

**COLORADO STATE ORGANIZATION**  
**STANDING RULES**  
**2019**

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**



# **Delta Kappa Gamma Society International**

## **Colorado State Organization**

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## **Colorado State Organization Standing Rules**

The Colorado State Organization Bylaws and the Colorado State Organization Standing Rules are the governing documents of the Colorado State Organization in compliance with the International CONSTITUTION and the International Standing Rules.

The Colorado State Organization bylaws indicate who belongs to and leads the Society in Colorado. The Colorado State Organization standing rules provide detailed rules for the work of the Colorado State Organization.

### **I. FINANCES**

#### **A. Annual Dues and Fees**

1. The state annual dues shall be \$27.00 for active members and \$15.00 for reserve members and collegiate members.
  - a. Active, Reserve, and Collegiate members pay twenty (20) cents Scholarship fee.
  - b. Member induction fee is two dollars and fifty cents (\$2.50)
  - c. Chapter pays five dollars (5.00) Legislative fee.
  - d. Chapter pays nine dollars and fifty cents (\$9.50) bonding fee.
2. The state annual dues shall be an amount to be determined by two-thirds (2/3) vote of the members at an annual Colorado State Organization Convention in odd-numbered years.
3. Refer to the Colorado State Organization Bylaws, ARTICLE IV Section A. for the collection of dues.
4. Refer to the CONSTITUTION ARTICLE IV Sections A. B. C. D. F. and the International Standing Rules 4.1, 4.2, and 4.3 for the payment of dues and fees.

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

1. For the duties of the Colorado State Organization Finance Team, refer to the Colorado State Organization Bylaws, ARTICLE IV Financial Controls Section B. 2. a. c. and 3.
2. The Colorado State Organization Finance Team shall submit a proposed budget to the Colorado State Organization Executive Board for approval.



3. The Colorado State Organization Finance Team shall budget adequate funds for communication; stationery and supplies; expansion; conventions/conferences; workshops; Colorado Peaks and Plains; the Colorado State Organization Directory; and for transportation mileage costs, expense allowance for state officers and professional personnel within the guidelines approved by the Colorado State Organization Executive Board.
4. Where specific amounts of money in the Colorado State Organization Standing Rules are stated in dollars and cents, such amounts are contingent upon funds being available. Expense vouchers may not exceed budgeted line item amounts without the Colorado State Organization President's approval. Executive Board expense vouchers for the Colorado State Organization Executive Board, Colorado State Organization Convention/Colorado State Organization Leadership Conference expenses should be submitted within thirty (30) days of the event. All expense vouchers for the current budget year should be submitted by the end of the fiscal year, June 30.

**C. Basic Allowances**

The basic allowance for mileage within the state shall be fifteen (15) cents per mile.

**D. Budgeting for Meetings**

**1. Colorado State Organization Executive Board**

Financial support for attendance at Colorado State Organization Executive Board meetings shall include travel expenses for members designated in the Colorado State Organization Bylaws.

**2. General Financing of Colorado State Organization Conventions and Colorado State Organization Leadership Conferences**

- a. The Colorado State Organization Treasurer shall advance five hundred (\$500) dollars to the hostess chapter for the Colorado State Organization Convention and the Colorado State Organization Leadership Conference expenses. Additional financing for the convention or conference shall come from the registration fee.
- b. The Colorado State Organization Treasurer and Colorado State Organization Executive Secretary may act in an advisory capacity to the Colorado State Organization Convention and Colorado State Organization Leadership Conference teams or committees.
- c. Any monies received for the Colorado State Organization Convention and Colorado State Organization Leadership Conference and not used shall be returned to Colorado State Organization Available Fund.
- d. Gifts for the retiring Colorado State Organization President, convention and conference speakers and International representative shall be paid for by the Colorado State Organization Treasurer from the Available Fund.



- e. Expenses for the International representative to the convention/conference shall be paid from the Convention Fund.
  - f. Colorado State Organization President will be reimbursed up to two hundred dollars (\$200) for lodging, meals, and registration at the Colorado State Organization Convention or Conference.  
The other Colorado State Organization officers, executive secretary, treasurer, editor, webmaster, archivist and parliamentarian each shall be allowed up to \$100.00 for lodging, meals, and registration at Colorado State Organization convention/conference from the Colorado State Organization Available Fund.
  - g. Chapter presidents shall be allowed mileage expenses to attend a Colorado State Organization Leadership Conference provided their respective chapter does not reimburse their president's expenses.
  - h. Colorado State Organization Team Leaders shall be allowed mileage expenses to attend Colorado State Organization conventions/conferences.
- 3. Team Meetings**
- a. Colorado State Organization team members shall be allowed mileage expenses for one committee meeting annually, if such a meeting is called by a Colorado State Organization Team Leader or Colorado State Organization President.
  - b. Emergency team meetings may be called with the approval of the Colorado State Organization President with mileage expenses paid to team members.
  - c. If a workshop is called by the incoming state president for team leaders, mileage expenses will be paid.
- 4. Workshops**
- a. Money for workshop expenses shall be derived from the "Service-to-Member" account, if sufficient monies aren't available in the Available Fund.
  - b. Workshop leadership personnel shall be paid mileage expenses when a workshop takes place at a time other than the Colorado State Organization convention or conference with the approval of the Colorado State Organization President.
- 5. International Conventions and International Conferences**
- a. Funds shall be budgeted toward the attendance of Colorado State Organization officers at the International Conferences and International Conventions.
  - b. Recommended amounts for each event:
    - 1) \$350 for the Colorado State Organization President
    - 2) \$200 each for the Colorado State Organization's First Vice-president, Second Vice-president, Treasurer, Executive Secretary, Editor and Webmaster.



- 3) \$400 to be divided equally among Colorado State Organization's Recording Secretary, Corresponding Secretary, Parliamentarian, and Archivist with no one officer receiving more than \$200.
  - 4) \$200 allowed for the Colorado State Organization Immediate Past State President to attend the International Conference immediately following her term of office.
  - 5) \$75 each for a Colorado State Organization member serving as a member of an International Committee if she does not receive International reimbursement for attendance at an International Conference or International Convention.
  - 6) A U. S. Forum team member shall be allowed two hundred dollars (\$200) to attend a legislative seminar in even-numbered years.
6. **Colorado State Organization President's Chapter Visits**
- a. Mileage expenses shall be allowed for the Colorado State Organization President for attendance visitations to chapters within the state.
  - b. Chapters shall be responsible for meals and lodging of the Colorado State Organization President when she is invited to chapter meetings.

**E. Honorariums**

1. Honorariums shall be paid to the Colorado State Organization's Executive Secretary, Treasurer, Editor and Webmaster.
2. The number and honorariums amounts shall be reviewed annually and recommended by the Colorado State Organization Finance Team and Colorado State Organization Personnel Team and approved by the Colorado State Organization Executive Board.
3. The Colorado State Organization Executive Secretary, the Colorado State Organization Treasurer, the Colorado State Organization Editor, the Colorado State Organization Webmaster shall be allowed mileage expenses to all required meetings.

**F. Honoring Deceased Officers**

1. In case of a death of a Colorado State Organization Officer, past Omega State President and/or Colorado State Organization President, a memorial gift shall be given to a Delta Kappa Gamma Society International Project.
2. The selection of the memorial gift shall be under the auspices of the Colorado State Organization Executive Team.

**G. Bonding of Chapter Treasurer**

1. All chapter treasurers shall be bonded.
2. Such bond shall be procured by Colorado State Organization through blanket bonding repayable by each chapter paying nine dollars and fifty cents (\$9.50) each year.

**H. Non-dues Revenue**

Any non-dues revenue is to be deposited in the Colorado State Organization Available Fund Budget.



## **II. DUTIES OF OFFICERS AND PROFESSIONAL AND APPOINTED PERSONNEL**

### **A. Duties of Officers**

The officers shall perform the duties as prescribed in CONSTITUTION ARTICLE VI Section A. 2, Section B. 2, Section C. 1. 2. 7. 8. 9 and Section D. 1. e. (1) (2).

#### **1. COLORADO STATE ORGANIZATION PRESIDENT**

The President, or her designee, shall be an ex-officio member with vote on all teams except the Colorado State Organization Nominations Team.

The President shall serve as leader of the Colorado State Organization Executive Team. The President shall serve as leader in the planning of Colorado State Organization Conventions in odd-number years.

#### **2. COLORADO STATE ORGANIZATION FIRST VICE-PRESIDENT**

The First Vice-President shall serve as team leader of the Colorado State Organization Educational Excellence Team.

The First Vice-President shall perform such duties as assigned by the President.

#### **3. COLORADO STATE ORGANIZATION SECOND VICE-PRESIDENT**

The Second Vice-President shall serve as team leader of the Colorado State Organization Leadership Development Team in planning the Leadership Conference in even-numbered years.

The Second Vice-President shall perform such duties as assigned by the President.

#### **4. COLORADO STATE ORGANIZATION RECORDING SECRETARY**

The Recording Secretary shall keep the minutes of the Colorado State Organization's Conventions and Conferences business meetings and the Colorado State Organization Executive Board meetings. The Recording Secretary shall serve as custodian of the Colorado State Organization tape recorder. The Recording Secretary shall send copies of approved minutes to the Colorado State Organization's President, Executive Secretary and file a copy in the Colorado State Organization Secretary's notebook. The Recording Secretary shall send a resume' of the minutes to all Colorado State Organization Executive Board designated members with THE CALL to the next Colorado State Organization Executive Board meeting.

#### **5. COLORADO STATE ORGANIZATION CORRESPONDING SECRETARY**

The Corresponding Secretary shall read important correspondence at all Colorado State Organization Executive Board and Colorado State Organization meetings. The Corresponding Secretary shall prepare and have printed the Colorado State Organization Directory each year and distribute copies to all members of the Colorado State Organization Executive Board.



## **B. Duties of the Professional Personnel**

### **1. COLORADO STATE ORGANIZATION EXECUTIVE SECRETARY**

- a. The Executive Secretary is selected by the Colorado State Organization Executive Board.
  - 1) The term of office and honorarium for the office is fixed by the Colorado State Organization Executive Board.
  - 2) The duties and responsibilities of the office are defined by the Colorado State Organization Executive Board and/or delegated by the Colorado State Organization President.
- b. Purpose of the Office
  - 1) The purpose of the office is to coordinate and expedite the work of the Colorado State Organization.
  - 2) The Executive Secretary serves as a liaison officer or as a connecting link between the members and chapters; the chapter and the state; the state and the International Society.
  - 3) The Executive Secretary receives all communications from the International Society and Colorado State Organization.
  - 4) The Executive Secretary meets and works with the Colorado State Organization and the Colorado State Organization Executive Team to offer suggestions and guidance.
  - 5) The Executive Secretary and/or the Treasurer and the President execute legal documents pertaining to the state organization only when authorized by the Colorado State Organization Convention/Conference or the Colorado State Organization Executive Board.
- c. Duties and Responsibilities
  - 1) Colorado State Organization Executive Board and Colorado State Organization Officers
    - a) Serves a non-voting member and acts in an advisory capacity.
    - b) Reports to the Colorado State Organization Executive Board and the Colorado State Organization Executive Team on a regular basis.
    - c) Makes physical arrangements for a meeting place for the Colorado State Organization Executive Board, issues THE CALL, receives reservations and pays the bills.
    - d) During the biennium, works closely with the President, Treasurer, and with other officers when needed.
    - e) Serves as ex-officio member of the International Executive Board and attends meetings of the International Executive Board preceding the International Convention.
    - f) Completes a bi-annual self-evaluation for the Colorado State Organization Personnel Team.



- 2) Colorado State Organization Standing Teams
  - a) Serves as an ex-officio member of the Colorado State Organization's designated teams: Bylaws and Standing Rules, Leadership Development, and Finance.
  - b) Assists other teams when requested.
- 3) Colorado State Organization Conventions and Conferences
  - a) Attends Colorado State Organization meetings, International conventions and International conferences.
  - b) Serves in an advisory capacity to the Colorado State Organization Convention/Conference Planning Committees.
  - c) Sees that state paraphernalia and equipment are ready to use at Colorado State Organization Conventions and Conferences.
  - d) Performs other Colorado State Organization Convention and Conference responsibilities as requested by the President.
- 4) Workshops
  - a) Assists in the planning.
  - b) Arranges the meeting place and receives reservations.
- 5) Publications
  - a) Prepares articles three (3) times a year for Colorado Peaks and Plains.
  - b) Assists the President when requested.
- 6) Chapters
  - a) Visits chapters when invited.
  - b) Serves in an advisory capacity, giving counsel on Colorado State Organization and International policies and activities.
- 7) Public Relations
  - a) Answers questions and concerns about the Society in Colorado.
  - b) Replies to inquiries from other organizations.
- d. Expenses and Honorarium
  - 1) Each year the Colorado State Organization Executive Board will set the Honorarium to be paid with the approval of the annual budget.
  - 2) Travel expenses for International Conventions and International Conferences are stated in the Colorado State Organization Standing Rules I D. 5. B. (2).
  - 3) Travel expenses within the state for meetings, conventions and conferences are stated in the Colorado State Standing Rules I C. D. 2. F.



2. COLORADO STATE ORGANIZATION TREASURER

a. The Treasurer is selected by the Colorado State Organization Executive Board.

- 1) The term of office and honorarium is fixed by the Colorado State Organization Executive Board.
- 2) The duties and responsibilities for the office are defined by *The International Treasurer Guidelines*, the Colorado State Organization Executive Board, and/or delegated by the Colorado State Organization President.

b. Purpose of the Office

- 1) The Treasurer is responsible for receiving and paying out all monies and keeping an accurate record of receipts and expenditures.
- 2) The Treasurer is responsible for investment and monitoring the Scholarship Funds, the Available Fund which includes the "Service-to-Member" Account and the Permanent Fund.
- 3) The Treasurer and/or the Executive Secretary and the President execute legal documents pertaining to the state organization.

c. Duties and Responsibilities

- 1) Follow instructions to State Treasurers in the CONSTITUTION, International Standing Rules, and the International Treasurer Guidelines.
- 2) Serves as a liaison officer between chapter and the International Society.
- 3) Sends chapter treasurers information for reporting dues/fees.
- 4) Receives and pays out all money, keeping accurate and complete records for such transactions.
- 5) Keeps membership records up to date.
- 6) Keeps a file of receipts, bills, canceled checks and bank statements.
- 7) Distributes expense vouchers as directed by Colorado State Organization Executive Board.
- 8) Checks expense vouchers as to budget allowances and policy spending.
- 9) Pays only bills with vouchers or expense sheets with the approval of the President.
- 10) Pays all bills.
- 11) Maintains separate accounts for the Available Funds, "Service-to-Members" Fund, Permanent Fund, Hildegard Sweet-Katherine Glendenning Scholarship Fund, Colorado State Organization and Road Scholar Scholarship Funds.
- 12) Gives receipts for cash received.
- 13) Assists chapter treasurers with filing IRS EZ 990.



- 14) Files tax reports.
- 15) Maintains fidelity bonds for the state and chapter treasurers.
- 16) Pays travel costs to chapter presidents attending Fall and Spring Colorado State Organization Executive Board meetings.
- 17) Purchases the Omega State Award pendant.
- 18) Purchases a State President's pin for the beginning of the Colorado Organization President's biennium.
- 19) Purchases corsage for the President attending an International Convention and International Conference.
- 20) Coordinates the business of Colorado State Organization with the President.
- 21) Serves as a non-voting member of the Colorado State Organization Executive Board.
- 22) Attends and reports at all Colorado State Organization Executive Board meetings.
- 23) Serves as ex-officio member of the Colorado State Organization Finance Team and other designated teams/committees.
- 24) Works with the President and the Executive Secretary and with other state officers when necessary.
- 25) Performs Colorado State Organization convention/conference responsibilities as requested by the President.
- 26) Attends Colorado State Organization Conventions/Conferences and International Conventions and Conferences.
- 27) Submits the treasurer records for annual audit/financial review.
- 28) Completes a bi-annual self-evaluation for the Colorado State Organization Personnel Team.

d. Expenses and Honorarium

- 1) Each year the Colorado State Organization Executive Board will set the honorarium to be paid with the approval of the annual budget.
- 2) Travel expenses for International Convention and International Conferences are stated in the Colorado State Organization Standing Rules I. D. 5. B. (2).
- 3) Travel expenses with the state for meetings, conventions, and conferences are stated in the Colorado State Organization Standing Rules I. C. 2. I. D. f.



### 3. COLORADO STATE ORGANIZATION EDITOR

#### a. The Editor is selected by the Colorado State Organization Executive Board.

- 1) The term of office and honorarium is fixed by the Colorado State Organization Executive Board.

The duties and responsibilities of the office are defined by the Colorado State Organization Executive Board and/or delegated by the President.

#### b. Purpose of the Office

The Editor is responsible for publication of Colorado Peaks and Plains published three times a year...April, September and February.

#### c. Duties and Responsibilities

- 1) Obtains interesting and informative content for each issue.
- 2) Procures and edits submitted materials and rewrites, if necessary.
- 3) Buys permit from the post office each year as needed.
- 4) Orders appropriate mailing labels from International for Colorado State Organization members, appropriate other state members and International Officers as needed.
- 5) Attends International Conventions, International Conferences, Colorado State Organization meetings and workshops, when possible.
- 6) Serves as a consultant on the Colorado State Organization Communications and Marketing Team.

#### d. Expenses and Honorariums

- 1) Each year the Colorado State Organization Executive Board will set the honorariums to be paid with the approval of the annual budget.
- 2) Travel expenses for International Conventions and International Conferences are stated in the Colorado State Organization Standing Rules I. D. t. b. (2).
- 3) Travel expenses within the state for meetings, conventions/conferences are stated in the Colorado State Organization Standing Rules I. C. 1. D. 2. F.

### 4. COLORADO STATE ORGANIZATION WEBMASTER

#### a. The Webmaster is selected by the Colorado State Organization Executive Board.

- 1) The term of the office and honorarium is fixed by the Colorado State Organization Executive Board.
- 2) The duties and responsibilities of the position are defined by the Colorado State Organization Executive Board and/or delegated by the President.



b. Purpose of the Position

The Webmaster ensures that Colorado State Organization website meets Delta Kappa Gamma Society International guidelines for websites.

c. Duties and Responsibilities

- 1) Keeps the Colorado State Organization website current and working properly.
- 2) Determines page layout and modifies, as necessary.
- 3) Links documents such as Microsoft Word and PDF to website.
- 4) Obtains member's written permission prior to posting on the web.
- 5) Incorporates modifications to the website as recommended by Colorado State Organization Officers.
- 6) Updates each page after International Communications and Marketing Committee reviews and approves.
- 7) Maintains total size of website within range of purchased server space.
- 8) Coordinates with the Treasurer concerning storage and amount of space needed.
- 9) Coordinates with Colorado State Organization Officers and Professional Personnel on postings, forms and content.
- 10) Keeps members informed through presentations, newsletters, and updates.
- 11) Serves as a resource to local chapters in creating or updating their chapter respective websites.
- 12) Assists chapters with training and their chapter respective website creation.
- 13) Completes a bi-annual self-evaluation for the Colorado State Organization Personnel Team.

d. Expenses and Honorariums

- 1) Each year the Colorado State Organization Executive Board will set the honorariums to be paid with the approval of the annual budget.
- 2) Travel expenses for International Conventions and International Conferences are stated in the Colorado State Organization Standing Rules I. D. 1. b. (2).
- 3) Travel expenses within the state for meetings, conventions/conferences are stated in the Colorado State Organization Standing Rules I. C. 1 D. 2. f.



### **C. Duties of the Colorado State Organization Parliamentarian and Archivist**

1. COLORADO STATE ORGANIZATION PARLIAMENTARIAN
  - a. The Parliamentarian shall be appointed by the President.
  - b. The Parliamentarian shall act as advisor to the officers and the members of the organization in matters pertaining to the interpretation of the CONSTITUTION and parliamentary authority.
  - c. The Parliamentarian shall serve as an ex-officio member, without vote, on the Colorado State Organization Executive Board.
  - d. The Parliamentarian shall serve as a consultant to the Colorado State Organization Bylaws and Standing Rules Team.
  - e. Expenses
    - 1) Travel expenses for International Convention and International Conferences are stated in the Colorado State Organization Standing Rules I. D. 5. b. (3).
    - 2) Travel expenses within the state for meetings, conventions, and conferences are stated in the Colorado State Organization Standing Rules I. C. 1. D. g. f.
2. COLORADO STATE ORGANIZATION ARCHIVIST
  - a. The Archivist shall be appointed by the President.
  - b. The Archivist shall serve for at least three (3) biennium.
  - c. Duties and Responsibilities
    - 1) Collects all records related to the development and history of the Society in Colorado State Organization (formerly called Omega State).
    - 2) Deposits these records at the University of Colorado Archives Library, Boulder CO.
    - 3) Works with curator at the University of Colorado Archives.
    - 4) Works with Colorado State Organization's President, Executive Secretary and Treasurer.
  - d. Expenses
    - 1) Travel expenses for attending Colorado State Organization Executive Board meetings are stated in the Colorado State Organization Standing Rules I. D. 3.
    - 2) Travel expenses for trips to Colorado Archives Library at University of Colorado in Boulder CO.



### **III. COLORADO STATE ORGANIZATION EXECUTIVE BOARD AND COLORADO STATE ORGANIZATION EXECUTIVE TEAM**

#### **A. COLORADO STATE ORGANIZATION EXECUTIVE BOARD**

1. Refer to the CONSTITUTION, ARTICLE VII, Section B. 1. 2. 3. and to Colorado State Organization Bylaws ARTICLE VIII. Section 1. A.
2. Duties and Responsibilities
  - a. Refer to the CONSTITUTION ARTICLE VII Section B. 2 and the Colorado State Organization Bylaws ARTICLE VIII Section 1 A. (1-9).
  - b. Chapter presidents are obligated to attend meetings of the Colorado State Organization Executive Board and the Colorado State Organization Conventions/Conferences because the work of Colorado State Organization of Delta Kappa Gamma Society International is carried on largely through these meetings.
    - 1) If the chapter president is unable to attend these important meetings, it is the responsibility of the chapter president to appoint a representative from her chapter to take her place to fulfill her duties.
    - 2) The Colorado State Organization President and Executive Secretary should be informed of the action.
  - c. The Colorado State Organization budget provides funds for transportation for chapter presidents to attend Colorado State Organization Conventions/Conferences.
  - d. The Executive Board shall not act in conflict with rules and acts of the Colorado State Organization Convention and/or Conference.
  - e. At each Executive Board meeting, a committee of at least three (3) members shall be appointed by the President to approve a draft of the minutes. Each appointed committee member shall correct and return the draft of the minutes to the Recording Secretary within ten (10) days. Complete copies of the minutes shall be filed with the President, the Executive Secretary and the Recording Secretary's Minutes book.
  - f. A resume' of action taken by the Colorado State Organization Executive Board and at Colorado State Organization Convention shall be sent to all designated members of the Executive Board with THE CALL to the next Colorado State Organization Executive Board meeting.



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

1. Refer to CONSTITUTION ARTICLE VII Section B. 4 and to Colorado State Organization Bylaws ARTICLE VIII Section 2. A.
2. Duties and Responsibilities
  - a. It shall be the duty and responsibility of the Colorado State Organization Executive Team to see that the plans and policies adopted by the Colorado State Organization Executive Board and Colorado State Organization Conventions/Conferences are implemented.
  - b. The Executive Team shall review the proposed budget presented by the Colorado Organization Finance Team before it is submitted to the Colorado State Organization Executive Board for adoption.
  - c. The Executive Team shall receive recommendations from the Colorado State Organization Personnel Team the names of applicants to fill Colorado State Organization professional personnel vacancies. The Executive Team shall recommend to the Executive Board their recommendations for confirmation.
  - d. The Executive Team shall act in the interim between conventions and Executive Board meetings upon matters requiring immediate attention and/or decisions.
3. Meetings
  - a. Meetings of the Colorado State Organization Executive Team shall be upon the call of the Colorado State Organization President.
  - b. The time and place of the meetings will be determined by the President.

## **STANDING TEAMS**

### **A. STANDING TEAMS**

The Colorado State Organization Standing Teams in compliance with the CONSTITUTION ARTICLE VIII and the Colorado State Organization Bylaws ARTICLE IX Unless stated otherwise, appointments to a team is for a period of two years. (Biennium) It is suggested that the standing teams include a representative from each geographic area when possible.

1. SOCIETY BUSINESS
  - a. Communications and Marketing Team shall cooperate in promoting the use of the publications of the Society; shall assist with publications authorized by Colorado State Organization; shall be responsible for publicity for state activities; and assist chapters in publicizing the Society. The Colorado Peaks and Plains Editor and Webmaster shall be ex-officio members.



- b. Bylaws and Standing Rules Team shall:
- 1) Receive all proposals for amending the Colorado State Organization Bylaws by January 15 of odd-numbered years. Recommendations for the changes or amending the bylaws will be referred to the Colorado State Organization Convention for a vote. Recommendations for changing the standing rules will be referred to the Colorado State Organization Convention and/or the Colorado State Organization Executive Board for a vote.
  - 2) Submit recommended changes for the CONSTITUTION or International Standing Rules to the International Constitution Committee prior to a designated date.
  - 3) Review chapter rules to determine if in compliance with the CONSTITUTION, International Standing Rules, Colorado State Organization Bylaws, and Colorado State Organization Standing Rules. Each chapter will submit chapter rules every two biennia to the Colorado State Organization Bylaws and Standing Rules Team for review beginning in the year 2019.
  - 4) Present a workshop on writing chapter rules when required by the state and/or chapters.
- c. Finance Team shall be responsible for the supervision of the financial affairs of Colorado State Organization, including the preparation of a proposed budget for adoption by the Colorado State Organization Executive Board. The adopted budget shall be used for an annual audit/review. Colorado State Organization's President, Executive Secretary and Treasurer shall serve as ex-officio members.
- d. Leadership Development Team shall plan and implement leadership and chapter strengthening strategies for the state/chapter officers and team leaders/chapter committee chairmen beginning with the Colorado State Organization Leadership Conference held in even-numbered years. The team will continue to provide leadership training and chapter strengthening strategies during the biennium. The team shall consist of six (6) members. The members shall be the Colorado State Organization's Second Vice-President who serves as team leader, the Executive Secretary, the Treasurer, the First Vice-President who is the Educational Excellence Team Leader, and two (2) members-at-large.
- e. Membership Team shall study and make recommendations related to membership concerns to the Colorado State Organization Executive Board. The team's responsibilities will include providing ideas for increasing and maintaining membership, continuing the expansion of state chapters and training for the strengthening of chapters. The team will conduct the *Ceremony of Remembrance* to memorialize deceased members at the Colorado State Organization Convention.



The team shall evaluate recommendations for Colorado Honorary Membership and submit names to the Colorado State Organization Executive Board for vote. One member shall be designated HISTORIAN and update the Colorado (Omega State) Historical Book. Refer to: APPENDIX IV guidelines.

- f. Nominations Team shall seek the best leadership possible for Colorado State Organization. Each member of the team should review all endorsements submitted for each elected position. The selection of candidates for the slate of officers shall be based on the stated criteria found in the CONSTITUTION ARTICLE VI OFFICERS Section A. 2., Section C. 1-10 and the Colorado State Organization Bylaws ARTICLE VI Officers Section A. B. C. D. E. At the Spring Colorado State Organization Executive Board meeting in odd-numbered years, a recommended slate of officers will be presented. The slate of officer biographies will be published in the April issue of the Colorado Peaks and Plains in odd-numbered years. The recommended slate of officers will be presented at the Colorado State Organization Convention for vote. The Nominations Team is responsible for conducting the installation ceremony at the Colorado State Organization Convention. The Nominations Team shall be composed of one elected member from each of the geographic areas of the state. The team members shall be elected at the Colorado State Organization Convention in odd-numbered years by ballot and shall serve four (4) years on a rotation basis. It is suggested that one member be a past State President.
- g. Personnel Team shall consider applicants for Professional Personnel and recommend candidates to the Colorado State Organization Executive Board should a vacancy occur or a new professional position is created for Colorado State Organization. The team shall study matters related to the employed Professional Personnel and support them where needed. The team shall receive a self-evaluation biannually from each of the professional personnel. The employment of the professional personnel is the responsibility of the Colorado State Organization Executive Board.

## 2. SOCIETY MISSION AND PURPOSES

- a. Educational Excellence Team shall be organized as a team or in specific groups to study and research educational excellence programs, to acquaint members of educational excellence programs in coordination and collaboration with other state teams for Colorado State Organization and its chapters in the following areas:
  - 1) Early and Career Educators—support early and career educators with programs and projects.



- 2) Educational Law and Policy—study and recommend action on professional issues and urge the state organization to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and women educators. Colorado State Organization selects a recipient for the Lawmakers Recognition Award. Refer to Colorado State Organization Bylaws ARTICLE X ACTIVITIES Section D. 3 Special Awards.
  - 3) Personal and Professional Pride—encourage participation in programs that promote professional growth and pride of women educators.
  - 4) Community and World Connections—support programs of action that promote personal well-being, intellectual growth and global awareness of women educators. Encourage members to contribute to World Fellowship and suggest appropriate programs of action for chapters. World Fellowship contributions are sent directly to the International Society using the appropriate Society reporting form.
  - 5) Music, Arts and Humanities Education—support music, the arts, and humanities education at the state and chapter levels. Work with the President to provide appropriate music, art and humanities activities at the Colorado State Organization’s Executive Board, Convention, and Leadership Conference meetings.
- b. Scholarship and Awards Team
- 1) SCHOLARSHIPS: The Scholarship and Awards Team shall be responsible for promoting interest and support for the International and Colorado State Organization Scholarships. The team will receive and evaluate applications for the state scholarships. Scholarships are awarded at State Conventions and Leadership Conferences. An exception is: Life-Long Learning Scholarships and the Road Scholar Programs. Guidelines and the list of Colorado State Organization Scholarships are found in APPENDIX II SCHOLARSHIPS.
  - 2) OMEGA STATE AWARD: The Scholarship and Awards Team shall select and honor Delta Kappa Gamma women who have given outstanding service in the field of education and leadership to the Society and who are making a significant contribution to the educational or cultural growth in the community. Chapters and/or individuals submit recommendations in accordance with the Guidelines found in APPENDIX III SPECIAL AWARDS A. Omega State Award.



- 3) **STAR CHAPTER AWARD:** Each year the Scholarship and Awards Team shall make available the forms and directions and encourage each chapter to complete the Colorado State Organization Star Chapter Award. The award recognizes chapters that strive for excellence and fulfill the stated award expectations which are Leadership, Membership, Scholarship, and Excellence in Education. Guidelines are found in APPENDIX III SPECIAL AWARDS F. Colorado State Organization Star Chapter Award.

The Scholarship Team shall be composed of six (6) members representing the six (6) geographic areas of the state and serve on a rotating basis for four (4) years. Two members shall be replaced each biennium.

- c. U. S. Forum Team The U. S. Forum team shall be responsible for informing the membership; advocating relevant education; communicating current issues at meetings and/or electronically; and encouraging members to attend chapter, state, regional and U. S. Regional and National U. S. Forum sessions. The team leader or designee attends National Legislative Seminars in even-numbered years in Washington. D. C.  
The team leader shall be appointed by the Colorado State Organization President.

## **V. ACTIVITIES**

### **A. Colorado State Organization Conventions and Leadership Conferences**

#### **1. Time and Place of Conventions and Leadership Conferences**

Conventions are held in odd-numbered years and leadership conferences in even-numbered years. The Spring dates are to be determined by the hostess chapters with approval of the Colorado State Organization President. The location of the conventions and leadership conferences shall be determined by the hostess chapters. The local leadership conference committee/team shall work with the Colorado State Organization's President, the Second Vice-President and the Leadership Development Team during the even-numbered years to plan the Leadership Conference program.

The revised *Omega State Convention/Conference Handbook* shall serve as a planning guide. See Colorado State Organization Standing Rules Section II Duties of Officers and Professional Personnel A. Duties of Officers



3. Chapter assignments for hosting the Colorado State Organization's Conventions and Leadership Conferences
  - 2020 Southwest** (Leadership Conference) Epsilon Chi
  - 2021 Mountain West** (Convention) Alpha Sigma Alpha Chi
  - 2022 Northeast** (Leadership Conference) Theta Alpha Eta
  - 2023 Southeast** (Convention) Phi Alpha Alpha
  - 2024 Boulder County** (Leadership Conference) Mu
  - 2025 Denver Metro** (Convention) Zeta Omega Alpha Iota
  - 2026 Southeast** (Leadership Conference) Eta Rho
  - 2027 Northeast** (Convention) Delta Alpha Rho
  - 2028 Mountain West** (Leadership Conference) Xi Alpha Mu
  - 2029 Denver Metro** (Convention) Alpha Alpha Beta Alpha Gamma
  - 2030 Denver Metro** (Leadership Conference) Pi Alpha Theta
  - 2031 Northeast** (Convention) Alpha Nu Kappa
  - 2032 Southeast** (Leadership Conference) Beta Alpha Omicron
  - 2033 Denver Metro** (Convention) Alpha Delta
4. Convention and Leadership Conference Expenses
  - a. The Colorado State Organization Treasurer shall advance five hundred (\$500) dollars to the convention or leadership conference treasurer for the Colorado State Organization Convention or the Colorado Organization Leadership Conference expenses.
  - b. The Treasurer and Executive Secretary acts in an advisory capacity to the local committee/team.
  - c. Any monies received for the convention or leadership conference and not used shall be returned to the state as part of the Colorado State Organization Available Fund.
  - d. The Treasurer shall pay for gifts from the Available Fund for the retiring Colorado State Organization President.
  - e. The International representative is reimbursed for lodging and meals and a gift is purchased from the convention/conference fund. If there is a need for a speaker honorarium, the honorarium is paid from the convention/conference fund.
5. Official Invitation
 

An official invitation for the Colorado State Organization's Convention or Leadership Conference issued by the Colorado State Organization President shall be distributed to all state officers, past state presidents, chapter presidents and state team leaders thirty (30) days prior to the date of such meeting.



**B. Publications/Electronic Communications**

1. Colorado Peaks and Plains is the official publication/electronic communication of the Colorado State Organization. It is published for the purpose of informing members about Society business, activities, team/committee work, special events, and projects. Important news concerning the accomplishments of individual members and news from individual chapters will be included in the publications.
2. Colorado Peaks and Plains shall be published in September, February and April.
  - a. The September issue shall include reports from the Colorado State Organization Conventions or Leadership Conferences and International Conventions or International Conferences. In odd-numbered years, a list of the new Colorado State Organization's Team Leaders names and Chapters will be printed. If there are proposed amendments to be presented at the Fall Executive Board meeting, the Bylaws and Standing Rules Team will submit proposed amendments to be published.
  - b. The February issue shall include proposed amendments to be presented at the Spring Executive Board meeting. In odd-numbered years, the Nominations Team will present a slate of officers and nomination team members for the next biennium.
  - c. The April issue will include pre-convention/leadership conference dates, location, program, registration and lodging information. The recommended proposed amendments to the bylaws and/or standing rules will be printed for the membership at large. In odd-numbered years, pictures and biographical information about the nominees for state office and the nomination team will be published.
  - d. Unofficial electronic newsletters of the Colorado State Organization may be published as approved by the state president.

**C. Colorado State Organization Directory**

1. The Colorado State Organization Directory is the responsibility of the Colorado State Organization Corresponding Secretary. The directory shall include:
  - a. Names of the International Founders
  - b. Current list of the names and addresses of the International Administrative Board and members of the Headquarters Professional Personnel in Austin, Texas.
  - c. Important meeting dates of the International Society and the Colorado State Organization.



- d. Names of Omega State Founders
- e. Names of Omega Past and Colorado State Organization State Presidents, including contact information.
- f. Names, addresses, telephone numbers and e-mail addresses:
  - 1) All elected Colorado State Organization officers
  - 2) Colorado State Organization's Executive Secretary, Treasurer, Editor, Webmaster, Parliamentarian and Archivist
  - 3) All Colorado State Organization Team Leaders and team members
  - 4) All elected chapter officers including the treasurer and the parliamentarian and chapter committee/team leaders
- 2. The Colorado State Organization Directory shall be published in even-numbered years, with an update in odd-numbered years.
- 3. The directory is electronically distributed to the state executive board in the Fall. The directory will be sent electronically to members upon request.

**D. Colorado State Organization Leadership Conferences and Workshops**

Leadership Training shall be provided for incoming chapter officers and committee chairmen/team leaders following the time of their election or appointment.

Chapter members shall be encouraged to participate in Leadership Conferences and workshops.

**E. Scholarships**

Information and guidelines about the Colorado State Organization Scholarships are to be found in Colorado State Organization Bylaws ARTICLE X Section 1 and in the Colorado State Organization Standing Rules APPENDIX II SCHOLARSHIPS.

**F. Special Awards**

Information on Colorado State Organization Citation of Merit, Colorado State Organization Honor Roll, Delta Kappa Gamma Lawmaker's Recognition Award and Colorado State Organization Honored Educator's Award for Higher Education is found in Colorado State Organization Bylaws ARTICLE X Section D. Guidelines for the awards are found in the Colorado State Organization Standing Rules APPENDIX III Section B. SPECIAL AWARDS.

- G. A legislative platform for Colorado State Organization was adopted by the Omega State Convention in 1981. The content is found in Colorado State Organization Standing Rules APPENDIX I EDUCATIONAL LAW AND POLICY.



## **VI. GEORGRAPHIC AREAS**

### **Colorado State Geographic Areas**

For the purpose of better service to membership and provide for area representation on the various teams, the geographic boundaries of Colorado State Organization shall be designated as follows:

**Area 1 (Mountain West)** Xi, Chi, Alpha Mu, Alpha Chi

**Area 2 (Mountain West)** Epsilon, Alpha Sigma

**Area 3 (Northeast)** Theta, Kappa, Alpha Eta, Alpha Nu, Alpha Rho

**Area 4 (Denver Metro)** Alpha, Gamma, Pi, Alpha Beta, Alpha Gamma  
Alpha Upsilon

**Area 5 (Denver Metro)** Zeta, Mu, Omega, Alpha Iota, Alpha Delta

**Area 6 (Southeast)** Beta, Eta, Rho, Alpha Alpha, Alpha Omicron

## **VII. AMENDMENT PROCEDURES**

- A. All actions taken by the Colorado State Organization Executive Board or the Colorado State Organization Convention interpreted as policies and procedures shall be directed to the Colorado State Organization Bylaws and Standing Rules Team for inclusion in the Colorado State Organization Bylaws and/or the Colorado State Organization Standing Rules.
- B. Colorado State Organization Bylaws and Colorado State Organization Standing Rules in compliance with the most recent revisions of the CONSTITUTION and the International Standing Rules.
- C. Amending or rescinding of the Colorado State Organization Standing Rules may be accomplished 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 a two-thirds (2/3) vote without previous vote. A roll call vote may be requested.

**Adopted Revisions: June 2013 at Omega State Convention**

**Clarified Revisions: May 2015**

**Amended: June 2015 at Omega State Convention**

**Revised and Amended: Spring 2018 Omega State Executive Board meeting**

**Posted on the Omega Peaks Website Spring 2018**

**Being Revised: Colorado State Organization APPENDICES during 2019**

**Adopted Revisions: 2019 Colorado State Organization Standing Rules:**

**October 19, 2019 at the Fall Executive Board Meeting**



