

1 **WASHINGTON STATE ORGANIZATION-STANDING RULES**  
2 **The Delta Kappa Gamma Society International**

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4 **1. Name and Emblems**

5 **1.0 Name and Emblems-General**

- 6 1.01 The name of Washington State Organization or Alpha Sigma State in any form shall be  
7 used on printed materials for commercial purposes only with the permission of the state  
8 president and the executive secretary.  
9 1.02 The Delta Kappa Gamma Society International Washington may also be known as the  
10 State, Washington State Organization (WSO), DKG Washington, or ΔΚΓ Washington.  
11 1.03 The official state seal is used only by the state president and the executive secretary.

12 **1.1 Jewelry**

- 13 1.11 The state and chapter presidents' pins shall be presented by the respective group at the  
14 time of installation.  
15 1.12 At the discretion of the chapter executive board, returned key pins may be given or sold  
16 to inductees or to members who have lost their key pins.  
17 1.13 Chapter members may communicate with the family of the deceased DKG member to  
18 seek the possible return of ΔΚΓ jewelry for chapter use.  
19 1.14 Presidents' pins returned to the state or chapters may be given or sold by the respective  
20 organization to presidents in office or to past presidents.  
21 1.15 The official jewelry may be worn on a ribbon or other manner as desired by the member.  
22 1.16 Members are encouraged to wear their key pins when taking part in professional  
23 activities outside our Society.  
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25 **2.0 Membership – General**

- 26 2.01 A member may submit a recommendation for a candidate's election to membership to  
27 any chapter.  
28 2.02 An active or reserve member who does not belong to a chapter because of geographic  
29 isolation shall be retained as a state active or state reserve member. Status as a state  
30 member must be requested and refers only to the state to which the member belongs.  
31 2.03 Membership practices are consistent with the *Constitution*, Article III.

32 **2.1 Active Membership**

- 33 2.11 The word "employed" as used in the *Constitution*, Article III, and B.1 is defined as  
34 currently hired by an employer and/or paid a salary or fee for specific educational  
35 services.  
36 2.12 In the selection of a member, the definition of professional educator is interpreted to  
37 include one-to-one instruction as well as group instruction. In addition, preschool to  
38 university educators, administrators, consultants who teach adults, coaches, etc. shall  
39 also be included.  
40 2.13 An active member who lives in an area where no chapter exists may be connected to a  
41 chapter through technology.  
42 2.14 An active member who is no longer engaged in educational work shall retain her rights,  
43 privileges, and responsibilities as outlined in the *Constitution*.

44 **2.2 Reserve Members**

- 45 2.21 A reserve member may participate in the activities of the Society except holding office.  
46 **2.3 Honorary Membership**  
47 2.31 In the selection of an honorary member, service shall be of  
48 a. local significance in the case of a chapter honorary member; or  
49 b. state significance in the case of a state honorary member.  
50 2.32 Any member, chapter, or Washington State may submit a name for honorary  
51 membership.  
52 2.33 An honorary member may participate in the activities of the Washington State and  
53 chapter except holding office.  
54 2.34 An honorary member may serve as parliamentarian since the position of parliamentarian  
55 is not an office.  
56 **2.4 Collegiate Membership**  
57 2.41 A collegiate member may participate in the activities of the Society except holding office.  
58 2.42 A collegiate member may serve as parliamentarian since the position of parliamentarian  
59 is not an elected office.  
60 **2.5 Attendance**  
61 2.51 Members, who are traveling or who live away from their home chapters, have the  
62 privilege of attending meetings of other chapters, state, or regional organizations.  
63 **2.6 Termination**  
64 2.61 The chapter shall keep a record of members terminated for non-payment including the  
65 reason and date of termination. A report of members terminated shall be a part of the  
66 minutes of a chapter's executive board and/or chapter meeting. The chapter treasurer  
67 shall complete the termination form and forward it to the state treasurer for processing.  
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### 69 **3. Finance**

#### 70 **3.0 Finance – General**

##### 71 **3.1 Dues**

- 72 3.11 International active dues shall be U.S. forty and no/100 dollars (\$40.00) and  
73 international reserve and collegiate dues shall be U.S. twenty and no/100 dollars  
74 (\$20.00). International active and international reserve and collegiate dues may be  
75 adjusted each biennium based on the United States of America Social Security  
76 Administration's Cost of Living Adjustment (COLA) average for the previous two (2)  
77 years, rounded up to the nearest whole dollar.  
78 3.12 State dues shall be active members \$40.00 and reserve members \$15.00. Collegiate  
79 members shall not be charged state dues in an effort to support and mentor them. State  
80 dues must be discussed with the Executive Board and consideration given for regular  
81 adjustments once each biennium on alternating years from the international increase,  
82 based on the United States of America Social Security Administration's Cost of Living  
83 Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest  
84 whole dollar. Also, dues may be adjusted for unique state needs by a two-thirds (2/3)  
85 majority vote of members present at the state convention. Any proposed dues changes  
86 shall be given to the chapter presidents and announced in the *Washington State*  
87 *Organization News (WSOON)* no later than the Winter issue and will be effective July 1 of  
88 that year.

89 3.13 Members wishing to have the issues mailed may pay an extra annual fee to cover printing  
90 and postage. Cost to be determined by the Executive Committee in collaboration with the  
91 newsletter editor.

92 **3.2 Fees**

93 3.21 Scholarship Fee

94 a. The scholarship fee per person per year shall be U.S. one dollar and no/100 dollars  
95 (\$1.00).

96 b. The fee shall be divided as prescribed by the *Constitution*, Article IV, F.2b and the  
97 *Washington State Bylaws*, Article IV, F2.

98 3.22 Honorary Fee

99 The honorary membership one-time fee shall be U.S. forty-nine and 50/100 (\$49.50) for  
100 each individual. The recommending chapter or Washington State may pay the honorary  
101 fee.

102 **3.3 Financial Assessments**

103 3.31 Chapter members may vote to pay an amount in addition to dues and fees for the support  
104 of a chapter or state project.

105 3.32 A reserve member shall be exempt from paying chapter financial assessments.

106 **3.4 Other Income**

107 3.41 A representative of the state who makes contacts and requests contributions of funds for  
108 the support of state activities must have authorization from the Executive Board. Such  
109 moneys contributed for the support of state activities must be deposited into and  
110 expended from a state account.

111 3.42 The Executive Board shall act as the agent of the State to review each restriction or  
112 condition that may be put on any gift or bequest and to accept or to reject the gift. If the  
113 board determines that the restriction or condition does not conform to the Mission and  
114 Purposes of the Society, the board will so inform the donor or representative of the  
115 decision to accept or reject the gift or bequest.

116 3.43 When undesignated monetary gifts in excess of U.S., one thousand and no/100 dollars  
117 (\$1,000) are given to Washington State, the state president and the executive secretary  
118 shall recommend to the Executive Board where the money should be placed. If the  
119 undesignated funds are less than U.S., one thousand dollars (\$1,000), the state Executive  
120 Committee shall determine the placement.

121 3.44 The state store shall be self-supporting to further market DKG and provides the profits  
122 for state leadership development. This fund provides travel stipends for state leadership  
123 to attend international conferences and conventions as outlined in SR 3.65 h. The store  
124 shall have a state president appointed manager.

125 a. The manager shall oversee a self-supporting store, including the purchase and  
126 management of materials, oversight of sales by members, financial procedures to  
127 handle monies and accountability to the Executive Committee with twice-annual  
128 brief reports (inventory, beginning /ending balances, new items). The state store  
129 manager may assist the executive secretary managing the rented tables if tables are  
130 available at the site of state meetings. The state will budget for the reimbursement of  
131 expenses to attend Fall Executive Board and Convention if the store is in operation  
132 according to SR 3.65 h.

133 b. The state store may include the items the state purchases and resells for profit at a  
134 higher price at state meetings. This may include items made by members and  
135 donated to the store subject to manager approval. Store items may be advertised in  
136 *The Washington State Organization News* as layout space allows, encouraging  
137 members to consider purchasing items at the next state meeting.

### 138 **3.5 State Funds**

#### 139 3.51 Available Fund

- 140 a. The operating expenses of the society at the state and chapter levels are paid from the  
141 available fund in accordance with the adopted budget for a given fiscal year.  
142 b. Budgeted monies shall not be carried over, unless it is requested and approved by the  
143 Executive Committee for a specific purpose.

#### 144 3.52 Washington State Organization Scholarship Fund

##### 145 a. Washington State Organization (WSO) Scholarship

- 146 1. The Washington State Organization (WSO) Scholarship shall receive contributions  
147 from chapters/members.  
148 2. Rules governing the stipend and scholarship selection process shall be approved  
149 by the Executive Board and posted on the website.  
150 3. Grants-in-Aid/Stipend  
151 If the state/chapter wishes to give a grant to a member or non-member that is  
152 supported out of the state/chapter budget, it shall be called a Grant-in  
153 Aid/Stipend.  
154 4. WSO Parliamentarian [WSO Bylaws Article IV Section F State Funds]

##### 155 b. Rachel Royston Permanent Scholarship

156 All donations given to Rachel Royston Permanent Scholarship Foundation during  
157 state meetings shall be deposited by the Rachel Royston Permanent Scholarship  
158 Foundation board in the corporation account.

#### 159 3.53 Emergency Fund

160 Chapter presidents may contact the state president who may request an emergency  
161 assistance be granted to the member in need. The recommendation of both state and  
162 chapter presidents is required. (A natural disaster is defined as not man-made and  
163 occurs when forces of nature damage the environment and man-made structures.)

#### 164 3.54 World Fellowship Fund

165 Income to the fund is derived from voluntary contributions, bequests, and income from  
166 investments of the international fund. These scholarships are to support the education of  
167 women in underdeveloped countries. Chapters and Washington State may contribute to  
168 the World Fellowship Fund through their respective treasurer.

### 169 **3.6 Financial Accounting**

170 3.61 The state finance committee shall work with the state president and committee chairs to  
171 create a recommended budget that needs to be approved by the Executive Committee.  
172 The recommended budget will then be posted on the web site and sent to chapter  
173 presidents and committee chairs by February 15 for discussion and approval by the  
174 Executive Board either electronically or at state convention.

- 175 3.62 The available fund budget shall include allocations for carrying out the business  
176 operations of the state. No carry-over of funds in any budget within the available funds  
177 will be permitted unless the finance committee gives prior authorization.
- 178 3.63 The available fund budget shall provide funding for state expenses to support  
179 publications, state and international conferences, forums, and the work of state officers,  
180 committees, and area liaisons.
- 181 3.64 Reimbursement for official travel expenses using a private auto shall be twenty (20)  
182 cents a mile or submission of the gas receipt for actual gas used, whichever is more  
183 economical. This applies to all individuals listed in SR 3.65 a. Leaders are encouraged to  
184 travel together to save money. All air travel expense should not exceed the most  
185 economical advanced airfare available.
- 186 3.65 Meetings
- 187 a. State meeting development:
- 188 1. The executive committee members (including the parliamentarian), committee  
189 chairs, and the music representative for a convention shall be reimbursed, using the  
190 state guidelines, for their expenses to attend the state convention. This includes  
191 early registration, mileage, most economical ferry fees, lodging at one-half (1/2)  
192 double occupancy, and scheduled meals. Expenses incurred by officers doing the  
193 work of their office shall be reimbursed using state guidelines. The state editor's and  
194 state web master's expenses shall be paid for attendance at state meetings at the  
195 same for travel as for a committee chair in SR 3.65 b. The appointed technical advisor  
196 shall be reimbursed for early registration and scheduled meals at Fall Board, State  
197 Convention, and Quadrant meetings.
- 198 2. All expenses for state meetings shall have prior approval from the state president  
199 and shall be submitted on a voucher with receipts within thirty (30) days of the  
200 event to the committee chair, the finance chair and then to the state president.
- 201 3. The registration fee shall be set in consultation with the planning committee, the  
202 state executive secretary, and the state president.
- 203 4. In order for a registration to be processed, all fees must accompany the completed  
204 registration form.
- 205 5. In case of an emergency and upon request, refunds may be made in a timely  
206 manner. A processing fee may be withheld.
- 207 6. The convention and Executive Board chairs shall maintain and update a notebook  
208 as well as complete a report that shall be submitted to the executive secretary no  
209 later than October 15 following Fall Executive Board and June 1 following  
210 Convention.
- 211 b. State meeting finances: The state president may approve additional meals/expenses  
212 when society business demands it. The following expenses may be considered for  
213 reimbursement:
- 214 • the lesser amount between the lowest advance airfare and automobile travel  
215 (shared, lowest amount); most economical ferry rate when necessary;
  - 216 • fee for first piece of checked luggage;
  - 217 • economical transportation to and from the airport;

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- airport economy parking; and
  - lodging not to exceed one-half (1/2) the double-occupancy room rate or room share one-third (1/3) or one-quarter (1/4). Committee members must have their vouchers signed by their chair before they are submitted to the finance chair and president. Committees may not exceed their budget without prior approval of the state president.
1. Expense vouchers for the state convention must be verified (for accuracy, valid expenses according to the Washington *Standing Rules*, and within the budget) by the finance committee chair and signed with approval by the president and the state treasurer. Officers, committee chairs, may submit the expense of gratuities given for handling of Society materials only. All receipts must accompany the voucher prior to approval. Expense vouchers may be electronically sent and signed. Vouchers for state activities must have all receipts attached and be submitted for processing no later than thirty (30) days after the date incurred and prior to the close of the fiscal year (June 30) unless the state president authorizes an extension.
  2. If a member qualifies for reimbursement under more than one (1) role, reimbursement shall be divided equally among the roles.
  3. Only the president-appointed official representative of the state shall receive reimbursement for travel to that area meeting. The two (2) quadrant meetings' travel shall be authorized by the state president for presenters not from that quadrant.
  4. State committee chair shall receive reimbursement for attendance at state meetings in accordance with their approved budget and action plan. This includes early registration, scheduled meals, transportation reimbursement, and lodging as noted in SR 3.65 b.
  5. State committee members shall receive mileage at the lowest rate, one (1) night's lodging at one-half (1/2) the double-occupancy room rate, and one (1) scheduled meal for Fall Executive Board. For convention, committee members shall *not* receive reimbursement unless the president has given prior approval for the entire committee to be reimbursed and the budget permits this. Committee members must have their voucher signed by their chair before they are submitted to the finance chair and state president.
  6. Liaisons shall receive reimbursement for attendance at Fall Executive Board, chapter visits, and the State Convention in accordance with their approved budget and action plan. With prior approval by the state president, the liaison may exceed her budget to visit chapters. This includes early registration, scheduled meals, transportation reimbursement, and lodging as noted in SR 3.65 b.
  7. Officers, committee chairs, webmaster, editor, state store manager, technology liaison and arts/music liaison may submit the expense of tips given for handling of society materials only.
  8. Vouchers may be obtained from the state president, the state treasurer, and the executive secretary.

- 260 9. Vouchers for state activities must have all receipts attached and be submitted for  
261 processing no later than thirty (30) days after the date incurred and prior to the  
262 close of the fiscal year (June 30), unless the state president authorizes an extension.
- 263 c. Quadrant workshops finance
- 264 1. Chapter presidents and a designated chapter member, traveling together, from each  
265 chapter in the quadrant shall receive mileage at the lowest rate and the scheduled  
266 meal for attending.
- 267 2. The state president and no more than four (4) state representatives designated by  
268 the president shall facilitate the workshop and be reimbursed for their travel  
269 expenses as in 3.65 b.
- 270 3. The area liaisons for that quadrant shall be reimbursed mileage and a scheduled  
271 meal.
- 272 4. All other chapter members attending shall be charged for the meal.
- 273 d. Area workshops finance
- 274 1. Area workshops shall be held annually for the purpose of providing an opportunity  
275 for chapters to meet jointly to receive and exchange information, develop  
276 members' leadership skills, implement the work of the society, and for  
277 personal/professional growth.
- 278 2. The meetings shall be hosted on a rotation basis by each chapter in the area, with the  
279 program for the workshop provided by the host chapter of the area.
- 280 3. Area workshops may be held in the center of an area if deemed advisable by the  
281 hostess chapter and the coordinating council.
- 282 4. Washington State Organization will pay for the transportation and overnight lodging  
283 of the state president/designee, using the guidelines in SR 3.65 b. The hostess  
284 chapter is responsible for the lunch or brunch of the state officer and presenters.
- 285 e. State conventions and workshops finances
- 286 The state shall provide for registration, meals and lodging for the convention  
287 international representative.
- 288 f. Committee meeting finances
- 289 The committee meetings held in conjunction with state convention must have prior  
290 approval of the state president. Printing, postage, and telephone expenses necessary to  
291 the work of the committee shall be fully reimbursed, if approved in the budget and  
292 action plan.
- 293 g. International Meeting finances
- 294 1. The state president and executive secretary shall be reimbursed for her  
295 international conference expenses [3.65b], excluding any reimbursement she  
296 receives from international.
- 297 2. The state president may make special assignments to members who may be  
298 reimbursed by the state for conference expenses.
- 299 3. The treasurer shall receive reimbursement for attendance at international  
300 conventions at one-half (1/2) double occupancy lodging, air/mileage, early  
301 registration, and scheduled meals as per the guidelines in SR 3.65 b.

- 302 4. The immediate past president shall receive reimbursement for the summer  
303 international conference immediately following her term as per the guidelines in SR  
304 3.65 b.
- 305 h. Travel stipends for the international convention/conference
- 306 1. Priority for expenses shall be given to state business. However, attendance at  
307 international meetings is encouraged for state officers, committee chairs, area  
308 liaisons elected and/or appointed for the upcoming biennium, if monies are  
309 available within the budget. The conference travel fund is derived from the state  
310 store profits. Anyone presenting\* a workshop at the international convention shall  
311 be included. (\* The term "presenter" does not include recorders, hostesses,  
312 presiders, floor pages, etc.)
- 313 2. Applications for these leadership stipends shall be submitted by the applicant to the  
314 finance chair postmarked or electronically dated by June 1 of the year of the  
315 summer event. All officers and others listed above must apply to be considered. The  
316 application form is to be posted on the web, a reminder given at each state  
317 convention, and courtesy reminder to all officers.
- 318 3. The state finance chair shall check the eligibility of the applicants. The finance chair  
319 and treasurer shall collaborate to first establish the available profits in the state  
320 store, making sure to provide for refurbishing the stock first.
- 321 4. The state finance chair shall ask the finance committee to confer electronically for  
322 processing the applications and the amount for the stipends to be divided. Officers,  
323 (including the parliamentarian), membership chair, educational excellence chair,  
324 and presenters\* shall receive two points (if not previously funded through SR 3.65 g  
325 3). Area liaisons, international officers, international committee members and state  
326 committee chairs shall receive one point.
- 327 5. The finance chair shall make recommendations of the allocations to the state  
328 president for approval by June 20.
- 329 6. The treasurer will then issue checks to the applicants no later than June 30.

330 3.66 Financial Review

331 A Financial Review Special Committee appointed by the president shall conduct an  
332 internal annual review of the treasurer's records during the month of July and/or August  
333 at the beginning of each biennium. The Executive Board shall approve the review report.

334 3.67 The Treasurer's report shall appear in the state convention program and a current  
335 statement in the convention packet.

336 3.68 Retreats: When these events receive startup monies in the adopted budget, the  
337 events may be planned. In the event the money and the registration fees are sufficient to  
338 cover expenses, the committee may receive partial reimbursement for their expenses for  
339 attending the retreat. These ad hoc committees may not exceed their budget.

340 **4. Organization**

341 **4.0 Organization - General**

342 **4.1 Optional Coordinating Council Organizations**

343 4.11 Each coordinating council shall adopt rules that are consistent with the *Constitution*, the  
344 *Washington State Bylaws*, and *Standing Rules*.



- 345 4.12 Each participating chapter shall be represented on the coordinating council by the  
346 chapter president and at least one (1) other chapter member.  
347 4.13 Participating chapters shall approve the activities of the coordinating council.  
348 4.14 If the treasury of the coordinating council is over \$25,000, they must file a 99-N with the  
349 Internal Revenue Service.

#### 350 **4.2 State chapter support**

- 351 4.21 The state shall provide support for its chapters which includes  
352 a. monitoring chapter progress;  
353 b. providing leadership training for chapter leaders;  
354 c. sharing/demonstrating strategies for strengthening chapters;  
355 d. implementing an intervention plan when chapters show signs of stagnation or cease to  
356 thrive;  
357 e. meaningful program opportunities; and  
358 f. marketing for new members.

#### 359 **4.3 Expansion**

360 The installation costs of a new chapter shall be provided by Washington State. This  
361 includes membership certificates, chapter charter, governing documents, travel expenses  
362 for the state president and the designated state membership committee member. Each  
363 member shall pay an induction fee.

#### 364 **4.4 International regions**

365 The state shall participate in activities at the Northwest Region that includes Alaska,  
366 Alberta, British Columbia, Idaho, Iowa, Manitoba, Minnesota, Montana, Nebraska,  
367 North Dakota, Oregon, Saskatchewan, South Dakota, Washington, Wisconsin, and  
368 Wyoming.

#### 369 **4.5 Forum**

370 The immediate past president serves as the Washington Representative to the Forum at  
371 the summer international conference after her term as president, as described in SR 3.65  
372 b. Her expenses are reimbursed for the international conference and the U.S. Legislative  
373 Seminar in Washington, D.C.

### 374 **5.0 Officers**

#### 375 **5.0 Officers – General**

376 5.01 Although not encouraged, state and chapters may have co-presidents and both will  
377 receive all communications from the WSO and International. However, only one state  
378 president shall be reimbursed for her travel as outlined in the International governing  
379 documents. The state permits chapters challenged with leadership issues to have co-  
380 presidents as leadership is provided. At state Executive Board meetings only one voting  
381 card will be issued to one president from each chapter. Chapters shall designate their  
382 voting delegate. In the event that a chapter president cannot attend the meeting, then a  
383 written letter or email from the chapter president must be received by the state president  
384 authorizing someone else to vote in her place.

385 5.02 Officers are responsible for keeping a record of the state and chapter actions. The state  
386 executive secretary shall preserve the state meeting minutes in readily accessible form.  
387 Chapters are encouraged to preserve the minutes and actions of the chapter.

#### 388 **5.2 Area Liaisons**

389 5.21 Area liaisons shall communicate *regularly* with all chapters in their area and provide  
390 oral, electronic and/or written reports to the state president and the Membership,  
391 Expansion/Dissolution chair.

## 392 **6.0 Boards**

### 393 **6.0 Boards – General**

#### 394 **6.1 Executive Board**

395 6.11 The Executive Board shall act in accordance with the rules and actions of the state  
396 conventions. Minutes shall be posted on the website and sent electronically.

397 6.12 A Minutes Review Committee appointed by the state president shall approve the minutes  
398 of the Executive Board. Following approval by the committee, the minutes will be sent to  
399 the state Executive Committee, the Executive Board, the state committee chairs, and  
400 posted on the website. The state president may forward minutes to the International  
401 president to keep her informed.

402 6.13 The Executive Board may invite for consultation any state committee chairs or members  
403 of the state to its meetings.

## 404 **7.0 Committees**

### 405 **7.00 Committees – General**

406 7.01 It is recommended that two (2) people from the same chapter should not serve on the  
407 same committee. Whenever possible, it is recommended that members from different  
408 parts of the state be asked to serve on a committee to strengthen representation.

409 7.02 Printing of materials developed for distribution by state committees must be authorized  
410 in the committee's budget.

411 7.03 Each standing and special committee shall report in writing to the state president no  
412 later than March 1. The report shall include the recommendations the committee will  
413 present to the convention. Those recommendations that require approval by the state  
414 Executive Board shall be transmitted electronically or sent by postal service to the state  
415 president at least thirty (30) days prior to the meeting of the Executive Board.

416 7.04 Committee programs and projects begin and end consistent with the dates of the  
417 biennium for which the committees were appointed or elected, unless approved by the  
418 incoming state president.

419 7.05 The state committee chair and members shall be covered under The Delta Kappa Gamma  
420 Travel Accident Insurance as provided by the Society's selected underwriter in  
421 connection with travel to state meetings. The policy also covers chapter presidents  
422 traveling to an officially called state meeting. The state treasurer shall hold the policy.

423 7.06 Before any new state projects can be undertaken that require funding, the finance  
424 committee shall be given information concerning cost, in order that the Executive Board  
425 may consider the financial obligation.

426 7.07 Any convention handouts that are not part of the state committee reports must be in the  
427 approved budget and action plan and electronically submitted to the state president four  
428 (4) weeks prior to the convention. After the president has approved the handout, it shall  
429 be duplicated by the committee chair and sent to the hostess chapter for insertion in the  
430 registration packets.

- 431 7.08 State committee chairs shall submit recommendations to the state president for  
432 proposed action by the state executive board and/or the state convention at least four  
433 (4) weeks prior to the scheduled meeting.
- 434 7.09 Committee chairs shall purge files prior to the end of their term, keeping from the last  
435 two biennium: action plans/actions taken, committee timeline (if separate), copies of  
436 documents produced for workshops or chapters, important committee correspondence,  
437 copies of the Executive Board and Convention programs, and a copy of budget  
438 expenditures, if separate from the completed action plan.
- 439 a. All documents that are required to be retained shall be kept electronically (preferred)  
440 or on paper.
- 441 b. All other items must be eliminated prior to the turnover meeting. (This request  
442 excludes the Finance Committee, the Executive Secretary, the Treasurer, and the State  
443 President. Financial documents, contracts, and minutes must be retained  
444 permanently.)
- 445 **7.10 Communications and Marketing Committee**
- 446 7.11 The committee shall recommend guidelines to the Executive Committee that provides  
447 accountability for Internet and other electronic communications.
- 448 7.12 All websites must meet the international guidelines to be hot linked to the international  
449 website. The state president prior to publication shall approve all web site postings.
- 450 7.13 The committee shall access the international guidelines and facilitate their  
451 implementation for conducting electronic meetings that provide accurate and authentic  
452 official actions, including the taking of votes. These guidelines shall be applied to all state  
453 committees.
- 454 7.14 Technology groups may be appointed by the state president to assist members in  
455 electronic communication applications, electronic publications, online courses, and  
456 other topics.
- 457 7.15 All three members of the communications committee are expected to attend Fall  
458 Executive Board and Spring Convention to report the news for the *WSO* newsletter and  
459 for the state website.
- 460 **7.20 Bylaws and Standing Rules**
- 461 7.21 Following a state convention with changes to the *Washington Bylaws* and/or *Standing*  
462 *Rules*, the committee is authorized to:
- 463 a. correct article and section designations;
- 464 b. make editorial changes as required in punctuation, numbering, cross referencing; and
- 465 c. make such other technical or conforming changes as may be necessary to reflect intent  
466 of the convention decisions in connection with the adopted amendments to the  
467 *Washington Bylaws* and *Standing Rules*.
- 468 7.22 The committee must work with the Executive Committee in revisions of both governing  
469 state documents listed above.
- 470 7.23 Chapters shall take prompt action to keep their chapter rules current as well as  
471 consistent with the *Constitution*, *International Standing Rules*, and the *Washington*  
472 *Bylaws* and *Standing Rules*.
- 473 7.24 The committee shall review the most recent chapter rules once a biennium in order that  
474 any inconsistencies with the most recent edition of the *Constitution*, *International*

475 *Standing Rules, Washington Bylaws, and Standing Rules* may be brought to the attention  
476 of the chapter president, the state officers, and the area liaison of the respective area.

477 **7.30 Finance Committee**

478 7.31 The committee shall hold four (4) meetings each biennium, including Fall Board and a  
479 proposed budget meeting each year. (At the beginning of each biennium, the president's  
480 financial review special committee shall be used for the financial review.) In addition,  
481 the committee shall attend Fall Executive Board and the chair shall attend the state  
482 Convention, both of these with reimbursement. See SR 3.65 b.

483 **7.40 Leadership Development Committee**

484 7.41 The leadership development committee shall be responsible for providing leadership  
485 development within the state, in accordance with their approved action plan. This  
486 includes state officers, state committee chairs, and chapter officers.

487 7.42 Chapter presidents shall assume the responsibility of encouraging chapter activities to  
488 develop the leadership potential of each chapter member.

489 **7.50 Membership, Expansion/Dissolution Committee**

490 7.51 The committee shall provide membership materials to recruit/retain members and  
491 promote active membership.

492 7.52 The committee shall be permitted to use budgeted funds for expansion into new areas of  
493 the state and to strengthen existing chapters.

494 7.53 The committee shall monitor and assist in the development of chapter rules for each new  
495 chapter along with the Bylaws committee.

496 7.54 The committee shall collect information about deceased members for a program booklet  
497 and provide a Celebration of Life ceremony at state convention. The cost for these  
498 activities shall be provided by the state-approved action plan and budget.

499 7.55 The chair shall remind the state treasurer to make a memorial donation of \$25 to the  
500 Rachel Royston Permanent Scholarship Foundation when a state officer, a state founder,  
501 or a past state president passes away. This memorial shall come under miscellaneous  
502 expenses in the available funds.

503 **7.60 Nominations Committee**

504 7.61 Nominations from the floor

- 505 a. The name of the candidate shall be placed on the election ballot after the Nominations  
506 Committee has nominated her or she has been nominated from the floor.
- 507 b. Following the report of the Nominations Committee to the convention, the president  
508 shall call for nominations from the floor for each elected position.
- 509 c. Any member who is registered and in attendance may make a nomination from the  
510 floor subsequent to the report of the Nominations Committee.
- 511 d. An individual or chapter, making an early decision to nominate a candidate from the  
512 floor may present to the state Nominations Chair by December 1, in election years, the  
513 name, photograph, and brief summary of the proposed candidate's qualifications for  
514 selected office for publication in the Winter issue of the *WSO News* and published on  
515 the state web site; and
- 516 e. The chair shall place the candidates' name in nomination at the convention when the  
517 president calls for nominations from the floor. If the nomination after December 1 but  
518 prior to convention, the chapter may present the name in nomination on the floor.

- 519 f. Nominations shall be permitted as designated above, but no acceptance speeches shall  
520 be permitted.
- 521 7.62 Eligibility, qualifications, and guidelines for state nominations
- 522 a. The name of a member may be submitted to the Nominations Committee for  
523 nomination to any state elective position by an individual member or chapter.  
524 Permission of that member must be secured before she is recommended for  
525 nomination. The responsibility for chapter-supported recommendations rests with  
526 the respective chapter's executive board. The official state nominations form must be  
527 used.
- 528 b. An official recommendation form must be completed for each person recommended. If  
529 a member is recommended for more than one position, a separate recommendation  
530 form must be completed for each position.
- 531 c. Qualifications for state nominees:
- 532 All nominees for state positions should be able to communicate in English, should  
533 have time for state work, and should have participated in at least one (1) state  
534 convention and/or regional conference. She should have organizational ability and  
535 expertise.
- 536 1. The president should have served as a chapter president, should have state  
537 committee experience, and should have served on the Executive Board.
- 538 2. The vice-presidents should have served as a chapter president and should have  
539 state committee experience.
- 540 3. The secretary should have a good working knowledge of English grammar,  
541 punctuation, etc. and be able to take and transcribe and store minutes digitally for  
542 the incoming secretary and executive secretary.
- 543 4. The treasurer should have some experience maintaining a budget, researching  
544 investments, and documenting expenditures.
- 545 d. Guidelines for the submission of recommendations to the state Nominations  
546 Committee:
- 547 1. An official recommendation form must be completed for each person  
548 recommended, with careful attention given to the following points:
- 549 (a) The office for which the person is being recommended shall be stated.  
550 (b) The person recommended shall be qualified for the work of the position.  
551 (c) The member's state experience shall be accurately stated, including specific  
552 positions and dates served.
- 553 (d) Evidence of the member's leadership and personal qualifications for the  
554 position shall be shown.
- 555 (e) The name of the person making the recommendation shall be clearly indicated  
556 in the space provided.
- 557 (f) The recommendation form shall be sent to the chair of the Nominations  
558 Committee with a postmark or electronic date no later than December 1.
- 559 2. The Nominations Committee shall inform the selected candidates that no  
560 campaigning is permitted. However, presidential candidates shall prepare and  
561 deliver a two-minute (2) speech and all other nominees shall prepare and deliver a  
562 one-minute (1) speech; no acceptance speeches are permitted.

563 **7.70 Educational Excellence Committee**

564 7.71 The Educational Excellence Committee chair shall

565 a. serve as clock hours registrar/manager,

566 b. complete (when appropriate) the annual application to the Office of the  
567 Superintendent of Public Instruction for the WSO DKG to be recognized as an approved  
568 clock hours provider, and

569 c. maintain all required compliance records.

570 7.72. The Executive Committee shall approve all clock hour offerings prior to provision of the  
571 course(s) and shall review/approve subsequent course evaluations.

572 7.73 The Educational Excellence Committee may propose trainings and other courses of study  
573 to be made available to members and non-members throughout the biennium. Said  
574 programs shall be listed in the committee's action plan or given prior approval of the  
575 Executive Committee.

576

577 **7.80 Education Policy/Legislation Committee**

578 7.81 Legislative programs are encouraged at the state and chapter levels. A budgeted amount  
579 necessary to meet the registration fee for the Women's Legislative Reception shall be  
580 included in the budget of this committee.

581 7.82 Guidelines for initiating, endorsing, and supporting legislation

582 a. The state may cooperate with other organizations when their legislative activities help  
583 to promote the Purposes of the Society.

584 b. An individual may represent the organization on legislative issues only after receiving  
585 authorization from the president, Executive Board or membership of the state or  
586 chapter level—whichever is appropriate.

587 c. Legislative action shall be based on thorough understanding of the basic issues  
588 involved in supporting excellence in education, equality of women, children's issues,  
589 and a safe, peaceful, educational environment.

590 d. Legislative activity shall be concerned with educational issues, not with candidates or  
591 political parties. The state and chapter shall not endorse a candidate nor spend money  
592 for a candidate's campaign.

593 e. Expenditures for legislative activities shall not exceed a nominal portion of the state's  
594 income at any level.

595 f. The state may initiate, endorse, or support legislation relating to the improvement of  
596 education or the status of educators.

597 **7.90 Stipend and Scholarship Committee**

598 The Stipend and Scholarship Committee shall encourage members in all stages of  
599 undergraduate work, graduate work, and other professional development to apply for  
600 scholarships that are granted to members. Chapters are encouraged to support chapter  
601 stipends and/or grants-in-aid for their members and for future teachers.

602

603

**8. Meetings**

604 **8.0 Meetings - General**

605 **8.1 Additional State Meetings**

- 606 8.11 Additional meetings (beyond fall and spring convention) of the state Executive Board  
607 shall be authorized in accordance with the *Washington Bylaws*.
- 608 8.12 The state president may delegate to chapters, committees, and individuals the authority  
609 to select favors, plan entertainment, etc. for the state convention, Executive Board, and  
610 other state meetings--such items are provided by the chapter, individual, or committee,  
611 and do not qualify for reimbursement. The state president is the final authority, and her  
612 decision takes precedence over any other.
- 613 8.13 Executive Board  
614 The board shall meet once in late September or early October and once in April/May,  
615 immediately preceding the convention general session; specific dates and sites to be  
616 presented by the executive secretary and to be approved by the Executive Board.
- 617 8.14 The Executive Committee  
618 The Executive Committee shall be called by the state president or when requested by a  
619 majority of members of the executive committee.
- 620 8.15 The Advisory Council  
621 The council is composed of past state presidents. The president preceding Fall Executive  
622 Board may call the Advisory Council meetings.
- 623 8.16 The Executive Council  
624 The council is composed of state officers, all liaisons, committee chairs and such other  
625 members as the president may designate. The president preceding Fall Executive Board  
626 or the state convention may call the Executive Council meetings.
- 627 8.17 State leadership transition meeting  
628 One (1) state meeting, or two (2) on different sides of the state, may be conducted for  
629 the following purposes:  
630 a. to hear the new president's expectations and plans;  
631 b. to familiarize members with governing documents & their duties;  
632 c. to review the mission, vision, and purposes;  
633 d. to be introduced to committee action plans that will be due at Fall  
634 Executive Board;  
635 e. to provide transition conversations and turnover of materials;
- 636 8.18 Meeting materials  
637 a. Sufficient copies of reports shall be available for each member attending the  
638 convention, for members of the executive board, for treasurers, for chapter presidents,  
639 and for other registered members.  
640 b. The proposed state budget shall be included in the convention material distributed to  
641 members at the convention, and posted on the web site.  
642 c. A brief report of Executive Board actions shall be given at the beginning of the  
643 convention business session.  
644 d. Except for courtesy resolutions, proposed motions/resolutions shall be presented to  
645 the state president in writing at the convention business session when it is presented  
646 on the floor. Official motion forms must be used.
- 647 **8.2 Chapter Meetings**
- 648 8.21 Regular meetings are meetings in which chapter business is conducted. A minimum of  
649 four (4) business meetings shall be conducted each year.

- 650 8.22 Additional meetings for program events may be scheduled by the chapter.  
651 8.23 The quorum for all regular meetings shall be established in the chapter rules. A quorum  
652 must be present for a chapter to take action.  
653 8.24 Chapters are encouraged to promote re-commitment to the seven Purposes and to  
654 chapter goals.  
655 8.25 All chapter meetings, including induction, are open to the public.  
656

## 657 **9. Publications**

### 658 **9 Publications – General**

- 659 9.11 *Washington State Organization News* (WSO) may include:  
660 a. the state president's message;  
661 b. the executive secretary's message;  
662 c. the state action on important issues;  
663 d. factual information and statistics regarding education, children's issues, and the status  
664 of women educators;  
665 e. articles from state committees, officers, area liaisons, and chapters on a rotation basis;  
666 f. articles from the Rachel Royston Permanent Scholarship Foundation;  
667 g. a calendar of approaching state events and deadlines;  
668 h. information on recently deceased members and their contributions that might include  
669 such things as:  
670 • state committee work  
671 • term(s) as state or chapter president  
672 • service at the international level  
673 • awards achieved, and  
674 i. other information as deemed appropriate.
- 675 9.12 Publication Deadlines  
676 a. effective in the 2019-2021 biennium, deadlines for submitting articles to *The WSO*  
677 *News*: October 15, January 15, April 15, and July 15.  
678 b. deadlines for online availability: November 15, February 15, May 15 and August 15.
- 679 9.13 State Directory  
680 The State will produce an annual directory for chapter presidents, state committee chairs,  
681 officers, past presidents, and area liaisons. Other copies may be available for purchase by  
682 members. The directory will include DKG purposes, mission, vision and founders; Alpha  
683 Sigma State leaders' names, addresses, phone numbers, and email addresses to support  
684 the work of the state. In addition, the directory shall include the Strategic Action Plan, a  
685 calendar of state and international events relevant to Washington, change of address  
686 information, WA's past/present international officers and current international positions,  
687 founders, past state presidents, achievement award recipients, state members, general  
688 information about Rachel Royston Permanent Scholarship Foundation and society key  
689 pin information.
- 690 9.14 Electronic Communications  
691 The state and chapters that establish methods of electronic communications are  
692 encouraged to adhere to Roberts Rules of Order Newly Revised (latest edition) Appendix  
693 for Electronic Meetings.



- 694 Visual:
- 695 1. Meetings must provide log in information
  - 696 2. Roll call or list for online quorum with departure noted to keep the quorum.
  - 697 3. State how assignment of the floor will be done (raised hands, voice notation,
  - 698 etc.)
  - 699 4. Motions must be submitted in writing and displayed for all.
  - 700 5. Voting may be done anonymously with provided feature

- 701 Phone:
- 702 1. Same as above except:
  - 703 a.) Motions made orally must be given electronically to the secretary
  - 704 b.) Votes must be submitted orally with roll call

## 705 **10. Awards**

### 706 **10.0 Awards –General**

#### 707 10.1 The Washington State Organization (WSO) Achievement Award

- 708 a. Members who hold active membership in the state and who have given or are
- 709 presently rendering distinguished service to the state shall be eligible for the state
- 710 achievement award.
- 711 b. Additional achievement shall be considered:
- 712 1. chapter involvement (officer, committee chair/member, program/projects,
- 713 newsletter, state meeting attendance, etc.)
- 714 2. state involvement (officer, editor, committee chair/member, area liaison,
- 715 program/projects, state meeting attendance, workshop presenter, RRPSF
- 716 scholarship, etc.)
- 717 3. international or regional involvement (officer, regional director, committee
- 718 chair/member, workshop, attendance, etc.)
- 719 4. notable service to education (local, state, national service, honors, awards,
- 720 publications).
- 721 c. The immediate past president shall facilitate the award process and shall recognize
- 722 the recipient at a state meeting as well as provide an article to the *WSO News*.

#### 723 10.2. Recognition of Doctorates

724 The immediate past president shall also collect information from members in the state  
725 who have achieved a doctorate in the past year. The member's name, accomplished  
726 degree, the dissertation topic, and the conferring institution shall be printed in the *WSO*  
727 *News* once annually and posted on the web site.

#### 728 10.3 Scholarship Award/Stipend

729 10.31 Each scholarship or stipend award shall be in U.S. dollars.

730 10.32 The applicant is required to

- 731 a. be an active member of the state for a minimum of two (2) years at the time of
- 732 application;
- 733 b. be working on a bachelor's degree, certifications, higher degrees, or special study
- 734 programs;
- 735 c. be accepted and enrolled in a graduate program of an accredited institution of higher
- 736 education or be applying for a special workshop, specialized study program, or other
- 737 relevant professional development;

- 738 d. provide evidence of active participation and demonstrated potential for leadership in  
739 the field of education; and  
740 e. provide any evidence of excellence in scholarship, if appropriate, for advanced  
741 degrees.
- 742 10.33 Applicants must submit their scholarship/stipend applications on current forms that  
743 are available on the state web site or by request from the state scholarship chair.
- 744 10.34 The application and supporting data must be postmarked or electronically date  
745 stamped no later than January 1.
- 746 10.35 The scholarship/stipend recipient's names awarded at the state convention shall be  
747 published in the *WSO News* and posted on the web site.
- 748 10.36 Recognition of Fifty-Year Members: The member's name, chapter affiliation, and year  
749 joined shall be recognized in the *WSO News* and on the web site.

## 750 751 **11. Emergency/Field Test Authority**

752  
753 The Executive Committee must seek information from the Finance Committee to assure  
754 expenditures can be met, since the item is not approved in the budget. Any pilot  
755 projects or field-testing procedures will be evaluated, including effectiveness and  
756 fiscal impact, and reported to the Executive Board in a timely manner.

757  
758 **Note: See the Bylaws XIV for procedure to amend these Standing Rules.**

759  
760 **Adopted by Convention April 2, 2011**  
761 **Amended by Convention April 18, 2015**  
762 **Amended by Convention May 14, 2016**  
763 **Amended by Convention April 29, 2017**  
764 **Adopted by Convention Sept. 29, 2018**  
765 **Amended by Convention April 13, 2019**  
766 **Amended by Virtual Convention April 30, 2021**  
767 **Adopted by Convention April 29, 2023**

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784 **Adopted by Convention April 29, 2023** SR 18

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