

ALPHA CHI STATE NEVADA

STANDING RULES

1.0 FINANCE

1.01 The Finance Committee shall include a budget appropriation as approved each biennium for official travel of the state president. In the event she is unable to attend official meetings, she shall name a representative to attend. The representative shall receive the appropriated sum.

1.02 One Hundred forty dollars (\$140) each per year, shall be allowed for the expenses of the First Vice-president, Second Vice-president, Recording Secretary, Treasurer, and Parliamentarian to attend the state Executive Board meetings and the State Convention.

1.03 A copy of the budget shall be attached to the minutes at the first Executive Board meeting following the end of the fiscal year.

1.04 All bills presented to the current State President and the State Treasurer must be itemized and receipts submitted.

1.05 The State shall pay the expenses of the State President (not exceeding \$1700.00) to cover costs of attending conventions, conferences, and to visit each chapter or area coordinating council meeting once during her biennium.

1.06 The amount of state dues shall be \$11.00 per year for active members and \$3.00 per year for reserve members.

1.07 The state organization will assist newly chartered chapters with a one-time payment of \$100 during the first year.

2.0 ORGANIZATION

2.01 Each chapter president shall provide the state president and state historian with a current officer list and meeting dates in the fall of each year.

2.02 Each chapter contributes toward the expenses of its own president to attend state conventions, executive board meetings, regional conferences, and international conventions. Individual chapters may allocate this expense in their annual budgets.

2.03 The Delta Kappa Gamma Society International songs should be used at each meeting.

2.04 Annual Chapter Reports: The chapter president should submit the chapter officer report to international and the state president. A chapter necrology report should be submitted to the state Membership chair prior to state convention. The Chapter's Annual Treasurer's Report submitted to the State Treasurer.

2.06 Either the Greek letters, Delta Kappa Gamma or the initials DKG may be used.

3.0 OFFICERS AND RELATED PERSONNEL

3.01 The state officers shall be selected on the basis of personal qualifications rather than on a rotation or chapter representation basis.

3.02 The State President shall be responsible for the state fall board meeting or workshop and the State Convention.

3.03 The State President or her designee shall determine the table seating arrangements in proper order of protocol at state meetings.

3.04 The State President shall, once during her biennium, visit each chapter.

3.05 The State President shall appoint a State Historian for the biennium. Her duties shall be to keep materials of historical value contributed by the chapters.

3.06 The state recording secretary shall have a copy of the Executive Board and Convention minutes, after approval, posted by the Webmaster on the website fifteen days following the meetings. Hardcopies may be mailed to a chapter's membership per a specific chapter request by that chapter president.

3.07 Each state committee chairperson shall keep a file of materials and instructions. The file shall be given to her successor.

3.08 All state officers and state committee chairs shall duplicate their reports and distribute them at the State Convention.

4.0 MEETINGS

4.01 Yearly State Convention locations will be established by a minimum 3-person state convention planning committee. Due to a large membership in the north, Convention will be held 3 consecutive years in the north, then 1 year in the south. The committee will ask chapters to share responsibilities of planning and hosting, ie: registrations, programs, décor.

4.02 The State Convention shall be held annually. The Convention date shall be set by the State President and the State Convention Planning committee, with the approval of the Executive Board.

4.03 The State Convention Planning committee shall make available to all chapters, at least two (2) months in advance, a schedule of convention registration fees, hotel reservation blanks, meal ticket prices, and program.

4.04 The Executive Board meeting shall be held prior to the Convention's first session.

4.05 The State Convention Planning committee chair shall send an itemized financial report to the State President, State Treasurer, and the next convention chair. The report should include the

following:

- a. Monies Collected
 - (1) Number of registrations
 - (2) Number attending each meal function
 - (3) Proceeds from fund raising project if any
- b. Disbursements
 - (1) Meal costs
 - 2) Expenses for programs and packets
 - (3) Gifts
 - (4) All other disbursements

4.06 It is the responsibility of the State Convention Planning committee to provide gifts for the International guest and the Outgoing President on behalf of the State. Gifts are to be presented at the banquet.

4.07 The state is responsible for the purchase of the president's bar pin. The State President's pin shall be presented at the time of installation to office.

5.0 ACTIVITIES

5.01 ANNIE WEBB BLANTON SCHOLARSHIP

- a. One scholarship, not to exceed \$500, shall be awarded annually to a North, a South, and an Outlying chapter on a rotational basis. A member may be awarded this scholarship only once.
- b. Recipient should maintain membership for a minimum of one year after accepting the award.
- c. Recipient shall make a presentation at the following State Convention as to the professional benefits achieved from the scholarship.
- d. The following factors are to be rated equally in awarding scholarships.
 - (1) Active membership in the Delta Kappa Gamma Society International.
 - (2) Active participation at the chapter level.
 - (3) Professional contribution to education.
 - (4) Name and significance of educational plans for the utilization of the scholarship.
- e. Proposed educational plans shall be prioritized as follow, in descending order.
 - (1) Advance degree work
 - (2) Adding endorsements or specialist designation to teaching license,
 - (3) Conducting professional research
 - (4) Attendance at professional seminars of training session.
- f. The following procedures will be used in awarding scholarships.
 - (1) The scholarship application form shall be sent to the chapter presidents of the qualifying Chapters by the state scholarship chair before or at the Fall Executive Board meeting.

(2) Each qualifying chapter president will distribute the application form to the members other chapter. Completed application forms, which include receipts, transcripts of completed courses and/or future course registration forms are to be returned to the State Scholarship Chair by December 1st.

(3) The State Scholarship Committee will be composed of three members appointed by the State President, (one from North, one from South, and one from Outlying areas). The State Scholarship Committee shall select the state scholarship recipient from the applications received by December 1st. The committee may select more than one recipient and the five hundred dollars (\$500) will be distributed among the recipients. Should there be no applications from the qualifying chapters, the scholarship shall be offered to active members in all chapters and the State Scholarship Chair will send the scholarship application form to all Chapter Presidents for distribution to chapter members. If a chapter member qualifies for the scholarship, it is the responsibility of the Chapter President to forward the completed application to the State Scholarship Chair no later than January 1. The State Scholarship Committee shall then select the state scholarship recipient from the applications by February 1st

(4) The chair of the Scholarship Committee shall notify the State President, the State Treasurer and the recipient of her/their selection and prepare a certificate(s) to be presented at the State Convention.

(5) The scholarship must be utilized within one calendar year after the Convention at which it was presented, unless an extension is granted by the Executive Board.

(6) Funds will be dispersed to recipient when verification (receipts, transcripts, and course registration) is submitted to the State Treasurer.

5.02 MARTHA SCHULZ DOCTORATE SCHOLARSHIP

- a. Scholarship name shall be "The Martha Schulz Doctorate Scholarship," Nevada Delta Kappa Gamma.
- b. The scholarship shall be used solely for attaining a doctorate degree.
- c. The scholarship shall be a single unity, separate from all other scholarships.
- d. The principal shall maintain a balance of no less than that of the original \$12,500 investment.
- e. Contributions may be added to the principal. Scholarship name shall not change.
- f. The annual income from the principal shall determine the exact amount of scholarship to be awarded. The first scholarship was awarded in 1985.
- g. The minimum amount of scholarship shall be \$500. The scholarship shall be awarded annually, provided income is sufficient. The amount of scholarship granted to be determined by Scholarship Committee.
- h. The Board of Trustees shall review applications and select scholarship recipients.
- i. The first scholarship shall be offered to Martha's chapter, Gamma, the second scholarship offered to Delta, and then by Greek alphabet on a rotation basis. If the qualifying chapter has no applicants, the scholarship will be offered to the next qualifying chapter.
- j. The scholarship may be renewed as long as funds are available.
- k. Board of Trustees

- (1) Members
 - a) Current State President
 - b) Current State Treasurer
 - c) Immediate Past State President, Chair
 - (2) Duties
 - a) Administer the Martha A. Schulz Doctorate Scholarship Fund and submit records to the Treasurer annually.
 - b) Shall determine scholarship value above \$500, dependent upon interest earned.
 - c) Shall offer scholarship to qualifying members.
 - d) Shall review all applications and select recipients.
 - e) Shall submit to Nevada names of scholarship recipients.
 - f) Shall establish and maintain a permanent set of records for the fund. Original records kept by Chair and copies kept by State Treasurer and current State President.
 - (3) Chair
 - a) Act as a member of the Board of Trustees.
 - b) Inform qualifying chapters when scholarship is available
 - c) Supply rules and application forms to qualifying members.
 - d) Provide Board of Trustee members copies of all applications.
 - e) Meet with Board of Trustee members and select recipients.
 - f) Inform recipients of scholarship award.
 - g) Maintain contact with scholarship recipient.
 - h) Obtain critique from recipient for permanent scholarship records.
 - i) Establish and maintain permanent scholarship records and supply copies for State Treasurer and State President.
 - (4) State Treasurer
 - a) Shall act as a member of the Board of Trustees.
 - b) Advise Board of Trustees amount available for scholarships.
 - c) Shall issue checks to recipients.
 - d) Inform Board of Trustees Chairman when proof of monetary usage is received from recipients.
 - e) Shall keep permanent set off records for fund.
 - f) Submit fund records with treasurer's books for audit annually.
 - (5) State President
 - a) Shall act as a member of the Board of Trustees.
 - b) Shall keep permanent set of records for fund.
- I. Application Process
- (1) Applicant Qualification
 - a) Applicant must currently be an active member of Alpha Chi State with a minimum membership of three years.
 - b) Applicant must currently be active in the educational profession
 - c) Financial need is not a first criterion. In choosing between applicants of equal merit, need shall be a consideration

m. Application Procedure

- (1) Submit to the Committee Chair:
 - a) Proof of acceptance to a doctorate program.
 - b) Purpose of proposed doctoral study.
 - c) Proof of current position in the educational profession.
 - d) Application for scholarship.
- (2) Utilize scholarship during the current calendar year.
- (3) Submit to State Treasurer, proof of enrollment in doctoral program from University, receipts of how scholarship money is spent.
- (4) Report to the Committee Chair, progress of study or degree granted.
- (5) Submit to the Committee Chair, a short critique for the permanent scholarship records.

5.03 PUBLICATIONS

- a. *The Nevadagram* shall be published “at least” twice a year to include a pre-convention issue to be published at least one month before the State Convention.
- b. *The Nevadagram* will be sent electronically to each chapter.
- c. Members may receive *The Nevadagram* by USPS at an additional cost. Each chapter will be responsible for assessing their members this cost, as appropriate.

5.04 ROSE OF RECOGNITION AWARD

- a. Each chapter may select one outstanding member to receive the award. The member chosen for this award should have displayed exceptional service
- b. The name of the member shall be sent to the awards chair by February 15th
- c. Chapter president shall send information and short biography about their select member to the State Awards committee chair, by February 15th
- d. The state awards chair shall send a complete list of names and biographies to the State President 15 days prior to convention.
- e. Chapters may provide their members with the DKG Rose Guard.

5.05 EXEMPLARY SERVICE AWARD

- a. Criteria
 - (1) Each nomination must come from two members, one of which must be from outside the nominee’s chapter.
 - (2) Nomination must contain offices held, years of service and reasons for nomination.
 - (3) Nominee must have services as an officer or chairperson at the state and/or international levels.
 - (4) Quality of service must be meritorious.
 - (5) Ten years of membership is recommended, during which time the nominee must have served at least three offices or committee chairs which could be repeated positions.

b. Selection Committee

(1) The committee will be comprised of six members – the State President, the Committee Chair, and one member from the different areas: North, South, Outlying areas and an at-large alternate member.

(2) Selection Committee members will be appointed by the incoming State President

c. Award Timeline

(1) Nomination forms will be made available to Chapter Presidents by October 1st.

(2) Nomination forms are to be sent to Selection Committee Chair on or before January 15th.

(3) The Selection Committee will meet in person, by phone, email or other electronic means to determine qualified nominees and then make a selection.

(4) The award recipient will be invited by the State President to the State Convention.

(5) Presentation of the award will be made at the State Convention Banquet.

d. The Award

(1) The recipient will receive a certificate and crystal DKG trophy.

(2) The certificate and trophy will be provided by the state.

5.06 NEVADA APPLE AWARD

a. Each chapter may provide one or more Apple Awards to a current educator per year.

b. Protocol, guidelines and monetary amount are at the discretion of each individual chapter.

c. State will provide certificates for each recipient.

d. Chapters may be asked to share information about the Apple Award recipients at the state meetings.

6.0 AMENDMENTS

6.01 Proposed amendments may be submitted by any member, committee, board, or chapter.

6.02 Standing Rules may be amended or rescinded at any State Convention by a majority vote.