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| **HOW TO READ AND USE THIS DOCUMENT**  **By Laws are in a regular font. They can be amended or changed at any Biennial Convention of Alpha Mu State.**  ***Standing Rules have SR {Standing Rule) plus the Article Number which corresponds with the By-Law above it and a rule which explains a procedure or policy. They are printed in boxes in italics. By laws may be changed at any executive board meeting.*** |  |  | | | |  | | |  | |  | |

**ALPHA MU STATE BY-LAWS AND STANDING RULES**

**ALPHA MU STATE BY LAWS AND STANDING RULES - 2017**

**ARTICLE I**

**NAME**

**A. STATE**

The name of this organization shall be Alpha Mu State Organization of The Delta Kappa Gamma Society International hereafter known as Alpha Mu State.

**B REGISTRATION**

Alpha Mu State of The Delta Kappa Gamma Society International is registered with the Montana Secretary of State as a not-for-profit educational organization.

**C CHAPTERS**

Each chapter in Alpha Mu State shall be designated by a Greek letter or combination of Greek letters.

**ARTICLE II**

**PURPOSES AND MISSION STATEMENTS**

**A PURPOSES OF THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

The purposes of The Delta Kappa Gamma Society International shall be:

1. To unite women educators of the world in genuine spiritual fellowship.

2. To honor women who have given or who evidence a potential for distinctive service in any field of education.

3. To advance the professional interest and position of women in education.

4. To initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and women educators.

5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to nonmember women educators.

6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.

7. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

**B PURPOSES OF ALPHA MU STATE**

The purposes of Alpha Mu State shall be:

1. To promote the purposes of The Delta Kappa Gamma Society International.

2. To act as a liaison between chapters and the international organization.

3. To organize Delta Kappa Gamma chapters within the state.

4. To provide leadership training for state and chapter leaders.

**C MISSION STATEMENT OF THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

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

**D. MISSION STATEMENT OF ALPHA MU STATE**

The members of Alpha Mu State of The Delta Kappa Gamma Society International promote quality education and the professional development of Montana women educators.

**ARTICLE III**

**MEMBERSHIP**

**A MEMBERSHIP**

The membership of Alpha Mu State shall be composed of active, reserve, and honorary members who reside and/or are employed within the boundaries of Montana. All memberships shall be in accordance with the current CONSTITUTION.

**B CLASSIFICATION**

1. ACTIVE

a. An active member shall be a woman who is employed as a professional educator at the time of her election or is retired from an educational position. An active member shall participate in the activities of the Society.

b. Candidates for ACTIVE membership shall be voted upon at a chapter meeting in a matter to be determined by the chapter.

2. RESERVE

a. Reserve members shall be formerly active members who are retired from educational work and are unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, may be restored to active membership by a majority vote of the chapter.

b. Alpha Mu State dues shall be waived for members who, for reasons of health, are no longer able to handle their own business affairs. The international reserve and scholarship fee for the member shall be paid by the chapter. It is recommended that chapters place those members on reserve status and waive chapter dues.

3. HONORARY

a. Honorary members shall be women who have rendered notable service to education or women but who are not eligible for active membership. They may participate in all activities except that of holding office.

b. Initiation of state honorary members may be conducted at any state meeting, such as convention or workshop within a year of the date of election.

c. The state President and the chairman of the state Membership Committee shall organize the orientation session and the initiation.

d. Candidates for STATE HONORARY membership shall be recommended by a chapter or an Alpha Mu State member and elected by the Executive Board in a manner to be determined by the Alpha Mu State executive board.

e. A lifetime fee shall be paid by the state organization for each Alpha Mu State honorary member at the time of initiation.

C  **TRANSFER**

A member in good standing may be transferred from one chapter to another upon application to International Headquarters.

**D TERMINATION OF MEMBERSHIP**

1 A member shall be terminated for nonpayment of dues and fees, resignation, or death.

2. A complete record of all terminated members in Alpha Mu State shall be maintained by the state treasurer.

3. All resignations from membership shall be presented in writing and passed by a majority vote of the chapter members present at the meeting.

4. The chapter shall maintain a file of the letters of resignation.

**E REINSTATEMENT**

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

2. The dues and scholarship fee must be paid by the reinstated member at the time of reinstatement.

3. The chapter treasurer shall complete a reinstatement card for the member desiring reinstatement and send it to the state treasurer who will forward it to International Headquarters.

4. The reinstated member is not initiated again.

***1.0 GENERAL***

*1.1 Re-orientation for members shall be a part of each chapter's program-of-work each year.*

*1.2 Membership records are kept at the chapter level. Convention 2015*

*1.3 At the time of death of a past state president, in lieu of flowers, a gift of $100 in her memory will be given to the Alpha Mu State or International project commensurate with her Society Involvement. (Convention 2017)*

**ARTICLE IV**

**FINANCES**

**SECTION A FUNDS**

**1. AVAILABLE FUND -** This fund shall be the operating fund and require a budget.

**2. PERMANENT FUND**

a. Alpha Mu State shall set aside one fourth (1/4 ) of its initiation fees and annual dues as a permanent fund until the total of the current assets in its permanent fund is not less than thirty percent (30%) of its available fund annual income. At that time the Executive Board may reduce or discontinue further allocations.

b. The Alpha Mu State president, treasurer, and Finance Committee shall make recommendations for expenditures to the Executive Board for approval.

**3. MEMORIAL FUND**

a. Upon the death of a member, it is recommended that each chapter voluntarily sends $5.00 to the State Treasurer for the Memorial Fund to cover the costs of the printing of the Memorial Book. April, 2013

b. The Executive Board shall approve publication of a book, THOSE WHO SERVED, which contains biographies of the deceased members.

**4. SCHOLARSHIP FUND**

a. Scholarships are awarded to members only.

b. Alpha Mu State shall maintain a scholarship fund.

c. By majority vote, a chapter may maintain a scholarship fund.

**5. THE MEMORIAL ENDOWMENT SCHOLARSHIP FUND**

The Delta Kappa Gamma Memorial Endowment Scholarship Fund of Alpha Mu State is an endowment. Only the interest from this fund shall be used for scholarships.

**6. THE GOLDEN LEGACY FUND**

The Golden Legacy Fund shall be invested and the accumulated interest from it is available to provide financial support for activities which present the greatest professional opportunities to the greatest number of members.

**7. TRAVEL FUND**

The Travel Fund is derived from the interest of a U.S. $5000 certificate of deposit. It is used to help cover travel expenses for speakers or presenters at Northwest Regional Conferences or International Conventions who are not otherwise reimbursed.

**8. LIFELONG LEARNING FUND**

The Lifelong Learning Fund is a gift from the estate of Anna Berge, a member of Alpha Zeta Chapter. It is used to encourage Alpha Mu State members to encourage learning for a lifetime through workshops, seminars, classes, elderhostels and study/travel conferences or by attending a Delta Kappa Gamma conference or convention.

**SECTION B INITIATION FEE -** An active member shall pay an initiation fee at the time of initiation.

**SECTION C ANNUAL DUES -** Annual dues shall be required of active and reserve members.

1. Annual dues shall be determined by a two-thirds (2/3) vote of the members attending the biennial convention.

2. Annual dues and the scholarship fee shall be paid between July 1 and October 31 of each year. Members whose dues and fees are not paid by November 1 shall be dropped for nonpayment.

3. All dues and fees shall be collected by the chapter treasurer. State and international fees will be forwarded to the state treasurer.

4. Members initiated on or after July 1 and before April 1 shall pay an initiation fee, dues, and scholarship fees at the time of initiation. The state and international portion of the dues and fees shall be sent to the state treasurer immediately.

5. Members initiated on or after April 1 and before July 1 shall pay only initiation fees at the time of initiation. The state and international portions of those fees shall be sent to the state treasurer immediately. Dues and scholarship fees shall be paid no later than October 31.

***2.0 GENERAL***

*2.01 By July 1 of odd number years the treasurer shall secure appropriate signature cards for each state account in a banking institution and for the state safety deposit box, obtain the signatures of the president and treasurer, and file the assigned cards with the institutions.*

*2.02 All bills including those for conventions, workshops and committees must be submitted to the state treasurer before the close of the fiscal year on June 30.*

*2.03 The State President shall approve all expenditures before payment is made.*

*International Constitution Committee 2013*

*2.04 All funds including those for International should be sent with the proper form to the state treasurer.*

*2.05 The chairman of the Finance Committee, the president, and the treasurer, with the consent of the state Executive Board, shall be empowered to invest state scholarship funds.*

2.06 Upon the death of a member, it is recommended that each chapter voluntarily send $5.00 to the state treasurer for the Memorial Fund to cover the cost of printing the memorial book. Convention. 2013

***2.1 ANNUAL DUES AND FEES***

*a. State annual dues shall be:*

*ACTIVE-$12.50 ($11 dues and $1.50 for recruitment)*

*RESERVE -$9.50 ($8 dues and $1.50 for recruitment)*

*b. The state scholarship fee shall be $1 per member*

**SECTION D SCHOLARSHIP FEE -** A scholarship fee shall be paid annually by each active and reserve member.

**SECTION E ASSESSMENTS -** Assessments may be levied only by the chapter.

**SECTION F FINANCIAL CONTROLS**

1. The fiscal year of the Society shall be July 1 – June 30 inclusive.

2. A budget shall be adopted annually by the Executive Board. The Finance Committee shall submit a proposed budget for adoption by the Executive Board at its fall meeting.

3. The state president and the state treasurer shall co-sign all checks.

4. The state Finance Committee shall provide for an annual audit. The report of the annual audit shall be submitted to the state Executive Board for adoption.

5. The state treasurer shall be empowered to invest state scholarship funds with the approval of the state Finance Committee and the state Executive Board.

6. The state treasurer shall select the place of deposit for the funds of Alpha Mu State. All accounts and certificates shall bear the signatures of the state president and the state treasurer.

***2.2 REIMBURSEMENT FOR EXPENSES***

***2.21 STATE EXECUTIVE BOARD MEETINGS***

*a. Elected officers, treasurer, editor, webmaster, parliamentarian, and committee chairmen shall receive allotted expenditure for round trip mileage. Convention 2013 and 2017*

*b. Past state presidents shall receive one-half pay allotted expenditure for round trip mileage. Convention 2013 and 2017*

*c. Chapter presidents shall receive one-half allotted expense for mileage by the state. The remaining half must be paid by their chapter. Only one president per chapter may request reimbursement. Convention 2013*

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***2.22 INTERNATIONAL CONVENTIONS AND NORTHWEST REGIONAL CONFERENCES***

*a. Alpha Mu State shall pay travel, hotel (at the rate of up to one-half the cost of a double room), official convention meals, and registration to the International Convention and the Northwest Regional Conference for the current state president. If more than 2 people are sharing a room, the reimbursement is proportional to the number of people in the room~~.~~*

*b. Members who are speakers or presenters and who are not otherwise reimbursed shall receive an equal share of the interest accrued from the U.S. $5000 certificate of deposit to cover travel expenses. This income will be available unless the Executive Board of Alpha Mu State votes to use this fund for a specific state project.*

*c. Alpha Mu State shall pay half of the workshop and conference expenses (registration, travel, meals) for the Program and Membership Committee chairmen, treasurer, editor and webmaster who attend Society workshops prior to the opening or conducted during the Northwest Regional Conference provided they participate in the conference. Convention 2017*

*d. Alpha Mu State shall pay travel expenses for the immediate past president's attendance at the International Convention and/or Regional Conference if she has duties assigned to her by the International President and/or Northwest Regional Director. If more than 2 people are sharing a room, the reimbursement is in proportion to the number of people in the room.*

***2.23 STATE CONVENTIONS***

*a. Alpha Mu State shall budget in the even-numbered years a financial advance amount for state convention expenses that will be sent by the state treasurer to the convention treasurer.*

*b. All expenses shall be paid by the convention treasurer from the registration fee and the Alpha Mu State advanced payment.*

*c. Funds remaining after all bills are paid shall be returned to the Alpha Mu State treasurer.*

*d. A complete financial report shall be presented by the Convention Chairman to the Executive Board at its first meeting following the convention.*

*e. Proceeds from silent auction/craft sale at State Convention shall be divided equally among members attending the Northwest Regional Conference who are not otherwise reimbursed.*

***2.24 STATE WORKSHOPS***

*a. Incoming chapter presidents shall have one-half allotted expenditure for mileage paid to the workshops paid. The other half will be paid by the chapter. Convention 2013*

*b. Incoming chapter officers and committee chairmen may receive training at state workshops before assuming their duties.*

*c. Workshop program presenters shall have allotted expenditure for mileage paid by Alpha Mu State Organization. Convention 2013*

***2.25 OFFICERS AND STATE COMMITTEE CHAIRMEN ORIENTATION AND PLANNING MEETING***

*Alpha Mu State Organization shall pay mileage for those attending the meeting if funding is available. If more than 2 people are sharing a room, the reimbursement is proportional to the number of people in the room*

***2.26 COMMITTEE MEETINGS***

*State committee members shall be allowed travel expenses for one committee meeting annually if the meeting is called by the state chairman and/or the state president.*

***2.27 PRESIDENT’S TRAVEL WITHIN THE STATE***

*a. Alpha Mu State shall pay the travel and hotel (at the rate of a single room) expenses for the state president when she visits chapters.*

*b. Chapters are entitled to one paid visit per biennium. A visit may be in person or via online methods. This may include Skype, GoToMeeting, or other video conferencing software. A YouTube video can be considered a visit only if it is individualized to a single chapter or group of chapters who have agreed to meet jointly. Convention 2017*

*c. Chapters are urged to hold joint chapter meetings to accommodate the president's travel schedule.*

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***2.28 INTERNATIONAL GUESTS***

*a. The Delta Kappa Gamma Society International will pay travel expenses for the representative assigned to a convention and/or workshop.*

*b. Alpha Mu State shall pay all hotel and all meal expenses for the International representative throughout the convention or workshop.*

***2.29 STIPENDS- STATE TREASURER AND STATE EDITOR***

*Stipends, as determined by the State Executive Board, shall be paid to the treasurer, editor and webmaster. Convention 2017*

**ARTICLE V**

**ORGANIZATION**

**SECTION A CHAPTERS**

1. The term, chapter, shall designate the local unit.

2. Each chapter shall be organized and conduct its business in a manner consistent with the CONSTITUTION AND STANDING RULES and ALPHA MU STATE BYLAWS AND STANDING RULES.

3. The chapter officers, as defined in the Chapter Rules, except the treasurer, shall be elected in even numbered years by a majority vote.

a. The term of each elected officer shall be two years. No officer, except the treasurer, may serve in the same office longer than two terms in succession.

b. All officers shall take office July 1 following the election.

c. The treasurer shall be elected by the Executive Board each biennium.

d. The chapter president shall represent the chapter as a voting member of the Executive Board.

**SECTION B NEW CHAPTERS**

1. The state Executive Board shall determine chapter areas and shall approve the formation of new chapters upon request.

2. Applications of candidates for membership to a new chapter shall be screened and selected by the state Expansion Committee and the Membership Committee of the sponsoring chapter.

3. Charter members shall be those who become members of the new chapter at the time of installation.

4. Initiation of the new chapter members and installation of the new chapter shall be the responsibility of the sponsoring chapter and the State Expansion Committee with the approval of the state Executive Board.

5. Each chapter shall develop chapter rules that are consistent with the CONSTITUTION and STANDING RULES and the ALPHA MU STATE BYLAWS and STANDING RULES. They shall be submitted and approved by the Alpha Mu State Rules Committee.

6. Any new chapter must have at least 12 members. International Constitution Committee

***3. NEWLY FORMED CHAPTERS***

***3.0 GENERAL***

*3.01 Alpha Mu State shall provide for each newly formed chapter: the initiate register, certificates of membership, and The Delta Kappa Gamma International scarf as gifts.*

*3.02 It is recommended that each chapter voluntarily contribute a minimum of $5 to each newly formed chapter. Convention 2013*

**SECTION C BOARD OF DIRECTORS**

As required by the charter granted by the State of Montana, Alpha Mu State shall have a Board of Directors. The five living Alpha Mu Past State Presidents most recently retired from office shall be registered with the Secretary of State as Director of Alpha Mu State of The Delta Kappa Gamma Society International. They may be consulted regarding Alpha Mu State matters. Convention 2017

***4. COORDINATING COUNCILS***

***4.0 GENERAL***

*4.01 Coordinating councils shall be formed in cities where two or more chapters exist.*

*4.02 Coordinating councils shall meet twice a year.*

*4.03 The number of representatives on the coordinating council shall be determined by the local chapters but must include the chapter president and membership chairman.*

*4.04 The chairman or secretary of the coordinating council shall send a copy of the council meetings to the chapter presidents who are a part of the council.*

**ARTICLE VI**

**OFFICERS AND RELATED PERSONNEL**

**5*.0 GENERAL***

*5.01 The state president shall establish an itinerary for visiting state chapters during her biennium. A visit may be in person or via online methods. This may include Skype, GoToMeeting, or other video conferencing software. A YouTube video can be considered a visit only if it is individualized to a single chapter or group of chapters who have agreed to meet jointly Convention 2017.*

*5.02 The recording secretary shall provide copies of the minutes of any state meeting to all Executive Board members within 30 days after the meeting. They may be sent electronically.*

*Convention 2015*

*5.03 The Immediate Past President shall:*

*a. remind the treasurer to order the state president's pin in order that it can be presented to the president at the time of her installation.*

b. purchase the gift for the retiring president and present the bill to the treasurer

**SECTION A STATE OFFICERS**

State officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary (all elected) and a treasurer (selected by the Executive Board).

**SECTION B RELATED PERSONNEL**

1. Related personnel shall be the, Treasurer, Webmaster and Editor selected by the Executive Board and Parliamentarian appointed by the president. Convention 2017

2. A stipend shall be determined by the State Executive Board and paid to the treasurer, editor and webmaster.

Convention 2017

**SECTION C. DUTIES OF OFFICERS AND RELATED PERSONNEL**

The officers shall perform the duties as prescribed in The Delta Kappa Gamma International CONSTITUTION and STANDING RULES and ALPHA MU STATE BYLAWS and STANDING RULES.

1. The PRESIDENT shall:

a. act as presiding officer at regular and called meetings and direct the activities of the organization.

b. act as chairman of the Executive Board.

c. appoint a parliamentarian.

d. co-sign, with the treasurer, all checks, accounts, certificates, and safety deposit box access documents.

e. appoint three members to the State Finance Committee.

f. serve as ex-officio member on all committees except nominations.

g. appoint standing and special committees which are authorized either by the State Executive Board or the state convention.

h. notify the outgoing and incoming committee chairman to arrange a transfer of materials.

i. visit each chapter once during her biennium. A visit may be in person or via online methods, if necessary. This may include Skype, GoToMeeting, or other video conferencing software. A YouTube video can be considered a visit only if it is individualized to a single chapter or group of chapters who have agreed to meet jointly. Convention 2017

j. work with the Leadership Development Committee to plan and present a program of information and inspiration for officers, committee members, and other interested members.

k. serve as a member of the International Executive Board and attend the meetings.

2. The FIRST VICE-PRESIDENT shall:

a. serve as presiding officer in the absence of the president.

b. 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.

c. Perform such other activities as the president or the Executive Board shall assign to her.

d. Shall serve as chairman of the Educational Excellence Committee. Convention 2015

3. The SECOND VICE-PRESIDENT shall:

a. serve as presiding officer in the absence of both the president and the first vice-president.

b. In the event of the resignation or death of either the president or the first vice-president, she shall succeed to the office of first vice-president and serve until the next regular election of officers.

c. The second vice-president shall perform such other activities as the president or the Executive Board shall assign to her.

4. The RECORDING SECRETARY shall:

a. take minutes of the Executive Board meetings and Alpha Mu State Convention sessions

b. Provide a copy of the minutes to the committee to approve minutes.

c. Provide copies to the Executive Board members within thirty days of the meeting including a copy of the approved budget and make copies available to members upon request.

d. file one copy of the approved official minutes in the recording secretary’s files and a second copy in the state archives as paper or electronic media.

5. The CORRESPONDING SECRETARY shall carry on correspondence delegated to her by the president.

6. The TREASURER shall:

a. perform the duties stated in the CONSTITUTION.

b. receive and pay out all monies belonging to the organization.

c. keep an accurate account of all receipts and expenditures.

d. keep a file of receipts, bills, cancelled checks, and bank statements.

e. file required tax receipts.

f. submit for annual audit the accounts of the organization.

g. pay the annual bonding company fee and inform the bonding company of the names and addresses of the current state and chapter treasurers.

h. rent a safety deposit box.

i. secure appropriate signature cards for each state account in a banking institution and for the state safety deposit box, obtain the signatures of the president and the treasurer, and file the signed cards with the appropriate institutions by July 1.

j. keep on up-to-date file members and a record of all members whose memberships have been terminated.

k. serve as an ex-officio member of the State Finance Committee.

l. serve as an ex-officio member, without vote, on the State Executive Board.

7. The PALIAMENTARIAN shall:

a. perform duties as listed in the INTERNATIONAL CONSTITUTION.

b. serve as an advisor to the officers and the members of Alpha Mu State matters pertaining to the interpretation of the INTERNATIONAL CONSTITUTION AND STANDING RULES and ALPHA MU STATE BY LAWS AND STANDING RULES.

c. serve as an ex-officio member, without vote, of the Alpha Mu State Executive Board.

d. serve as an ex-officio member of the Bylaws and Rules Committee.

8. The IMMEDIATE PAST PRESIDENT shall:

a. serve as chairman of the Nominations Committee.

b. deliver all president’s records and Alpha Mu State property to the succeeding president by June 30 of each odd number year with the cost of the delivery to be assumed by the state.

9. The EDITOR shall:

a. follow the guidelines from International to edit and publish four issues of ALPHAMUSINGS annually.

b. serve as ex-officio member of the Communications Committee.

c. approve with the president any audio-visual or printed publication and its distribution.

10. The WEB MASTER shall:

a. follow guidelines from International to edit, publish and maintain an Alpha Mu State Organization website.

b. serve as an ex-officio member of the Communication Committee.

c. shall be paid a stipend as determined by the Executive Board. Convention 2017

**SECTION D ELECTION AND TERM OF OFFICE**

1.State level

a. Officers shall be elected for a two-year term by a majority vote of the members registered at the state convention.

b. All officers shall take office on July 1 following their election.

c. The treasurer and editor shall be selected for a two-year term by majority vote of the Executive Board.

*2.* Chapter level

a. The chapter officers, except the treasurer, shall be elected in even-numbered years.

b. The terms of each elected officer shall be two years or until a successor is named. No officer may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following their election.

c. The treasurer shall be selected by the Executive Board each biennium.

**SECTION E VACANCIES**

1. Succession to office in case of a vacancy in the office of Alpha Mu State president shall be:

a. the first vice-president shall succeed to the office of president.

b. the second vice-president shall succeed to the office of first vice-president.

c. both shall serve until the next election of officers.

2. When a vacancy occurs in the appointed positions of treasurer, editor, or webmaster the president shall declare the position vacant and appoint an ad hoc personnel committee. (Convention 2017

The duties of the committee shall be to:

a. prepare and distribute a job description and application forms.

b. receive and screen completed applications.

c. recommend not more than three of the applicants to the State President prior to the state Executive Board meeting. In case of an emergency, the executive committee may authorize a mail vote.

**ARTICLE VII**

**EXECUTIVE BOARD**

**SECTION A MEMBERS OF THE BOARD**

1. The voting members of the Executive Board shall be the president, first vice-president, second vice-president, recording secretary, and corresponding secretary, past state presidents, chapter presidents, and state standing committee chairmen.

2. The treasurer, editor and parliamentarian shall be ex-officio members without vote.

***6.0 GENERAL***

*6.01 Each chapter president is a voting member of the Executive Board. (Only one president per chapter is a voting member).*

*6.02 When a chapter president is unable to attend a meeting of the State Executive Board, she shall notify the State President of the name of her official representative who is a member of her chapter prior to the opening of the meeting. This person will receive the chapter president's reimbursement from the state and chapter. Convention 2017*

*6.03 Each chapter president shall inform the members of her chapter about Executive Board proceedings.*

**SECTION B DUTIES**

The duties of the Executive Board shall be:

1. as specified in the CONSTITUTION AND STANDING RULES.

2. to adopt the State budget annually at the each fall board meeting.

3. to determine chapter areas and approve the formation of new chapters.

4. to determine the rate per mile for travel expenses.

5. to determine how the profits from the Sales Committee should be used.

6. to approve the number and amount of recruitment awards and scholarships annually*.*

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**SECTION C MEETINGS**

1. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president.

2. A quorum shall be a majority of those members who have registered for the Executive Board. April 2013

3. State committee chairmen who are unable to attend the state Executive Board meeting may designate a member of their committee as an official representative who shall have full privileges of participation. Convention 2017

4. A vote by mail or electronic media may be authorized when necessary. Each Executive Board member will be entitled to one vote. The results of the vote must be reported to the next meeting of the executive board. Convention 2015 and Convention 2017.

**SECTION D EXECUTIVE COMMITTEES**

1. The members of the Executive Committee shall be the elected officers.

2. The parliamentarian, treasurer, and editor shall be ex-officio members without vote.

3. The Executive Committee may meet at least once a year between meetings of the Executive Board to take action on matters requiring immediate attention. Such action must be reported at the next Executive Board meeting.

***7.1 EXECUTIVE BOARD AND STATE CONVENTIONS***

*7.11 Dates and sites for the state Executive Board meetings and state conventions shall be determined by the president with the approval of the Executive Board.*

*7.12 The sequence of areas and host chapters for the state convention shall be:*

*a. Gold West Country – Alpha, Beta, Omicron*

*b. Yellowstone Country – Mu, Zeta, Alpha Lambda*

*c. Glacier Country – Phi, Lambda, Upsilon*

*d. Russell Country – Iota, Rho, Delta, Omega, Alpha Gamma*

*e. Missouri River Country – Alpha Zeta, Kappa, Theta,*

*f. Custer Country – Gamma, Alpha Alpha, Alpha Mu*

*The site will be determined by Host chapters of each area. Convention 2017*

***7.2 OFFICERS AND STATE COMMITTEE CHAIRMEN ORIENTATION AND PLANNING MEETING***

*7.21 The incoming state officers and/or incoming state committee chairmen may meet in early June, if finances allow.*

*7.22 The orientation and planning meeting shall:*

*a. be arranged by the immediate past state president who may appoint someone to facilitate the program.*

*b. be an official duty and responsibility of the incoming state officers and incoming state committee chairmen to attend.*

*7.23 The planning meeting shall include the following:*

*a. an orientation to the Alpha Mu State's policies and procedures.*

*b. an evaluation of the previous biennium's goals and activities.*

*c. setting and prioritizing goals for the biennium.*

*d. development of a plan of action to achieve the goals.*

**ARTICLE VIII**

**COMMITTEES**

**SECTION A STANDING COMMITTEES**

1. SOCIETY BUSINESS

a. Rules

b. Expansion

c. Finance

d. Leadership Development

e. Membership

f. Nominations

2. EDUCATIONAL EXCELLENCE

3. EDUCATIONAL SERVICES

a. Communications

b. Scholarships

c. World Fellowship

4. ALPHA MU STATE COMMITTEES

a. Catherine Nutterville Achievement Award

b. State Convention

c. History

d. Memorial

e. Sales

f. Golden Legacy

g. Champion of Education

5. AD HOC COMMITTEES

A special committee authorized by the Executive Board or the State Convention and is appointed by the president to accomplish a specific task. The committee is dissolved when the final report is presented.

**SECTION B GENERAL PROCEDURES**

1. All committees shall be appointed by the president except the Nominations Committee which is elected by the Convention.

2. The president shall be an ex-officio member of all committees except the Nominations Committee.

3. Matters requiring immediate action may be voted upon by mail or electronic media. The results shall be reported at the next Executive Board Meeting.

4. Prepare an annual report to the Executive Board.

5. Committee meetings may be held with the approval of the president.

6. A member may serve on a committee for two consecutive bienniums.

***8. COMMITTEES***

***8.0 GENERAL***

*8.01 Communications from state committees shall be published in Alphamusings according to the schedule established by the state editor.*

*8.02 State committee chairmen must submit recommendations for proposed action by the Executive Board and/or state convention at least four weeks before the scheduled meeting.*

*8.03 Required annual/biennial committee/officer reports shall be submitted to the appropriate international counterpart by the date specified on the report form supplied by International Headquarters. Convention 2013*

*8.04 A committee report that is self explanatory of committee actions and concerns shall be submitted in written form prior to each Executive Board meeting so that it may be included in the meeting packet*

**SECTION C DUTIES OF COMMITTEES**

1. SOCIETY BUSINESS

a. The **RULES COMMITTEE** shall:

1) receive all proposals for amending the Bylaws and Standing Rules by December 1 of the even-numbered years.

2) publish proposals in the March issue of *Alphaumusings* prior to the state convention.

3) monitor Executive Board meetings for motions that delete, add to, or change existing standing rules.

4) be responsible for the printing and distribution of the BYLAWS and STANDING RULES changes to all Executive Board members.

5) include the parliamentarian as an ex-officio member without vote.

***8.11 RULES***

*a. Standing Rules may be amended or rescinded by a two-thirds (2/3) vote at any Executive Board meeting as well as at state conventions. Changes will be printed in the Alphamusings issue following a meeting.*

*b. Changes made to the Bylaws and/or Standing Rules shall be printed in the Alphamusings issue following state conventions.*

*c The Bylaws and Standing Rules documents (LATEST VERSION) will be available on the Alpha Mu website. Convention 2017*

b. The **EXPANSION COMMITTEE** shall:

1) study the need for and interest in a new chapter.

2) request approval from the Executive Board.

3) assist with the organization of the new chapter.

4) be available for support and assistance to all chapters.

c. The **FINANCE COMMITTEE** shall:

1) consist of three members. The president and the treasurer shall serve as ex-officio members.

2) develop and propose a budget for adoption at the Fall Executive Board.

3) provide for an annual audit of the state treasurer’s records.

d. The **LEADERSHIP DEVELOPMENT COMMITTEE**

1) plan and implement leadership training opportunities for state and chapter officers, committee chairmen, and members. Convention 2017

***8.12 LEADERSHIP DEVELOPMENT FOR CHAPTERS***

*a. The state president and the Leadership Development Committee shall provide all newly-elected chapter officers and interested members an orientation workshop before July 1 of even-numbered years.*

*b. provide an opportunity for chapter officers to become aware of their role as chapter leader, network and explore common areas of concern with other presidents. Convention 2015.*

*c. An invitation to have an international representative is optional. Convention 2015*

*d. Regular communication among presidents is encouraged. Convention 2015*

*e.* The **MEMBERSHIP COMMITTEE** shall:

1) monitor membership within the state including:

a. nomination, election, and initiation of state honorary members.

b. membership and necrology records.

c. orientation and reorientation.

2) include the chairman of the Memorial Committee.

3) assist with the Necrology Service at state Convention.

*f.* The **NOMINATIONS COMMITTEE** shall:

1) consist of three members with the immediate past state president as chairman. Two members shall be selected from different areas of the state and be elected by ballot at the state convention.

2) submit the name of one nominee for each elective office during odd numbered years. Names of nominees will be announced in the Spring (March) issue of *Alphamusings.*

3) present the proposed slate of nominees for elected offices at the state convention. Nominations may be made from the floor.

4) prepare a ballot and conduct an election. Election shall be by a majority vote of the members registered at the convention.

5) shall inform the president in writing of the election results.

***8.13 NOMINATIONS***

*a. Members elected to the Nominations Committee must have held a state office and/or have been a member of the state Executive Board.*

*b. Members of the Nominations Committee shall not be eligible for election to any office while serving on this committee.*

*c. All nominees for state offices should be knowledgeable and should have participated in Delta Kappa Gamma activities.*

*d. The state Nominations Committee shall request that chapters and/or individual members recommend members who are capable and willing to serve as state officers.*

*e. The nominees for state president and first vice-president shall have served on the state Executive Board.*

*f. The corresponding secretary shall be from the same area as the president in order to facilitate the work of both offices.*

*g. Following the meeting of the Nominations Committee, the chairman shall contact the nominees selected for each office.*

*h. The committee shall prepare an article announcing the slate of officers for the spring (March) issue of Alphamusings.*

2. **EDUCATIONAL EXCELLENCE** Convention 2015

10.0 EDUCATIONAL EXCELLENCE

10.01 Community projects may be undertaken in the name of the Delta Kappa Gamma Society International. Chapters are encouraged to cooperate with other organizations in community service projects. Members are encouraged to serve on planning boards and community organizations.

10.02 Individuals should make their membership in Delta Kappa Gamma known when taking part in other areas of service.

a. The Educational Excellence Committee shall

(1) promote programs and projects for excellence in education.

(2) support programs of action that promote the personal action that promotes the personal well-being, intellectual growth, and global awareness of women educators.

(3) encourage emphasis on the arts.

(4) develop strategies that will enable chapters to encourage members to be leaders.

(5) additional Alpha Mu State responsibilities:

Select the recipient of Life-Long Learning Grants

Select the recipients of the Recruitment Awards to college junior women enrolled in education programs.

Keep members informed regarding legislation.

One member shall be designated as the U. S. Forum representative.

**3. EDUCATIONAL SERVICES**

a. The **COMMUNICATIONS COMMITTEE** shall:

1) promote the use of the Society publications including the Society website and DKG network.

2) support and utilize the publications and website authorized by Alpha Mu State.

3) be responsible for the publicity for state authorized activities.

4) include the editor and Web Master as ex-officio members of the committee.

***8.14 COMMUNICATIONS***

*a. The Communications Committee shall provide guidelines and offer assistance to chapter communications chairman for the production of effective chapter newsletters.*

*B Alpha Mu State may sponsor a chapter newsletter exhibit at state conventions.*

b. The **SCHOLARSHIP COMMITTEE** shall:

1) promote awareness among members for international and state scholarship opportunities.

2) recommend to the Executive Board rules governing the administration of the scholarship program.

3) develop eligibility and criteria for Alpha Mu State scholarships.

4) request the approval for the number of scholarships and their amounts at the Fall Executive Board meeting.

5) develop, distribute and accept applications for Alpha Mu State scholarships.

6) Completed applications must reach the committee chairman by February 15 of each year. They may be submitted electronically. Convention 2015

7) announce recipients at a state event.

8) provide information to *Alphamusings* and local media about recipients.

9) Scholarships are named in memory of Dr. Catherine Nutterville, Zella K. Flores, Virginia Speck, and Alvhild Martinson.

**c. The WORLD FELLOWSHIPS COMMITTEE** shall:

encourage voluntary financial support to the International World Fellowships program which offers stipends to eligible women from countries where the Society is not organized to pursue graduate study at approved institutions in member countries.

**4. ALPHA MU STATE COMMITTEES**

a. **The CATHERINE NUTTERVILLE ACHIEVEMENT AWARD COMMITTEE** shall:

1) accept nominations for the award from a chapter or member by December 1 of the even numbered year preceding the state convention.

2) screen nominations and submit a preferential ballot with not more than five names to all voting members of the State Executive Board.

3) receive marked ballots and determine the recipient. Each member is entitled to one vote.

4) make arrangements for the presentation of the award during the state convention.

5) provide information to *Alphamusings* and local media.

6) should be members who are not eligible to receive this award.

**b. The STATE CONVENTION COMMITTEE** shall:

1) work in cooperation with the state president to plan the activities of the state convention.

2) report to the fall Executive Board following the State convention. The report must include a financial statement.

**c*.* The HISTORY COMMITTEE** shall:

1) maintain a state historical record of noteworthy activities and people.

2) maintain chapter histories as a permanent record including dissolved chapter records.

3) select and process materials that are pertinent for this historical record of each biennium to be included in the state archives.

**d.The MEMORIAL COMMITTEE** shall:

1) assist the Membership Committee in planning and presenting the necrology service for the state convention.

2) collect the biographies of deceased Alpha Mu State members.

3) with the approval of the Executive Board, publish THOSE WHO SERVED, a book containing biographies of deceased members.

4) include the chairman of the Membership Committee as an ex-officio member.

**e. SALES COMMITTEE** shall:

1) purchase items of interest to Alpha Mu State members and have them available at state meetings.

2) provide an accounting of committee activity to each Fall Executive Board Meeting. Convention 2015

**f. The GOLDEN LEGACY COMMITTEE** shall:

1) plan and provide activities which may be partially funded by the interest from the Golden Legacy Fund. This activity must make a significant contribution to the future of Alpha Mu State.

2) review current projects and programs and recommend others that may be of value to members.

3) maintain a Scroll of Honor to recognize contributors.

4) promote and encourage contributions to the Golden Legacy Fund.

***11.0 GOLDEN LEGACY***

*11.01 The Golden Legacy was established in 1987 for the purpose of making a significant contribution to Alpha Mu State’s future.*

*11.02 The Golden Legacy Scroll of Honor will be maintained to acknowledge contributions of $50 or more by chapters and/or individuals in honor of or in memory of any member or friend of Alpha Mu State.*

*11.03 PROCEDURE*

*a A chapter (s) shall extend an invitation to the Executive Board to host a seminar or event.*

*b. The duties and location will be determined by the Golden Legacy Committee and host chapters.*

*c. The Golden Legacy chairman will confer with the state treasurer and obtain an estimate of the interest earned and to inform the host chapter(s) of an approximation of the amount of available money.*

*d. The Golden Legacy Committee with work with the host chapter(s) to plan and conduct the seminar or event.*

*e. After expenses are projected and a budget determined, a registration fee will be ascertained to cover anticipated expenses. The registration fee shall be the lowest possible to meet the Golden Legacy purposes to provide the greatest professional advantage to the greatest number of members.*

*f. A financial report of each project will be presented to the fall Executive Board .meeting.*

*g. If a registered member must cancel, the state convention refund policy shall be followed.*

g. **CHAMPION OF EDUCATION**

(1) This award would be given to non-members who support education and activities whether in the community and/or in the state.

(2) Chapters and individuals may submit names and a detailed description of the nominee’s contribution to education.

(3) The past presidents will select the recipient who will be recognized at the State Convention. Executive Board, 2007

**5. AD HOC COMMITTEES** shall be appointed by the president as necessary. After submitting the final report to the body that authorized it, the committee shall be dissolved.

**ARTICLE IX**

**AREAS OF ACTIVITIES**

**SECTION A CONVENTIONS**

1. Business of the state convention shall be conducted during odd-numbered years at a convention held at a time and place determined by the Executive Board, for the purpose of receiving reports and adopting policy, amending Bylaws, electing officers, and conducting other business which may properly come before it.

2. Every member registered at the convention may vote.

3. A roll call vote as specified in the CONSTITUTION may be ordered.

4. A quorum shall be a majority of those members who have registered at the convention.

5. All members who attend any convention function must pay the registration fee.

6. A complete registration fee must accompany the registration form before it can be processed.

7. A late registration fee will be added to the fees received less than two weeks prior to the convention’s first function.

8. Cancellation policy:

a. Persons who must cancel will receive a refund for unguaranteed functions provided a written request or telephone call, followed by a letter of confirmation, is received by the registration chairman prior to the opening of the convention.

b. A processing charge will be retained on all cancellations regardless of when they are received*.*

**SECTION B WORKSHOPS**

1. Workshops shall be held during the even-numbered years for the purposes of leadership training and dissemination of Society information.

2. The Leadership Development Committee and the state president shall be responsible for the arrangements and the program.

3. State convention cancellation and refund policy shall be followed.

**SECTION C OFFICERS AND STATE COMMITTEE CHAIRMEN ORIENTATION AND PLANNING MEETING**

1. Incoming state officers and incoming state committee chairmen will meet before July 1 of odd-numbered years for the purpose of receiving materials, becoming acquainted with the work of Alpha Mu State Organization, and setting goals for the coming biennium. Mileage and room expenses shall be paid by Alpha Mu State when funds are available.

2. The immediate past president, after consulting with the incoming president, shall be responsible for selecting the date, the place and the agenda.

3. Each outgoing state committee chairman is responsible to transfer materials to the incoming state chairman and orient her to the committee work*.*

**SECTION D PUBLICATIONS**

1. *Alphamusings* shall be the official publication of Alpha Mu State for the purpose of informing members of Society business. Four issues of *Alphamusings* shall be published annually.

2. Any printed or audio-visual publication of Alpha Mu State shall be approved by the state president and the state editor before reproduction and distribution. It must:

a. implement the purposes of the Society.

b. contain accurate, documented, factual information.

c. have acceptable literary and artistic style.

d. be edited by a designated editor.

9.0 PUBLICATIONS

9.01 *Alphamusings* shall inform members about Society issues, committee work, special events and projects, and important news concerning the accomplishments of chapters and individual members. Convention 2017

9.02 A state directory of international and state officers, past state presidents, committee chairmen, chapter presidents, state honorary members and Catherine Nutterville Achievement Award recipients shall be distributes at the Fall Executive Board meeting.

**ARTICLE X**

**AWARDS**

**SECTION A CATHERINE NUTTERVILLE ACHIEVEMENT AWARD**

The Catherine Nutterville Achievement Award will be presented to an Alpha Mu State member who:

1. has made outstanding contributions to education.

2. has rendered exceptional service to the Society at the state level.

3. has been a member in good standing for at least four years. If two candidates have comparable qualifications, the member having the longest membership in Alpha Mu State shall receive the award.

4. has not been a state president or served on an international committee.

5. A member may receive the award only once.

***12.1 CATHERINE NUTTERVILLE ACHIEVEMENT AWARD***

*12.01 At the time of an Achievement Award recipient’s death, if feasible and/or appropriate, the Catherine Nutterville Achievement Award pin guard should be returned to Alpha Mu State.*

**SECTION B SCHOLARSHIPS**

1. Committee personnel should be members who are not eligible to receive this award.

2. Scholarship applicants shall have been initiated into or transferred within The Delta Kappa Gamma Society International, Alpha Mu State, two (2) or more full years prior to April 1 of the year that the scholarship will be awarded.

3. Applicants must be pursuing a graduate program at an accredited institution and be returning to work in Montana.

4. Applications shall be addressed to the chairman and postmarked by February 15.

5. A member may receive no more than two scholarships.

6. No state scholarship will be awarded in a given year to a member receiving an International scholarship in that year.

7. Evidence of the fulfillment of the scholarship requirements will be requested by the Scholarship Committee.

8. The state Scholarship Committee shall maintain records on all scholarship recipients.

9. Scholarships are named for Dr. Catherine Nutterville, Zella K. Flores, Virginia Speck, and Alvhild Martinson.

10. Endowment Scholarship

The memorial endowment scholarship fund of alpha mu state is an endowment and only the interest from this fund may be used for scholarships. An award may be given in odd-numbered years to a member in good standing and has been a member for two years. The scholarship may be used to complete a doctoral program or to obtain a second masters.

**SECTION C RECRUITMENT AWARDS**

1. The Recruitment awards are:

a. Catherine Rathman Award

b. Helen D. Adams Award

c. Janice I. Nerem Award

2. These awards shall be given to women who are juniors currently enrolled in an accredited college of education.

3. The amounts of the awards shall be determined by the state Executive Board.

**SECTION D LIFELONG LEARNING GRANT**

1. To encourage Alpha Mu State members to continue learning for a lifetime through workshops, seminars, classes, elderhostels and study/travel conferences or by attending a Delta Kappa Gamma conference or convention.

2. The successful candidate must be an active member of Alpha Mu State for at least five years and committed to remaining a member.

3. Priority is given to retired active members.

4. The selection of the recipient of the Lifelong grants shall be administered by the Educational Excellence Committee Convention 2015.

5. Awards range from $50 - $200 may be used to defray conference expenses and/or transportation. The number of the awards will be established by the executive board. Convention 2017

6. Must be requested one month prior to the program – must include proof of acceptance in a given class or program

7. Cannot be used to reimburse tuition for college credit that applies toward a degree or certification

8. A recipient may reapply three years after receiving the initial award.

**ARTICLE XI**

**AMENDMENTS**

**SECTION A AMENDMENTS TO THE BYLAWS**

1. Proposals for amending the Bylaws shall be considered every two years.

2. Proposals for amending:

a. Any member, committee, or chapter may propose amendments to the chairman of the Rules Committee by December 1 of an even-numbered year.

b. The Rules Committee will review all proposals.

c. Notification of proposed amendments:

1) All amendments to be voted upon by members attending the state convention shall be presented to the membership in printed form in the March issue of *Alphamusing*.

2) Approval of two-thirds (2/3) of the votes cast, a quorum being present, shall be required for adoption of an amendment to the By-Laws.

3) Adopted amendments will take effect immediately upon adoption unless a proviso states otherwise*.*

**SECTION B AMENDMENTS TO THE STANDING RULES**

1. Standing Rules may be amended at any Executive Board Meeting during any year in accordance to the procedures for amending the Bylaws. Convention 2017

2. Standing Rules may, in addition, be amended or rescinded by a majority vote at any annual Executive Board meeting.

**SECTION C CHANGES NOT REQUIRING THE AMENDMENT PROCESS**

1. Changes as a result of International action will automatically be made by the Rules Committee in the state Bylaws and Standing Rules.

2. Changes for the purpose of clarity that will not affect the intent or meaning can be made by the Rules Committee.

**ARTICLE XII**

**DISSOLUTION**

**SECTION A ALPHA MU STATE**

1. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made.

2. The Alpha Mu State Executive Board shall determine specific procedures for liquidating remaining assets according to the statutes of incorporation of the state of Montana and shall supervise disbursement of funds.

**SECTION B CHAPTER**

1. The approval of the Executive Board shall be obtained for dissolution of a chapter.

2. The chapter charter shall be returned to the state who will forward it to International Headquarters.

3. The remaining chapter funds shall be sent to the state treasurer.

4. Initiation paraphernalia, chapter records, and Society publications shall be sent to the state organization.

**ARTICLE XIII**

**PARLIAMENTARY AUTHORITY**

ROBERTS RULES OF ORDER NEWLY REVISED (current edition) shall govern the proceedings of Alpha Mu State and its chapters in all cases not provided for in the CONSTITUTION AND STANDING RULES, STATE BYLAWS, and STANDING RULES*.*

ARTICLE XIV

GIFTS

ALPHA MU STATE ONLY

14.1 GIFTS TO ALPHA MU STATE

The Board of Directors shall act as agents of Alpha Mu State to review each potential gift. They shall make recommendations to the Executive Board who will accept or reject the gift.