

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL, INC.
ALPHA UPSILON STATE BYLAWS

ARTICLE I
NAME

Section A.

The name of this state organization shall be Alpha Upsilon, Massachusetts, (Greek and geographic) of the Delta Kappa Gamma Society International, Inc., hereafter known as Alpha Upsilon State.

Section B.

Each chapter in Alpha Upsilon State shall be designated by a Greek letter or a combination of Greek letters by the Executive Board.

ARTICLE II
PURPOSES and MISSION

The purpose of Alpha Upsilon State shall be to:

Section A.

Promote the seven purposes of the Delta Kappa Gamma Society International, Inc., as found in the CONSTITUTION, ARTICLE II.

Section B.

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

Section C.

Act as liaison between chapters and the International organization.

ARTICLE III
MEMBERSHIP

Section A.

The membership of Alpha Upsilon State shall be composed of active, reserve, and honorary members in the state. All membership is in accordance with the CONSTITUTION. ARTICLE III.

Section B.

The chapter acts in matters of membership and membership records are kept at the chapter level.

Section C. State Honorary Members

1. State honorary members shall be recommended by the State Membership Committee and elected by the Executive Board. A four - fifths ($4/5$) vote of approval is required.
2. Initiation of state honorary members may be conducted at any state meeting. The state president and the chairman of the membership Committee shall organize the orientation session and the initiation.

**ARTICLE IV
FINANCE**

Section A. Annual Dues

1. The state annual dues shall be presented at the State Spring annual Convention and any changes approved by a two-thirds ($2/3$) vote of the members present. One dollar per member shall go to the Sara E. Chase Scholarship Fund. (Voted at the May, 1994 Spring State Convention.)
2. The state and the chapter fiscal year shall be from July 1 - June 30.
3. Annual dues and International scholarship fee shall be paid between July 1 and October 31 of each year. On November 1, members shall be dropped for non- payment of dues and fees.

Section B. Initiation Fee

1. An initiation fee of U.S. \$10 shall be required of all members except honorary members.

Section C. Honorary Fee

1. A lifetime fee of \$50 for international publications shall be paid for each honorary member at the time of initiation. This fee shall be paid by the initiating unit of the Society.

Section D. Scholarship Fee

1. A scholarship fee of U.S. \$1 shall be paid annually by each active and reserve member

Section E. The Finance Controls

1. The available fund shall be the operating fund and require a proposed budget submitted annually by the finance committee for adoption by the Executive Board
2. The state shall maintain a Permanent Fund according to Society guidelines.
3. The state shall maintain a Scholarship Fund according to Society guidelines.
4. Special fund and/or monetary awards should be established by the Executive Board.
5. The report of the annual financial review shall be submitted to the Executive Board.
6. All expense vouchers shall be approved and signed by the president before payment is made by the treasurer.

ARTICLE V ORGANIZATION

Section A. Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION, International Standing Rules, and Alpha Upsilon State Bylaws.
2. Chapter officials, 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. All officers shall take office on July 1 following their election.
 - b. The treasurer shall be selected by the president with the approval of the Executive Board of each biennium.
3. The chapter president shall represent the chapter as a voting member of the State Executive Board.
4. Each chapter shall have chapter rules which are consistent with the *Constitution* and its state organization bylaws. The chapter bylaws/rules chair shall submit a copy of its bylaws/rules to the State Chair.

Section B. New Chapter

1. The State Executive Board shall determine chapter areas and shall approve the organizing of a new chapter.

Section C. Area Meetings

1. At the State Spring Convention chapter presidents in each area meet to plan area meetings in compliance with Coordinating Council guidelines.

ARTICLE VI OFFICERS and PERSONNEL

Section A. Officers and Personnel

1. The state officers shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary who ARE elected.
2. The treasurer, executive secretary, webmaster, and editor shall be appointed by the president and approved by the Executive Board and each receive an honorarium.
3. The parliamentarian SHALL BE appointed by the president.

Section B. Duties of Officers

These officers shall perform the duties as prescribed in the CONSTITUTION, ARTICLE VI, Section C.

Section C. Term of Office

1. Officers, elected by the state convention in odd-numbered years shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
2. No officer, except the treasurer, webmaster, editor and the executive secretary, may serve in the same office longer than two (2) terms in succession.
3. 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 the president.
2. When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

Section E. Nominations and Election

1. Nominations for office shall be made by a Nominations Committee comprised of one member from each of the six areas, elected by ballot at the spring convention in odd-numbered years.
The chairman shall be the immediate past state president.
 - a. The committee shall submit the name of one nominee for each elective office to the State Executive Board at the State Winter Board meeting. Consent of each nominee must be obtained.
 - b. The slate of officers, with candidate qualifications, shall be published in the spring issue of the **BAYSTATER**.
 - c. After the report of the committee has been made to the spring convention, additional nominations may be made from the floor, with the consent of those being nominated.
2. 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.
3. The Nominations Committee shall prepare the ballot and conduct the election, if it is not a voice vote.

ARTICLE VII EXECUTIVE BOARD

Section A. State Executive Board

1. The members of the Executive Board shall be the elected officers, the past state presidents, and chapter presidents. The executive secretary, the treasurer, and the parliamentarian shall be ex officio members, without vote.
2. The duties of the Executive Board shall be
 - a. to recommend policies and procedures for consideration by the state convention or the chapters.
 - b. to examine, modify, if necessary, and adopt the state budget.
 - c. to select an executive secretary, the treasurer, and such other personnel as may be needed; to prescribe their duties, fix their stipends, and determine their terms of office.
 - d. to determine chapter areas.
 - e. to determine dates and sites of state meetings.
3. Meetings of the Executive Board
 - a. Meetings of the Executive Board shall be held three (3) times a year. The board may meet at other times upon the call of the president; thirty (30) days' notice must be given.

- b. Chapter presidents who are unable to attend the State Executive Board meeting may appoint an official representative who shall have full privileges of participation.
- c. A quorum shall be a majority of the voting members of the board. Each voting member shall be entitled to one vote.
- d. Vote by Mail. In the event an emergency makes impossible the holding of a meeting of the Executive Board, the business delegated to the Board may be transacted by mail, fax/phone, and/or e-mail.

ARTICLE VIII COMMITTEES

Section A. Committee Structure

I. Society Business

- a. Bylaws
- b. Expansion
- c. Finance
- d. Leadership Development
- e. Membership
- f. Necrology
- g. Nominations
- h. Coordinating Council

2. Program of Work

- a. Program
- b. Personal Growth and Services
- c. Professional Affairs
- d. Research
- e. Legislation
- f. Music

3. Educational Services

- a. Communications
- b. Scholarships

- c. World Fellowship
- d. Christa McAuliffe Project
- e. U.S. Forum Representative
- f. International Speakers' Fund

Section B. General Procedures

1. All committees shall be appointed by the president except the Nominations and Finance Committees which shall be elected at the Spring State Convention in odd- numbered years.
2. The president shall serve as ex officio member of all committees except Nominations.
3. Matters requiring immediate committee action may be voted upon by mail, fax/phone, and/or e-mail. Majority vote of the committee members shall be required for action.
4. Reports of work accomplished will be prepared on forms supplied by Society Headquarters.
5. Special committees may be appointed. After submitting its final report to the Executive Board, the committee shall be dissolved.

Section C. Composition and Duties of Committees

i. Society Business

a. Bylaws

The appointed Bylaws Chairman/Committee shall consist of:

- (1) A past state president, ex officio, without a vote.
- (2) The state parliamentarian, ex officio, without a vote.
- (3) The state bylaws chairman.
- (4) Two other members appointed by the chairman.
- (5) The committee shall review the Bylaws, recommend necessary changes as well as any proposed amendments.
- (6) The Bylaws shall be in Accordance with ARTICLE XI, AMENDMENTS.
- (7) A final copy of the the Bylaws shall be submitted to the International Constitution Committee when requested.

b. Expansion

The appointed Expansion Chairman/Committee shall consist of:

- (1) the executive secretary, ex officio, without a vote.
- (2) the state president, ex officio, without a vote.
- (3) the state membership chairman.
- (4) the state treasurer.
- (5) three other members appointed by the chairman.

Duties will be:

- (1) to encourage chapters to equalize and expand membership.
- (2) to survey the state to determine locations for new chapters.
- (3) to assist and guide organizers and presidents who sponsor new chapters and meet with them to discuss new procedure.
- (4) to coordinate efforts of organizers in orienting new chapters.

c. Finance

The Finance Committee shall consist of

- (1) the state president (ex officio)
- (2) the state treasurer (ex officio)
- (3) the state executive secretary (as consultant)
- (4) the state program chairman.
- (5) three chapter presidents elected by the Executive Board at the State Spring Convention ending a biennium, one of whom shall be appointed as chairman by the state president.

The Committee shall perform the following duties:

- (1) prepare the budget which shall be presented to the Executive Board for approval at the beginning of the biennium.
- (2) review the budget at the beginning of the second year of each biennium for presentation to the Executive Board.

d. Leadership Development

- (1) Chairman appointed by the president.
- (2) The committee, selected by the chairman, shall plan leadership development training for chapter presidents and may provide yearly leadership development or leadership management seminars/conferences or state members.

e. Membership Committee

- (1) Chairman appointed by the president.
- (2) The committee shall study and make recommendations regarding membership problems, in concert with the State Coordinating Council.
- (3) Necrology and membership records shall be the responsibility of the state committee.

f. Necrology

- (1) Chairman appointed by the president.
- (2) The chairman shall receive names of deceased members statewide from the State Membership Chairman by March 1st of each year and plan the annual Celebration of Life service held at each Spring State Convention.

g. Nominations

- (1) The Nominations Committee shall be elected in accordance with the policy adopted by the State Executive Board.
- (2) The committee shall consist of six (6) members: the immediate past president as chairman and represent her area, and five (5) other members representing each of the other state areas. They shall be elected at the Spring State Convention ending the biennium.
- (3) The committee shall perform the duties outlined in the HANDBOOK.

h. Coordinating Council

- (1) The Council is made up of a chairman appointed by the state president and one member from each area appointed for the biennium by the council chairman. The State Executive Secretary shall work closely with the Council.
- (2) The purposes of the council are:
 - (a) to act as a clearing house for common chapter problems.
 - (b) to help chapters stabilize membership.
 - (c) to assist any chapter president who is seeking suggestions.
 - (d) to assist in forming new chapters when requested.
 - (e) to assist presidents of new chapters.
 - (f) to assist in arrangements for the New Chapter Presidents' Workshop.
 - (g) to encourage attendance and participation at area, state, regional, and international meetings.
 - (h) to provide networking assistance to the state president and Executive Board.
 - (i) to accept nominations and vote on Area Achievement Awards to be presented at the annual State Fall Workshop.
 - (j) to coordinate the meeting of the chapter presidents at the State Spring Convention.

2. Program of Work

a. Program

- (1) The Program Committee shall consist of the first vice-president as chairman, the Chairman of Personal Growth and Services, the Chairman of Professional Affairs, the Chairman of Research, and a music representative.
- (2) The state committee shall perform the duties outlined in the HANDBOOK.

b. Personal Growth and Services

- (1) Chairman appointed by the president.
- (2) The committee shall perform the duties outlined in the HANDBOOK.

c. Professional Affairs

- (1) Chairman appointed by the president.
- (2) The committee shall perform the duties outlined in the HANDBOOK.

d. Research

- (1) Chairman appointed by the president.
- (2) The committee shall perform the duties outlined in the HANDBOOK.

e. Legislation

- (1) Chairman appointed by the president.
- (2) Committee duties are:
 - (a) to implement State Meeting workshops in order to enhance awareness, to educate, and to involve members in legislative matters.
 - (b) to be participants in the New Chapter Presidents' Training workshops.
 - (c) to provide encouragement and support to chapter Legislation Chairmen.
 - (d) to encourage members to communicate with their legislators on key issues.
 - (e) to network with other concerned organizations and to keep chapter Legislation Chairmen informed on key issues.
 - (f) to appoint liaisons to other women's organizations if approved by the Executive Board.

f. Music

- (1) Chairman appointed by the president.
- (2) The committee shall perform the duties outlined in the HANDBOOK.

3. Educational Services

a. Communications

- (1) Chairman appointed by the president.
- (2) The committee shall perform the duties outlined in the HANDBOOK.

b. Scholarships

- (1) Chairman appointed by the president.
- (2) The committee shall perform the duties outlined in the HANDBOOK.

c. World Fellowship

- (1) Chairman appointed by the president.
- (2) The committee shall assist in promoting the work of the International World Fellowship Committee.

d. Christa McAuliffe Project (Living Memorial Fund)

- (1) Chairman appointed by the president.
- (2) In the administration of the Christa McAuliffe Living Memorial Fund awards, the number of awards and the amount of each shall be recommended by the Project Committee and approved by the Executive Board.

e. US Forum

- (1) Representative appointed by the president.
- (2) Duties are as follows:
 - (a) to act as liaison to the International U.S. Forum and the state membership.
 - (b) to promote discussion and programming related to official U.S. Forum topics.

f. International Speakers Fund

- (1) Chairman appointed by the president.
- (2) Duties are as follows:
 - (a) to solicit speakers from the state membership and submit names to the International committee.
 - (b) to suggest speakers sponsored by the International committee to the State Executive Board for future state convention programs.

ARTICLE IX AREAS OF ACTIVITY

Section A. Spring Convention

1. Business of the state shall be conducted annually at a date and site as determined by the Executive Board, for the purpose of receiving reports and adopting policy, amending bylaws, electing officers in odd-numbered years, and other business which may properly come before it.
2. The quorum shall be a majority of those members who have registered at the convention.
3. Every member who is registered may make motions, enter discussions, and vote except in cases where a roll call vote is taken.
4. A roll call vote, as specified in the CONSTITUTION, ARTICLE IX, Section A. 2. D. may be ordered.

Section B. Other Meetings

1. There shall be an annual State Fall Workshop.
2. Area meetings may be held each fall and may be counted as a chapter meeting.

Section C. Scholarship

1. Alpha Upsilon State shall maintain the Sara E. Chase fund. Awards shall be granted to Alpha Upsilon members to assist them in earning advanced degrees.
2. In the administration of the Sara E. Chase Scholarship program, the number of scholarships and the amount of each shall be recommended by the Scholarship Committee and approved by the Executive Board.
3. Applications for these awards shall be submitted to the chairman of the Scholarship Committee. The Scholarship Committee shall make awards at state conventions.

Section D. Publications

1. The **BAYSTATER** shall be the official publication of Alpha Upsilon State.
 - a. The editor shall be appointed by the state president, with the approval of the Executive Board.
 - b. There shall be at least two (2) editions during years when there is no state election, and at least three (3) editions when state officers are being elected, unless otherwise voted by the Executive Board.

2. State Directory

A complete state directory shall be published when deemed necessary by the State Executive Board.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of the state organization and its chapters in all cases not provided for in the CONSTITUTION, State Bylaws, and Standing Rules, or other adopted society rules.

ARTICLE XI AMENDMENTS

Section A.

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

Section B.

Proposed amendments to the bylaws may be submitted to the Bylaw Committee by any member and any committee or chapter.

Section C.

All proposed amendments shall have been approved by a two-thirds (2/3) vote of the Executive Board before being submitted to the convention.

Section D.

Standing rules may be amended or rescinded at any annual Spring Convention by a two-thirds (2/3) vote.

ARTICLE XII STATE DISSOLUTION

Section A.

Before Alpha Upsilon State is dissolved, the approval of the International Executive Board must be obtained.

Section B.

Careful consideration shall be given to the manner in which those desiring to maintain membership may transfer to other states. International Procedures must be followed.

Section C.

Any remaining funds in the state account shall be sent to the International Treasurer and be deposited into the available fund.

Section D.

The state's paraphernalia, the Society publications, and the state records shall be retained in the International archives and made available for use.

Section E.

The charter must be returned to International Headquarters.

Section F.

The International Executive Board shall decide whether the Greek name shall be reused.

ARTICLE XIII CHAPTER DISSOLUTION

Section A.

Before a chapter is dissolved, the approval of the State Executive Board must be obtained.

Section B.

Careful consideration shall be given to the manner in which those desiring to maintain membership may transfer to other chapters. State procedures must be followed.

Section C.

Any remaining funds in the chapter account shall be sent to the State Treasurer and be deposited into the available fund.

Section D.

The chapter's paraphernalia and chapter records shall be retained in the state archives and made available for use.

Section E.

The State Executive Board shall decide whether the Greek name shall be reused.

ALPHA UPSILON STATE STANDING RULES

Dates

Dates and locations of International, Regional, and State meetings shall be published a year in advance, if possible. All area dates will be given at State Conventions. No chapter shall have meetings within two (2) weeks of any state or area meeting, if possible.

International Conventions, Regional Conferences, State Meetings

Because both the state president and state executive secretary represent Alpha Upsilon State on the International Executive Board and because the state treasurer and program chairman should attend International workshops, it shall be the policy that these four (4) persons be sent at state expense to the above meetings if the budget allows. In years when special workshops are held for specific chairmen at Regional Conferences, the expenses of these chairmen shall be paid by the state, if the budget allows. All chapters should be encouraged to send a representative to the state meetings and assist if possible with part or all of the expense.

Memorials

A. Alpha Upsilon State designates the following memorials:

1. \$100 gift to either Sara E. Chase Fund or the International Education Foundation at the death of a state president or past state president.
2. \$100 gift to either fund at the death of an International officer.
3. \$100 gift to either fund at the death of a state treasurer or state executive secretary who has served at least five (5) years.

B. Any other gift must be according to a vote of the Executive Board.

C. The state treasurer will notify the family of the deceased member on the appropriate recipient form. Similar acknowledgment cards shall be sent to individual or chapter donors to the Sara E. Chase Fund or International Education Foundation.

Publications

A. Individual chapters may take responsibility of paying for subscriptions to the Delta Kappa Gamma Bulletin for local libraries, colleges, and universities. Chapter treasurers shall send the name of institutions to which the chapter make the gift to the state corresponding secretary who will publish the list in the Bavstater.

B. It shall be the responsibility of each chapter chairman of Communications to act as liaison between her chapter and the editor of the Baystater. She may also encourage members to write articles for submission to the State and International publications.

C. Chapters will elect officers in winter or early spring in order that a list of new chapter presidents may be published in the Bavstater.