

# **COLORADO STATE ORGANIZATION BYLAWS**

**2019**

**The Delta Kappa Gamma Society International**

# **COLORADO STATE ORGANIZATION BYLAWS 2019**

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# **The Delta Kappa Gamma Society International**

## **ARTICLE I NAME AND EMBLEMS**

### **Section A.**

The name of this state organization shall be Colorado State Organization of The Delta Kappa Society International, hereinafter known as Colorado State Organization.

### **Section B.**

Each chapter in Colorado State Organization shall be designated by a Greek letter or a combination of Greek letters. Each chapter shall be named by the state organization.

### **Section C. Emblem**

1. The key is the symbol of membership.
2. The key shall be a vertical ellipse. Across its center the DKG shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters, a cup shall signify knowledge.
3. The official seal of the Society shall be a circle. On the circle the DKG shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge. The name of the Society shall be on the perimeter of the seal.
4. The coat of arms consists of a red shield with a band of gold. Three Tudor roses on the band symbolize the Society's ideals of friendship, loyalty and helpfulness. The flaming lamp and the open book on the shield signify scholarship and knowledge. The laurel sprays are the traditional symbols of achievement. The official coat of arms is displayed on the Society flag.

### **Section D. Jewelry**

Jewelry shall be the key pin; international, state and chapter president's pin, founder's pin, and International Achievement Medallion.

## **ARTICLE II MISSION AND PURPOSES**

### **Section A. The purposes of The Delta Kappa Gamma Society International shall be**

1. to unite women educators of the world in a genuine spiritual fellowship;
2. to honor women who have given or who evidence a potential for distinctive service in any field of education;
3. to advance the professional interest and position of women in education;
4. to initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and women educators;
5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

**Section B. Mission Statement**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

**Section C. Vision Statement**

Leading Women Educators Impacting Education Worldwide

**Section D. Colorado State Organization Objectives**

1. Act as liaison between chapter, state and the International organization.
2. Organize Delta Kappa Gamma chapters within the state.
3. Provide leadership training for state and chapter members.

**ARTICLE III MEMBERSHIP****Section A.**

The membership of Colorado State Organization shall be composed of active, reserve, collegiate, and honorary members of the state. All membership practices are in accordance with the CONSTITUTION ARTICLE III Sections A. B. C. D. E. F.

**Section B.**

Chapters have the authority to act in matters of membership provided practices are consistent with the CONSTITUTION ARTICLE III Sections A. B. C. D. E. F. Membership records are kept at the chapter level.

**Section C. State Honorary Members**

1. Colorado State Organization honorary members shall be recommended by the Colorado State Organization Membership Team and elected by Colorado State Organization Executive Board. A four-fifths (4/5th) vote of approval is required.
2. Induction of state honorary members shall be conducted in person at a Colorado State Organization Convention/Conference. In the event a candidate cannot be inducted at a state convention/conference, the induction shall be held at a Colorado State Organization State Executive Board meeting. The Colorado State Organization President and team leader of the Colorado State Organization Membership Team shall organize the orientation session and induction.

**Section D. Transfer**

A member in good standing may transfer from one chapter to another upon notification to the Society Headquarters.

**Section E. Termination of Membership**

A complete record of all terminated Colorado State Organization memberships shall be maintained by the Colorado State Organization Treasurer. The chapter minutes shall include the reason and the date of termination.

**Section F. Reinstatement**

The Chapter Treasurer shall notify the Colorado State Organization Treasurer when a former member has been reinstated.

## **ARTICLE IV FINANCES**

### **Section A. Annual Dues**

1. The state annual dues shall be an amount to be determined by a two-thirds (2/3) vote of the members at the Colorado State Organization Convention in odd numbered years.
2. Annual dues and scholarship fees shall be paid between July 1 and June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
3. All dues and fees shall be collected by the Chapter Treasurer. State dues and fees will be sent to the Colorado State Organization Treasurer and International dues and fees shall be forwarded to The Delta Kappa Gamma Society International on/or by June 30.
4. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half the international membership dues. Chapter and state dues may be pro-rated as the chapter/state organization determines.
5. Immediately thereafter, the state organization portions of the dues and fees shall be sent to the Colorado State Organization Treasurer and International portion of the dues and fees shall be sent to International between July 1 and September 30.
6. A member who fails to complete payment of International dues shall be dropped as October 1.

### **Section B. Financial Controls**

1. The Colorado State Organization Finance Team shall submit a proposed budget annually for review, modification, if necessary, and adoption by the Colorado State Organization Executive Board.
2. Financial Management
  - a. The Colorado State Organization Finance Team Leader, the Colorado State Organization President, the Colorado State Organization Treasurer and the Colorado State Organization Executive Secretary shall be authorized to invest state funds, with the approval of the Colorado State Organization Finance Team.
  - b. The Colorado State Organization Treasurer shall select the place of deposit for the funds of Colorado State Organization. All accounts shall bear the signatures of the Colorado State Organization Treasurer and the Colorado State Organization Executive Secretary. All expense vouchers must be approved by Colorado State Organization President before payment is made. Checks need only one signature.
  - c. The Colorado State Organization Finance Team shall review the state finances annually and recommend to the Colorado State Organization Executive Board needed changes in the financial management and/or budgeting of funds.
  - d. All expense vouchers paid by the Colorado State Organization Treasurer shall be accompanied by receipts and/or budgeting of funds.
  - e. The annual review shall be made under the direction of the Colorado State Organization Finance Team. The report of the annual review shall be submitted to the Colorado State Organization Executive Board for adoption,

### **Section C. Funds**

All fund practices are in accordance with the CONSTITUTION ARTICLE IV  
Section F. 1. 2. 3.

## ARTICLE V ORGANIZATION

### Section A. Chapter Level

1. Each chapter shall govern the conduct of its business in a manner compliant with the CONSTITUTION ARTICLE V Section B, International Standing Rules, Colorado State Organization Bylaws and Colorado State Organization Standing Rules.
2. Each chapter will submit Chapter Rules to be reviewed every two biennia by the Colorado State Organization Bylaws and Standing Rules Team to ensure *Chapter Rules* are in compliance with International and state governing documents.
3. The chapter officers, except the treasurer, shall be elected in even numbered years or until a successor has been named, by a majority vote.
  - a. The term of each elected officer shall be two years or until a successor has been named. No chapter officer, except the treasurer, may serve in the same office more than two terms in succession. All chapter officers shall take office on July 1 following their election.
  - b. The treasurer shall be selected by the Chapter Executive Board each biennium.
4. The Chapter President shall represent their chapter as a voting member of the Colorado State Organization Executive Board.

### Section B. State Level

Colorado State Organization shall conduct its business in accordance with the CONSTITUTION ARTICLE V Section C. 6. and 7. Colorado State Organization shall consist of chapters within the state and members holding membership within the state. Colorado State Organization has bylaws which are consistent with the CONSTITUTION for the governance of the state organization and its chapters.

Submitting the state bylaws to the Constitution Committee is the responsibility of the Colorado State Organization Bylaws and Standing Rules Team when compliance and revisions are warranted by the International Society or Colorado State Organization.

### Section C. New Chapter

1. The Colorado State Organization Executive Board shall determine chapter areas and shall approve the organizing of a new chapter.
2. Application of candidates for membership in a new chapter should be screened by the Colorado State Organization Membership Team and/or the sponsoring chapter.
3. Rules governing the induction of new members and the installation of new chapters shall be recommended by the Colorado State Organization Membership Team and approved by the Colorado State Organization Executive Board.

### Section D. Geographic Areas

The Colorado State Organization Executive Board shall define the boundaries of geographic areas and the chapters in each area to render better service to the membership and to provide for area representatives on designated Colorado State Organization Teams.

### Section E. 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 clearing prospective new members and planning activities for the benefit of all members.

## **ARTICLE VI OFFICERS AND PROFESSIONAL PERSONNEL**

### **Section A. Colorado State Organization Officers**

The Colorado State Organization Officers shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary (all elected), and Executive Secretary, Treasurer, Editor, and Webmaster (all selected by the Colorado State Organization Executive Board). The Colorado State Organization President appoints a Parliamentarian and an Archivist.

### **Section B. Duties**

The duties of the Colorado State Organization officers and professional personnel are specified in the CONSTITUTION ARTICLE VI OFFICERS Section C. 1-10 and the *Colorado State Organization Standing Rules II DUTIES OF OFFICERS AND PROFESSIONAL PERSONNEL A. B.*

### **Section C. Term of Office**

1. Colorado State Organization officers, elected by the Colorado State Organization Convention in odd- numbered years, shall serve a term of two (2) years unless otherwise specified, or until a successor has been named.
2. No elected officer may serve in the same office longer than two terms in succession.
3. All officers shall take office on July 1 following their election.
4. The Colorado State Organization Executive Secretary, the Colorado State Organization Treasurer, the Colorado State Organization Editor and the Colorado State Organization Webmaster shall be recommended from applications recommended by the Colorado State Organization Personnel Team and approved by a vote of the Colorado State Organization Executive Board. Each will serve for a four-year term subject to renewal by the Colorado State Organization Executive Board.

### **Section D. Nominations and Election**

1. Nomination for office shall be made by the Colorado State Organization Nominations Team.
  - a. The team shall submit in election years the name of at least one nominee for each elective office and nominees for the Colorado State Organization Nominations Team.
  - b. The team shall request the membership to recommend members capable and willing to serve as state officers.
  - c. The nominees for State President and First Vice-President shall have served on the Colorado State Organization Executive Board within the last six years.
  - d. The slate of officers, with candidate qualifications, shall be published in the *Omega State Peaks* sixty (60) days prior to the Colorado State Organization Convention.
  - e. After the team report has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee.
2. Election shall be by ballot with a majority vote of the members present and voting at the business meeting of the Colorado State Organization Convention. If there is but one nominee for an office, the election may be by voice vote.
3. The Colorado State Organization Nominations Team shall prepare the ballot and conduct the election.

## **ARTICLE VII MEETINGS**

### **Section A. Colorado State Organization Conventions**

1. Business of the Colorado State Organization shall be conducted in odd-numbered years at a time and place determined by the Colorado State Organization Executive Board for providing reports and adopting policy, amending bylaws and standing rules, electing state officers and other business.
2. Every member who is registered may vote. A roll call vote may be ordered as specified in the CONSTITUTION ARTICLE IX Section B. 2.
3. The quorum shall be majority of members registered at the Colorado State Organization Convention.
4. There shall be no proxy voting at any level of the Society.

### **Section B. Colorado State Organization Leadership Conferences**

Conferences and/or workshops shall be held in even-numbered years for the purposes of leadership training and dissemination of Society information. A business meeting may be called by the Colorado State Organization President to act upon any Colorado State Organization business.

## **ARTICLE VIII BOARDS**

### **Section A. Colorado State Organization Executive Board**

1. The members of Colorado State Organization Executive Board shall be the Colorado State Organization's elected officers, the immediate past state president, past state presidents, state team leaders, and the chapter presidents who are voting members. The Colorado State Organization's Executive Secretary, Treasurer, Editor, Webmaster, Parliamentarian and Archivist shall be ex-officio without vote.
2. The duties of the Colorado State Organization Executive Board shall be as specified in the CONSTITUTION ARTICLE VII Section B. 1. 2. 3.
  - a. Recommend policies and procedures for consideration by the Colorado State Organization Convention or the chapters.
  - b. Examine, modify, if necessary, and adopt the Colorado State Organization budget.
  - c. Select an Executive Secretary, a Treasurer, an Editor, a Webmaster and any other personnel as needed. Prescribe their duties, fix their honorariums, and terms of office.
  - d. Determine the time and place of state meetings.
  - e. Act in the interim between conventions on matters requiring immediate action.
  - f. Approve organization of new chapters within the state.
  - g. Elect state honorary members by preferential ballot from recommendations made by the Colorado State Organization Membership Team. Election may be by voice, if only one nominee is submitted.
  - h. Recommend members of outstanding leadership ability for nomination to International positions or appointments to International committees.
  - i. Establish the procedures for budget development, approval, and for supervision of state organization finances. The Colorado State Organization President and Colorado State Organization Treasurer shall serve ex-officio in the process.
  - j. Approve rules governing Colorado State Organization scholarships.
3. Meetings of the Colorado State Organization Executive Board are held twice annually. A quorum shall be majority of the voting members of the Executive Board.

## **Section B. Colorado State Organization Executive Team**

1. The Colorado State Organization Executive Team shall be the elected officers. The Colorado State Organization Executive Secretary, the Colorado State Organization Treasurer, the Colorado State Organization Editor, and the Colorado State Organization Webmaster shall serve as ex-officio without vote. The Colorado State Organization President shall serve as team leader of the Colorado State Organization Executive Team. The Immediate Past Colorado State Organization President may serve as a consultant to the Colorado State Organization Executive Team.
2. The Colorado State Organization Executive Team may meet at the call of the Colorado State Organization President to conduct business delegated to it by the Colorado State Organization Executive Board and to act upon issues requiring immediate decisions between Colorado State Organization Executive Board meetings.

## **Section C. Chapter Executive Boards**

Chapter Executive Boards shall function in accordance with the CONSTITUTION ARTICLE VII Section C. 1. 2.

# **ARTICLE IX TEAMS**

## **Section A. Colorado State Organization Standing Team Structure**

### **1. Society Business**

Communications and Marketing Team  
Bylaws and Standing Rules Team  
Finance Team \*

Leadership Development Team  
Membership Team \*  
Nominations Team  
Personnel Team

### **2. Society Mission and Purposes**

Educational Excellence Team \*

Early and Career Educators  
Educational Law and Policy  
Personal and Professional Pride  
Community and World Connections (includes World Fellowship)  
Music, Arts, and Humanities Education

### **3. Scholarships and Awards Team**

Scholarships  
Omega State Award  
Star Chapter Award

## **Section B. Forums**

U. S. Forum Team

\* The areas of work in which state and chapters have constitutional responsibility.

### **Section C. General Procedures**

1. All Colorado State Organization teams shall be appointed by the Colorado State Organization President for a two-year term, unless otherwise stated except for the Colorado State Organization Nominations Team.
2. Colorado State Organization's Bylaws and Standing Rules Team, Finance Team, Personnel Team, Educational Excellence Team shall be appointed by the Colorado State Organization President on a rotation basis, each member serving a term of four years, with the privilege of being reappointed for an additional term.
3. Colorado State Organization's Membership Team and the Communications/Publicity Team shall be appointed by the Colorado State Organization President with each team composed of one member from each geographic area.
4. The Colorado State Organization Nominations Team shall consist of one member elected from each geographic area.
5. The Colorado State Organization President shall be an ex-officio member of all Teams except the Colorado State Organization Nominations Team.
6. Matters requiring immediate team action may be voted upon by mail or tele-Conference with all team members being notified.
7. Team meetings shall be held with the approval of the Colorado State Organization President.

### **Section D. Duties of the Teams**

1. Duties of the teams are specified in the CONSTITUTION ARTICLE VIII COMMITTEES Section B. C. and *Colorado State Organization Standing Rules* IV TEAMS Section A. 1. 2.
2. Reports of work accomplished will be prepared on forms supplied by International Society Headquarters.

### **Section E. Special Committees**

Special committees shall be appointed by the Colorado State Organization President as authorized by the Colorado State Organization Executive Board or the Colorado State Organization Convention. After submitting a final report to the body that authorized a Special Committee, the committee shall be dissolved.

## **ARTICLE X ACTIVITIES**

### **Section A. Colorado State Organization Scholarships**

Colorado State Organization Scholarships for members shall be awarded each year. The number of scholarships and the amount of each shall be determined by the Colorado State Organization Scholarships and Awards Team with approval of the Colorado State Organization Finance Team. Rules governing administration of the scholarship program shall be recommended by the Colorado State Organization Scholarships and Awards Team and adopted by the Colorado State Organization Executive Board.  
(Guidelines are in *Colorado State Organization Standing Rules* APPENDIX II F)

### **Section B. Publications**

A state newsletter, *Colorado Peaks and Plains*, shall be published three (3) times each year and sent electronically to all members of the state. The publication of special monographs and brochures shall be approved by the Colorado State Organization President and plans submitted to the Colorado State Organization Executive Board for financial support.

### **Section C. Colorado State Organization Special Funds**

1. The Permanent Fund shall be established as directed in the CONSTITUTION ARTICLE IV Section F. 3. a.
2. The Available Fund and the Service-to-Members Account shall consist of state available fund income and shall be disbursed through the annual budget or by direct action of the Colorado State Organization Executive Board as directed in the *Colorado State Organization Standing Rules* I FINANCES A. B. C. D. E. F. G. H.
3. The Available Fund at each level shall be the operating fund and shall require an approved budget. CONSTITUTION ARTICLE IV Section 1.
4. The Scholarship Funds (state and chapter) shall be established as directed in CONSTITUTION ARTICLE IV Section F. 2. a. b. (1), (2), (3) c.
5. Investments in these various funds shall be under the direction of the Colorado State Organization Treasurer on the recommendations of the Colorado State Organization Finance Team with approval by the Colorado State Organization Executive Board. Refer to: *Colorado State Organization Standing Rules* B. b. (2).
6. Legislative Memorial Gift is a fund established in memory of John Epperson. The interest from this fund will be used annually. It is the responsibility of the Colorado State Organization Educational Excellence Team to decide annually the disbursement of this fund.

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

1. The Omega State Award shall be presented each year to honor a member who has made outstanding contributions to the Society, education and her community. Rules governing the award shall be recommended by the Colorado State Organization Scholarships and Awards Team. See: APPENDIX III SPECIAL AWARDS A. Omega State Award.
2. The Omega State Citation of Merit Award shall be awarded whenever circumstances deem it is expedient to honor a member who has given selflessly and shown leadership in her field of expertise. The selection of recipient shall be the prerogative of the Colorado State Organization State Executive Team. An Omega State Award recipient is not eligible. Refer to: APPENDIX III SPECIAL AWARDS B. Omega State Citation of Merit.
4. The Colorado State Organization Delta Kappa Gamma Lawmakers Recognition Award shall be given each year to honor legislators who have initiated legislation supported by the Delta Kappa Gamma Society International, ultimately passed and signed into law. The selection of the recipients shall be made by the Colorado State Organization Educational Excellence Team with the awards given at an approved meeting or luncheon. See: APPENDIX III SPECIAL AWARDS C. Colorado State Organization Delta Kappa Gamma Lawmaker's Recognition Award.
4. The Honor Roll gives chapters an opportunity to honor outstanding members in the respective chapters. Member names are to be submitted to the *Omega State Peaks* Editor for publication. A summary of the member's accomplishments should be forwarded to the Colorado State Organization Executive Secretary.

### **Section E. Electronic Communications**

The Society at all levels may establish and maintain various types of electronic communications to facilitate meetings and communicate with members. Electronic meetings must provide all participants the "opportunity for simultaneous aural communications". Refer to: *Robert's Rules of Order* Latest Edition

## ARTICLE XI AMENDMENTS

### Section A. Amendments to the Colorado State Organization Bylaws

#### 1. Proposals for amending

- a. Shall be considered in odd-numbered years.
  - b. May be submitted to the Colorado State Organization Bylaws and Standing Rules Team by any member, any committee, board or chapter by January fifteen (15) in odd-numbered years.
  - c. Members of the Colorado State Organization Executive Board shall have received copies of the proposed amendments with the "Official Call" mailed by the Colorado State Organization Executive Secretary thirty (30) days prior to the spring Colorado State Organization Executive Board meeting.
  - d. Shall be approved or rescinded by a two-thirds (2/3) vote at the spring Colorado State Organization Executive Board meeting before being submitted to the Colorado State Organization Convention.
  - e. All proposed amendments submitted by the Colorado State Organization Bylaws and Standing Rules Team shall be presented to the membership in printed form in the March issue of the *Omega State Peaks and Plains*.
  - f. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall be required for adoption of an amendment to the Colorado State Organization Bylaws.
2. Approved bylaws are submitted to the International Constitution Committee upon the final printing of the document for their review and compliance.

### Section B. Amendments to the Colorado State Organization Standing Rules

Colorado State Organization Standing Rules may be amended or rescinded at any Colorado State Organization Convention or Colorado State Organization Executive Board meeting by a majority vote provided thirty (30) days previous notice has been given, or by two-thirds (2/3) vote without a previous notice. A roll call may be requested.

### Section C. Adopted Amendments

The adopted amendments will take effect immediately upon adoption unless a proviso state otherwise.

### Section D. Compliance with International Documents

Amendments approved by the Delta Kappa Gamma Society International to bring the *Colorado State Organization Bylaws and Colorado State Organization Standing Rules* into compliance with International shall not require a vote of the members. The Colorado State Organization Bylaws and Standing Rules Team shall include the new amendments in the state documents and shall notify members by publishing the changes in the *Omega State Peaks and Plains* or by publishing them separately and distributing to each chapter.

## ARTICLE XII DISSOLUTION

### Section A. Colorado State Organization

In the event of dissolution of the Society (Colorado State Organization), the net assets of the Corporation shall be distributed as follows:

All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made therefore in accordance with the Statutes of Incorporation for the State of Colorado as they are applicable to Colorado State Organization.

The Colorado State Organization Executive Board shall determine specific procedures liquidating the remaining assets and shall supervise the disbursement of funds.

### Section B. Omega State Chapters

1. Before a chapter is dissolved, the approval of the Colorado State Organization Executive Board must be obtained.
2. Careful consideration shall be given to those desiring to maintain membership transfer to other chapters. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the Colorado State Organization Treasurer and deposited in the Available Fund.
4. Chapter paraphernalia, society publications, and chapter records shall be retained in the Colorado State Organization archives and made available for use.
5. The Colorado State Organization Executive Board shall decide whether the Greek name shall be reused.
6. Each chapter shall add a dissolution procedure to its Chapter Rules.
7. When there is no communication from the chapter, when no dues have been paid by the chapter for a period of one biennium, and after repeated attempts to contact the chapter by the Colorado State Organization Executive Board, the chapter may be dissolved by a vote of the Colorado State Organization Executive Board.

## ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (latest edition) shall govern the proceedings of Colorado State Organization in all cases not provided for in the CONSTITUTION, the International Standing Rules, Colorado State Organization Bylaws and Colorado State Organization Standing Rules, and Chapter Rules.

Revised on June 1, 2013  
At Omega State Convention

Approved by the International Constitution  
Committee on November 12, 2013

Revised/Amended on June 10, 2017  
At Omega State Convention

Approved by the International Constitution  
Committee DATE: February 1, 2018

Brought into Compliance  
At Colorado State Organization  
Executive Board on March 16, 2019

Revised at Colorado State Organization  
Convention on June 29, 2019

