

**Bylaws and Standing Rules**  
**of**  
**The Florida State Organization**  
**of**  
**The Delta Kappa Gamma Society International**

**Amended April 29, 2023**

# **THE FLORIDA STATE ORGANIZATION BYLAWS**

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## FLORIDA STATE ORGANIZATION BYLAWS

**ARTICLE I  
NAME AND EMBLEMS**

Section A.

The name of this state organization shall be The Florida State Organization of The Delta Kappa Gamma Society International, hereinafter also referred to as the Society.

Section B.

Each chapter in the Florida State Organization shall be designated by a Greek letter or a combination of Greek letters.

Section C.

The key is the official symbol of membership.

**ARTICLE II  
OBJECT**

The object of the Florida State Organization shall be

1. to promote the purposes and mission statement of The Delta Kappa Gamma Society International as stated in the *Constitution*, Article II.
2. to act as liaison between chapters and the international organization.
3. to organize chapters within the state.
4. to provide workshops and meetings for chapter members and leadership training for state and chapter leaders.

**ARTICLE III  
MEMBERSHIP**

Section A. Membership

The membership of the Florida State Organization shall be composed of chapters within the boundaries of the state. Membership in The Delta Kappa Gamma Society International shall be by invitation. At the time she joins the Society, a member becomes a member of the international Society, a state organization, and a chapter.

Section B. Classification

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill. Reserve membership shall be granted by a majority vote of the chapter.
3. a. A chapter or state organization honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service.  
b. An international honorary member shall be a woman who has rendered notable service to education or to women, who is elected to honorary

- membership in recognition of such service, and who is not a current or former member of DKG at the time of election.
4. Collegiate members shall be an undergraduate or graduate students who meet the following criteria:
    - a. Bachelor student collegiate members shall
      - (1) be enrolled in an institution offering coursework leading to a career in education; and have the intent to continue academically and professionally in the field of education; and
      - (2) be enrolled within the last two years of their bachelor's education degree.
    - b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/Doctoral standing in an institution offering coursework in the field of education; and have the intent to continue academically and professionally in the field of education.
    - c. When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

#### Section C. Chapter Membership

Chapters in the state shall have full power to act in matters of chapter membership. Membership records are kept at the chapter level.

1. A candidate for active membership shall be selected by the method established by the chapter's rules.

#### Section D. State Honorary Members

1. Honorary members shall be recommended by chapters to the state membership committee and elected by the executive board. Nominations to be presented shall be submitted to members of the executive board at least fifteen (15) days prior to the executive board meeting.
2. Induction of state honorary members may be conducted under the direction of the state membership committee at any state or chapter meeting.

#### Section E. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request.

### **ARTICLE IV FINANCE**

#### Section A. Annual Dues

1. Each active, reserve and collegiate member shall pay annual dues. The state annual dues shall be an amount recommended to the state executive board and approved at the state convention.
2. Chapter dues shall be an amount determined in accordance with the policies set by the chapter.
3. The membership year is July 1 – June 30. A member shall pay annual dues and fees no later than June 30 for the next fiscal year. (Commencing June 30, 2019.)
4. A member requesting transfer into another chapter must have paid annual dues.

5. The chapter treasurer shall collect all dues and fees. Immediately thereafter, the state organization portion of the dues shall be sent to the state organization treasurer and the international portion to the International Headquarters.
6. Chapter assessments shall be waived for a reserve member.

Section B. Financial Controls

1. A budget shall be adopted annually by the state executive board.
2. An annual audit/financial review of the state financial records shall be conducted by an accountant not affiliated with the Society. The report of this audit/financial review shall be submitted at the annual fall executive board meeting for adoption.
3. The state treasurer shall provide information necessary for a fidelity bond to the amount of one-hundred thousand dollars (\$100,000.00), the cost to be paid by the Florida State Organization.
4. The state president shall sign all expense vouchers.
5. The Florida State Organization executive board must approve any proposed expenditures not contained in the adopted budget.
6. The president, treasurer, and executive secretary shall use the Florida State Organization credit card only in instances where immediate payment is required and funds for the expenditure have already been budgeted. The full credit card bill must be paid immediately upon receipt.
7. The free air travel earned by use of the Florida State Organization credit card will be used for the Florida State Organization president's travel.
8. Each chapter shall adopt its own budget procedures and establish guidelines for an annual review or audit of the books.

**ARTICLE V  
ORGANIZATION**

Section A. Chapter

1. Each chapter shall govern the conduct of its business in a manner consistent with the *Constitution*, the Florida State Organization Bylaws, and both the International and Florida State Organization Standing Rules.
2. Each chapter shall govern the conduct of its business that is unique and individual to the chapter by a set of Chapter Rules.
3. These Chapter Rules must be consistent with the *Constitution*, the International Standing Rules, the Florida State Organization Bylaws, and the Florida State Organization Standing Rules.

The chapter president shall represent the chapter as a voting member of the state executive board.

Section B. New Chapters

1. The state executive board shall approve the organizing of a new chapter.
2. The state membership committee shall serve as the organizer of a new chapter.
3. A new chapter shall be organized with twelve (12) or more charter members.
4. Each chapter shall have chapter rules which are consistent with the *Constitution* and its state organization bylaws.

Section C. Districts

1. There shall be six (6) districts in the Florida State Organization based on geographical location.
2. Each district, at the district meeting by a majority ballot of members present from that district, shall elect a director who shall serve a two (2) year term. She shall be a voting member of the state executive board.
3. The district director shall take office on July 1 following the district meeting at which she was elected.
4. District meetings will be held in even-numbered years.

Section D. Coordinating Councils

1. A coordinating council may be organized in any area where two (2) or more chapters exist.
2. The coordinating council shall meet at least once a year.
3. The organization of the council shall be determined by the member chapters.
4. A coordinating council shall exist to serve the following purposes:
  - a. to act as a clearinghouse for prospective members chosen by the individual chapters..
  - b. to plan activities that shall be of benefit to all members and all chapters.

**ARTICLE VI  
OFFICERS AND RELATED PERSONNEL**

Section A. State

1. The state officers, all of whom must be members of the Society and elected by the general membership, shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary.
2. A parliamentarian shall be appointed by the state president.
3. A treasurer
  - a. shall be contracted subject to the approval of the state executive board
  - b. shall be classified as a professional contracted specialist.
4. An executive secretary
  - a. shall be contracted subject to the approval of the state executive board.
  - b. shall be classified as a professional contracted specialist.
5. A webmaster
  - a. shall be contracted subject to the approval of the state executive board.
  - b. shall be classified as a professional contracted specialist.
6. An editor of the *Florida Rays*
  - a. shall be contracted subject to the approval of the state executive board.
  - b. shall be classified as a professional contracted specialist.

Section B. Duties of Officers and Related Personnel

These officers and related personnel shall perform the duties as prescribed in the *Constitution*, Article VI, as authorized by these Florida State Bylaws.

1. President
  - a. The president shall
    - (1) act as presiding officer at regular and called meetings and direct the activities of the state;
    - (2) act as chair of the executive board;
    - (3) appoint a parliamentarian from the membership;



- (4) appoint standing and special committees, except the nominations committee;
- (5) approve all expenditures with the executive board adopted budget;
- (6) approve all Florida State Organization publications;
- (7) fill by appointment all vacancies in office;
- (8) represent the Society at meetings, conferences, and other events;
- (9) take action, with the advice and approval of the executive board, on matters that cannot be deferred until the next convention;
- (10) supervise the Florida State Organization executive secretary;
- (11) be responsible for updating continuing executive secretaries immediately following leadership development training.
- (12) supervise the publication of the *Florida Rays*;
- (13) supervise the Florida State Organization web site;
- (14) serve as a member of the international executive board; and
- (15) serve as ex-officio member of all committees except the nominations committee and the awards committee;
- (16) oversee selection of dates and sites for state conventions and state executive board meetings to be presented to the executive board for approval.
- (17) be responsible for providing leadership development within her state organization.

2. First Vice-president

The first vice-president shall serve as presiding officer in the absence of the president. In the event of the resignation or death of the president she shall succeed to the presidency and serve until the next regular election of officers. The first vice-president shall perform such other duties as the president shall assign to her.

3. Second Vice-president

The second vice-president shall serve as presiding officer in the absence of the president and the first vice-president. In the event of the resignation or death of the president and the first vice-president, she shall succeed to the office of president and serve until the next regular session. The second vice-president shall perform any other duties designated by the president.

4. Recording Secretary

The recording secretary shall keep minutes of all meetings of the state executive board and the state conventions. She shall forward copies to the board within two months of each meeting. The recording secretary shall attend to any other duties as designated by the president.

5. Corresponding Secretary

The corresponding secretary shall assist the president with any correspondence delegated to her. She shall attend to any other duties as designated by the president.

6. Treasurer

a. The treasurer shall

- (1) receive and pay out all monies belonging to the Florida State Organization.;
- (2) keep an accurate account of receipts and expenditures;
- (3) keep a file of receipts, bills, and bank statements;

- (4) present a financial report at each fiscal regular meeting;;
  - (5) file tax reports;
  - (6) submit the accounts of the Florida State Organization for an annual audit/financial review;
  - (7) serve as an ex-officio member, without vote, on the state executive board, the finance committee, and the scholarship committee;
  - (8) serve as trustee for any trusts established and/or administered by the Florida State Organization;
  - (9) maintain an accurate and current membership roster
  - (10) serve as a consultant in the process of budget development and supervision of finances
  - (11) provide information necessary for a fidelity bond in the amount of one-hundred thousand dollars (\$100,000.00), the cost to be paid by the Florida State Organization.
7. Parliamentary
- a. The parliamentarian shall
    - (1) assist the president in the preparation for meetings;
    - (2) advise only when requested by the president;
    - (3) call the attention of the chair to any error in the proceeding that may affect the substantive rights of any member; and
    - (4) serve as an ex officio member (without vote) on the Florida State Organization executive board.
8. Executive Secretary
- The executive secretary shall perform those duties specified in the job description and approved by the executive board. She shall serve as an ex officio member (without vote) on the executive board.
9. The webmaster shall perform those duties specified in the job description approved by the executive board. She shall serve as an ex officio member, without vote, on the executive board.
10. The editor of the *Florida Rays* shall perform those duties specified in the job description approved by the executive board. She shall serve as an ex officio member, without vote, on the executive board.

Section C. Term of Office

- 1. Officers elected by the state convention in odd-numbered years shall have a term of two (2) years or until a successor is named.
- 2. No officer may serve in the same office longer than two (2) terms in succession.
- 3. The parliamentarian, treasurer, editor of the *Florida Rays*, state executive secretary, and state webmaster may serve in the same office longer than two (2) terms in succession.
- 4. All officers shall take office on July 1 following their election.

Section D. Vacancies

- 1. When a vacancy occurs in the office of president, the first vice-president shall become president.
- 2. When a vacancy occurs in the office of president and the first vice-president simultaneously, the second vice-president shall become president.
- 3. In the event that a member holding an elective or appointive position at the state or chapter level is unable to perform her duties, the position shall be

declared vacant by the executive board and a successor named by the respective president.

Section E. Nominations and Elections

1. Officers shall be elected at the convention in odd numbered years in accordance with the State Organization bylaws.
2. The nominations committee shall meet face-to-face or electronically to consider nominations for officers.
3. The nominations committee shall present one nominee for each elective office.
4. After the report of the committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee(s).
5. Election shall be by ballot, and a majority of votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
6. The nominations committee shall prepare the ballot and conduct the election.

**ARTICLE VII  
BOARDS**

Section A. State Executive Board

1. The members of the executive board shall be the elected officers, the past state presidents, past international presidents who are members of Florida State, the district directors, the chapter presidents, and the committee chairs of standing committees. The treasurer, if under remunerative contract for her services; the parliamentarian, executive secretary, the editor of the *Florida Rays*, and the webmaster shall be *ex officio* members without vote.
2. Duties
  - a. The duties of the executive board shall be
    - (1) as specified in Article VII, Section 2. of the *Constitution*;
    - (2) to recommend policies for consideration by the state convention or the chapters;
    - (3) to examine, modify if necessary, and adopt the state budget;
    - (4) to select the treasurer, executive secretary, editor of the *Florida Rays*, webmaster, and such other personnel as may be needed, prescribe their duties, fix their salaries or remunerations, and determine their terms of office;
    - (5) to establish the procedure for development and approval of the budget, and for the supervision of state finances;
    - (6) to approve the date and sites for state conventions and state executive board meetings;
    - (7) to receive reports of committees;
    - (8) to act in the interim between conventions upon matters requiring immediate attention;
    - (9) to vote on motions presented by standing and ad hoc committees with the exception of the bylaws, nominations, and awards committees;
    - (10) to establish the number of districts and the boundaries of each, subject to ratification by vote of the convention;
    - (11) to approve the organizing of a new chapter;

- (12) to elect state honorary members;
- (13) to determine the need for and function of ad hoc committees
- (14) to approve the establishment of new scholarships, subject to ratification by the general membership;
- (15) to approve the establishment of special funds and their disbursement;
- (16) to approve the establishment of trusts for special bequests and memorials; and
- (17) to approve all state projects.

3. Meetings

- a. Meetings of the executive board shall be held at least once a year. Special meetings (face-to face or electronic) may be called by the president with thirty (30) days notice.
- b. The Florida State Organization and all subordinate bodies governed <sup>1</sup> by its bylaws may transact business electronically so long as all members can hear each other simultaneously and actively participate in the meeting.
- c. Any requirements for a ballot vote shall be waived if the business to be transacted occurs at an electronic meeting.

- 4. A vote by mail (postal or electronic) is authorized when necessary. Votes counted shall be the votes received by a stated deadline.

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

**ARTICLE VIII  
COMMITTEES**

Section A. Standing Committees

- 1. Society Business
  - a. Bylaws
  - b. Communications and Marketing\*
  - c. Finance\*
  - d. Leadership Development
  - e. Membership/Expansion\*
  - f. Nominations
  - g. Personnel
- 2. Society Missions and Purposes
  - a. Awards
  - b. Educational Excellence\*
  - c. Scholarship\*
  - d. World Fellowship\*

\*State organization and/or chapters are responsible to international for the work of these committees.

Section B. General Procedures

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1. State and chapters may establish committees that fulfill their constitutional responsibilities. All committees shall be appointed by the president except the nominations committee. This committee shall be elected as provided in Article IX, Section C.3., and Article VIII, Section C.8.a. of these bylaws.
2. The president shall be an ex officio member of all committees except the nominations committee and the awards committee.
3. Committee meetings shall be held only after thirty (30) days prior notice and with the approval of the president, or by consensus of all committee members and with the approval of the president.
4. Committee chair shall bring recommendations of their committees to the executive board.
5. Committee chair shall submit copies of all materials to the president for approval prior to distribution.
6. Motions to be presented by a committee at an executive board meeting or convention shall be the recommendation of the committee and shall be published as stated in Article IX, Section A.1. and Section B.1. of these bylaws.
7. Projects involving expenditures of money shall be approved by the state executive board.
8. The positions of committee chair shall be distributed throughout the districts.
9. All meetings shall be held within Florida State and at a time and place convenient for members.
10. Reports of work accomplished will be prepared on forms supplied by Society Headquarters.
11. If any member, including the chair, of an appointed committee is unable to complete her term or does not participate in committee work, the president shall appoint a replacement to complete the unexpired term.
12. All committees should meet electronically what at all possible.

#### Section C. Duties of Committees

1. Awards
  - a. The state awards committee shall administer the Sara B. Ferguson Florida State Achievement Award.
    - (1) The committee shall make the membership aware of the nature of the award and shall solicit recommendations for each year of the biennium.
    - (2) The committee shall make the presentation of the awards at the state convention.
    - (3) The committee shall be composed of one member from each district and shall be appointed by the state president.
  - b. The state awards committee shall administer the Hall of Fame Awards.
    - (1) The recipients shall be selected from nominations made by past Florida State Organization presidents, state elected officers, state committee chairs, and present and immediate past district directors.
    - (2) The committee shall make the presentation of the awards at the state convention.
  - c. The state awards committee shall administer the Media Friend of

Education Award.

- (1) The recipients shall be selected from nominations by chapters.
- (2) The committee shall make the presentation of the award at the state convention.

d. The state awards committee shall administer the Legislative Friend of Education Award.

- (1) The recipients shall be selected from nominations by chapters.
- (2) The committee shall make the presentation of the award at the state convention.

2. Bylaws

- a. The state bylaws committee shall draft bylaws changes and present them for the approval of the members at the state convention.
- b. The committee shall screen all suggested changes from individuals, committees, chapters, or officers. Such changes shall be submitted to the bylaws committee in writing no later than the November 1 preceding the state convention.
- c. The committee shall be composed of two state officers, one past state president and three (3) members of the Society who have served or are serving as a chapter president. The parliamentarian shall be an ex officio member, without vote.
- d. The bylaws committee shall review the most recent Chapter Rules in order that any inconsistencies with the most recent edition of the *Constitution*, International Standing Rules, and Florida State Organization Bylaws may be brought to the attention of the chapter officers and members.
- e. The bylaws committee shall submit the most recent state bylaws to the International Constitution Committee for review after each state convention.

3. Communications and Marketing

- a. The communications and marketing committee shall prepare and circulate among chapter chairs, materials that will be useful in promoting publicity and shall distribute and encourage the use of all materials and information prepared by the international committee.
- b. The state committee shall assist the local chairs in the preparation of state convention publicity and in arrangements for radio, television, and web page coverage.
- c. The state committee shall encourage the widespread and effective use of Society publications.
- d. The state committee shall include the editor of the *Florida Rays*, the corresponding secretary, and the webmaster.

4. Educational Excellence

- a. The educational excellence committee shall keep the members informed of current vital issues and support desirable legislation in the interest of education and of women educators at all levels.
- b. The U.S. Forum representative shall serve on this committee.
- c. The committee shall support and promote the international programs and projects relating to personal growth of members and services to others.
- d. The educational excellence committee shall designate a coordinator of the Emergency Relief Fund to oversee any Emergency Fund activities.

- e. The committee shall encourage programs of selective recruitment and retention of qualified educators and shall foster activities designed to improve the professional status of women.
  - f. The committee shall establish criteria for selection of grant-in-aid recipients, cooperate with chapters that are involved, and will follow guidelines recommended by donors.
  - g. The state committee shall assist chapter committees in developing worthwhile programs.
  - h. The state music representative shall provide appropriate music for state meetings and direct the Florida State Organization chorus at the convention. She shall cooperate with the president, treasurer, and convention chair in obtaining permission to use copyrighted music and lyrics.
5. Finance
- a. The state finance committee shall be responsible for the supervision of the financial affairs of Florida State Organization, including recommendations for the expenditure and investment of funds, and shall prepare the budget for adoption by the executive board.
  - b. Members of the Florida State Organization, as appointed by the state president, shall constitute the finance committee. The committee shall consist of one member from each of the six (6) districts, the Florida State Organization president (ex officio member with vote), the Florida State Organization treasurer (ex officio member without vote), and the Florida State Organization executive secretary (ex officio member without vote).
  - c. The finance committee members, with the exception of the state president, state treasurer, and state executive secretary shall serve four (4) years with staggered terms. Three (3) members shall be appointed at the beginning of each biennium as three (3) members leave. The Florida State Organization president shall appoint as chair one (1) of the continuing members.
  - d. Finance committee members, with the exception of the ex officio members, may not serve consecutive terms.
  - e. No actions of the finance committee shall conflict with policies or actions of the Society in accordance with the *Constitution*, the International Standing Rules, and Florida State Organization bylaws.
6. Leadership Development
- a. The state leadership development committee shall plan and implement leadership programs for the membership. These programs shall be presented at the request of the state president.
  - b. The Florida Jesslyn McBride Leadership Seminar shall be the responsibility of the leadership development committee. Should the seminar be held after June 30 of the first year of the biennium, the committee from the preceding biennium shall have full responsibility for the planning and implementation of the seminar.
  - c. The state leadership development committee will disseminate information to members regarding international leadership opportunities.

7. Membership/Expansion
  - a. The state membership/expansion committee shall keep the chapter membership chairs informed of all pertinent information received from the international chair and provide training for incoming chapter membership chairs.
  - b. The state committee shall prepare an annual alphabetical necrology report in quadruplicate for the international chair, the international executive coordinator, the state president, and the state committee file.
  - c. The state committee shall plan and conduct a memorial service for deceased members at the state convention.
  - d. The state committee shall be responsible for expansion within the state.
8. Nominations
  - a. The state nominations committee shall consist of one (1) member from each of the districts who is elected by the membership at the district meeting. The chair shall be elected by the committee from among its members.
  - b. A nominee for the nominations committee must have attended district and state meetings within the previous five (5) years.
  - c. The committee shall solicit nominations for the positions to be filled and submit one (1) name as a nominee for each elective office.
  - d. The slate, with the qualifications of each nominee, shall be published in the Spring issue of the *Florida Rays*.
9. Personnel
  - a. The personnel committee shall review the job descriptions of paid Florida State Organization employees and professional contracted specialists, conduct a performance review for each employee, conduct a job search when a position becomes vacant, and make recommendations to the executive board regarding job performance, hiring, and retention of said employees.
  - b. The state committee shall consist of the two (2) most immediate past Florida State Organization presidents who are willing and able to serve and the current Florida State Organization president. The most immediate past Florida State Organization president will serve as chair.
10. Scholarship
  - a. The state scholarship committee shall have charge of the state graduate, postgraduate, and doctoral scholarships.
  - b. The state committee shall establish the criteria for the selection of recipients.
  - c. The state committee shall publicize state and international graduate, postgraduate, and doctoral scholarships.
  - d. The state committee shall monitor scholarships maintained by chapters.
  - e. The state committee shall be composed of one (1) member from each of the districts of the state. The state president and the state treasurer are ex officio members without vote.
  - f. The state committee shall cooperate with the international committee and urge state members to apply for scholarships.
  - g. Scholarship recipients are eligible for one (1) Florida State scholarship per degree.
  - h.



11. World Fellowship

- a. The state world fellowship committee shall assist in promoting the work of the international committee.
- b. The state committee shall create awareness of the world fellowship program.
- c. The state committee shall encourage personal contact with any recipient located in the state or immediate area.

Section D. Ad Hoc Committees

Ad hoc committees shall be appointed by the president as authorized by the executive board. The terms "ad hoc," "task force," and "special committees" shall be synonymous.

**ARTICLE IX  
MEETINGS**

Business of the state may be conducted at a state convention or at an executive board meeting held at a time and place determined by the executive board. Contracts for state conventions and board meetings shall be signed by the president at least two (2) years in advance of the date of said convention or executive board meetings. Meetings may be held electronically.

Section A. Conventions

1. Biennial conventions in the odd-numbered years shall be for the purpose of approving reports, adopting policy, adopting and/or amending bylaws, electing officers, and other business which may properly come before them. A state convention is optional in even-numbered years. Motions to be presented by committees shall be published in the *Florida Rays* prior to the convention.
2. Every member who is registered may vote. A roll-call shall be taken when sustained by a majority vote of those present or when requested by five (5) chapter presidents. Only a chapter president or an official designee shall respond on a roll-call vote. See Article IX, Section B.2. of the *Constitution*.
3. The election of officers shall be held as specified in Article VI, Section E. of these bylaws.
4. A quorum shall be a majority of those members who have registered at the convention.

Section B. Executive Board Meetings

1. There shall be an executive board meeting each fall and preceding the biennial convention for the purpose of conducting business as is delegated to it by Article VII, Section A.2. of these bylaws. Motions to be presented by committees shall be submitted to members of the executive board at least fifteen (15) days prior to the meeting.
2. Only members of the state executive board or official designees may vote on items at this time. Article VII, Section A.1. of these bylaws defines membership on this board.

Section C. District Meetings

1. A district meeting shall be held in each district during the spring of each even-numbered year.
2. Plans for district meetings shall be outlined by the spring of the odd-numbered year by the incoming state president and the district directors.
3. At each district meeting, the current district director shall conduct elections of a new district director and the member of the state nominations committee.
4. Items of business may be discussed for the enlightenment of members, but no decisions may be made.
5. Workshops for new presidents, treasurers, membership committee chairs, Educational Excellence committee chairs, and leadership training for all members shall be a part of the district meeting.

Section D. Meeting Rules

1. Meeting Rules may be displayed electronically when appropriate technology is available.

Section E.. Chapter Meetings

1. Regular meetings
  - a. Regular meetings of chapters shall be held at least four (4) times per year.
  - b. A quorum for chapter business shall be determined by the chapter.
2. Meetings of the Executive Board
  - a. Meetings of the executive board shall be held at least twice annually. The board may meet at other times upon the call of the president.
  - B .A quorum shall be a majority of the voting members of the board.
  - c. The chapter executive board may meet electronically as long as all members may simultaneously hear one another and participate during the meeting.

**ARTICLE X  
ACTIVITIES**

Section A. Scholarships

1. The scholarships to be given by Florida State are as follows:
  - a. Annually
    - (1) The Past Presidents' Scholarship
    - (2) The Florida State Founders' Scholarship
    - (3) The Martha Robertson Harris Scholarship
    - (4) The Florida State Scholarship(s)
  - b. Biennially
    - (1) The Margaret Boutelle Scholarship
    - (2) The Eunah Temple Holden Scholarship
    - (3) The Dorothy Oliver Scholarship
2. A new or named scholarship must be recommended by the state scholarship committee, approved by the executive board, and voted on by the general membership.

Section B. Publications

1. A state publication called the *Florida Rays* shall be published not fewer than four (4) times each year and sent to all the members in the state.
2. Special publications of the Florida State Organization shall be approved by the president and plans submitted to the executive board for financial approval.

Section C. Funds

1. The available fund shall be the operating fund and shall require a budget. This fund shall consist of dues, contributions, and miscellaneous income. Expenditures may be made as authorized by the executive board, upon recommendation of the finance committee. The Florida State Organization executive board shall adopt the budget biennially at the Florida State convention.
2. The permanent fund and the available fund reserve shall be maintained as authorized by the *Constitution*, Article IV, F.3 and the executive board, upon recommendation of the finance committee. Expenditures may be made for capital purchases approved by the finance committee and authorized by the executive board. Investment income from the State permanent fund and/or available fund reserve may be allocated to the available fund by vote of the executive board.
3. The scholarship fund shall be a permanent fund established from the scholarship fees and contributions as authorized by the *Constitution*, Article IV, F.2. The interest may be used for scholarship awards or for reinvestment as directed by the executive board upon recommendation of the scholarship committee.
4. Special funds and trusts may be established by the executive board.

Section D. Awards

1. The Achievement Award
  - a. The Sara B. Ferguson Florida State Organization Achievement Award is awarded each year of the biennium and is presented at the state convention. This award is named in honor of Sara B. Ferguson who was the first Florida State Organization president and chair of the first Florida State Organization Achievement Award Committee.
  - b. The Awards Committee shall be responsible for the final selection of the recipients.
2. The Media Friend of Education Award
  - a. The Media Friend of Education Award is awarded biennially to any branch of the media, be it newspaper or television, which has published outstanding articles regarding education during the biennium.
  - b. Any member may nominate someone for the award.
  - c. The Awards Committee shall be responsible for the final selection of the recipients.
3. The Legislative Friend of Education Award
  - a. The Legislative Friend of Education Award is awarded biennially to a member of either the state or national legislature who has sponsored legislation favorable to education.
  - b. Any member may nominate someone for the award.
  - c. The Awards Committee shall be responsible for the final selection of the recipients.

## **ARTICLE XI**

### **FLORIDA DKG EDUCATIONAL FOUNDATION, INC. – AN ENABLING ACT**

#### Section A

As a means of furthering the educational purposes of the Delta Kappa Gamma Society International, consent is given to the establishment and operation of an educational corporation under the Florida Non-Profit Corporation Act, to be named the “Florida DKG Educational Foundation, Inc.” for such purposes and to be formed and operated in such a way that said Foundation will be exempt from federal income taxation under the United States Internal Revenue Code now or which shall hereafter be in effect; and the proper officers of the Florida State Organization of the Delta Kappa Gamma Society International are authorized to advise the Secretary of State of Florida that the Florida State Organization of the Delta Kappa Gamma Society International approves and consents to the use of such name by said Foundation.

#### Section B

Such officers of the Florida State Organization of the Delta Kappa Gamma Society International as are or may be designated in the bylaws of said Foundation are authorized to act as officers and directors of the Florida DKG Educational Foundation, Inc., and the Florida State Organization Executive Board is authorized to elect directors 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 Florida DKG Educational Foundation, Inc. as provided for in Article 11 of the bylaws of said Foundation. 7/30/2018

## **ARTICLE XII**

### **PARLIAMENTARY AUTHORITY**

*Robert’s Rules of Order Newly Revised* (current edition) shall govern the proceedings of the Florida State and its chapters in all cases not provided in the *Constitution, International Standing Rules*, Florida State Bylaws, and Florida State Standing Rules, and Chapter Rules.

## **ARTICLE XIII**

### **AMENDMENTS**

#### Section A.

These bylaws may be amended at the Florida State Organization convention by a two-thirds (2/3) vote, provided notice of proposed amendments shall have been published to members at least sixty (60) days before convening the convention.

Section B.

Proposed amendments to the bylaws may be submitted to the bylaws committee by any member, committee, board, chapter, or coordinating council.

Section C.

Standing Rules may be amended or rescinded at any designated convention by a majority vote of the members present.

Section D.

1. The bylaws committee is authorized to make any editorial corrections in numbering, spelling, punctuation, and grammar that occur in the current printing of the Florida State Organization Bylaws, Standing Rules, Procedures and Courtesies.
2. The bylaws committee is authorized to make any changes necessary to bring the bylaws into compliance with any changes mandated in the *DKG Constitution* and *International Standing Rules*.
3. The bylaws committee will notify the membership of the amendments at the Fall Workshop/Executive Board meeting subsequent to the convention and will notify the webmaster in writing so she may update the governing documents on the state organization website.

## **ARTICLE XIV DISSOLUTION**

Section A. State Organization

In the event of the dissolution of the Florida State Organization or the dissolution of a chapter within the Florida State Organization, such dissolution shall be carried out in accordance with the incorporation statutes of the State of Florida by which this state organization was chartered.

Section B. Chapter

1. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.
2. Careful consideration shall be given to the manner in which 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 state organization treasurer and deposited in the available fund.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available.
5. The charter must be returned to the state organization to be forwarded to the International organization.
6. The state organization executive board shall decide if the Greek name shall be reused.

**FLORIDA STATE ORGANIZATION STANDING RULES**  
**Amended April, 2019**

A. Achievement Award

1. A nomination for the Sara B. Ferguson Florida State Achievement Award shall be made directly to the state committee without the knowledge of the person being nominated.
2. A Florida State Achievement Award medallion returned to the Society upon the death of the honoree shall be presented to a future recipient.

B. Committees

1. A member of the nominations committee shall not be eligible for nomination for any office for the ensuing biennium.
2. All committees should meet electronically when at all possible.

C. Coordinating Council

The delegates recommended for a coordinating council are the current chapter president, the immediate past chapter president, and current membership chair.

D. Death

The death of a state leader, founder, past state president, current officer, current state chair, or current district director shall be observed by a thirty-five dollars (\$35) contribution to a society program designated by the president or in some other way which the president deems appropriate. A contribution of twenty dollars (\$20) may be made to a Society program designated by the president or in another way the president deems appropriate on the death of a member of the immediate family and/or household of any of the above.

E. Executive Board

The state executive board may authorize a vote by mail (postal or electronic) when necessary. In such cases, the executive board shall be fully informed of the deadline necessitating such a vote. The board shall have the opportunity of canceling such a vote if they do not agree to the necessity.

F. Finances

Copies of all audits/financial reviews shall be filed in the state headquarters files and with the state treasurer

G. Membership

1. Candidates for active and/or collegiate membership shall be voted upon in a manner to be determined by the chapter.
2. Transfer members are accepted without vote by the chapter. Chapters may not accept any members until they have received the official Application for Transfer, No. TR-A from Society Headquarters. The transferring member initiates the procedure herself.

3. A record of attendance at chapter meetings shall be kept.
4. The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

H. Officers

1. The chapter president may send an alternate to represent her at the state executive board meeting, provided notification has been sent to the state president.
2. At all levels, officers are elected from the most qualified, not by automatic progression.
3. The immediate past president is automatically a member of the executive board at both the state and chapter levels. Elective offices shall be filled by other candidates.

I. President's Pin

The state/chapter president's pin shall be presented by her state/chapter at the time of her installation to the respective office. Presidents' pins returned to the state organization or a chapter may be given or sold to presidents in office or to past presidents.

J. Grants-in-aid

Grants-in-aid, such as recruitment grants, are given to members or non-members for furthering their educations. These grants are given at the state or chapter levels in order to provide financial aid to outstanding high school graduates entering teacher preparation programs, worthy college students completing their professional preparations to become educators, or individuals reentering the teaching profession. Funds from the one-dollar (\$1.00) scholarship fee shall not be used for a grant-in-aid.

K. Scholarships

Treasurers of chapters retaining scholarship monies (eighty [\$0.80] cents of the one dollar (\$1.00) scholarship fee) shall report annually on Form 15 with a copy sent to the state scholarship chair.

L. Special Funds

Special funds for some specific purpose(s) may be recommended to the executive board by a standing or an ad hoc committee.

1. The state executive board must approve the establishment of such a fund by a two-thirds (2/3) vote.
2. All monies for special funds shall be deposited in an interest-bearing account until such time as specific disbursements are determined.
3. Disbursement shall be recommended by the appropriate committee and/or the finance committee and approved by the state executive board.
  - a. Gilkey Fund
    - (1) The interest from the Gilkey sisters' estate not to exceed five-hundred dollars (\$500) will be used for social expenses for out of state functions.
    - (2) The interest from the Gilkey sisters' estate in excess of five-hundred dollars (\$500) will be used to defray expenses of Florida State Organization members who have prior approval

of the Florida State Organization president to perform special duties such as coordination of chapter visits.

d. Sara Lavinia de Keni Memorial Fund

- (1) The interest from the Sara Lavinia de Keni Memorial Fund will be used to pay expenses annually up to two- thousand dollars (\$2000) for members to attend the US Forum Legislative Seminar in Washington, D.C., with the balance of the interest not used to be placed in the Florida State Organization operating budget.
- (2) The interest from the Sara Lavinia de Keni Memorial Fund in excess of two-thousand dollars(\$2000) will be used to help defray the costs of past Florida State Organization presidents for registration, one half (1/2) of the room cost, and transportation in attending state meetings. Each attendee will receive no more than one-hundred-fifty dollars (\$150) per meeting.
- (3) The interest from the Sara Lavinia de Keni Memorial Fund will be used to pay expenses up to one thousand (\$1000) for executive board training (odd numbered years).

M. Special Needs Committee

Each chapter is encouraged to have a committee that is to be notified in case of a member's illness, trouble, or need. The committee is responsible for notifying other members.

N. Chapter Rules

Chapters shall take prompt action to keep their chapter rules current, as well as consistent with the most recent revisions in the *Constitution, International Standing Rules, Florida State Bylaws, and Florida State Standing Rules*.

O. Travel Allowance

1. The state president shall have a travel allowance in the budget to attend chapter meetings.
2. Several chapters shall plan a joint meeting for an official visit when possible
3. The Florida State mileage rate allotment for in-state travel shall be thirty (\$0.30) cents per mile.

P. Electronic Communication

Florida State will maintain a presence on the World Wide Web and other forms of electronic communication.

Q. Meeting Rules

Eliminate the use of paper copies of meeting rules. Make rules available digitally.

## **FLORIDA STATE ORGANIZATION PROCEDURES**



A. District Directors

Responsibilities of the district directors are as follows:

1. to plan and preside at the district meeting;
2. to work with the state president in planning for workshops for new presidents, treasurers, membership, communication, and educational excellence chairs;
3. to work with the chair of the state leadership development committee in planning activities for other members in attendance;
4. to help in obtaining and organizing materials for a state directory if one is mandated by the executive board;
5. to serve as an advisor to the chapters in her district as requested;
6. to aid in the organization of coordinating councils in her district;
7. to attend chapter meetings in her district when invited;
8. to send appropriate communications to the district chapters as requested by the state president; and
9. to serve as guest speaker or installing officer as requested by chapters.

B. Expansion

The state membership/expansion committee shall serve as the organizer. This committee shall

1. determine the Greek letter name in correct sequence according to the date of the organization;
2. issue invitations to prospective members at least six (6) weeks in advance of induction;
3. provide orientation sessions;
4. prepare the installation and induction;
5. secure the charter on Form 21 from International.
6. forward a list of all charter members to the international executive coordinator, the state president, and the state treasurer. Each member shall be identified as a transfer, initiate, or reinstatement;
7. preside over the election of officers and forward the names of officers to the international executive coordinator;
8. order the materials furnished by the Society, including membership certificates, new member packets, etc.
9. screen the recommendations for membership and submit the approved names to the state president if the new chapter is not sponsored by an existing one;
10. issue the invitations after a sponsoring chapter has voted on members;
11. develop expansion by division of existing chapters/chapter or formation of new chapters;
12. see that the purpose for establishing another chapter, the number of eligible prospective members in the area, and the composition of membership in each chapter before and after expansion are considered; and
13. encourage area chapters to assist the new chapter either financially, by having local leaders serve as advisors, or by sharing meetings and paraphernalia.

C. Induction

1. The procedure outlined in the *Ceremonies* book shall be followed for induction.
2. Chapters are encouraged to induct at least once a year.
3. Orientation shall take place prior to induction. The responsibility of membership is stressed, as well as the honor.
4. Reorientation is encouraged throughout the year.

D. Insignia

1. The President's Pin
  - a. The pin shall be presented at the installation of the president.
  - b. The chapter or state treasurer shall order the pin.
2. The Keypin
  - a. The keypin should be purchased immediately after induction, or the sponsor may present it at induction.
  - b. The keypin is usually returned to the chapter upon the death of a member.
  - c. The keypin should be returned to the chapter upon termination of membership.
  - d. The returned keypin may be sold or given to initiates or to members who have lost their keypins.
  - e. The keypin and other official pins may be worn on a ribbon.
3. The Key and Crest Designs
  - a. The key design is limited to the membership pin, yearbooks, official stationery, and programs.
  - b. The crest design is placed on favors, programs, informal notes, costume jewelry, and paraphernalia.
  - c. The banner bearing the crest is an attractive background for rituals, ceremonies, and important meetings of the Society.
  - d. The crest, DKG, or the Greek letters are included in some manner at Society functions.
4. Delta Kappa Gamma Letters

The Greek letters or DKG may be used to signify Delta Kappa Gamma.

E. Publication of Amendments to the Florida State Governing Documents

1. Amendments to the Florida State Organization Bylaws, Florida State Organization Standing Rules, Florida State Organization Procedures, and/or Florida State Organization Courtesies that pass during each biennium shall be included in the Florida State Organization Bylaws immediately and the amended Bylaws posted to the Florida State Organization website within three weeks of the end of the Convention and include the revision date.

F. Special Occasions

1. The three (3) special occasions of each year are the Induction of new members, the Birthday Celebration, and the Founders' Day observance.
2. The Birthday Celebration is observed at the chapter, state, and international levels.

3. The President's and Founders' Day Banquet may be held on the closing night of the state and international conventions.
- G. A Florida State Directory shall be prepared and distributed every four (4) years.

### **FLORIDA STATE ORGANIZATION COURTESIES**

- A. Chapter Officer Expenses
1. Chapter budgets shall provide for all or partial expenses for the president or her representative to attend international, state, and district meetings.
  2. Chapters shall be encouraged to furnish their officers and committee chairs with current copies of the *Constitution* and International Standing Rules, and the *Go-To-Guide*. Other members are urged to access or purchase personal copies.
- B. Death
1. A Florida State condolence card is sent to families of deceased members promptly after the necrology reports are received by the membership chair..
  2. Each chapter should have a policy concerning contributions to be made upon the death of chapter members and officers.
  3. The ritual for an indoor funeral service and a commitment service is found in the *Ceremonies* available from the international office.
- C. The state president or her representative plans the Florida "get together" at all International meetings.
- D. Head Table Seating
- The presiding officer, usually the president, is seated at the center of the head table. to her right is the speaker. (At state convention, the speaker is almost always the representative from International.) Next to her right, is the person who will introduce the speaker. Continuing to the right and to the left of the center shall be persons of highest rank, with those of lower rank seated toward the ends.
- E. Programs
1. Music
    - a. Music should be a part of every meeting.
    - b. The *Delta Kappa Gamma Song* should be sung during each meeting.
    - c. The music representative shall encourage participation in a large number of Delta Kappa Gamma songs and a wide variety of appropriate music.
  2. Speakers
    - a. Chapters are urged to use Delta Kappa Gamma members for speakers.
    - b. A guest speaker is invited several months in advance, and detailed information about her participation is provided at that time.

- c. Information is provided for transportation and lodging, and arrangements are made if needed.
  - d. A non-member speaker shall be informed of the Purposes of the Society.
  - e. Biographical material shall be requested for publicity.
  - f. A small gift or honorarium is usually presented.
- F. Thoughtful Deeds
  - 1. Cards are sent to founders and past state presidents when they are unable to attend meetings.
  - 2. Chapter members should offer transportation to older members or those who cannot drive to meetings.
- G. The “Order of the Orange Blossom” will be presented to each outgoing Florida State president at the next International conference following her biennium. The previous state president will be in charge of the presentation.

Amended April 27, 2019  
Amended May 1, 2021  
Amended April 29, 2023