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*The bylaws articles are identified by Roman numerals. The standing rules articles*

*are identified by Arabic numerals. The articles of* ***Arkansas State Organization Bylaws and***

***Standing Rules*** *tables of contents are numbered in harmony with the*

***International Constitution and Standing Rules****; thus some article numbers are*

*vacant because there is no content. This is done deliberately to facilitate*

*referencing the international and state governing documents.*

**ARKANSAS STATE ORGANIZATION BYLAWS**

**ARTICLE I**

**NAME**

**Section A.**

The name of this state organization shall be Arkansas State Organization, formerly known as Kappa State, of the Delta Kappa Gamma Society International, hereafter known as Arkansas State Organization or ASO.

**Section B.**

Each chapter in Arkansas State Organization shall be designated by a Greek letter or combination of Greek letters. The ASO Executive Board shall approve the name of each new chapter.

**ARTICLE II**

**OBJECTIVES**

The objectives of Arkansas State Organization shall be

1. To promote the Mission, Vision and Purposes of The Delta Kappa Gamma Society

 International as found in the *Constitution*, Article II;

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

3. To transact the business of Delta Kappa Gamma Society International within ASO;

4. To organize Delta Kappa Gamma chapters within the state;

5. To provide leadership opportunities and development for members; and

6. To provide personal and professional growth for members.

**ARTICLE III**

**MEMBERSHIP**

**Section A. Arkansas State Organization Membership**

1. The membership of ASO shall be composed of active, reserve, collegiate, and honorary members of chapters within the state and active or reserve members who have been granted non-chapter state member status by the state executive board.
2. 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.
3. Each chapter has authority to act in matters of membership. Membership records shall be kept at the chapter level. An exception is a member who has been granted non-chapter state member status. Non-‐chapter state member records are kept by the state treasurer, the Membership Recruitment and Retention Committee, and the executive secretary.
4. All membership practices shall be in accordance with the *Constitution*, Article III.

**Section B. Classification of Membership**

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.
	1. Reserve status shall be granted by a majority vote of the chapter.
	2. A reserve member, so requesting, may be restored to active membership.
3. 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.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
	1. 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.
	2. 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.
	3. 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.
5. Non-‐chapter state members are active or reserve members who do not belong to a chapter because of geographic isolation. Status as a non-‐chapter state member must be requested and granted by a majority vote of the state executive board. (*International Standing Rules,* 3.13)

**Section C. Election**

1. A candidate for active membership shall be selected by the method established by the chapter rules.
2. A candidate for honorary membership at the state level shall be elected by a method established by the ASO Executive Board. A candidate for honorary membership at the chapter level shall be elected by a method established in the chapter rules.

**Section D. Transfer**

A member may transfer from one chapter to another upon notification to Society

Headquarters.

**Section E. Termination of Membership**

1. Membership in the Society is terminated for nonpayment of dues and fees, resignation,

or death.

**Section F. Reinstatement**

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

**ARTICLE IV**

**FINANCE**

**Section A. Annual Dues**

1. Annual dues shall be required of active and reserve members at all levels of the Society.
	1. International dues shall be an amount recommended by the International Executive Board and approved by the International Convention.
	2. Arkansas State Organization dues shall be an amount recommended by the state executive board and approved by a two-‐thirds (2/3) vote of the members registered at state convention.
	3. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.

**Section B. Fees**

1. Scholarship Fee

 Each active and reserve member shall pay a scholarship fee annually.

**Section C. Payment of Dues and Fees**

1. The membership year is July 1-June 30. A member shall pay annual dues and fees no later than June 30 for the following fiscal year.
2. New members shall become members when dues are paid. New members who join between July 1 and December 31 shall pay full international dues for the current fiscal year. New members who join between January 1 and March 31 shall pay half dues. New members joining between April 1 and June 30 shall pay full international dues for the ensuing year. Reinstated members shall pay full annual dues whenever reinstated. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
3. 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.
4. The international portion of the dues and fees shall be sent between July 1 and September 30.
5. A member who fails to complete payment of international dues shall be dropped as of October 1.

**Section D. Financial Assessments**

Financial assessments may be levied only by the chapter.

**Section E. Other Income**

Arkansas State Organization may receive and utilize income from sources other than dues and fees in accordance with policies established by the state executive board. (See *ASO Standing Rules,* 4.6)

**Section F. Funds**

Arkansas State Organization Funds shall include but not be limited to the following:

* 1. Available Fund

The Available Fund shall be derived from membership dues, initiation fees, interest from any invested available funds or the principal of such investments, and other sources as determined by the state executive board. This fund shall be the operating fund and shall require a budget.

* 1. The Available Fund Reserve
		1. Arkansas State shall maintain an Available Fund Reserve in accordance with International *Constitution,* IV. F. 3.
		2. The Available Fund Reserve – all levels

Each state organization which does not have a headquarters building should maintain an available fund reserve which is not less than one year’s operating expenses.

* + - * 1. State organizations without a headquarters building are not required to maintain a permanent fund; but are required to maintain an Available Fund Reserve. These state organizations without a headquarters building shall set aside up to twenty-percent (20%) of their state organization dues until the total of the Available Fund Reserve equals one year’s operating expenses at which time the state organization executive board may reduce or discontinue further allocations.
				2. The Available Fund Reserve may be used at the discretion of the state organization executive board.
		1. The Available Fund Reserve of Arkansas State Organization shall be maintained at an asset level of not less than 20 percent of the ASO Available Fund annual income. (*Constitution,* IV. F. 3.c.)
		2. Investment income from the Available Fund Reserve may be allocated to the Available Fund by vote of the ASO Executive Board.
		3. Proceeds from the sale of ASO Available Fund Reserve assets may be added to the principle of the Available Fund.
		4. The principal of the state organization Permanent Funds shall be used for the following:
			1. purchasing induction paraphernalia
			2. purchasing articles and equipment of a permanent nature
			3. technology related upgrades and licenses for computer software
			4. renting office space.
		5. Expenditures from the Available Fund Reserve shall be approved by the Finance Committee and authorized by the ASO Executive Board.
	1. Scholarship Fund all levels

Arkansas State Organization maintains a scholarship fund for the benefit of its members.

* + 1. The Scholarship Fund is a savings account. Funds are derived from scholarship fees paid by members and from contributions by chapters and individuals.
		2. The scholarship fee paid by a member shall be divided as follows:
			1. One hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund. The state treasurer shall transfer these fees to the Scholarship Fund upon receipt.
			2. Eighty percent (80%) shall be retained by the chapter having scholarship fund.
		3. Funds shall be transferred to the Available Fund as needed to help defray the cost of state scholarships.
		4. Rules governing the state Scholarship Fund are recommended by the Scholarship Committee and approved by the ASO Executive Board.
	1. Leadership Development Fund
		1. The Leadership Development Fund is a non-­‐dues revenue savings account. The funds are derived from contributions from individuals and chapters and are used to augment budgeted funds specified for leadership development.
		2. Available funds budgeted for leadership development shall be expended before funds from the Leadership Development Fund are expended.
		3. The state treasurer shall deposit contributions to the Leadership Development Fund.
	2. Officer Training Fund
		1. The Officer Training Fund is a non-­‐dues revenue savings account established with monies generated by the membership through fund-­‐raising activities.
		2. The Officer Training Fund shall be expended for in-­‐state ASO officer and area leader training.
		3. The Officer Training Fund may be supplemented by gifts, memorials, and honoraria from members and non-­‐members and by activities that generate non-­‐dues revenue.

**Section G. Financial Accounting**

1. Fiscal Year

The fiscal year of Arkansas State Organization shall be July 1 – June 30 inclusive.

1. Budget
	1. The ASO Finance Committee shall prepare the Available Fund budget biennially.
	2. The budget shall be reviewed by the ASO Executive Board and adopted by a majority vote of the members registered at state convention in odd-­‐numbered years.
2. Control of accounts
	1. The state organization president and treasurer shall have records of all ASO bank accounts, including certificates of deposit and checking and savings accounts.
	2. To move or cash a certificate of deposit or to move a checking or savings account requires two signatures, the state organization treasurer, president or first vice president.
3. Audit
	1. The executive committee shall approve an external accounting authority for an annual audit/financial review of ASO financial records.
	2. The report of the annual review of the financial records shall be examined by the finance and executive committees. The ASO Executive Board shall review and adopt the audit report.
4. Reimbursements
	1. Reimbursements shall be provided for specified state organization personnel for participation in official state activities. All reimbursements for expenses require a receipt.
	2. All bills must be submitted with receipts to the state organization president for approval prior to payment made by the state organization treasurer.

**ARTICLE V**

**ORGANIZATION**

**Section A. Levels of Organization**

The business of the Society shall be conducted by the organization on three (3) levels. The three (3) levels of organization shall be chapter, state organization, and international.

1. The term *chapter* shall designate the local unit.
2. The terms *state* and *state organization* shall designate states, territories, provinces, and countries where The Delta Kappa Gamma Society International is organized.
3. The terms *International* and *Society* shall designate the overall organization with the total membership*. (Constitution,* Article V.A.)
4. In addition, ASO Executive Board authorizes the division of Arkansas State Organization into four (4) geographical areas.

**Section B. Chapter Level**

1. Each chapter shall have chapter rules which are consistent with the *Constitution,* *International Standing Rules* and *Arkansas State Organization Bylaws and Standing Rules*.
2. New chapters shall be organized in accordance with the *Constitution,* V. B.

**Section C. Areas**

1. State shall be divided into four (4) geographic areas to render better service and communication for membership.
2. The ASO Executive Board shall define the boundaries of the areas and the chapters in each area.
3. Each geographic area shall elect an area leader, member of the Personnel Committee and a member of the Nominations Committee.

**Section D. State Organization**

1. The state shall have bylaws and standing rules that comply with the *International* *Constitution and Standing Rules*.
2. The state organization shall provide support for its chapters and members that includes but is not limited to

 a. Election of state officers;

 b. Conduct of business of the state;

 c. Liaison between members and international;

 d. Holding meetings to conduct business;

 e. Dissemination of information about the Society; and

 f. Fostering personal and professional development of members.

**Section E. International**

The Delta Kappa Gamma Society International shall consist of all state organizations. (*Constitution,* V.D)

**ARTICLE VI**

  **OFFICERS AND RELATED PERSONNEL**

**Section A. State Officers**

State organization officers, all of whom must be members of the Society, shall be a president, a first vice president, a second vice president, a secretary (all elected), and a treasurer (selected by the executive board).

**Section B. Chapter Officers**

1. Chapter officers, all of whom must be members of the Society, shall be a president, a vice-president, a secretary (all elected), and a treasurer (appointed) and others as stated in the chapter rules.
2. Chapter officers shall be elected in even-numbered years by a majority vote, except the treasurer and parliamentary advisor, who are not elected.
	1. The treasurer shall be appointed by the chapter executive board in even-numbered years. The parliamentary advisor, if desired, is appointed by the president.
	2. 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 July 1 following their election.
3. Chapter officers, committees, and members shall attend area meetings for the purpose of orientation and training regarding their responsibilities.
4. The chapter president or her designee (identified in writing to the state organization president) shall represent the chapter as a voting member of the ASO Executive Board.

**Section C. State Related Personnel**

1. A parliamentary advisor shall be appointed by the president. It is desired that the parliamentary advisor be a member of the Society.
2. A treasurer, an editor, webmaster, and an executive secretary shall be approved by the ASO Executive Board upon recommendation of the Personnel Committee. The editor shall be liaison if the webmaster is not a Society member. The ASO treasurer, webmaster, editor, and executive secretary serve under a remunerative contract.
	1. State organization treasurers shall be bonded with the amount set and paid by the state organization.
3. Area Leaders, all of whom must be members of the Society, are elected by the members of the area they represent.

**Section D. Chapter Related Personnel**

Chapter related personnel shall be defined by chapter rules.

**Section E. Duties**

1. President
	1. The state organization president shall
		1. Act as presiding officer at regular and called meetings and direct the activities of the organization;
		2. Act as chair of the ASO Executive Committee and ASO Executive Board;
		3. Review and sign the minutes of the ASO Executive Committee, the ASO Executive Board, and the ASO Convention;
		4. Authorize the ASO secretary to distribute the approved and signed minutes of the ASO Executive Board and of the ASO Convention;
		5. Appoint a parliamentarian;
		6. Appoint standing and special committees as specified in Arkansas State Organization Bylaws;
		7. Appoint a committee to approve the minutes of the ASO Executive Board;
		8. Appoint a committee to approve the minutes of the ASO convention;
		9. Transmit signed minutes of both the ASO Executive Board and ASO Convention to the state organization secretary for filing and subsequent transmission to the executive secretary for electronic distribution to the executive board. (The president may use a digital signature to authorize the minutes.);
		10. Serve as member ex-­‐officio, with vote, on all committees except Nominations and the Past Presidents Advisory Council;
		11. Approve for payment expense claims (The president may use an electronic signature to authorize reimbursement.);
		12. With input from the Executive Committee, negotiate a definite commitment for the site of each state meeting as far in advance as is feasible. Obtain a detailed signed agreement as early as possible;
		13. Transmit a copy of the site signed detailed agreement for state meetings to the first and second vice presidents, the treasurer, and the executive secretary immediately after signing and inform all members of the site and date as soon as possible;
		14. Confer with the editor about *Arkansas State Organization News*, confer with the webmaster (if a member of the Society) about the content and design of the ASO website, and confer with the executive secretary about the membership directory;
		15. Fill by appointment vacancies in elected state offices;
		16. Fill by interim appointment related personnel vacancies after consultation with the state Personnel Committee;
		17. Represent the Society at meetings, conferences, and other events;
		18. With the approval of ASO Executive Board, take action on matters that cannot be deferred until the next executive board meeting;
		19. Serve as a member ex-officio in the process of budget development and supervision
		20. Be a voting member of the ASO Executive Committee
		21. Be a voting member of the ASO Executive Board if the vote is taken by ballot;
		22. Sign legal documents and act as the legal representative of Arkansas State Organization;
		23. Execute, with the treasurer, legal documents pertaining to the state organization (A legal document may be executed only when it has been authorized by the state organization convention or ASO Executive Board.);
		24. Attend state officer orientation and training;
		25. Serve as member of the International Executive Board;
		26. Report to Society Headquarters the names and addresses of new state officers;
		27. Serve as an ex-­‐officio member of the Kappa State Education Foundation Board of Trustees; and
		28. Coordinate with Leadership committee on new officer training and leadership development.

* 1. The chapter president shall
		1. Preside at regular and called meetings;
		2. Chair the chapter executive committee;
		3. Appoint chapter committees pursuant to chapter rules;
		4. Serve as ex-­‐officio member on chapter committees;
		5. Approve for payment all expense claims;
		6. Fill by appointment vacancies in offices and committees;
		7. Represent the chapter at area and state Society meetings and is encouraged to attend regional conferences and international conventions;
		8. Serve as a voting member of the ASO Executive Board;
		9. Perform other duties pursuant to chapter rules;
		10. Instruct chapter members/committees of responsibilities to Arkansas State Organization that include but are not limited to reporting death of members and, if appropriate, reporting termination of membership of a Kappa State/ASO scholarship recipient, and/or requesting to vend at a state event; and
		11. Provide a written statement identifying her designee if she is unable to attend a ASO Executive Board meeting.
1. First Vice president
	1. The state organization first vice president shall
		1. Serve as presiding officer in the absence of the president;
		2. In the event of the resignation, incapacity, or death of the president, succeed to the presidency and serve until the next regular election of officers;
		3. In the event of the isolation or incapacity of the president, act on behalf of the president in signing expense vouchers before payment is made by the state treasurer;
		4. Serve as chair of the ASO Educational Excellence Committee;
		5. Chair the planning committee for the annual fall ASO Fall Meeting;
		6. Serve as ex-­‐officio member of the Kappa State Education Foundation Board of Trustees;
		7. Attend state officer orientation and training;
		8. Be a voting member of the ASO Executive Committee, executive board, and convention; and
		9. Perform such other duties as the president or the ASO Executive Board shall assign to her.
	2. The chapter first vice president shall
		1. Serve as presiding officer in the absence of the president;
		2. In the event of the resignation, incapacity, or death of the president, succeed to the presidency and serve until the next regular election of officers; and
		3. Perform such other duties as set forth in chapter rules or as the president or the chapter executive board shall assign to her.
	3. Second Vice president
		1. The state second vice president shall
			1. Serve as presiding officer in the absence of both the president and the first vice president;
			2. In the event of the resignation, incapacity, or death of either the president or the first vice president, succeed to the office of first vice president and serve until the next regular election of officers;
			3. Chair the Membership Recruitment and Retention Committee and shall serve as an ex-­‐officio member of the Expansion and Chapter Revitalization Committee;
			4. Chair the planning committee for the ASO Convention;
			5. Coordinate the dissemination of information to members about the International World Fellowship Fund and the International Speakers Fund and collections for those funds;
			6. Attend state officer orientation and training;
			7. Be a voting member of the ASO Executive Committee, executive board, and convention; and
			8. Perform such other duties as the president or the ASO Executive Board shall assign to her.
		2. The chapter second vice president (optional) shall perform duties prescribed by the chapter.
	4. Secretary
		1. The state secretary shall
			1. Maintain a record of attendance for state executive board meetings and inform Area Leaders and chairs of the ASO Expansion and Revitalization and ASO Membership committees of the chapters represented and not represented;
			2. Keep minutes of each meeting of the ASO Executive Committee, executive board, and convention and furnish the president with such minutes in a timely manner;
			3. After the president has reviewed and signed the minutes, transmit the executive board minutes to the chair of the Records and Properties Committee for preservation and to the executive secretary for distribution to the state executive board, committee chairmen, and area leaders. (Dissemination of minutes may be electronic.);
			4. Attend state officer orientation and training;
			5. Be a voting member of the ASO Executive Committee, executive board, and convention; and
			6. Perform such other duties as the president or the ASO Executive Board shall assign to her.
		2. The chapter secretary shall
			1. Keep minutes of each meeting of the chapter and furnish the president with the minutes;
			2. Maintain the file of chapter minutes and attendance;
			3. Serve as secretary for the chapter executive board; and
			4. Conduct such correspondence as may be delegated to her by the chapter president.
2. Treasurer
3. a. The state treasurer shall
	* + 1. Receive and pay out all monies belonging to Arkansas State Organization;
			2. Keep an accurate account of receipts and expenditures;
			3. Pay expenses of state meetings in accordance with the contract signed by the state organization president;
			4. Maintain a record of receipts, bills, and bank statements;
			5. Reimburse expenses approved by the state organization president;
			6. Present a report at each regular meeting;
			7. File required tax reports;
			8. Submit for annual audit/financial review the accounts of ASO;
			9. Serve as member ex-­‐officio, without vote if under remunerative contract for her services, on the ASO Executive Committee and Executive Board;
			10. Serve as a consultant in budget development and supervision of finances;
			11. Maintain an accurate and current membership roster;
			12. Attend state officer orientation and training;
			13. Notify the committee treasurer when a contribution is made to the Leadership Development Fund so that the donation may be acknowledged;
			14. Provide information necessary for a fidelity bond, the cost to be paid by ASO; and
			15. Forward a copy of the audit/financial review report, financial report, and tax documents to international headquarters in accordance with the deadlines prescribed by international documents.
4. b. The chapter treasurer shall
	* + 1. Receive and pay out all monies belonging to the chapter;
			2. Keep an accurate account of receipts and expenditures;
			3. Maintain a record of receipts, bills, and bank statements;
			4. Present a report at each regular meeting;
			5. File required tax reports;
			6. Submit for biennial audit/financial review the accounts of the chapter;
			7. Serve as member ex-­‐officio on the chapter executive board;
			8. Serve as a consultant in the process of budget development and supervision of finances; and
			9. Follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the chapter finance committee.
5. Parliamentarian
	1. The state parliamentarian shall
		1. Act as advisor to the officers and the members of ASO in matters pertaining to interpretation of the governing documents and to parliamentary usage;
		2. Attend state officer orientation and training;
		3. Serve as member ex-­‐officio, without vote, on the ASO Executive Committee and the ASO Executive Board; and
		4. Serve as consultant to the ASO Rules Committee.
	2. The chapter parliamentarian (optional) shall
		1. Act as advisor to the officers and the members of her chapter in matters pertaining to interpretation of the governing documents and to parliamentary usage, and
		2. Serve as member ex-­ officio, without vote, on the chapter executive board.

7. Editor

  The ASO editor shall

* + 1. Serve as ASO liaison to the webmaster if the webmaster is not a member of the Society.
		2. Solicit and edit articles, photographs, and items of statewide interest for the *Arkansas State Organization News* and the ASO website; (see Appendix B for Editorial Practices)
		3. Provide guidelines for submissions of articles and photographs for *Arkansas State Organization News;*
		4. Edit, design and publish *Arkansas State Organization News*;
		5. Notify the state organization president, the executive secretary, the Communications and Publicity Committee chair, and others deemed appropriate of postings of *Arkansas State Organization News*;
		6. Consult the state organization president about content and publishing *Arkansas State Organization News*;
		7. Collaborate with webmaster and president about content and appearance of the ASO website;
		8. Maintain hardcopy and softcopy files of all issues of *Arkansas State Organization News;*
		9. Transmit to the Records and Properties Committee and the executive secretary a hardcopy of each issue for the scheduled binding at the end of every three biennia;
		10. Attend state officer and related personnel orientation and training; and
		11. Serve as a non-­‐voting member of the ASO Executive Board, if under remunerative contract.
1. Member Webmaster

The Member Webmaster shall

* + 1. Maintain the annual official website designation from the Delta Kappa Gamma Society International;
		2. Post state officer and committee information as updates are provided to her by the executive secretary;
		3. Post content, including photographs, on the website as suggested/instructed by the ASO executive secretary and/or President;
		4. Collaborate with the editor of the *Arkansas State Organization News* to post issues online;
		5. Have knowledge of and complies with Delta Kappa Gamma International policies regarding digital communication;
		6. Answer inquiries received from website visitors, direct them to the appropriate person and maintain the integrity of the website guestbook with continual monitoring;
		7. Maintain a list of members who do not want their picture and/or name on the website;
		8. Maintain a current backup of the files on the Delta Kappa Gamma server; and
		9. Facilitate the payment of website fees;
		10. Attend state officer and related personnel orientation and training.

 9. Immediate Past President

 The ASO immediate past president shall

* + 1. Serve as Coordinator of Area Leaders;
		2. Attend state officer orientation and training;
		3. Provide and/or be responsible for training Area Leaders at the ASO Fall Meeting in even numbered years;
		4. Ensure that area meetings provide chapter officer orientation and training;
		5. Provide current forms (electronic, if possible) for area leaders to report elections conducted at area meetings;
		6. Be a voting member of the ASO Executive Committee;
		7. Be a voting member of the ASO Executive Board;
		8. Perform such other duties as the President or the ASO Executive Board shall assign her.
1. Executive Secretary

The executive secretary shall

* + 1. Serve as member ex officio without vote on the international and state organization executive boards and the state executive committee;
		2. Maintain files of contractual agreements and all legal documents’
		3. Maintain central files, records and historical data of the state organization provided by the Records and Properties Committee. The central files shall include but not be limited to a record of current and previous chapter names and lists of all state honorary members, achievement award recipients, past state officers (deaths should be indicated), committees and area leaders, records of formation and dissolution of chapters;
		4. Maintain an electronic file of updated committee forms that are published on the ASO website;
		5. Maintain current lists and contact information of international officers, international committees, state officers, state committees, chapter officers, and chapter committee chairs;
		6. Provide a consistent format for chapters to use to submit updated membership information and designating chapter offers and committee chairs;
		7. Establish and communicate deadlines for chapters to submit updated information and be diligent about securing current information from each chapter;
		8. Procure requested information for decision—making purposes in regard to printing, contracts for state events, etc.;
		9. Prepare the *Arkansas State Organization Membership Directory* each year for posting on the ASO website with password—protected security (Membership information is available electronically from Society Headquarters;
		10. Send notices and link to ASO Executive Board, international administrative and executive boards, international personnel, state and international committee chairs, and ASO members (as feasible) when notified by the state organization editor or president that an edition of *Arkansas State Organization News* is published on the ASO website
		11. Conduct such printed or electronic correspondence as may be delegated to her by the president and/or the state executive committee;
		12. Provide final copies of minutes to individuals as stipulated by the *Arkansas State Organization Bylaws and Standing Rules* at the direction of the state organization president and secretary;
		13. Retain copies of signed minutes and of *Arkansas State Organization News* for binding
		14. Be responsible for arranging for the binding and retention of executive board and convention minutes and of *Arkansas State Organization News* at the end of three biennia;
		15. Attend state officer training; and
		16. Perform such duties as stated in this position description and/or delegated by the state organization president.

1. Area Leaders
	1. An area leader shall
		1. Be elected by the members of the area in which she is a member at the area meeting in even-­‐numbered years (See proviso at *Arkansas State Organization Bylaws,* VI.F.5.);
		2. Attend orientation and training specifically for area leaders;
		3. Communicate regularly with the state organization president, the coordinator of area leaders, and chapter presidents in her area;
		4. Plan and implement a meeting of the chapter officers and members in her area in even-­‐numbered years;
		5. The current area leader shall convene chapter presidents (or their designees) prior to the business meeting of the area meeting to prepare a slate of nominees for area leader-­‐elect, the area representative to the ASO Nominations Committee, and the ASO Personnel Committee. Additional nominations may be made from the floor of the business meeting.
		6. Work directly with the Coordinator of Area Leaders:
			* 1. Follow the format provided by the Coordinator of Area Leaders;
				2. Ensure that area meetings provide chapter officer orientation and training;
				3. Conduct elections for the next area leader, an area representative to the ASO Nominations Committee, and an area representative to the ASO Personnel Committee; and
				4. Perform such other duties as the state organization president or ASO Executive Board shall assign.

**Section F. Terms of Office**

* 1. All state and chapter officers and area leaders shall take office on July 1 following their election.
	2. 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 is named.
	3. Only the treasurer, the editor/webmaster liaison, and the executive secretary may serve in the same office longer than two terms in succession.

 4. The term of the executive secretary is six years beginning in an even-

 numbered year.

 5. Area leaders shall be elected at the four (4) area meetings by July 1 in even-­‐

 numbered years for a term of two (2) years.

 6. Chapter officers, except the treasurer, shall be elected in even-­‐numbered years for

 a term of two (2) years.

**Section G. Vacancies**

If a member holding an elective or appointed position at the state organization or chapter level is unable to perform her duties, the position shall be declared vacant by the respective officers and a successor named by the president of the state organization or the chapter.

**Section H. Nominations and Elections**

1. The state organization officers, except the treasurer and executive secretary, shall be elected by the members of the state organization in odd-numbered years. The ASO Nominations Committee shall propose a slate of ASO officers for a vote by the membership of ASO. Additional nominations may be made from the floor.
2. The ASO Nominations Committee shall propose nominees for the Board of Trustees of the Kappa State Education Foundation for a vote to be taken during the meeting of the executive board at the time of the ASO convention.
3. The election of chapter officers shall be completed by March 1 in even-­‐numbered years.
4. Area leaders shall be nominated by the chapter presidents of their area and elected by a vote of the majority of members in attendance at the area meeting.

**ARTICLE VII**

**BOARDS**

**Section A. International Boards**

* 1. Administrative Board
		1. The members of the international Administrative Board shall be the president, the first vice president, the second vice president, the immediate past president, the regional directors, the two (2) members-­‐at-­‐large, the area representatives from Canada and Latin America. The corporate secretary and the parliamentarian shall be members ex-­‐officio, without vote.
		2. Duties of the Administrative Board – See C*onstitution,* VII. A. 1. b.
	2. Executive Board -­‐ *international*
		1. The members of the International Executive Board shall be the president, the first vice president, the second vice president, the regional directors, past international presidents, the members-­‐at-­‐large, area representatives, and the state organization presidents. Members of the Society Headquarters professional staff, the parliamentarian, and the state organization executive secretaries shall serve as members ex-­‐ officio, without vote.
		2. Duties of the International Executive Board are defined in the *Constitution,* VII.2.b.

**Section B. Arkansas State Organization Executive Board**

* 1. The members of the ASO Executive Board shall be the elected state officers, chapter presidents, area leaders and past state presidents. The state treasurer, state parliamentary advisor, the *Arkansas State Organization News* editor/webmaster liaison shall be ex-­‐ officio members. The parliamentary advisor, editor/webmaster liaison, and executive secretary shall be members ex officio without vote, and the treasurer also without vote if under remunerative contract for her services.
	2. The state organization executive board in compliance with *Constitution,* VII.B.2. shall
		1. Recommend policies and procedures for consideration by the state organization convention or the chapters;
		2. Examine, modify if necessary, and adopt the state organization budget;
		3. Select an executive secretary (if state organization bylaws include this related personnel), the treasurer, and such other personnel as may be needed, and prescribe their duties, fix their salaries, and determine their terms of office;
		4. Establish the procedures for budget development and approval and for the supervision of state organization finances;
		5. Approve dates and sites of state organization meetings;
		6. Act in the interim between conventions upon matters requiring immediate decision;
		7. Designate the chapters to be in each area of ASO; and
		8. Elect by secret ballot the voting members of the Kappa State Education Foundation Board of Trustees.

**Section C. Arkansas State Organization Executive Committee**

The ASO Executive Committee is composed of the officers elected by ASO — (president, first vice president, second vice president, secretary); immediate past state organization president, with vote; and treasurer, parliamentary advisor, editor, webmaster if a member of the Society, and executive secretary all ex-­‐officio, without vote. The state organization executive committee primarily recommends actions for approval to the state executive board; however, the executive committee may act in urgent situations for the executive board between board meetings.

**Section D. Chapter Executive Board**

Chapters shall comply with *Constitution*, VII.C.

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The treasurer and the parliamentary advisor (optional) shall serve as members, ex-­‐officio, the parliamentary advisor without vote, and the treasurer also without vote if under remunerative contract for her services.
2. The chapter executive board shall
	* + 1. Select the treasurer for the biennium;
			2. Act in matters requiring immediate action and decision;
			3. Recommend policies and procedures for consideration by members; and
			4. Develop rules for budget development and approval and for the supervision of chapter finances.

**ARTICLE VIII**

**COMMITTEES**

**Section A. Committee Structure**

* 1. Standing Committees
		1. Society Business

Communication and Marketing \*+

Expansion and Chapter Revitalization\*

Finance\*+

Leadership Development\*

Membership Recruitment and Retention\*+

Non-dues Revenue\*

Nominations

Past Presidents Advisory Council

Personnel

Records and Properties\*

Rules\*

Technology\*

* + 1. Society Mission and Purposes

Awards\*

Educational Excellence\*+

Educational Legislation\*

Scholarship\*+

* + 1. Other committees

State Convention\*

State Fall Meeting\*

* 1. *Ad hoc* Committees\*
1. \*Appointed +State and chapters are responsible for the work of these committees.
2. (See Arkansas State Organization Bylaws VIII.B.2.a.)

**Section B. General Committee Procedure**

1. General procedures for state and chapter committees
	1. ASO areas and chapters have autonomy in establishing as few or as many committees as they deem necessary.
	2. The state organization president shall appoint all state committees, except the Nominations Committee, the Personnel Committee, and the Past Presidents Advisory Council, unless otherwise specified.
	3. No more than two (2) members of a chapter may be appointed to serve simultaneously on the same ASO committee.
	4. The state organization president or her designee shall be a member ex-­‐officio of all state committees except the Nominations Committee and the Past Presidents Advisory Council. If a matter requires immediate attention, all committee members shall be notified and a vote of the committee taken by electronic or postal mail.
	5. The state organization president shall be notified of committee meetings.
	6. Any committee project to be considered an official state organization project shall be approved by the ASO Executive Board.
	7. State projects involving expenditures of money shall be approved by the ASO Executive Board.
	8. Motions to be presented by the chair at a ASO Executive Board meeting shall be the recommendation of the committee.
	9. Committees shall provide biennial reports of goals set and accomplishments to the ASO Executive Board and state convention. Reports should include recommendations for action, if appropriate.
	10. Reports requested by International shall be submitted by state and chapter committees in the format specified by Society Headquarters.
2. General Responsibilities of all committees
	1. State and chapter levels are not required to have the same committees as international. Committees at the state and chapter level shall be responsible to international for the work of the following international committees: Communications and Publicity, Finance, Membership, Educational Excellence, and Scholarship. (*Constitution*, VIII, B and C.)
	2. General responsibilities of each ASO committee are stated in the committee description. Duties are specified in the *Arkansas State Organization Standing Rules.*
3. Duties of Committee Chairs and Members
	1. ASO committee chairs shall present recommendations of their committees for approval to the ASO Executive Board.
	2. ASO committees shall submit to the state organization president, prior to January 1 of odd-­‐numbered years, recommendations for action, including those for budgetary adjustments to be considered at the state organization convention.
	3. Committees shall present a biennial report at the state organization convention.
	4. Committee chairs shall notify members (including members ex-­‐officio) of the time and place for each meeting, set the agenda for each committee meeting, and provide the state president the agenda and minutes for each committee meeting.
	5. Committees may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.
	6. Committee chairs shall prepare and submit state and international reports as required/requested.

**Section C. Duties of Society Business Committees**

* 1. Communication and Marketing
		+ - 1. The Communications and Marketing Committee shall be responsible for the publicity of the Society and ASO events and activities.
				2. The chair and members shall be appointed by the president. The state organization editor/webmaster liaison and webmaster if a Society member shall be members ex-­‐officio.
	2. Expansion and Chapter Revitalization
		1. The Expansion and Chapter Revitalization Committee shall be responsible for new chapter expansion and development and renewal of existing chapters and shall assist with dissolution of chapters.
		2. The Expansion and Chapter Revitalization Committee shall provide to chapters a renewal/revitalization plan.
		3. The chairman and members shall be appointed by the president. A past state president and a member of the Membership Recruitment and Retention Committee shall be among the appointees.
	3. Finance
		1. The Finance Committee shall prepare the budget for review and adoption by the executive board at the state convention, supervise expenditures from the Permanent Fund and the investments of the state funds, and approve the treasurer’s recommendation for an external accounting authority for annual audit/financial review of ASO financial records, and perform any other duties determined by the ASO Executive Board.
		2. The chair and members shall be appointed by the state organization president. The state organization treasurer shall be a member ex officio.
	4. Leadership Development
		1. The Leadership Development Committee shall plan and implement programs, seminars, and other opportunities to develop leadership in officers, members, and non-­ members.
		2. The chair and committee shall be appointed by the president. The committee shall designate a treasurer. The committee shall include but not be limited to at least one ASO member representing each area, at least one graduate of ASO leadership training, at least one graduate of the Golden Gift Leadership/Management Seminar, and at least one ASO elected officer.
	5. Membership Recruitment and Retention
		1. The Membership Recruitment and Retention Committee shall emphasize recruitment and retention of members, maintain accurate necrology reports provided by chapters, and conduct a ceremony of remembrance at the state convention for members who have died since the last convention. The committee chair shall maintain a file of all memberships that have been terminated.
		2. The second vice president shall be chairman, and members shall be appointed by the president.
		3. The International Membership Committee and appropriate professional staff shall provide training for incoming state organization membership chairs.
	6. Non-­‐dues Revenue
		1. The Non-­‐dues Revenue Committee shall work, as appropriate, on ways to obtain alternative financing for Society work.
		2. The chairman and members shall be appointed by the president.
	7. Nominations
		1. The Nominations Committee shall select a slate of officers and Education Foundation Trustee nominees to be proposed at the state convention. The committee shall solicit recommendations from chapters and members from which to select the proposed slate.
		2. The Nominations Committee shall have seven members: one from each of the four areas elected by the members of the area and three elected by the state convention: one to be the chair and two to be members-­‐at-­‐large. The committee members representing the areas shall be chosen at the area meeting held in even-­‐numbered years. The chair and two members-­‐at-­‐large shall be on the slate proposed by the current Nominations Committee and elected by the convention. The proposed chair should have been a member of a ASO Nominations Committee.
		3. The chair is the only Nominations Committee member who may serve on the committee for two (2) consecutive biennia.
		4. Members of the Nominations Committee shall be elected for a two-­‐year (2) term.
		5. The committee shall name a three-­‐member (3) Elections Committee from among its members prior to a convention to prepare, distribute, collect, and count ballots if there is more than one (1) nomination for an elected position.
		6. The state organization president is not a member of the Nominations Committee.
		7. A member of the Nominations Committee shall complete her term of office before she may be considered by the Nominations Committee for another elected position EXCEPT as chair of the next Nominations Committee.
	8. Past Presidents Advisory Council
		1. The Past-­‐Presidents Advisory Council serves in an advisory/consultant capacity to the current state officers.
		2. The members are the past state presidents.
		3. The council selects a chair from its membership.
	9. Personnel
		1. The Personnel Committee shall announce positions for contractual services as needed, accept applications, conduct interviews with applicants and make recommendations to the ASO Executive Board.
		2. The Personnel Committee shall prepare and review job descriptions, contracts, and compensations of all paid personnel and shall make recommendations for change or retention to the ASO Executive Board.
		3. The Personnel Committee shall appraise the performance of paid personnel biennially or as needed and recommend action to the elected members of the ASO Executive Committee if deemed necessary.
		4. The Personnel Committee shall be composed of five members: an appointed past state president (who shall not be chair), a representative from each of the four areas elected by members from the area. The four (4) area representatives shall serve two (2) biennia on a rotating basis. Chairmanship shall rotate each biennium by area in numerical order beginning with Area 1. (See Appendix F)
	10. Records and Properties
		1. The Records and Properties Committee shall collect and transmit to the executive secretary records, documents, and artifacts that preserve the history of the Society in Kappa State/ASO and collaborate with the executive secretary to arrange for the executive board and convention minutes and state newsletters to be bound at the end of three biennia. (Proviso: The most recent bindings end with 2013—2015 biennium.)
		2. The committee and the executive secretary shall also arrange to store and maintain the personal property owned by ASO.
		3. The chairman and members shall be appointed by the president. The executive secretary shall be a member ex—officio,
	11. Rules
		1. The Rules Committee shall review the *Arkansas State Organization Bylaws and Standing Rules* biennially and recommend additions and changes to the executive board and to the state convention.
		2. The Rules Committee shall be responsible for submitting the revised state bylaws to the International Constitution Committee for review during odd-­‐numbered years.
		3. The committee shall receive copies of revised chapter rules.
		4. Chair and members shall be appointed by the president. The ASO parliamentarian shall serve as a member ex-­‐officio of the Rules Committee.
	12. Technology Committee
		1. The Technology Committee shall **i**nform and assist the state organization leaders and members with the use of technology for professional and personal growth and Society business.
		2. The chair and members shall be appointed by the president.

 13. Collegiate Recruitment

 a. The Collegiate Recruitment Committee shall foster recruitment and

 retention of collegiate members by regularly communicating with

 appropriate college and university personnel and potential collegiate

 members.

 b. The committee may provide or arrange for mentoring and/or presenting

 membership and professional information appropriate for potential

 educators.

 c. The chair and four members (one from each area) shall be appointed by

 the president. The second vice-president shall be an additional, ex-officio

 member.

**Section D. Duties of Society Mission and Purposes Committees**

* 1. Awards
		1. The Awards Committee shall choose from recommended persons a member to receive the annual Carolyn Pittman Achievement Award. (The current state organization president is not eligible for the Carolyn Pittman Achievement Award.)
		2. The Awards Committee shall present the Order of the Rose at the state convention.
		3. The chair, a previous recipient of the Carolyn Pittman/Kappa State Achievement Award, and members shall be appointed by the president.
	2. Educational Excellence
		1. The Educational Excellence Committee shall promote programs and projects to emphasize and enhance excellence in education.
		2. The Educational Excellence Committee shall be responsible for reviewing and maintaining the ASO Strategic Action Plan.
		3. The committee shall be organized to function as a committee of the whole or, at the direction of the chairman, in groups to accomplish its responsibilities for personal and professional growth.
		4. The committee shall be composed of nine (9) members: The first vice president shall serve as chair with eight (8) members (two [2] from each area) appointed by the president.
	3. Educational Legislation
		1. The Educational Legislation Committee shall provide current information on educational issues to members in the interest of supporting excellence in education, equality for women, and a safe, peaceful educational environment.
		2. The committee shall serve as a liaison with the U.S. Forum as a possible source of information to collect and disseminate to members.
		3. The chair and members shall be appointed by the president.
	4. Scholarship
		1. The Scholarship Committee shall publicize state scholarships available for Delta Kappa Gamma members, accept applications, and select and notify recipients.
		2. Following consultation about available funds with the Finance Committee, the number of scholarships and the amount of each shall be recommended by the Scholarship Committee and approved by the ASO Executive Board.
		3. The administration and rules governing the administration of the scholarships program shall be recommended by the Scholarship Committee and adopted by the ASO Executive Board.
		4. The committee shall screen applications for the Agatha Prator Grant and recommend a recipient to the Arkansas Community Foundation who makes the final selection and administers the fund.
		5. The chair and members shall be appointed by the president. The chairmanship shall rotate in numerical order by area each biennium. (Proviso: The rotation of chairmanship shall follow this order: Area 1 for 2017—2019 biennium, Area 2 for 2019—2021 biennium, Area 3 for 2021—2023 biennium, Area 4 for 2023—2025 biennium.)

**Section E. Other committees**

* 1. State Convention
		1. The committee shall plan and implement the ASO Convention held in odd-­‐ numbered years.
		2. The committee shall organize the event to give precedence to the president’s agenda and requests.
		3. The committee shall prepare a budget and recommend a registration fee for the event to be approved by the executive committee.
		4. The State Convention Committee shall coordinate the planning and implementation of the programs and arts and music emphasis of the ASO Convention.
		5. The chair shall be ASO second vice president, and the members shall be appointed by the president.
	2. ASO Fall Meeting
		1. This committee shall plan and implement the ASO Fall Meeting.
		2. The committee shall organize the event to give precedence to the president’s agenda and requests.
		3. The committee shall prepare a budget and recommend a registration fee for the event to be approved by the executive committee.
		4. The committee shall coordinate the planning and implementation of the programs and arts and music emphasis of the annual ASO Fall Meeting.
		5. The chair shall be ASO first vice president, and the members shall be appointed by the president.

**Section F. *Ad hoc* committees**

The president is authorized to appoint *ad hoc* committees as approved by the executive board. After submitting the final report to the body that authorized it, the committee shall be dissolved.

**ARTICLE IX**

**MEETINGS**

**Section A. Chapter Meetings**

* 1. Regular Meetings
		1. Regular meetings of chapters shall be held at least four (4) times per year.
		2. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
		3. A quorum for chapter business shall be determined by the chapter and stated in chapter rules.
		4. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt for each responding chapter member’s vote. A majority vote of chapter members shall be required for action.
		5. Ratification by all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
		6. There shall be no proxy voting.
	2. Special Meetings

A special meeting of the chapter may be called by any five (5) members. All members must be notified of the date, time, place, and purpose of a special meeting.

* 1. Meetings of the Chapter Executive Board
		1. Meetings of the chapter executive board shall be held at least twice annually. The board may meet at other times upon call of the president.
		2. A quorum shall be a majority of the voting members of the board.
		3. The chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

**Section B: Area Meetings**

* 1. Area meetings shall be held in the spring of even-­‐numbered years in each of the four (4) areas of the state.
	2. Purposes of area meetings shall include
		1. To train and orient newly elected chapter officers;
		2. To provide personal and professional growth opportunities for members;
		3. To conduct elections for area members to serve on specific committees.
	3. The Coordinator of Area Leaders shall approve the location and date of each area meeting.
	4. Business at area meetings shall include but not be limited to
		1. Elections
			1. Area leader for next biennium
			2. Area member of ASO Nominations Committee for next biennium

(See Appendix F.)

* + 1. Other business as assigned by the Coordinator of Area Leaders

**Section C. State Organization Meetings**

* 1. State Organization Executive Board
		1. Meetings of the executive board shall be held each fall and during the state convention.
		2. Chapter presidents who are unable to attend their state organization executive board meeting may appoint an official designee who shall have full privileges of participation. Written notification from the chapter president naming the designee must be addressed to the state president.
		3. A meeting quorum shall be two-­‐thirds (2/3) of the voting members registered for the meeting of the board. Each voting member shall be entitled to one (1) vote. There shall be no proxy or absentia voting. The executive board may transact business by mail (postal or electronic.) A majority vote prevails.
	2. State Organization Convention
		1. ASO shall hold at least one (1) state organization meeting each biennium. The date and site shall be determined by the executive committee and approved by the executive board for the purpose of receiving reports, adopting policy, amending bylaws and standing rules, electing officers and Kappa State Education Foundation Board of Trustees, and conducting other business which may properly come before it.
		2. A quorum shall be a majority of the 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). A roll-­‐call vote as specified in the *Constitution,* IX. B. 2. c. (1) and (2) may be ordered.

**Section D. International Meetings**

See *Constitution,* Article IX.C.

**Article X**

Refer to Constitution

**Article XI**

Refer to Constitution

**ARTICLE XII**

**PUBLICATIONS**

ASO publications shall follow *The Policy for International Society Publications*. Arkansas State Organization and chapters that establish methods of electronic communications are encouraged to adhere to the International Policy for Electronic Communications that includes the privacy policy, terms of use, policy for web communications and conflict of interest. ISR 12.7

**Section A. *Arkansas State Organization News* and ASO Website**

* 1. ASO official publications shall be *Arkansas State Organization News* and the ASO website.
	2. The official publications of ASO shall be made available to all members on the ASO website.
	3. ASO shall maintain a presence on the World Wide Web and use other forms of electronic communications.
	4. The number of issues of *Arkansas State Organization News* shall be determined by the current action of the executive board.
	5. The ASO website shall be supervised by an ASO member. An honorarium determined by the current action of the executive board shall be paid to the webmaster, who may or may not be a ASO member. (website: dkgarkansas.weebly.com

**Section B: Arkansas State Organization Membership Directory and Supplement**

The Membership Directory shall be updated annually to reflect membership and new chapter officers when appropriate and shall be published on the ASO website with password-­‐ protected security.

**Section C: Other ASO Publications**

Proposals for other ASO publications shall be submitted to the Finance Committee and the ASO Executive Board for approval.

**Article XIII**

Refer to Constitution

**Article XIV**

Refer to Constitution

**ARTICLE XV**

**PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order Newly Revised* (current edition) shall govern the proceedings of ASO and its chapters in all cases to which they are applicable and in which the authority is not inconsistent with the *International Constitution*, the *International* *Standing Rules*, and *Arkansas State Organization Bylaws and Standing Rules*.

**ARTICLE XVI**

**AMENDMENTS**

**Section A. Amendments to the *Arkansas State Organization Bylaws***

1. Proposals for amending the *Arkansas State Organization Bylaws* may be considered every two (2) years.
2. Proposals for amending
	1. May be submitted to the chair of the ASO Rules Committee by any member, committee, board, or chapter;
	2. Shall be submitted in writing;
	3. Shall be accompanied by a statement of fiscal impact on current and future budgets;
	4. Shall be studied by the ASO Rules Committee and recommendations for changes submitted to the ASO Executive Committee and the ASO Executive Board before they are submitted to a vote at the ASO Convention.
3. Proposed amendments to *Arkansas State Organization Bylaws* shall be submitted to the chair of the ASO Rules Committee by February 15 of odd-­‐numbered years.
4. Makers of proposed amendments rejected by the Rules Committee shall be notified no later than March 1.
5. Proposals that have been rejected by the ASO Rules Committee may be submitted to a vote of the ASO Convention when such a request is made in writing by one-­‐third (l/3) or more of the chapter presidents. Such a request shall be submitted to the ASO president no later than March 15 and shall be published no later than the May issue of the *Arkansas State Organization News*.
6. Notification of proposed amendments: All amendments to be voted upon by the ASO Convention shall be presented to the membership at least 30 days prior to the convention.
7. Adoption of Amendments
	1. Approval by two-­‐thirds (2/3) of the votes cast, a quorum being present, shall be required for the adoption of an amendment to the *Arkansas State Organization Bylaws*.
	2. The adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

**Section B. Amendments to the *Arkansas State Organization Standing Rules***

1. Proposals for amending the *Arkansas State Organization Standing Rules* may be considered at each ASO Executive Board meeting.
2. Proposals shall be submitted in writing by any member, committee, board, or chapter.
3. Proposals shall be accompanied by a statement of fiscal impact on current and future budgets.
4. A majority vote, a quorum being present, shall be required for adopting or rescinding a published proposed amendment.
5. An amendment that has not been published shall require a two-­‐thirds (2/3) vote for adoption.
6. Amendments *to Arkansas State Standing Rules* will be edited for correct form by the ASO Rules Committee before publication.
7. The adopted amendment will take effect immediately upon adoption unless a proviso states otherwise.

**Section C: Revision of *Arkansas State Organization Bylaws and Standing Rules***

1. The *Arkansas State Organization Bylaws* may be revised only upon authorization by the ASO Convention.
	1. Preparing and presenting an authorized revision shall be the duty of an ad hoc Revision Committee appointed by the ASO president.
	2. The committee shall include but not be limited to members of the current ASO Rules Committee.
	3. Notice of the proposed revision shall be provided to ASO members no fewer than 30 days before the vote will be taken*.*
	4. If a revision is authorized, there shall be no other amendments proposed to the existing *Arkansas State Organization Bylaws and Standing Rules*.

**ARTICLE XVII**

**BONDING**

The state organization shall bear the cost and secure a fidelity bond for the state organization treasurer.

**ARTICLE XVIII**

**CONFLICT OF INTEREST \***

1. The purpose of this conflict of interest policy is to protect the interests of Arkansas State Organization of The Delta Kappa Gamma Society International when the Society is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the ASO Executive Board, the ASO Executive Committee, a chapter officer or a member of a committee with powers delegated by the ASO Executive Board (any such person is referred to in the conflict of interest policy as an *interested person*). This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-­‐profit and charitable organizations.
2. The components of the policy are as follows:
	1. Conflict of Interest, Direct or Indirect Interest, Family Members, Duty to Self -Disclose, Duty to Disclose Conflicts of Others, Determining Whether Conflict of Interest Exists, Disciplinary Action, Record of Proceedings, Compensation Matters, Annual Affirmation, Periodic Reviews, and Outside Experts.
	2. \*Check International Society website for complete *Conflict of Interest* document.

**ARTICLE XIX**

**DISSOLUTION**

In the event of dissolution of the Arkansas State Organization or a chapter of the Arkansas State Organization, the net assets shall be distributed in accordance with the *Constitution,* Article XIX.

**Section A: Arkansas State Organization**

**A. State**

Arkansas State Organization shall provide for its possible dissolution in accordance with the incorporation statutes of the political entity by which the state organization was chartered***.***

1. **Chapter**
2. Required written request and approval
	1. A chapter seeking dissolution shall make a written request to the ASO Executive Board for approval to dissolve.
	2. The approval of the ASO Executive Board shall be required for dissolution of a chapter.
3. ASO procedures for chapter dissolution
	1. Before dissolution is granted, the state organization president and chair of the Expansion and Chapter Revitalization Committee shall be notified that a chapter wants to dissolve.
	2. The Expansion and Chapter Revitalization Committee shall advise the chapter in the process of dissolution.
		1. All chapter members must be notified of the consideration of dissolution before the vote to dissolve is taken.
		2. All members shall be advised of methods of continuing Society membership. Members desiring to maintain membership may transfer to other chapters or request from the state executive board non-­‐chapter state member status. International procedures for transfer of membership must be followed.
	3. Chapter paraphernalia, Society publications, and chapter records shall be transferred to the ASO Records and Properties Committee to be retained in the state organization archives and made available for use.
	4. The chapter charter shall be returned to the state organization to be forwarded to Society headquarters.
	5. Funds remaining in the chapter account shall be submitted to the ASO treasurer and deposited in the Available Fund. The state organization treasurer must receive from the chapter copies of the last two bank statements indicating a zero balance and proof of account closure prior to the executive board approval of dissolution.
	6. The chapter shall have filed current IRS 990 form.

**ARTICLE XX**

**KAPPA STATE EDUCATION FOUNDATION**

The Kappa State (Delta Kappa Gamma) Education Foundation, Inc. supports and provides opportunities for excellence in education.

The purpose for which Kappa State (Delta Kappa Gamma) Education Foundation, Inc. is organized is exclusively religious, charitable, scientific, literary, and educational within the meaning of Section 501 (C) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by any organization exempt from federal income tax under Section 501 (C) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law. (BYLAWS, Kappa State (Delta Kappa Gamma) Education Foundation, Inc.)

The Corporation is a non-­‐profit corporation.

The period of its duration is perpetual.