

# ***XI STATE BYLAWS***

## **ARTICLE I. NAME**

- Section A.** The name of this organization shall be Xi State Tennessee of The Delta Kappa Gamma Society International (hereinafter referred to as Xi State).
- Section B.** Each chapter in Xi State shall be designated by a Greek letter or a combination of Greek letters, beginning with Alpha Chapter, Tennessee.

## **ARTICLE II. OBJECTIVES**

The objectives of Xi State shall be to:

- A. Promote the purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, ARTICLE II,
- B. Act as liaison between chapters and the International organization,
- C. Provide support for its chapters which includes:
  1. monitoring chapter progress;
  2. providing leadership training for chapter leaders;
  3. sharing/demonstrating strategies for strengthening chapters; and
  4. implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

## **ARTICLE III. MEMBERSHIP**

- Section A.** The membership of Xi State shall be composed of active, reserve, and honorary members of chapters in the state. All membership practices are in accordance with the *Constitution*, ARTICLE III.
- Section B.** Chapters in Xi State shall have full power to act in matters of chapter membership.
- Section C.** Every Xi State chapter shall maintain a continuous record of the status of each of its members.
- Section D.** State honorary members shall be recommended by Xi State Membership Committee and elected by the State Executive Board by a four-fifths (4/5) vote. Initiation of state honorary members shall be arranged by the State Membership Committee.

## **ARTICLE IV. FINANCES**

**Section A.** Where applicable, the *Constitution*, ARTICLE IV, shall govern Xi State Tennessee, finances.

### **Section B. Mandated Funds**

1. In accordance with the *Constitution*, Article X, Xi State shall maintain three mandated funds: an Available Fund, a Permanent Fund and a Scholarship Fund. The Available Fund shall be identified as the operating fund and shall require a budget.
2. Xi State shall set aside for its permanent fund twenty-five percent (25%) of its initiation fees and annual dues until the total of the current assets in its permanent fund is not less than thirty percent (30%) of its available fund annual income, at which time the executive board may reduce or discontinue further allocations.

### **Section C. Annual Dues**

1. The state annual dues shall be fourteen dollars (\$14.00) per active member and seven dollars (\$7.00) per reserve member.
2. The state annual dues shall be determined by a two-thirds (2/3) vote of the members at the annual convention upon the recommendation of the Finance Committee and the Executive Board. Any recommendation for a change in dues shall be published in the February issue of *Xi State News*.
3. Annual dues and scholarship fees (\$1.00) shall be paid no later than October 31 of each year. On November 1 members shall be dropped for nonpayment of dues and fees.
4. All dues and fees shall be collected by the chapter treasurer. State and International dues and fees shall be forwarded to the State Treasurer. All dues will be turned in to the Xi State Treasurer no later than November 10 of each year.
5. The state treasurer shall transfer one dollar per member annually from the state dues to the state scholarship fund.

### **Section D. Financial Controls**

1. The State Finance Committee shall submit in even-numbered years a proposed biennial budget for adoption by the State Executive Board.

2. A written Expense Statement shall be submitted to the State President for approval prior to payment.
3. All checks shall be signed by the treasurer.
4. A Certified Public Accountant shall be selected by the Finance Committee. The report of the annual audit shall be submitted to the Executive Board for adoption.
5. All monies for any state organizational activity must be receipted and copies of receipts and collected funds forwarded to the Xi State Treasurer within 60 days after the event for audit and record keeping. Reimbursement for the Xi State convention would need to be turned in by June 30 due to the new fiscal year beginning on July 1.

## **ARTICLE V. ORGANIZATION**

### **Section A. Chapters**

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution, International Standing Rules, Xi State Bylaws, and Xi State Rules*.
2. Chapter officers except the treasurer, shall be elected in even-numbered years by a majority vote in accordance with the *Constitution, ARTICLE VI, SECTION C-3*.
3. The chapter president shall attend the State Executive Board meetings and represent the chapter as a voting member.

### **Section B. New Chapters**

1. The State Executive Board shall approve the organizing of each new chapter upon the recommendation of the State Expansion Committee.
2. Recommendations of candidates for membership in each new chapter shall be screened by the sponsoring chapter and State Expansion Committee.
3. Rules governing the installation of a new chapter shall be recommended by the State Expansion Committee and adopted by the State Executive Board.

### **Section C. Areas**

1. The State President shall appoint area directors who shall act as a liaison between chapters in an assigned area and the State President.
2. The State Executive Board shall define the boundaries of areas and the chapters in each area.

### **Section D. Coordinating Councils**

1. Coordinating councils shall be organized in counties and/or cities where several chapters exist.
2. The coordinating council shall meet at least once a year for the purpose of clearing prospective new members, acting on transfers, planning, scheduling and implementing activities of mutual concern.

## **ARTICLE VI. OFFICERS AND RELATED PERSONNEL**

### **Section A. State Officers**

1. The officers shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, (all elected), and a treasurer.
2. The treasurer shall be selected by the State Executive Board from recommendations made by the State Personnel Committee.

### **Section B. Related Personnel**

1. The parliamentarian shall be appointed by the president. It is desired, but not required, that the parliamentarian be a member of the Society.
2. The editor shall be selected by the State Executive Board from recommendations made by the State Personnel Committee.
3. The executive secretary shall be selected by the State Executive Board from recommendations made by the State Personnel Committee.
4. The webmaster shall be selected by the State Executive Board from recommendations made by the State Personnel Committee.

### **Section C. Nominations and Elections**

1. The State Nominations Committee shall submit the name of one nominee for each elective position. Consent of each nominee must be obtained. The slate, with candidate qualifications, shall be published in the *Xi State News* prior to the election at the state convention. After the report of the Nominations Committee has been made to the convention, additional nominations may be made from the floor, with the consent of each nominee. If there is only one nominee for an office, then election shall be by voice vote, and a majority of the votes cast elects.

2. If there are two or more nominees for an office, then election shall be by ballot, and a majority of the votes cast elects. The State Nominations Committee shall prepare the ballot and conduct the election.
3. A member of the Nominations Committee shall complete her term of office before she may be considered by the Nominations Committee for another elected position.

**Section D. Terms of Office**

1. Officers, elected by the state convention in odd-numbered years, shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
2. No officer, except the treasurer, may serve in the same office longer than two terms in succession. The treasurer may serve no longer than ten (10) years in succession.
3. All officers shall take office on July 1 following their election.

**Section E. Vacancies**

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

**ARTICLE VII. AREAS OF ACTIVITY**

**Section A. Convention**

1. Business of the state shall be conducted annually at a time and place determined by the Executive Board.
2. Every member who is registered may vote.
3. A quorum shall be a majority of those members who have registered at the convention.

**Section B. Other Meetings**

State workshops for chapter officers shall be held in even-numbered years and for state committee members in odd-numbered years. The time and place shall be determined by the Executive Board.

**Section C. Chapter Meetings**

1. Regular meetings of chapters shall be held at least four times per year.
2. A quorum for chapter meetings shall be determined by the chapter.

**ARTICLE VIII. EXECUTIVE BOARDS AND EXECUTIVE COMMITTEE**

**Section A. State Executive Board**

1. The members of Xi State Executive Board shall be the elected officers, the past state presidents, and the chapter presidents. The treasurer, parliamentarian, editor, executive secretary, and webmaster shall be ex-officio members, without vote.
2. The State Executive Board shall:
  - a. recommend policies and procedures for consideration by the state convention or the chapters.
  - b. examine, modify if necessary, and adopt the state budget.
  - c. select the treasurer, editor, executive secretary, and webmaster.
  - d. determine chapter areas.
  - e. define boundaries of areas and the chapters in each area.
  - f. determine time and place of state meetings.
  - g. have authority to make decisions for members between stated meetings.
  - h. approve matters relating to personnel.
3. Meetings of the Executive Board shall be held at least once a year. Special meetings may be called by the president with thirty (30) days notice.
  - a. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
  - b. Chapter presidents who are unable to attend the state Executive Board meeting may appoint an official representative who shall have full privileges of participation.
4. A vote by mail, email, fax, or a telephone conference call with all members of the Executive Board or Executive Committee having been notified is authorized when necessary.

**Section B. Chapter Executive Boards**

Chapter executive boards shall function in accordance with the *Constitution*, Article VII, Section C.

**Section C. State Executive Committee**

1. The members of the Executive Committee shall be the elected officers.
2. The president shall serve as chair of the Executive Committee.
3. The Executive Committee shall conduct business delegated to it by the Executive Board and take action on matters requiring immediate attention, declaring vacancies when necessary, and planning state activities.
4. The presence of a majority of the voting members of the Xi State Executive Committee constitutes a

quorum at meetings.

## **ARTICLE IX. COMMITTEES**

### **Section A. Xi State Committees**

1. Standing Committees
  - a. Society Business
    - 1) Rules
    - 2) Expansion
    - 3) Finance
    - 4) Leadership Development
    - 5) Membership
    - 6) Nominations
    - 7) Personnel
    - 8) Historical Preservation
    - 9) Planning
    - 10) Program
    - 11) Communication and Publicity
  - b. Society Mission and Purposes
    - 1) Research
    - 2) Legislation
    - 3) Awards
    - 4) Children's International Education Centers
    - 5) Convention Steering
    - 6) High School Essay
    - 7) Literacy
    - 8) Scholarships
    - 9) Technology
    - 10) Arts
    - 11) International Projects
    - 12) Special Events
    - 13) Achievement Award
    - 14) Area Directors
2. Ad Hoc Committees
3. General Procedures
  - a. All committees shall be appointed by the president except the Nominations Committee, Finance Committee and Personnel Committee.
  - b. The president shall serve as ex-officio member of all committees except the Nominations Committee.
  - c. Matters requiring immediate committee action may be voted upon by mail, email, fax, or a telephone conference call with all members of the committee having been notified.
  - d. Committee meetings shall be held with the approval of the president.
  - e. Reports of the work of standing committees shall be prepared by the chairs on forms supplied by International Headquarters and submitted to the persons designated on the form.
4. Composition of Committees

Unless otherwise indicated in the committee description, each committee shall be composed of a minimum of three members. If possible there should be representation from each grand division of the state and at least one member who has served in the previous biennium.

### **Section B. Duties of Xi State Committees**

1. Standing Committees
  - a. Society Business
    - 1) Rules
      - a) Shall receive proposed amendments to the *Xi State Bylaws* and the *Xi State Rules*.
      - b) Shall review *Xi State Bylaws*, *Xi State Rules* for compatibility with the *Constitution* and *International Standing Rules* the year immediately following their revision at the International Convention, and submit them to the International Constitution Committee for review; and
      - c) Shall review, every three years, chapter rules for compatibility with the *Constitution*,

*International Standing Rules, Xi State Bylaws, and Xi State Rules.*

- 2) Expansion  
Shall be responsible for organizing new chapters within the state upon authorization of the Executive Board.
- 3) Finance
  - a) Shall be an elected committee composed of six members, two from each grand division of the state, to serve staggered four-year terms. The president shall appoint one of the three continuing members as chair for the biennium. **(Proviso: The first election is to be held in 2007 with one member from each grand division to be elected for a two-year term and one member from each grand division to be elected for a four-year term. Thereafter, one member from each grand division will be elected for a four-year term at the end of each biennium.)**
  - b) Shall be responsible for supervision of the financial affairs of the organization. The state organization may not vote an assessment on its own members.
- 4) Leadership Development  
Shall design and implement opportunities for developing leadership among members.
- 5) Membership  
Shall study and make recommendations for state honorary members, maintain necrology and membership records.
- 6) Nominations  
Shall be composed of a chair plus two members from each grand division of the state, shall be elected at the state convention at the time of election of state officers, and shall present in election years a report of one nominee for each elective office, each Nominations Committee position, each Finance Committee position and each Personnel Committee position.
- 7) Personnel Committee
  - a) Shall be an elected committee composed of six members, two from each grand division of the state, to serve staggered four-year terms. The president shall appoint one of the three continuing members as chair for the biennium. **(Proviso: The first election is to be held in 2007 with one member from each grand division to be elected for a two-year term and one member from each grand division to be elected for a four-year term. Thereafter, one member from each grand division will be elected for a four-year term at the end of each biennium.)**
  - b) Shall prepare and review job descriptions, contracts, and compensations of all paid personnel and shall make recommendations for change or retention to the Xi State Executive Board.
  - c) Shall announce positions for contractual services, accept applications, conduct interviews with applicants and make recommendations to the Xi State Executive Board.
  - d) Shall design and implement a method of evaluation for paid positions and report findings to the Xi State President.
- 8) Historical Preservation
  - a) Shall decide what papers shall be preserved and by what means.
  - b) Shall update and maintain the history of Xi State annually.
  - c) Shall place updated history in archives.
- 9) Planning
  - a) Shall be responsible for planning and monitoring the implementation of approved actions, goals, mission and vision of Xi State.
  - b) Shall recommend plans to the Xi State Executive Board and, upon its approval, to members at state convention for vote. Officers and committees responsible for actions on the approved plan shall report progress to the planning committee.
- 10) Program
  - a) Shall have the first vice president as chair and shall include the music representative(s) among its members.
  - b) Shall acquaint chapter committees with the plans of the state committee, shall assist chapters with program materials and suggestions, and assist with state convention program planning.
  - c) Shall survey members in regard to their needs and interests to assist with specific programs for chapters.
- 11) Communication and Publicity

Shall make recommendations regarding publicity and publications in Xi State.

b. Society Mission and Purposes

1) Research

Shall conduct the research of the state organization with the approval of the state president, shall conduct research authorized by the Executive Board, and shall publicize studies of the Society and other research pertinent to education and to women.

2) Legislation

a) Shall study and recommend action in the field of legislation to improve education and the status of women educators, and shall plan and conduct pertinent legislative activities.

b) Shall act as liaison between the U.S. Forum Steering Committee and the local chapters and shall work in conjunction with other committees to accomplish goals.

3) Awards

Shall recognize chapters and grant awards based on self-evaluation.

4) Children's International Education Center

Shall inform members concerning CIEC, encourage participation by chapters, and work to establish more centers.

5) Convention Steering

Shall plan and implement the annual Xi State Convention.

6) High School Essay

Shall design and implement the annual high school essay contest.

7) Literacy

Shall encourage each chapter to establish a literacy program and to become actively involved in combating illiteracy.

8) Scholarships

a) Shall consist of five members; a member may serve no more than two consecutive terms on this committee; a member shall have served two years on the committee before being named chair.

b) Shall promote interest and support for scholarships and award such scholarships for graduate study as have been approved by the Executive Board

c) Shall formalize the application form and rating scale.

9) Technology

Shall increase technology knowledge of all members.

10) Arts

Shall design and implement the Visual and Performing Arts exhibitions of the state organization and organize Arts Retreats and other related enrichment activities for the membership.

11) International Projects

a) Shall inform members concerning the World Fellowship Fund program and encourage participation of all chapters.

b) Shall keep members aware of activities in the Schools for Africa Project and encourage activities in support of that project.

12) Special Events

Shall implement projects which help to fund leadership activities.

13) Achievement Award

Shall select an annual recipient of the Xi State Achievement Award

14) Area Directors

Shall provide assistance to area chapters

2. Ad Hoc Committees

The president shall appoint ad hoc committees which have specific short term goals. Such committees must have the approval of the Executive Board.

**Section C. Chapter Committees**

1. Chapters shall establish such committees as are necessary to carry out the duties represented by each international committee description.

2. Biennial reports shall be made on forms supplied by International Headquarters and submitted to the persons designated on the form.

**Section D. Xi State Vision Foundation**

The Foundation shall further the educational purposes of Xi State by selecting annual recipients of the Liz

Whorley Bradley Professional Growth Award and other awards.

## **ARTICLE X. SERVICES**

### **Section A. Scholarships**

1. The number of scholarships and the amount of the stipend shall be recommended by the Scholarships Committee, approved by the Executive Board, and adopted by the members in convention.
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarships Committee and approved by the Executive Board.

### **Section B. Legislative Activities**

Legislative activities shall be held each year. Plans shall be made by the Legislative Committee with the approval of the Executive Committee.

### **Section C. Publications**

1. *Xi State News* shall be published four (4) times each year and sent to all members of the state and to members of the International Executive Board.
2. A state directory shall be prepared and published under the supervision of the Communications Committee upon authorization by the Executive Board.

### **Section D. Special Awards**

The Xi State Achievement Award, the Liz Whorley Bradley Professional Growth Award(s), Order of the Rose Award, and other awards as authorized by the Awards Committee shall be presented annually at the state convention.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

Robert's *Rules of Order Newly Revised* shall govern the proceeding of *Xi State Bylaws*, and *Xi State Rules*.

## **ARTICLE XII. AMENDMENTS**

### **Section A. Amendment to *Xi State Bylaws***

1. The Bylaws may be amended at any annual convention of Xi State by two-thirds (2/3) vote. Notice of proposed amendments shall be published a minimum of thirty (30) days prior to the opening day of the annual convention.
2. Proposed amendments to the Bylaws may be submitted to the chair of the Rules Committee by any member, committee, board, or chapter. December 1 shall be the deadline for submitting proposals.
3. All proposals for amendment or revision shall be studied by the Rules Committee, and recommendations for change referred to the Executive Committee for publication approval.
4. Any proposed amendment which has been rejected by the Rules Committee may be submitted to a vote of the convention when such request is made in writing by one-third or more of the chapter presidents. Such a request shall be submitted to the state president no later than February 20, and shall be published a minimum of thirty (30) days prior to the opening day of the annual convention.

### **Section B. Amendment to *Xi State Rules***

Rules may be amended or rescinded at any annual convention of Xi State by a two-thirds (2/3) vote.

## **ARTICLE XIII. DISSOLUTION**

**Section A.** In the event of the dissolution of The Delta Kappa Gamma Society of the State of Tennessee, the net assets of the corporation shall be distributed as follows:

1. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefore.
2. The Executive Board, following State of Tennessee Charter of Incorporation guidelines, shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

### **Section B. Chapter**

The approval of the State Executive Board shall be obtained for the dissolution of a chapter. The charter must be returned to the state organization to be forwarded to International Headquarters. Remaining chapter funds are to be sent to the state treasurer. Initiation paraphernalia, chapter records, and Society publications are to be sent to the state organization. Those members desiring to maintain membership will transfer to other chapters or become state members if there is no chapter for which they are eligible. The State Executive Board is responsible for deciding whether to reuse the Greek name of the dissolved chapter. (1994 International Standing Rules, 5.12)

#### **ARTICLE XIV. XI STATE VISION FOUNDATION**

**Section A.** As a means of furthering the educational purposes of Xi State, consent is given to the establishment and operation of an educational corporation under the Tennessee Non-Profit Corporation Act, to be names, “Xi State Vision Foundation,” for such purposes and to be formed and operated in such way that said Foundation will be exempt from federal income taxation under the Internal Revenue Code now or which shall hereafter be in effect; and the proper officers of Xi State are authorized to advise the Secretary of State of Tennessee that Xi State approves and consents to the use of such name by said Foundation.

**Section B.** Such officers of Xi State as are or may be designated in the bylaws of said Foundation are authorized to act as officers and trustees of the Xi State Vision Foundation, and the Xi State Executive Board of the Xi State Organization is authorized to elect trustees of said Foundation, according to the bylaws of said Foundation.

**Section C.** This enabling act shall not be subject to revision or amendment. The act shall become void only upon the dissolution or liquidation of the Xi State Vision Fund as provided for in the Articles of Incorporation of said Foundation.