

STANDING RULES  
of NEW YORK STATE ORGANIZATION  
of THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
April 29, 2023

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Addenda: (These are not Standing Rules but are attached here for information.)

I. NYSO DKG Guidelines for Vouchers (Amended April 29, 2023)

## 1. MEMBERSHIP

- 1.0 General
- 1.01 Each chapter president shall include reorientation for members during year one of her biennium. INTERNATIONAL HANDBOOK (current edition)
- 1.1 NYSO DKG Honorary Members
- 1.11 The chair of the NYSO DKG Membership Committee shall request written nominations from the chapters by October 15. INTERNATIONAL HANDBOOK (current edition)
- 1.12 The NYSO DKG Membership Committee shall screen the candidates and submit their findings with pertinent data to the NYSO DKG Executive Board by February 1. The vote to be completed by March 1.
- 1.13 The chair of the NYSO DKG Membership Committee shall report the results of the voting to the NYSO DKG President and to members of the NYSO DKG Executive Board.
- 1.14 The NYSO DKG President shall issue invitations to the candidates (not more than two each year) and notify the NYSO DKG Membership Chair of their decisions.
- 1.15 The NYSO President, in consultation with the NYSO DKG Membership Chair, shall decide which chapter or chapters shall be responsible for the initiation and where and when it will be held.
- 1.16 The NYSO DKG Membership Chair shall keep a permanent record of all invitations to the proposed state honorary members and the responses to these invitations.
- 1.17 The fee for NYSO DKG and Chapter Honorary members is \$49.50.

## 2. FINANCE

- 2.0 General
- 2.01 NYSO DKG will carry travel insurance coverage for its officers, members of the Executive Committee, committee chairs and committee members when on official business for NYSO DKG at the written direction of the NYSO DKG President.
- 2.02 NYSO DKG shall purchase a fidelity bond of at least \$300,000 (with a \$5,000 deductible) to cover the NYSO DKG Executive Committee and others so designated by the Executive Committee.
- 2.1 Travel Reimbursement
- 2.11 Travel expenses reimbursed to the elected officers, related personnel, state committee chairs and state committee members for travel shall not exceed the amount provided in the budget.
- 2.12 Travel mileage for official business is to be figured at forty cents (\$0.40) per mile plus tolls for use of private automobile. Each recipient is to be responsible for information as to the number of road miles from her home to destination and return.
- 2.13 Lodging
  - a. Lodging for the NYSO DKG President single occupancy at minimum rate including tax.

- b. Lodging for other elected officers (first vice-president, second vice-president, secretary), related personnel, state committee chairs and state committee members one-half double occupancy at minimum rate including tax.
- 2.14 Meals - maximum allowance is an average of sixty dollars (\$60) per day for designated meetings.
- 2.15 The Immediate Past State President shall be reimbursed as above (SR 2.14) when attending designated meetings.
- 2.16 The Parliamentarian shall be reimbursed the same as the officers.
- 2.17 Reimbursement
  - a. The NYSO DKG President attending International Conventions and Conferences shall be reimbursed as follows: coach airfare (or the most economical and efficient method of transportation) plus ground transportation; the cost of a single room, and meals up to an average of sixty dollars (\$60) per day plus Birthday Luncheon and President's Banquet.
  - b. The NYSO DKG First Vice President, Second Vice President, Secretary, Executive Secretary, Editor and Treasurer attending International Conventions and Conferences shall be reimbursed as follows: coach airfare (or the most economical and efficient method of transportation) plus ground transportation; one-half the cost of a double room, and meals up to an average of sixty dollars (\$60) per day plus Birthday Luncheon and President's Banquet.
- 2.18 On occasions of unusual expense for the NYSO DKG President because of events at the International level, NYSO DKG shall pay one-half of the President's expenses. Such payment may not to exceed two hundred fifty dollars (\$250).
- 2.2 Special Reimbursements
- 2.21 NYSO DKG Past Presidents shall be reimbursed by NYSO DKG for the Birthday Luncheon, Presidents Banquet, and Awards Brunch/Luncheon at the Spring Seminar and at the State Convention.
- 2.22 The NYSO DKG State Immediate Past President shall be reimbursed for the registration fee and banquet ticket for the International Convention and Conferences.
- 2.23 NYSO DKG Committee Chairs who are requested to attend International Workshops shall be reimbursed for one night's lodging and travel expenses if she is participating for a majority of the days of the International Convention or Conference according to NYSO DKG voucher guidelines.
- 2.3 New Chapter Reimbursements
- 2.31 For two years after the election of a president of a new chapter, NYSO DKG State shall pay the expenses of that chapter's president to the NYSO DKG Executive Board Meeting and to the NYSO DKG State Convention as follows: travel at thirty cents (\$0.40) per mile plus tolls, hotel at one-half the cost of a double room; and meals up to an average of thirty dollars (\$60) per day.
- 2.32 New chapters shall be allowed fifty dollars (\$50) to help with expenses during their first year of existence.
- 2.33 NYSO DKG shall purchase The Delta Kappa Gamma Scarf and present it to the new chapter at the time of its charter meeting and initiation.

- 2.34 NYSO DKG shall purchase and present to the new chapter the Chapter President's Processional Flag.
- 2.4 Vouchers
  - 2.40 See Addendum 1 Guidelines for Vouchers
  - 2.41 Vouchers for reimbursement may be secured from the NYSO DKG Treasurer or NYSO DKG President. The completed vouchers are to be sent to the NYSO DKG President for her signature before payment is made by the NYSO DKG Treasurer.
  - 2.42 The completed and signed vouchers must reach the NYSO DKG President postmarked no later than sixty (60) days after the last day of the official event.
  - 2.43 Honoraria for the NYSO DKG Executive Secretary, NYSO DKG Treasurer, NYSO DKG Editor, Financial Development Fund Administrator and Webmaster are vouchered by the NYSO DKG Treasurer and then sent to the NYSO DKG President for her signature.
- 2.5 Other Reimbursements
  - 2.51 The NYSO DKG President, NYSO DKG Executive Secretary, NYSO DKG Treasurer, NYSO DKG Editor, Financial Development Fund Administrator and Webmaster shall be reimbursed for authorized expenditures for transfer and clarification of files and materials.
- 2.6 Investments
  - 2.61 The Treasurer shall invest funds in secured investments at the recommendation of the NYSO DKG Finance Committee.
- 2.7 Convention
  - 2.71 Upon request of the Convention Chair, the NYSO DKG Treasurer shall distribute a gift of money not to exceed one thousand dollars (\$1,000) for financing a state convention to the host area. These monies will be used exclusively to reduce registration costs of members.
- 2.8 Financial Support
  - 2.81 Any motion requiring financial support exceeding \$1,000.00 is to be referred to the Finance Committee.

### 3. CHAPTERS

#### 3.0 General

3.01 The chapter shall pay all or part of the expense of the chapter president to the NYSO DKG Executive Board meeting, the NYSO DKG Convention, the Birthday Luncheon and the President's Banquet at the NYSO DKG Convention. See NYSO DKG STANDING RULE 3.4 regarding new chapters.

#### 3.1 Chapter President

3.11 The chapter president shall keep an up-to-date copy of the NYSO DKG BYLAWS and the NYSO DKG STANDING RULES and deliver them to her successor before July 1 of the year in which she leaves office.

3.12 The chapter president shall request from the NYSO DKG State President a chapter visitation by one of the NYSO DKG officers each chapter biennium. The chapter shall provide her meals and assist in arranging for her visit.

3.13 The chapter president shall appoint an historian from the Communications Committee who shall maintain the history of the chapter in appropriate fashion. The chapter shall determine whether or not a scrapbook is to be kept.

3.14 By July 1, the chapter president or her designee shall prepare and send updated chapter materials for the NYSO DKG Directory to the NYSO DKG Executive Secretary. Guidelines for updating the Directory materials will be distributed to the chapters by the Executive Secretary at the Spring Executive Board Meeting/State Convention.

3.15 The chapter president shall distribute the annual report forms as directed by International and be responsible for the completion and return of these forms to the appropriate persons. All deadline dates should be strictly adhered to.

3.16 The chapter president shall maintain a file of all important communications from the NYSO DKG and International officers and committee chairs and deliver it by the end of her biennium to her successor.

3.17 The chapter president shall attend Executive Board meetings or appoint an official representative of her chapter to attend.

3.18 The chapter president shall attend the Doris E. Nickerson Leadership Development Seminar for Incoming NYSO DKG Chapter Presidents or appoint her first vice-president as an official representative of her chapter to attend in her place.

3.19 The Chapter President shall submit to the committee member of the Communications Committee responsible for historical records a report of Chapter events at the end of her biennium.

#### 3.2 Chapter Treasurer

3.21 The chapter treasurer shall complete all required forms. (Guidelines for Chapter Treasurers and IRS)

3.22 The chapter treasurer shall subscribe to *PI LIGHTS* for each member on the chapter's roll.

- 3.3 Chapter Committee Chairs
- 3.31 Each committee chair shall maintain a file of materials pertaining to the work of her committee. Prior to July 1, at the end of her biennium, she shall return the file to the outgoing president who will forward it to the new president for distribution.
- 3.32 The chair of the chapter committee on nominations shall send the names and addresses of the newly elected officers immediately to the NYSO DKG President, to the NYSO DKG Executive Secretary and to the International Executive Director using the form provided by International, and shall file a report of the election with her chapter president.
- 3.4 New Chapters
- 3.41 NYSO DKG shall pay fifty dollars (\$50) to new chapters to help with expenses during their first year of existence.
- 3.42 For two years after the election of a president of a new chapter, NYSO DKG shall pay expenses to the NYSO DKG Executive Board Meeting and to the NYSO DKG Convention as follows: travel at thirty cents (\$.40) per mile plus tolls, hotel at one-half the cost of a double room; and meals up to an average of thirty dollars (\$60) per day.

#### 4. AREAS

- 4.0 General
- 4.01 NYSO DKG is divided into ten (10) Areas which include the chapters as determined by the Executive Board.
- 4.02 Area conferences and/or workshops shall be held between October 1 of the first year of the state biennium and October 31 of the second year of the state biennium for the purpose of leadership Development and dissemination of Society information.
- 4.03 Where chapters are contiguous to two Areas, members may attend the Area meeting of their choice.
- 4.1 Area Councils
- 4.11 Each Area Council shall be comprised of each chapter president and an elected member-at-large from each chapter.
  - a. Each member of the Area Council shall serve a term of two years.
  - b. Each member of the Area Council shall have one vote.
  - c. A chair shall serve for one year.
- 4.12 The date of the Area Conference shall be submitted to the NYSO DKG Second Vice President six months prior to the event.
- 4.13 Expenses may be met by contributions from the member chapters and/or by fees established for participation in specific events or projects.

## 5. OFFICERS AND RELATED PERSONNEL

### 5.0 General

5.01 NYSO DKG BYLAWS, current edition, Article VI, Sections A through F

### 5.1 NYSO DKG President

5.11 She shall submit an agenda for the NYSO DKG Executive Board meeting to each member of the Executive Board at least two weeks before the meeting.

5.12 She shall attend the International Convention and represent her state at meetings of the International Executive Board.

5.13 She shall attend the International Leadership Conference at the International Convention and Conferences.

5.14 She shall plan and confirm chapter visitations.

5.15 She shall present an annual report at the NYSO DKG Convention or at the Spring Executive Board Meeting (non-convention year) and make copies available to all attending.

5.16 She shall issue invitations to the candidates for honorary memberships (not more than two each year) and notify the NYSO DKG Membership Committee Chair of the decisions of the candidates.

5.17 She shall decide in consultation with the NYSO DKG Membership Committee Chair which chapter or chapters shall be responsible for the initiation of honorary members and where and when such initiation will be held.

5.18 She shall make her own hotel reservations at the International Convention and Conferences.

5.19 The gold locket, formerly belonging to Dr. Lolabel Hall, given to NYSO DKG by her son, Robert Hall in 1978, shall be presented to the NYSO DKG President to be passed on to her successor each Biennium at the NYSO DKG Convention.

### 5.2 NYSO DKG First Vice President

5.21 She shall act as coordinating Liaison for all Society Mission and Purposes Committees.

5.22 She shall plan and execute with the Executive Committee and Leadership Development Committee the training for new NYSO DKG Committee Chairs and new chapter presidents.

### 5.3 NYSO DKG Second Vice President

5.31 She shall act as coordinating Liaison for all Society Business Committees.

5.32 She shall act as coordinator for all Area meetings.

5.33 She shall act as coordinator for all Area Councils of NYSO DKG.

### 5.4 NYSO DKG Secretary

5.41 She shall act as Liaison to all Committee's Subject to Endowments.

### 5.5 NYSO DKG Executive Secretary

5.51 The NYSO DKG Executive Secretary shall serve as an *ex-officio* member, without vote, of the NYSO DKG Executive Board, the NYSO DKG Finance Committee and the NYSO DKG Convention Committee.



- 5.52 She shall prepare and distribute the NYSO DKG Directory.
  - 5.53 She shall present an annual report at the NYSO DKG Convention or at the Spring Executive Board Meeting (non-convention year) and make copies available to all members attending.
  - 5.54 She shall serve as custodian of all NYSO DKG paraphernalia, and issues of the BULLETIN, INTERNATIONAL NEWS and *PI LIGHTS*.
  - 5.55 She shall be responsible for obtaining a corsage for the NYSO DKG President and the Immediate Past State President at the International Convention and Conferences.
  - 5.56 She shall purchase a Delta Kappa Gamma scarf for new chapters and obtain any new materials from International in sufficient quantity to provide copies for each member of the NYSO DKG Executive Committee.
  - 5.57 She shall receive an annual honorarium as recommended by the Finance Committee and approved by the NYSO DKG Executive Board.
  - 5.58 She shall abide by the terms of the agreement for her office executed by the NYSO DKG Executive Board. She shall perform such duties as are prescribed in her job description.
- 5.6 NYSO DKG Treasurer
- 5.61 She shall present a financial report at the NYSO DKG Executive Board meeting and the NYSO DKG Convention and make copies available to all members attending.
  - 5.62 She shall gift an amount of money not to exceed one thousand dollars (\$1,000) for financing the NYSO DKG Convention.
  - 5.63 She shall receive an annual honorarium as recommended by the NYSO DKG Finance Committee and approved by the NYSO DKG Executive Board.
  - 5.64 She shall abide by the terms of the agreement for her office and perform such duties as prescribed in her job description.
  - 5.65 She shall receive all fundraising monies and receipt information so that accurate up-to-date records can be maintained for the purpose of audit.
  - 5.66 She shall be responsible for purchasing the NYSO DKG President's pin which will be presented at her installation.
  - 5.67 She shall serve as custodian of the NYSO DKG Achievement Award pins, NYSO DKG Presidents Bar pins, Key pins for new NYSO DKG honorary members, and the NYSO DKG Seal.
  - 5.68 She shall keep a permanent file on membership, including terminations, inductees and reinstatements, and shall serve as consultant to the NYSO DKG Membership & Expansion Committee.
- 5.7 NYSO DKG Editor
- 5.71 She shall be responsible for preparing and distributing four issues annually of the NYSO DKG publication, *Pi Lights*.
  - 5.72 She shall receive an annual honorarium as recommended by the NYSO DKG Finance Committee and approved by the NYSO DKG Executive Board.
  - 5.73 She shall abide by the terms of the agreement for her office and perform such duties as prescribed in her job description.

- 5.8 FDF (Financial Development Fund) Administrator
- 5.81 She shall be responsible for assuring that items appropriate to Delta Kappa Gamma and NYSO DKG are available for purchase at NYSO DKG functions.
- 5.82 She shall receive an annual honorarium as recommended by the Finance Committee and approved by the Executive Board.
- 5.83 She shall abide by the terms of the agreement for her position and perform such duties as are prescribed in her job description.
- 5.9 Webmaster
- 5.91 She shall be responsible for the Delta Kappa Gamma – NYSO DKG Organization website.
- 5.92 She shall keep the website current and secure.
- 5.93 She shall receive an annual honorarium as recommended by the Finance Committee and approved by the Executive Board.
- 5.94 She shall abide by the terms of the agreement for her position and perform such duties as are prescribed in her job description.

## 6. MEETINGS

- 6.0 General
- 6.01 Sales at the NYSO DKG Convention and NYSO DKG Executive Board Meetings shall be authorized in advance by the NYSO DKG Executive Committee.
- 6.02 The Executive Committee, standing committees and special committees are authorized to meet by telephone conferences or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting. Minutes must be taken.
- 6.1 Area Conferences
- 6.11 NYSO DKG Area Conferences shall be planned by the Area Councils and the NYSO DKG Executive Committee.
- 6.12 No more than two Area Conferences shall be held on the same date.
- 6.13 Workshops for new chapter officers and committee chairs shall be held in conjunction with the Area Conferences.
- 6.14 In the event of a financial loss, the area council will be reimbursed no more than fifty (\$50) dollars and will be made as soon as the Area Council submits an itemized financial report to the NYSO DKG President.
- 6.15 A copy of the plans for each Area Conference shall be sent to the editor of *PI LIGHTS* for inclusion in the appropriate issue. This shall be the responsibility of the Area Conference chair.
- 6.2 Conventions
- 6.21 Sites for the NYSO DKG Convention shall be projected for two years. Contracts for the facilities shall be signed by the NYSO DKG President at least 18 months prior to the Convention.

- 6.22 NYSO DKG funds not to exceed one thousand dollars (\$1,000) shall be gifted to the hostess chapter(s) or area council upon request to the NYSO DKG Treasurer. This money is to be used to offset the cost of convention registration for attending members.
- 6.23 The registration fee must be paid by all members attending any part of the Convention.
- a. The registration fee shall not be refunded without a written request.
  - b. Registration of Convention participants should continue throughout Friday evening. In addition, the registration desk should be open on Saturday morning.
  - c. NYSO DKG registration forms shall be approved by the NYSO DKG President and the NYSO DKG Executive Secretary.
- 6.24 Any funds remaining after all Convention expenses have been paid, shall be distributed as follows:
- a. One-half of the remaining funds shall be retained by the hostess chapter(s).
  - b. One-half of the remaining funds shall be divided equally between the NYSO DKG Awards Fund and the NYSO DKG Available Fund.
- 6.25 In each odd-numbered year newly elected NYSO DKG officers shall participate in a workshop, designed by the current NYSO DKG Executive Committee and Leadership Development Committee, to include such topics as structure, tradition, ritual, ceremony, finance, budget, audit and rules of NYSO DKG. The time and place of the workshop as well as the presenters shall be determined by the outgoing NYSO DKG officers.
- 6.26 The minutes approval committee for the Convention meeting minutes shall be appointed by the President and shall consist of three (3) members. The Secretary shall send a draft of the minutes of the Convention meeting to the President and to the members of the committee within forty-five (45) days following the convention. Each committee member shall make any corrections she deems necessary and return the corrected draft of the minutes to the Secretary within twenty (20) days after receipt of the minutes. If no corrections are received within twenty (20) days, the minutes shall be deemed approved as written.
- 6.27 If a complimentary room is provided by the Convention hotel, it shall be for the use of the NYSO DKG President.
- 6.28 Registration and tentative schedules for Convention, Executive Board Meetings, and the Fall and Spring Seminars shall be published in *PI LIGHTS* no later than the issue prior to the registration deadlines.
- 6.3 Specific Convention Responsibilities
- 6.31 The general Convention Chair shall be appointed by the NYSO DKG President.
- 6.32 The Convention Chair shall appoint all necessary committees.
- 6.33 The Convention Chair, in conjunction with the NYSO DKG President, shall be responsible for the preparation of the general Convention program, luncheon, banquet, and scholarships and awards programs.
- 6.34 The Convention Chair in consultation with the NYSO DKG President shall appoint a Convention Registrar and Treasurer. A separate Convention account shall be opened.

- 6.35 Following the Convention and prior to July 30, the Convention Treasurer shall send a financial report to the NYSO DKG President, NYSO DKG Treasurer, and NYSO DKG Audit Committee chair.
- 6.36 The financial report of the Convention shall be audited by the NYSO DKG Audit Committee.
- 6.37 At the time of the Convention, the Convention Chair shall provide three copies of the general program, the luncheon program and the banquet program for the NYSO DKG President, the International Executive Coordinator and NYSO DKG Executive Secretary.
- 6.38 Expenses of the International representative are paid for as follows:
  - a. Travel - the International Organization
  - b. Room and meals - the responsibility of NYSO DKG.

## 7. EXECUTIVE BOARD

- 7.0 General
- 7.01 A motion made involving any change in NYSO DKG policy, finance or any other matter must include an effective date for implementation.
- 7.02 In the event that any item of business is referred to a committee for study, that committee must report its recommendations with the facts to support the recommendation for action at an Executive Board Meeting or the NYSO DKG Convention as directed by the motion.
- 7.1 NYSO DKG Executive Board
- 7.11 The NYSO DKG President may authorize NYSO DKG committee chairs to attend meetings of the NYSO DKG Executive Board and NYSO DKG Conventions. When so authorized, their expenses will be reimbursed as per Addendum I Guidelines for Vouchers.
- 7.12 Dates and sites for the Fall State Executive Board meetings shall be projected for two years. Contracts for the facilities shall be signed by the current State President.
- 7.13 Any funds remaining after all Executive Board expenses have been paid shall be distributed back to the NYSO DKG Available Fund.
- 7.2 NYSO DKG Executive Committee
- 7.21 Meetings of the NYSO DKG Executive Committee shall be subject to the call of the NYSO DKG President.
- 7.22 The NYSO DKG Executive Committee shall conduct business delegated to it by the NYSO DKG Executive Board and take action on matters requiring immediate decision.
- 7.23 An organizational meeting of each new NYSO DKG Executive Committee shall be held at the call of the newly elected President between installation and July 1 of that year.
- 7.24 The Executive Committee may deny a chapter's right to vote on issues before the Executive Board for failure to pay NYSO DKG dues in a timely fashion based on information supplied by the NYSO DKG Treasurer.

## 8. COMMITTEES

### 8.0 General

- 8.01 A copy of any communications sent from NYSO DKG committees shall be sent to the NYSO DKG President and the appropriate liaison.
- 8.02 Required reports of the work of chapter committees shall be sent to the appropriate NYSO DKG official at the end of each chapter biennium.

### 8.1 Audit

- 8.11 The Audit Committee shall audit the NYSO DKG Treasurer's books semiannually and submit a report to the NYSO DKG President, NYSO DKG Treasurer and the NYSO DKG Finance Committee Chair.
- 8.12 The Audit Committee shall audit the financial records of all NYSO DKG fund-raising activities and all NYSO DKG events such as Area Conferences, Conventions and Leadership Development Seminars.

### 8.2 Finance

- 8.21 Procedure for electing members of the NYSO DKG Finance Committee from each Area shall be the same as the procedure for electing members of the NYSO DKG Committee on Nominations (see Standing Rule 8.59).
- 8.22 The term of office is four years; five members to be elected every two years. (Capital, Eastern, North Central, Northern and South Central Area representatives 4-year terms start in 1997 and East Central, Northwestern, Southeastern, Southwestern and West Central Area representatives 4-year terms start in 1999.) A member shall serve no more than two consecutive terms.
- 8.23 The NYSO DKG President shall appoint as chair for the biennium one of the elected members from the Areas.
- 8.24 Members of this Committee must be available for several meetings during the year.
- 8.25 The chair shall keep a copy of a statement of the exact location of all financial assets of NYSO DKG.
- 8.26 The chair shall keep a copy of an inventory of all records, books and equipment that are assigned to the Office of the Treasurer.

### 8.3 Membership/Expansion

- 8.31 The expansion program shall be continued with particular emphasis on:
  - a. The division of chapters whose size makes them unwieldy.
  - b. Unorganized areas of NYSO DKG.
- 8.32 Rules to govern the installation of a new chapter and the orientation and induction of its members shall be recommended by the NYSO DKG Membership/Expansion Committee and approved by the Executive Board.

### 8.4 Nominations

- 8.41 At the fall seminar in of the even-numbered years, the committee shall prepare and distribute to chapter presidents a recommendation sheet for the chapters to use in submitting names of candidates from any Area for NYSO DKG offices.

- 8.42 The deadline for the return of the recommendation sheets by the chapter president shall be postmarked no later than November 15.
- a. The chapter president (or the vice president as the designee of the president) recommending a chapter member for NYSO DKG office shall sign the "Official Form for Recommendation for Officer."
  - b. All other chapters and/or members may submit letters of support to be postmarked no later than November 15th to the NYSO DKG Nominating Committee Chair.
- 8.43 After consideration of the following policies, the NYSO DKG Nominating Committee shall prepare for the Winter issue of *PI LIGHTS* a slate of one candidate for each elective office:
- a. The first vice-president is not automatically elected to the presidency, nor is the second vice-president to the first vice-presidency.
  - b. The nominees that are chosen shall be the best qualified with an attempt that a representative be from different areas of NYSO DKG.
  - c. The NYSO DKG Nominating Committee shall study the summary sheet listing past officers and determine which Areas which have not been represented recently.
- 8.44 The consent of each candidate shall be secured before the recommendation sheet is sent to the NYSO DKG Nominating Committee.
- 8.45 Nominations may be made from the floor with the prior consent of the candidate.
- 8.46 The NYSO DKG Nominating Committee shall prepare a ballot for the election by the NYSO DKG Convention. When nominations are made from the floor, those names shall be added to the ballot.
- 8.47 A majority vote of the voting members present at the NYSO DKG Convention is necessary for election.
- 8.48 The NYSO DKG Nominating Committee shall consist of one elected member from each Area of NYSO DKG.
- 8.49 Procedure for electing members of the NYSO DKG Nominating Committee shall be as follows:
- a. At the fall seminar in the even-numbered years, the NYSO DKG Nominating Committee shall prepare and distribute to chapter presidents a recommendation sheet for the chapters to use in submitting names of candidates from their own Areas only to serve on the NYSO DKG Nominating Committee.
  - b. The term of office is four years; five members to be elected every four years. (East Central, Northwestern, Southeastern, Southwestern and West Central Area representatives 4-year terms start in 1997 and Capital, Eastern, North Central, Northern and South Central Area representatives 4-year terms start in 1999.) A member shall serve no more than two consecutive terms.
  - c. Chapter Presidents (or the Vice President as the designee of the President) must return recommendation sheets to the NYSO DKG Nominating Committee Chair postmarked no later than November 15.
    - (1) In the event that the current chapter president is a candidate for the NYSO DKG Nominating Committee, the nomination form shall be signed by a chapter vice-president.

- (2) All other chapters in the area and/or members may submit letters of support to be postmarked no later than November 15th to NYSO DKG Nominating Committee Chair.
- d. The consent of each candidate shall be secured before the recommendation is sent in by the chapter president.
- e. The committee shall prepare for the Winter *Pi LIGHTS* a slate of candidates.
- f. The NYSO DKG Nominating Committee shall prepare ballots listing all nominees for election at the NYSO DKG Convention.
- g. The NYSO DKG President shall be responsible for conducting the election.
- h. Nominations may be made from the floor with the prior consent of the candidate. These names shall be added to the ballot.
- i. At a specific time and place during the NYSO DKG Convention, the members of the NYSO DKG Executive Board will vote by ballot for one member of the NYSO DKG Nominating Committee for her Area, only.
- j. The chair of the NYSO DKG Nominating Committee and the Executive Secretary will be responsible for determining the results of voting.
- k. The candidate in each Area receiving the largest number of votes will be declared elected. In case of a tie in any Area the candidates will be voted on again by ballot to determine the candidate receiving the majority of votes.
- l. The name of the elected members to the NYSO DKG Nominating Committee will be announced during the Convention.
- m. If there is no nomination from an area, the position will be vacant for that biennium and a nomination may be made at the next election to fill the term.
- n. If a vacancy should occur on the committee, interested members should submit an application to their area council, which will then select a replacement from the applications. The term of replacement shall be until the next election.
- o. The chair of the NYSO DKG Nominating Committee shall be selected by the NYSO DKG President.
- p. Members of this Committee must be available for an overnight meeting.

## 8.5 Scholarship

- 8.51 The Scholarship Committee shall finance scholarships from monies in the A. Evadna Crawford, Phoebe Mersereau Eldridge, Georgia I. Hartmann, Jeanette Johnson, Edna B. Mack, Gladys L. Mersereau, Jennie F. Snapp, Ruth E. Williams, Iona M. Keeler, and the Pi State Scholarship Funds as stated in their endowment documents.

## 9. SCHOLARSHIPS

### 9.0 General

- 9.01 NYSO DKG offers scholarships annually to members as the funds become available. The basis for such funds is provided from chapter and member contributions and interest on investments.
- 9.02 Scholarships - NYSO DKG BYLAWS (current edition), Article IX, Section C, 2e Unless otherwise provided for in the scholarship's governing documents: The NYSO DKG Scholarship Committee is empowered to offer scholarships in

- consultation with the NYSO DKG Treasurer with no one scholarship to exceed the amount of three thousand dollars (\$3,000).
- 9.03 The luncheon/brunch costs for scholarship recipients who receive their individual scholarships or who are recognized at the biennial NYSO DKG Convention shall be a biennial set item of expenditure in the Convention Committee financial plan.
  - 9.04 In non-convention years, recipients may receive their scholarships and be recognized at the Spring Seminar. The luncheon/brunch costs for scholarship recipients shall be a biennial set item of expenditure at the Spring Seminar.
  - 9.05 All expenditures from scholarship accounts shall be made from the income accrued from the principal and any contributions.
- 9.1 Minimum Requirements
    - 9.11 Applicants must be active members in good standing in the Society and must have held membership for at least two years with induction prior to April 1st of the year of the applicant's induction.
    - 9.12 Each applicant must include a letter of recommendation from one of her chapter officers.
  - 9.2 Procedures
    - 9.21 Application forms and information may be obtained by contacting the NYSO DKG Scholarships Committee chair or may be found on our NYSO DKG website.
    - 9.22 Applications and three letters of reference must be emailed or postmarked no later than February 15 and sent to the Pi State Scholarships Chair.
  - 9.3 Special Scholarships
    - 9.31 The following three scholarships are offered whenever the interest of the bequest funds accumulates to five hundred dollars (\$500).
      - a. Jeanette Johnson
      - b. Jennie Snapp
      - c. Phoebe Mersereau Eldredge
    - 9.32 The Georgia I. Hartmann Scholarship is offered annually to an active teacher. The principal and any contributions are to remain in the Endowment. The amount of the scholarship will depend on the annual interest accrued, rounded to the nearest multiple of fifty (\$50) dollars.
    - 9.33 The Edna B. Mack Scholarship is to provide assistance to NYSO DKG members who seek advanced education or specialized Development in order to improve or expand their ability to perform distinctive service in the education field. This scholarship does not require the recipient to be matriculated in a degree program but is meant to provide broad and innovative opportunities for professional advancement.
    - 9.34 The Ruth E. Williams Scholarship is to provide assistance to an active teacher of NYSO DKG for professional development (i.e. developing a history of the local community, pursuing national certification). It would not be mandatory to present this scholarship annually.
    - 9.35 The principal amount in the A. Evadna Crawford Scholarship Fund may not be less than \$30,000. Any amount above that, accrued through interest or donations, will be available



for scholarships. Preference in the selection of recipients will be given to educators who are working with elementary age children.

- 9.36 The Iona M. Keeler Scholarship is given to recipients who are early career educators or collegiate members or to recipients who are Native Americans who wish to become teachers with special consideration given to Native American applicants who wish to become teachers or work in the field of education. Special consideration is given to Native American applicants and collegiate members. The two-year membership requirement for a scholarship is waived for Native American applicants and collegiate members. The Iona M. Keeler Fund has a base of \$50,000. The amount available for scholarships shall be no more than 5 percent of the base amount. The Scholarship Committee shall administer this fund.
- 9.37 The Gladys L. Mersereau Scholarship is offered to collegiate members to provide financial assistance towards the completion of their degrees in the field of education. Their years of membership shall be waived.

## 10. COMMUNICATIONS

### 10.0 General

- 10.01 NYSO DKG BYLAWS (April 2007), Article IX, Section C 3b
- 10.02 Each chapter shall be encouraged to have a newsletter and send copies to the NYSO DKG President, NYSO DKG Editor, NYSO DKG Executive Secretary, NYSO DKG Communication Chair and the Chair of the Area Council to which the chapter belongs.
- 10.03 Each chapter shall be encouraged to update their histories at the end of each Chapter president's biennium.

### 10.1 *PI LIGHTS*

- 10.11 The official publication of NYSO DKG shall be known as *PI LIGHTS*.
- 10.12 The issues shall appear in Fall, Winter, Spring, and Summer.
- 10.13 The copy deadline shall be September 1, December 1, March 1, and June 1.

## 11. SPECIAL AWARDS

### 11.0 General

- 11.01 All expenditures from an account shall be made from the income accrued from the principal and any contributions.
- 11.1 Travel and Study Stipends
- 11.11 NYSO DKG members may apply for these stipends by filling out an application obtained from the chair of the NYSO DKG Travel and Study Stipends Committee.
- 11.12 Two stipends may be offered to attend Delta Kappa Gamma seminars. No one stipend is to exceed \$1,000. Efforts will be made to award one scholarship to a retired member of NYSO DKG Delta Kappa Gamma and one to a member employed in the profession.
- 11.13 One or both of these stipends may be offered to an active member of The Delta Kappa Gamma Society International for participation in the Seminar for Purposeful

Living in combination with attending the International Convention. Preference will be given to first time attendees. Any other events encouraged by the Society may be considered.

- 11.2 Native American Grant(s)-in-Aid
- 11.21 NYSO DKG provides grants-in-aid to women of Native American heritage from New York State who are attending college.
- 11.22 Funds for this project are accumulated from contributions from members, chapters and NYSO DKG.
- 11.23 To apply for a grant, a Native American woman from New York State must obtain an application form from the chair of the NYSO DKG Native American Grant Committee.
- 11.24 Applications may be sent to the chair at any time.
  
- 11.3 The Verna Mulholland Friend of Education Award
- 11.31 NYSO DKG BYLAWS (current edition), Article X, Section D 2
- 11.32 The nominee for this award shall be a woman from New York State who is not a member of The Delta Kappa Gamma Society International nor eligible for membership in the Society but rather someone outside the profession who has worked significantly toward improving the educational opportunities of others and who has given outstanding service to promoting quality education.
- 11.33 The Award will be administered by a Board of Trustees consisting of five members, one of whom shall always be from the Southeastern Area. The trustees shall be appointed by the NYSO DKG Executive Committee, beginning in September, 1984. Three trustees shall be appointed to serve for five years and two to serve for three years to assure continuity of the term. Thereafter, the terms of each trustee shall be for five years.
- 11.34 Nominees for this award may be submitted for consideration to the Board of Trustees by any chapter or member of NYSO DKG.
- 11.35 Nomination forms may be obtained from the Chair of the Board of Trustees of the Verna Mulholland Friend of Education Award.
- 11.36 Nominations must be postmarked no later than February 15. If a nominee is not selected for the award, her nomination form, letters of support and documentation will be kept on file for one year and she will automatically be considered for the next year's award. Additional updated materials, not to exceed five (5) single-sided pages may be sent that second year.
- 11.37 The duties of the Trustees shall be to see that the purpose and guidelines of the Award be carried out. The terms of the trustees will be similar in length and will revolve.
- 11.38 The Award shall consist of a plaque to be presented at the biennial NYSO DKG Convention or in non-convention years at the Spring Seminar. In addition, the recipient may receive a sum not to exceed three hundred dollars (\$300.00) to cover the cost of attending the award presentation ceremony, travel, and one night's lodging if necessary. The monetary stipend is to be paid from interest derived from the funds of The Verna Mulholland Friend of Education Award.
- 11.39 The income for the Award shall be derived from the interest on the Verna Mulholland Fund. The fund shall be maintained by voluntary contributions.

11.4 The Pi State Achievement Award

- 11.41 This award is given to one member at the biennial NYSO DKG Convention or, in non-convention years at the Spring Seminar. It is a small gold pin designed by Ema Karolyi Leon, a former teacher of art at Pratt Institute. The design is a Tudor rose superimposed upon a filigree background.
- 11.42 The NYSO DKG Chair of the Pi State Achievement Award Committee shall contact each member of the NYSO DKG Executive Board requesting the names of nominees and their qualifications. A chapter may nominate a member of any chapter in NYSO DKG. From these nominees, the Pi State Achievement Award Committee shall select the recipient based on the caliber and value of her work at the State level.
- 11.43 All submissions must be postmarked no later than February 15.
- 11.44 First time nominees, who are not selected for the award, will automatically be eligible for consideration the following year (total of two years).

11.5 The Frederica Hollister NYSO DKG Professional Educators Award

- 11.51 This award shall be made annually to an active (not reserve) member of NYSO DKG who has held membership for at least five years.
- 11.52 The recipient shall be an active or former member of the teaching profession who has exemplified the best in education. Her contributions to education and other related fields in New York State and possibly at the national level should be varied, widely known, and well-documented over a period of five years.
- 11.53 Nominations for this award may be made by a member of NYSO DKG or a NYSO DKG chapter.
- 11.54 Nomination forms for the award may be obtained from the Chair of the Board of Trustees. The nominator must submit the nomination forms, a letter of support for the nominee, and the documentation not to exceed ten (10) single-side pages.
- 11.55 The postmarked deadline for submitting nominations to the Chair shall be February 15.
- 11.56 The award may be presented to the recipient at a NYSO DKG meeting or an area conference as a guest of NYSO DKG. The award is a plaque and two (2) checks of equal amount. The first check will be for the recipient's own use, and the second will be made out to a project of her choice.
- 11.57 If a nominee is not selected for the award, her nomination form, letter of support, and documentation will be kept on file for one year and she will automatically be considered for the next year's award. Additional updated materials, not to exceed five (5) single-sided pages, may be sent that second year.
- 11.58 At no time shall the principal of the fund be less than \$5,000.

11.6 The Bea Small Award

- 11.61 The Bea Small Award has a base of \$10,000. At no time shall the principal of the award be less than \$10,000.
- 11.62 The interest derived from the base amount shall be used on an annual or biennial basis as determined by the Board of Trustees.
- 11.63 The submitted project must have been originated by the chapter and be ongoing for a minimum of two years. The project must respond to the needs of a particular population within the chapter's geographical area.
- 11.64 The postmarked deadline for submitting the application form to the chair of the Board of Trustees shall be February 15. The application for the award must be submitted by

the chapter president, a chapter officer, or the chapter project chair. The chapter president must also sign the application.

- 11.65 The award shall consist of a certificate and a monetary amount to be determined by the Board of Trustees. The award shall be presented to the chapter during a Spring Executive Board Meeting or NYSO DKG Convention.

## 12. SPECIAL FUNDS

### 12.0 General

- 12.01 The General Fund is also called the Available Fund.

### 12.1 Permanent Fund

- 12.11 The Permanent Fund fulfills the requirement of such a fund by The Delta Kappa Gamma Society International. (See CONSTITUTION (Current edition) Article IV Finance Section F Funds 3a)
- 12.12 NYSO DKG shall set aside one-fourth of its initiation fees and annual dues until the total of the current assets of the Permanent Fund shall be not less than 30 percent of the available fund annual income, at which time the NYSO DKG Executive Board may reduce or discontinue further allocations.
- 12.13 Investment income from the NYSO DKG Permanent Fund may be allocated to the NYSO DKG Available Fund by vote of the NYSO DKG Executive Board.
- 12.14 The principal of the Permanent Fund shall be used in accordance with the CONSTITUTION (Current edition) Article IV Finance Section F Funds 3. Permanent Fund e. Restrictions upon the recommendation of the Finance Committee and authorized by the NYSO DKG Executive Board.

### 12.2 Financial Development Fund

- 12.21 The Financial Development Fund (FDF) is administered by the FDF Administrator under the supervision of the NYSO DKG Treasurer and the NYSO DKG Executive Committee.

### 12.3 Awards Fund

- 12.31 The Awards Fund is administered by the Awards Committee.  
(See BYLAWS ARTICLE X Section C 4.)

### 12.4 The Doris E. Nickerson Leadership Development Fund for Incoming NYSO DKG Chapter Presidents

- 12.41 The Leadership Development Seminar shall be held in the even-numbered years, to provide orientation and leadership training for all incoming chapter presidents.
- 12.42 The place and date for the Leadership Development Seminar shall be determined by the NYSO DKG President and the Executive Committee with notification given to all members of the Executive Board.
- 12.43 Individual chapters shall have the responsibility for providing for the registration fee and the transportation of their respective chapter presidents. Meals, lodging, and workshop materials shall be provided by the interest income from the base fund.

- 12.5 The Ruth Nickerson Leadership Development Fund for Incoming State Chairs
- 12.51 The Leadership Development Seminar shall be held in the odd-number years to provide orientation and leadership training for all incoming State Chairs.
- 12.52 The place and date for the Leadership Development Seminar shall be determined by the NYSO DKG President and the Executive Committee with notification given to all members of the Executive Board.
  
- 12.6 The Bea Small Leadership Speakers Fund
- 12.61 The Bea Small Leadership Speakers Fund was established in 1996 from a bequest by Bea Small, a member of *Omega* Chapter. Additional money was contributed to the fund by Bea's daughter, Barbara Woodworth.
- 12.62 The Bea Small Speakers Fund has a base of \$8,000.
- 12.63 The interest derived from the base amount shall be used on an annual or biennial basis as determined by the committee administering the fund.
- 12.64 The interest derived from the base amount shall be used solely for leadership development of NYSO DKG members. The leadership development shall occur during the Leadership Development workshops for NYSO DKG Officers or NYSO DKG Committee Chairs or during the NYSO DKG Fall or Spring Seminars or the NYSO DKG Convention.
- 12.65 At no time shall the principal of the fund be less than \$8,000.
- 12.66 No NYSO DKG member shall receive money from the fund.

### 13. AMENDING NYSO DKG STANDING RULES

- 13.0 General
- 13.01 NYSO DKG BYLAWS (current edition), Article XII, Section E.
  
- 13.1 Procedures
- 13.11 All proposed amendments to the STANDING RULES shall be submitted for study to the BYLAWS and Rules Committee, with a copy sent to the NYSO DKG President, by November 1 for voting at the Spring Executive Board meeting and/or State Convention and by June 1 for voting at the Fall Executive Board meeting. Any member, chapter, committee, or board shall be eligible to submit a proposed amendment to the BYLAWS and Rules Committee.
- 13.12 All proposals for amendments shall be studied by the NYSO DKG BYLAWS and Rules Committee and recommendations submitted to the NYSO DKG Executive Committee for approval before they are submitted to a vote at an Executive Board meeting and/or a NYSO DKG Convention.
- 13.13 A NYSO DKG Standing Rule may be amended or rescinded at a NYSO DKG Convention or NYSO DKG Executive Board Meeting by a two-thirds vote without previous notice or by a majority vote if previous notice has been given in *PI LIGHTS*. A NYSO DKG Standing Rule may be adopted at any Convention or Executive Board meeting by a majority vote.

- 13.14 If any amendments to the BYLAWS make a corresponding amendment to the Standing Rules necessary or causes them to be in conflict with the BYLAWS, these Standing Rules shall be amended to conform to the BYLAWS.
- 13.15 A recommendation is made that NYSO DKG BYLAWS and STANDING RULES be reviewed every five years by the BYLAWS and Rules Committee