidents may contact the state president who may request an emergency assistance be granted to the member in need. The recommendation of both state and chapter presidents is required. (A natural disaster is defined as not man-made and occurs when forces of nature damage the environment and man-made structures.)

3.54 World Fellowship Fund

Income to the fund is derived from voluntary contributions, bequests, and income from investments of the international fund. These scholarships are to support the education of

women in underdeveloped countries. Chapters and Washington State may contribute to the World Fellowship Fund through their respective treasurer.

3.6 Financial Accounting

- 3.61 The state finance committee shall work with the state president and committee chairs to create a recommended budget that needs to be approved by the Executive Committee. The recommended budget will then be posted on the web site and sent to chapter presidents and committee chairs by February 15 for discussion and approval by the Executive Board either electronically or at state convention.
- 3.62 The available fund budget shall include allocations for carrying out the business operations of the state. No carry-over of funds in any budget within the available funds will be permitted unless the finance committee gives prior authorization.
- 3.63 The available fund budget shall provide funding for state expenses to support publications, state and international conferences, forums, and the work of state officers, committees, and area liaisons.
- 3.64 Reimbursement for official travel expenses using a private auto shall be twenty (20) cents a mile or submission of the gas receipt for actual gas used, whichever is more economical. This applies to all individuals listed in SR 3.65 a. Leaders are encouraged to travel together to save money. All air travel expense should not exceed the most economical advanced airfare available.

3.65 Meetings

a. State meeting development:

1. The executive committee members (including the parliamentarian), committee chairs, and the music representative for a convention shall be reimbursed, using the state guidelines, for their expenses to attend the state convention. This includes early registration, mileage, most economical ferry fees, lodging at one-half (1/2) double occupancy, and scheduled meals. Expenses incurred by officers doing the work of their office shall be reimbursed using state guidelines. The state editor's and state web master's expenses shall be paid for attendance at state meetings at the same for travel as for a committee chair in SR 3.65 b. The appointed technical advisor shall be reimbursed for early registration and scheduled meals at Fall Board, State Convention, and Quadrant meetings.
2. All expenses for state meetings shall have prior approval from the state president and shall be submitted on a voucher with receipts within thirty (30) days of the event to the committee chair, the finance chair and then to the state president.
3. The registration fee shall be set in consultation with the planning committee, the state executive secretary, and the state president.
4. In order for a registration to be processed, all fees must accompany the completed registration form.
5. In case of an emergency and upon request, refunds may be made in a timely manner. A processing fee may be withheld.

6. The convention and Executive Board chairs shall maintain and update a notebook as well as complete a report that shall be submitted to the executive secretary no later than October 15 following Fall Executive Board and June 1 following Convention.
- b. State meeting finances: The state president may approve additional meals/expenses when society business demands it. The following expenses may be considered for reimbursement:
- the lesser amount between the lowest advance airfare and automobile travel (shared, lowest amount); most economical ferry rate when necessary;
 - fee for first piece of checked luggage;
 - economical transportation to and from the airport;
 - airport economy parking; and
 - lodging not to exceed one-half (1/2) the double-occupancy room rate or room share one-third (1/3) or one-quarter (1/4). Committee members must have their vouchers signed by their chair before they are submitted to the finance chair and president. Committees may not exceed their budget without prior approval of the state president.
1. Expense vouchers for the state convention must be verified (for accuracy, valid expenses according to the Washington *Standing Rules*, and within the budget) by the finance committee chair and signed with approval by the president and the state treasurer. Officers, committee chairs, may submit the expense of gratuities given for handling of Society materials only. All receipts must accompany the voucher prior to approval. Expense vouchers may be electronically sent and signed. Vouchers for state activities must have all receipts attached and be submitted for processing no later than thirty (30) days after the date incurred and prior to the close of the fiscal year (June 30) unless the state president authorizes an extension.
 2. If a member qualifies for reimbursement under more than one (1) role, reimbursement shall be divided equally among the roles.
 3. Only the president-appointed official representative of the state shall receive reimbursement for travel to that area meeting. The two (2) quadrant meetings' travel shall be authorized by the state president for presenters not from that quadrant.
 4. State committee chair shall receive reimbursement for attendance at state meetings in accordance with their approved budget and action plan. This includes early registration, scheduled meals, transportation reimbursement, and lodging as noted in SR 3.65 b.
 5. State committee members shall receive mileage at the lowest rate, one (1) night's lodging at one-half (1/2) the double-occupancy room rate, and one (1) scheduled meal for Fall Executive Board. For convention, committee members shall *not* receive reimbursement unless the president has given prior approval for the entire committee to be reimbursed and the budget permits this. Committee members must have their voucher signed by their chair before they are submitted to the finance chair and state president.
 6. Liaisons shall receive reimbursement for attendance at Fall Executive Board, chapter visits, and the State Convention in accordance with their approved budget and action plan. With prior approval by the state president, the liaison may exceed her budget to visit

- chapters. This includes early registration, scheduled meals, transportation reimbursement, and lodging as noted in SR 3.65 b.
7. Officers, committee chairs, webmaster, editor, state store manager, technology liaison and arts/music liaison may submit the expense of tips given for handling of society materials only.
 8. Vouchers may be obtained from the state president, the state treasurer, and the executive secretary.
 9. Vouchers for state activities must have all receipts attached and be submitted for processing no later than thirty (30) days after the date incurred and prior to the close of the fiscal year (June 30), unless the state president authorizes an extension.
- c. Quadrant workshops finance
1. Chapter presidents and a designated chapter member, traveling together, from each chapter in the quadrant shall receive mileage at the lowest rate and the scheduled meal for attending.
 2. The state president and no more than four (4) state representatives designated by the president shall facilitate the workshop and be reimbursed for their travel expenses as in 3.65 b.
 3. The area liaisons for that quadrant shall be reimbursed mileage and a scheduled meal.
 4. All other chapter members attending shall be charged for the meal.
- d. Area workshops finance
1. Area workshops shall be held annually for the purpose of providing an opportunity for chapters to meet jointly to receive and exchange information, develop members' leadership skills, implement the work of the society, and for personal/professional growth.
 2. The meetings shall be hosted on a rotation basis by each chapter in the area, with the program for the workshop provided by the host chapter of the area.
 3. Area workshops may be held in the center of an area if deemed advisable by the hostess chapter and the coordinating council.
 4. Washington State Organization will pay for the transportation and overnight lodging of the state president/designee, using the guidelines in SR 3.65 b. The hostess chapter is responsible for the lunch or brunch of the state officer and presenters.
- e. State conventions and workshops finances
- The state shall provide for registration, meals and lodging for the convention international representative.
- f. Committee meeting finances
- The committee meetings held in conjunction with state convention must have prior approval of the state president. Printing, postage, and telephone expenses necessary to the work of the committee shall be fully reimbursed, if approved in the budget and action plan.
- g. International Meeting finances
1. The state president and executive secretary shall be reimbursed for her

- international conference expenses [3.65b], excluding any reimbursement she receives from international.
2. The state president may make special assignments to members who may be reimbursed by the state for conference expenses.
 3. The treasurer shall receive reimbursement for attendance at international conventions at one-half (1/2) double occupancy lodging, air/mileage, early registration, and scheduled meals as per the guidelines in SR 3.65 b.
 4. The immediate past president shall receive reimbursement for the summer international conference immediately following her term as per the guidelines in SR 3.65 b.
- h. Travel stipends for the international convention/conference
1. Priority for expenses shall be given to state business. However, attendance at international meetings is encouraged for state officers, committee chairs, area liaisons elected and/or appointed for the upcoming biennium, if monies are available within the budget. The conference travel fund is derived from the state store profits. Anyone presenting* a workshop at the international convention shall be included. (* The term “presenter” does not include recorders, hostesses, presidors, floor pages, etc.)
 2. Applications for these leadership stipends shall be submitted by the applicant to the finance chair postmarked or electronically dated by June 1 of the year of the summer event. All officers and others listed above must apply to be considered. The application form is to be posted on the web, a reminder given at each state convention, and courtesy reminder to all officers.
 3. The state finance chair shall check the eligibility of the applicants. The finance chair and treasurer shall collaborate to first establish the available profits in the state store, making sure to provide for refurbishing the stock first.
 4. The state finance chair shall ask the finance committee to confer electronically for processing the applications and the amount for the stipends to be divided. Officers, (including the parliamentarian), membership chair, educational excellence chair, and presenters* shall receive two points (if not previously funded through SR 3.65 g 3). Area liaisons, international officers, international committee members and state committee chairs shall receive one point.
 5. The finance chair shall make recommendations of the allocations to the state president for approval by June 20.
 6. The treasurer will then issue checks to the applicants no later than June 30.

3.66 Financial Review

A Financial Review Special Committee appointed by the president shall conduct an internal annual review of the treasurer’s records during the month of July and/or August at the beginning of each biennium. The Executive Board shall approve the review report.

3.67 The Treasurer’s report shall appear in the state convention program and a current statement in the convention packet.

3.68 Retreats: When these events receive startup monies in the adopted budget, the

events may be planned. In the event the money and the registration fees are sufficient to cover expenses, the committee may receive partial reimbursement for their expenses for attending the retreat. These ad hoc committees may not exceed their budget.

4. Organization

4.0 Organization – General

4.1 Optional Coordinating Council Organizations

4.11 Each coordinating council shall adopt rules that are consistent with the *Constitution*, the *Washington State Bylaws*, and *Standing Rules*.

4.12 Each participating chapter shall be represented on the coordinating council by the chapter president and at least one (1) other chapter member.

4.13 Participating chapters shall approve the activities of the coordinating council.

4.14 If the treasury of the coordinating council is over \$25,000, they must file a 99-N with the Internal Revenue Service.

4.2 State chapter support

4.21 The state shall provide support for its chapters which includes

- a. monitoring chapter progress;
- b. providing leadership training for chapter leaders;
- c. sharing/demonstrating strategies for strengthening chapters;
- d. implementing an intervention plan when chapters show signs of stagnation or cease to thrive;
- e. meaningful program opportunities; and
- f. marketing for new members.

4.3 Expansion

The installation costs of a new chapter shall be provided by Washington State. This includes membership certificates, chapter charter, governing documents, travel expenses for the state president and the designated state membership committee member. Each member shall pay an induction fee.

4.4 International regions

The state shall participate in activities at the Northwest Region that includes Alaska, Alberta, British Columbia, Idaho, Iowa, Manitoba, Minnesota, Montana, Nebraska,

North Dakota, Oregon, Saskatchewan, South Dakota, Washington, Wisconsin, and Wyoming.

4.5 Forum

The immediate past president serves as the Washington Representative to the Forum at the summer international conference after her term as president, as described in SR 3.65 b. Her

expenses are reimbursed for the international conference and the U.S. Legislative Seminar in Washington, D.C.

5.0 Officers

5.0 Officers – General

- 5.01 Chapter or state co-presidents are not advised. Only one name at the state and chapter level may be submitted to Society Headquarters for communication purposes. However, the state permits chapters challenged with leadership issues to have co-presidents so leadership is provided. At state Executive Board meetings, only one voting card will be issued to one president from each chapter. Chapters shall designate their voting delegate. In the event that a chapter president cannot attend the meeting, then a written letter or email from the chapter president must be received by the state president authorizing someone else to vote in her place.
- 5.02 Officers are responsible for keeping a record of the state and chapter actions. The state executive secretary shall preserve the state meeting minutes in readily accessible form. Chapters are encouraged to preserve the minutes and actions of the chapter.

5.2 Area Liaisons

- 5.21 Area liaisons shall communicate *regularly* with all chapters in their area and provide oral, electronic and/or written reports to the state president and the Membership, Expansion/Dissolution chair.

6.0 Boards

6.0 Boards – General

6.1 Executive Board

- 6.11 The Executive Board shall act in accordance with the rules and actions of the state conventions. Minutes shall be posted on the website and sent electronically.
- 6.12 A Minutes Review Committee appointed by the state president shall approve the minutes of the Executive Board. Following approval by the committee, the minutes will be sent to the state Executive Committee, the Executive Board, the state committee chairs, and posted on the website. The state president may forward minutes to the International president to keep her informed.
- 6.13 The Executive Board may invite for consultation any state committee chairs or members of the state to its meetings.

7.0 Committees

7.00 Committees – General

- 7.01 It is recommended that two (2) people from the same chapter should not serve on the same committee. Whenever possible, it is recommended that members from different parts of the state be asked to serve on a committee to strengthen representation.

- 7.02 Printing of materials developed for distribution by state committees must be authorized in the committee's budget.
- 7.03 Each standing and special committee shall report in writing to the state president no later than March 1. The report shall include the recommendations the committee will present to the convention. Those recommendations that require approval by the state Executive Board shall be transmitted electronically or sent by postal service to the state president at least thirty (30) days prior to the meeting of the Executive Board.
- 7.04 Committee programs and projects begin and end consistent with the dates of the biennium for which the committees were appointed or elected, unless approved by the incoming state president.
- 7.05 The state committee chair and members shall be covered under The Delta Kappa Gamma Travel Accident Insurance as provided by the Society's selected underwriter in connection with travel to state meetings. The policy also covers chapter presidents traveling to an officially called state meeting. The state treasurer shall hold the policy.
- 7.06 Before any new state projects can be undertaken that require funding, the finance committee shall be given information concerning cost, in order that the Executive Board may consider the financial obligation.
- 7.07 Any convention handouts that are not part of the state committee reports must be in the approved budget and action plan and electronically submitted to the state president four (4) weeks prior to the convention. After the president has approved the handout, it shall be duplicated by the committee chair and sent to the hostess chapter for insertion in the registration packets.
- 7.08 State committee chairs shall submit recommendations to the state president for proposed action by the state executive board and/or the state convention at least four (4) weeks prior to the scheduled meeting.
- 7.09 Committee chairs shall purge files prior to the end of their term, keeping from the last two biennium: action plans/actions taken, committee timeline (if separate), copies of documents produced for workshops or chapters, important committee correspondence, copies of the Executive Board and Convention programs, and a copy of budget expenditures, if separate from the completed action plan.
- a. All documents that are required to be retained shall be kept electronically (preferred) or on paper.
 - b. All other items must be eliminated prior to the turnover meeting. (This request excludes the Finance Committee, the Executive Secretary, the Treasurer, and the State President. Financial documents, contracts, and minutes must be retained permanently.)

7.10 Communications and Publicity Committee

- 7.11 The committee shall recommend guidelines to the Executive Committee that provides accountability for Internet and other electronic communications.
- 7.12 All websites must meet the international guidelines to be hot linked to the international website. The state president prior to publication shall approve all web site postings.
- 7.13 The committee shall access the international guidelines and facilitate their implementation for conducting electronic meetings that provide accurate and authentic official actions, including the taking of votes. These guidelines shall be applied to all state committees.
- 7.14 Technology groups may be appointed by the state president to assist members in electronic communication applications, electronic publications, online courses, and other topics.
- 7.15 All three members of the communications committee are expected to attend Fall Executive Board and Spring Convention to report the news for the *WSO* newsletter and for the state website.

7.20 Bylaws and Standing Rules

- 7.21 Following a state convention with changes to the Washington *Bylaws* and/or *Standing Rules*, the committee is authorized to:
- a. correct article and section designations;
 - b. make editorial changes as required in punctuation, numbering, cross referencing; and
 - c. make such other technical or conforming changes as may be necessary to reflect intent of the convention decisions in connection with the adopted amendments to the Washington *Bylaws* and *Standing Rules*.
- 7.22 The committee must work with the Executive Committee in revisions of both governing state documents listed above.
- 7.23 Chapters shall take prompt action to keep their chapter rules current as well as consistent with the *Constitution*, *International Standing Rules*, and the Washington *Bylaws* and *Standing Rules*.
- 7.24 The committee shall review the most recent chapter rules once a biennium in order that any inconsistencies with the most recent edition of the *Constitution*, *International Standing Rules*, Washington *Bylaws*, and *Standing Rules* may be brought to the attention of the chapter president, the state officers, and the area liaison of the respective area.

7.30 Finance Committee

- 7.31 The committee shall hold four (4) meetings each biennium, including Fall Board and a proposed budget meeting each year. (At the beginning of each biennium, the president's financial review special committee shall be used for the financial review.) In addition, the committee shall attend Fall Executive Board and the chair shall attend the state Convention, both of these with reimbursement. See SR 3.65 b.

7.40 Leadership Development Committee

- 7.41 The leadership development committee shall be responsible for providing leadership development within the state, in accordance with their approved action plan. This includes state officers, state committee chairs, and chapter officers.
- 7.42 Chapter presidents shall assume the responsibility of encouraging chapter activities to develop the leadership potential of each chapter member.

7.50 Membership, Expansion/Dissolution Committee

- 7.51 The committee shall provide membership materials to recruit/retain members and promote active membership.
- 7.52 The committee shall be permitted to use budgeted funds for expansion into new areas of the state and to strengthen existing chapters.
- 7.53 The committee shall monitor and assist in the development of chapter rules for each new chapter along with the Bylaws committee.
- 7.54 The committee shall collect information about deceased members for a program booklet and provide a Celebration of Life ceremony at state convention. The cost for these activities shall be provided by the state-approved action plan and budget.
- 7.55 The chair shall remind the state treasurer to make a memorial donation of \$25 to the Rachel Royston Permanent Scholarship Foundation when a state officer, a state founder, or a past state president passes away. This memorial shall come under miscellaneous expenses in the available funds.

7.60 Nominations Committee

- 7.61 Nominations from the floor
- a. The name of the candidate shall be placed on the election ballot after the Nominations Committee has nominated her or she has been nominated from the floor.
 - b. Following the report of the Nominations Committee to the convention, the president shall call for nominations from the floor for each elected position.
 - c. Any member who is registered and in attendance may make a nomination from the floor subsequent to the report of the Nominations Committee.
 - d. An individual or chapter, making an early decision to nominate a candidate from the floor may present to the state Nominations Chair by December 1, in election years, the name, photograph, and brief summary of the proposed candidate's qualifications for selected office for publication in the Winter issue of the *WSO News* and published on the state web site; and
 - e. The chair shall place the candidates' name in nomination at the convention when the president calls for nominations from the floor. If the nomination after December 1 but prior to convention, the chapter may present the name in nomination on the floor.

- f. Nominations shall be permitted as designated above, but no acceptance speeches shall be permitted.

7.62 Eligibility, qualifications, and guidelines for state nominations

- a. The name of a member may be submitted to the Nominations Committee for nomination to any state elective position by an individual member or chapter. Permission of that member must be secured before she is recommended for nomination. The responsibility for chapter-supported recommendations rests with the respective chapter's executive board. The official state nominations form must be used.
- b. An official recommendation form must be completed for each person recommended. If a member is recommended for more than one position, a separate recommendation form must be completed for each position.
- c. Qualifications for state nominees:

All nominees for state positions should be able to communicate in English, should have time for state work, and should have participated in at least one (1) state convention and/or regional conference. She should have organizational ability and expertise.

- 1. The president should have served as a chapter president, should have state committee experience, and should have served on the Executive Board.
- 2. The vice-presidents should have served as a chapter president and should have state committee experience.
- 3. The secretary should have a good working knowledge of English grammar, punctuation, etc. and be able to take and transcribe and store minutes digitally for the incoming secretary and executive secretary.
- 4. The treasurer should have some experience maintaining a budget, researching investments, and documenting expenditures.

- d. Guidelines for the submission of recommendations to the state Nominations Committee:

- 1. An official recommendation form must be completed for each person recommended, with careful attention given to the following points:
 - (a) The office for which the person is being recommended shall be stated.
 - (b) The person recommended shall be qualified for the work of the position.
 - (c) The member's state experience shall be accurately stated, including specific positions and dates served.
 - (d) Evidence of the member's leadership and personal qualifications for the position shall be shown.
 - (e) The name of the person making the recommendation shall be clearly indicated

in the space provided.

(f) The recommendation form shall be sent to the chair of the Nominations Committee with a postmark or electronic date no later than December 1.

2. The Nominations Committee shall inform the selected candidates that no campaigning is permitted. However, presidential candidates shall prepare and deliver a two-minute (2) speech and all other nominees shall prepare and deliver a one-minute (1) speech; no acceptance speeches are permitted.

7.70 Educational Excellence Committee

7.71 The Educational Excellence Committee chair shall

- a. serve as clock hours registrar/manager,
- b. complete (when appropriate) the annual application to the Office of the Superintendent of Public Instruction for the WSO DKG to be recognized as an approved clock hours provider, and
- c. maintain all required compliance records.

7.72. The Executive Committee shall approve all clock hour offerings prior to provision of the course(s) and shall review/approve subsequent course evaluations.

7.73 The Educational Excellence Committee may propose trainings and other courses of study to be made available to members and non-members throughout the biennium. Said programs shall be listed in the committee's action plan or given prior approval of the Executive Committee.

7.80 Education Policy/Legislation Committee

7.81 Legislative programs are encouraged at the state and chapter levels. A budgeted amount necessary to meet the registration fee for the Women's Legislative Reception shall be included in the budget of this committee.

7.82 Guidelines for initiating, endorsing, and supporting legislation

- a. The state may cooperate with other organizations when their legislative activities help to promote the Purposes of the Society.
- b. An individual may represent the organization on legislative issues only after receiving authorization from the president, Executive Board or membership of the state or chapter level—whichever is appropriate.
- c. Legislative action shall be based on thorough understanding of the basic issues involved in supporting excellence in education, equality of women, children's issues, and a safe, peaceful, educational environment.

- d. Legislative activity shall be concerned with educational issues, not with candidates or political parties. The state and chapter shall not endorse a candidate nor spend money for a candidate's campaign.
- e. Expenditures for legislative activities shall not exceed a nominal portion of the state's income at any level.
- f. The state may initiate, endorse, or support legislation relating to the improvement of education or the status of educators.

7.90 Stipend and Scholarship Committee

The Stipend and Scholarship Committee shall encourage members in all stages of undergraduate work, graduate work, and other professional development to apply for scholarships that are granted to members. Chapters are encouraged to support chapter stipends and/or grants-in-aid for their members and for future teachers.

8. Meetings

8.0 Meetings - General

8.1 Additional State Meetings

- 8.11 Additional meetings (beyond fall and spring convention) of the state Executive Board shall be authorized in accordance with the *Washington Bylaws*.
- 8.12 The state president may delegate to chapters, committees, and individuals the authority to select favors, plan entertainment, etc. for the state convention, Executive Board, and other state meetings--such items are provided by the chapter, individual, or committee, and do not qualify for reimbursement. The state president is the final authority, and her decision takes precedence over any other.
- 8.13 Executive Board
The board shall meet once in late September or early October and once in April/May, immediately preceding the convention general session; specific dates and sites to be presented by the executive secretary and to be approved by the Executive Board.
- 8.14 The Executive Committee
The Executive Committee shall be called by the state president or when requested by a majority of members of the executive committee.
- 8.15 The Advisory Council
The council is composed of past state presidents. The president preceding Fall Executive Board may call the Advisory Council meetings.
- 8.16 The Executive Council
The council is composed of state officers and committee chairs. The president preceding Fall Executive Board or the state convention may call the Executive Council meetings.
- 8.17 State leadership transition meeting

One (1) state meeting, or two (2) on different sides of the state, may be conducted for the following purposes:

- a. to hear the new president's expectations and plans;
- b. to familiarize members with governing documents & their duties;
- c. to review the mission, vision, and purposes;
- d. to be introduced to committee action plans that will be due at Fall Executive Board; e. to provide transition conversations and turnover of materials;

8.18 Meeting materials

- a. Sufficient copies of reports shall be available for each member attending the convention, for members of the executive board, for treasurers, for chapter presidents, and for other registered members.
- b. The proposed state budget shall be included in the convention material distributed to members at the convention, and posted on the web site.
- c. A brief report of Executive Board actions shall be given at the beginning of the convention business session.
- d. Except for courtesy resolutions, proposed motions/resolutions shall be presented to the state president in writing at the convention business session when it is presented on the floor. Official motion forms must be used.

8.2 Chapter Meetings

- 8.21 Regular meetings are meetings in which chapter business is conducted. A minimum of four (4) business meetings shall be conducted each year.
- 8.22 Additional meetings for program events may be scheduled by the chapter.
- 8.23 The quorum for all regular meetings shall be established in the chapter rules. A quorum must be present for a chapter to take action.
- 8.24 Chapters are encouraged to promote re-commitment to the seven Purposes and to chapter goals.
- 8.25 All chapter meetings, including induction, are open to the public.

9. Publications

9 Publications – General

- 9.11 *Washington State Organization News* (WSO) may include:
 - a. the state president's message;
 - b. the executive secretary's message;

- c. the state action on important issues;
- d. factual information and statistics regarding education, children's issues, and the status of women educators;
- e. articles from state committees, officers, area liaisons, and chapters on a rotation basis;
- f. articles from the Rachel Royston Permanent Scholarship Foundation;
- g. a calendar of approaching state events and deadlines;
- h. information on recently deceased members and their contributions that might include such things as:
 - state committee work
 - term(s) as state or chapter president
 - service at the international level
 - awards achieved, and
- i. other information as deemed appropriate.

9.12 Publication Deadlines

- a. effective in the 2019-2021 biennium, deadlines for submitting articles to *The WSO News*: October 15, January 15, April 15, and July 15.
- b. deadlines for online availability: November 15, February 15, May 15 and August 15.

9.13 State Directory

The State will produce an annual directory for chapter presidents, state committee chairs, officers, past presidents, and area liaisons. Other copies may be available for purchase by members. The directory will include DKG purposes, mission, vision and founders; Alpha Sigma State leaders' names, addresses, phone numbers, and email addresses to support the work of the state. In addition, the directory shall include the Strategic Action Plan, a calendar of state and international events relevant to Washington, change of address information, WA's past/present international officers and current international positions, founders, past state presidents, achievement award recipients, state members, general information about Rachel Royston Permanent Scholarship Foundation and society key pin information.

9.14 Electronic Communications

The state and chapters that establish methods of electronic communications are encouraged to adhere to Roberts Rules of Order Newly Revised (latest edition) Appendix for Electronic Meetings.

Visual:

1. Meetings must provide log in information

2. Roll call or list for online quorum with departure noted to keep the quorum.
3. State how assignment of the floor will be done (raised hands, voice notation, etc.)
4. Motions must be submitted in writing and displayed for all.
5. Voting may be done anonymously with provided feature

Phone:

1. Same as above except:
 - a.) Motions made orally must be given electronically to the secretary
 - b.) Votes must be submitted orally with roll call

10. Awards

10.0 Awards –General

10.1 The Washington State Organization (WSO) Achievement Award

- a. Members who hold active membership in the state and who have given or are presently rendering distinguished service to the state shall be eligible for the state achievement award.
- b. Additional achievement shall be considered:
 1. chapter involvement (officer, committee chair/member, program/projects, newsletter, state meeting attendance, etc.)
 2. state involvement (officer, editor, committee chair/member, area liaison, program/projects, state meeting attendance, workshop presenter, RRPSF scholarship, etc.)
 3. international or regional involvement (officer, regional director, committee chair/member, workshop, attendance, etc.)
 4. notable service to education (local, state, national service, honors, awards, publications).
- c. The immediate past president shall facilitate the award process and shall recognize the recipient at a state meeting as well as provide an article to the *WSO News*.

10.2. Recognition of Doctorates

The immediate past president shall also collect information from members in the state who have achieved a doctorate in the past year. The member's name, accomplished degree, the dissertation topic, and the conferring institution shall be printed in the *WSO News* once annually and posted on the web site.

10.3 Scholarship Award/Stipend

10.31 Each scholarship or stipend award shall be in U.S. dollars.

10.32 The applicant is required to

- a. be an active member of the state for a minimum of two (2) years at the time of application;
- b. be working on a bachelor's degree, certifications, higher degrees, or special study programs;
- c. be accepted and enrolled in a graduate program of an accredited institution of higher education or be applying for a special workshop, specialized study program, or other relevant professional development;
- d. provide evidence of active participation and demonstrated potential for leadership in the field of education; and
- e. provide any evidence of excellence in scholarship, if appropriate, for advanced degrees.

10.33 Applicants must submit their scholarship/stipend applications on current forms that are available on the state web site or by request from the state scholarship chair.

10.34 The application and supporting data must be postmarked or electronically date stamped no later than January 1.

10.35 The scholarship/stipend recipient's names awarded at the state convention shall be published in the *WSO News* and posted on the web site.

10.36 Recognition of Fifty-Year Members: The member's name, chapter affiliation, and year joined shall be recognized in the *WSO News* and on the web site.

11. Emergency/Field Test Authority

The Executive Committee must seek information from the Finance Committee to assure expenditures can be met, since the item is not approved in the budget. Any pilot projects or field-testing procedures will be evaluated, including effectiveness and fiscal impact, and reported to the Executive Board in a timely manner.

Note: See the Bylaws XIV for procedure to amend these Standing Rules.

Adopted by Convention April 2, 2011

Amended by Convention April 18, 2015

Adopted by Convention April 30, 2021

SR 20

Amended by Convention May 14, 2016

Amended by Convention April 29, 2017

Adopted by Convention Sept. 29, 2018

Amended by Convention April 13, 2019

Amended by Virtual Convention April 30, 2021