

BYLAWS
Alpha Zeta State Organization, New Jersey
The Delta Kappa Gamma Society International

ARTICLE I
NAME and EMBLEM

Section A.

The name of this state organization shall be Alpha Zeta State, New Jersey, of The Delta Kappa Gamma Society International, hereafter known as Alpha Zeta State.

Section B.

Each chapter in Alpha Zeta State shall be named by the Alpha Zeta State organization. Designation by Greek letter(s) is optional. When Greek letter(s) are used, the chapters will be named in alphabetical order.

Section C. Emblem

1. The official emblem of The Delta Kappa Gamma Society International shall be a key.
2. The key shall be a vertical ellipse. Across its center the DKG shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge.

ARTICLE II
OBJECTIVES

The objectives of Alpha Zeta State shall be to:

- A. Promote the purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II;
- B. Act as a liaison between chapters and the international organization;
- C. Organize Delta Kappa Gamma chapters within the state;
- D. Provide leadership training for chapter and state members;
- E. Promote professional and personal growth of women educators and excellence in education.

ARTICLE III
MEMBERSHIP

Section A.

The membership in Alpha Zeta State shall be composed of active, reserve, and honorary members of chapters within the boundaries of the state of New Jersey. All membership is in accordance with the CONSTITUTION, ARTICLE III.

Section B.

Chapters in Alpha Zeta State shall have full power to act in matters of chapter membership in accordance with the CONSTITUTION. Membership records are kept at the chapter level.

Section C. State Honorary Members

1. State honorary members shall be recommended by the membership through the chapter Membership Committee and/or the state Membership Committee prior to convening the annual state convention and elected by the state Executive Board. A four-fifths (4/5) vote of approval is required.
2. Orientation and initiation of state honorary members may be conducted by the president and the state Membership Committee at the state convention.

Section D. Termination of Membership

1. Reasons for termination shall be nonpayment of dues, resignation, or death.
2. The chapter shall keep a record of members terminated, including the reason and date of termination. A report of members terminated shall be a part of the minutes of a chapter executive board and/or chapter meeting.
3. The chapter membership chairs shall file letters of resignation and notify the state membership chair.
4. Chapter treasurers shall notify state treasurer on the designated forms.

Section E. Reinstatement

Reinstatement of membership shall be in accordance with the CONSTITUTION, Articles III and IV. A former member shall be reinstated to membership by the chapter receiving the request. A member reinstated on or after April 1 and before July 1 shall pay no fees at the time of reinstatement. The chapter treasurer shall process the reinstatement. No chapter vote is needed.

Section F. Transfer

A member in good standing may request a transfer to another chapter within the state organization or within another state organization.

**ARTICLE IV
FINANCES**

Section A. Annual Dues

1. The annual dues for the state and scholarship fees shall be determined by a two-thirds (2/3) vote of the members at the open session of a state convention upon the recommendation of the Finance Committee and the Executive Board.
2. Annual dues and scholarship fees shall be paid between July 1 and October 31 of each year. On November 1 members shall be dropped for non-payment of dues and fees.
3. All dues and fees shall be collected by the chapter treasurer. State and International dues shall be forwarded to the state treasurer.

Section B. Financial Controls

1. Each fiscal year the Finance Committee shall submit a proposed budget for adoption by the Executive Board and presentation to the membership at the state convention.
2. All expense vouchers shall be signed by the president before payment is made by the treasurer.
3. The report of the annual audit shall be submitted for acceptance to the Executive Board at its first meeting of the fiscal year.
4. All proposals for amendments to the Constitution, Bylaws, and Standing Rules and all recommendations for action by the Society shall be accompanied by a statement of fiscal impact on present and future budgets.

**ARTICLE V
ORGANIZATION**

Section A. Chapters

1. Each chapter shall govern the conduct of its business in a manner consistent with the CONSTITUTION and Alpha Zeta State Bylaws and may fulfill its constitutional responsibilities by establishing committees as needed.
2. The chapter officers, except treasurer, shall be elected in even-numbered years.
 - a. The term of each elected officer shall be two (2) years. No officer, except the treasurer, may serve in the same office longer than two (2) terms in succession. All officers shall take office on July 1, following their election.
 - b. The treasurer shall be selected by the Executive Board each biennium.
3. The chapter president shall represent the chapter as a voting member of the state Executive Board.
4. Chapters shall maintain rules which are in compliance with the Constitution, International Standing Rules, Alpha Zeta State Bylaws, and Alpha Zeta State Standing Rules as required by the Constitution, Article V. Chapter rules shall be reviewed by the Alpha Zeta State Rules/Bylaws Chairs at least once each biennium.

Section B. New Chapters

1. The state Executive Board shall approve the organization of a new chapter.
2. Candidates recommended for membership in a new chapter shall be voted upon by the sponsoring chapter(s).
3. Rules governing the installation of a new chapter shall be recommended by the state Expansion Committee and adopted by the state Executive Board.
4. The state Executive Board shall define the boundaries of chapters within the state.

**ARTICLE VI
OFFICERS AND RELATED PERSONNEL**

Section A. State Officers

1. The elected officers, all of whom must be active members, shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary, and a Corresponding Secretary.
2. A treasurer shall be selected by the Executive Board.
3. A parliamentarian shall be appointed by the president. It is desired that the appointed Parliamentarian be a member of the Society.
4. An executive secretary may be added if approved by a two-thirds (2/3) vote of the members at the open session of the state convention upon the recommendation of the Executive Board and the Finance Committee.

Section B. Terms of Office

1. State officers shall be elected at the state convention in odd-numbered years and shall serve a term of two (2) years.
2. No officer, except the treasurer, may serve in the office longer than two terms in succession.
3. All officers shall take office on July 1, following their election.
4. The treasurer shall be approved by the vote of the Executive Board.

Section C. Vacancies

1. When a vacancy occurs in the office of president, the first vice-president shall become president.
2. In the event of the deaths or resignations of the president and first vice-president, the second vice-president shall succeed to the office of president.
3. When a vacancy occurs in other elective or appointed positions, the president shall name a successor.

Section D. Nominations and Elections

1. Nominations for officers and for the state nominations chairs shall be made by the Nominations Committee and elected by a majority at the convention in odd-numbered years.
 - a. The committee shall submit the name of one nominee for each elective office and for the state nomination chair. Consent of the nominee must be obtained.
 - b. The slate of officers and the state nominations chair, with candidate qualifications, shall be published in the Alpha Zeta State Newsletter and on the State Web site at least 30 days prior to convention.
 - c. After the report of the committee has been made to the convention, additional nominations may be made from the floor with the consent of the nominee.
2. Elections may be by ballot, and a majority of the votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
3. The Nominations Committee shall prepare the ballot and conduct the election.
4. The president shall appoint tellers to count ballots.

Section E. Duties of Officers and Related Personnel

The officers shall perform the duties prescribed in the CONSTITUTION, Article VI and as authorized herein.

1. President
 - a. The president at the state level shall:
 - 1) Act as presiding officer at regular and called meetings and direct the activities of the organization;
 - 2) Act as chair of the Executive Board;
 - 3) Appoint a parliamentarian from the membership;
 - 4) Appoint standing and special committees;
 - 5) Serve as an ex-officio member of all committees except nominations;
 - 6) Approve publications;
 - 7) Fill by appointment all vacancies in elected and appointed offices;
 - 8) Represent the Society at meetings, conferences, and other events;
 - 9) Take action, with the advice and approval of the Alpha Zeta State Executive Committee, on matters that cannot be deferred until the next convention or the Executive Board meeting;
 - 10) Execute, with the treasurer, legal documents pertaining to the state organization. A legal document may be executed only when it is authorized by a state convention or the Executive Board.

- 11) Approve, or have the Executive Board approve, the use of the name of the Society in any form on printed materials for commercial purposes.
- 12) Serve as a member of the international Executive Board.

b. The president at the chapter level shall:

- 1) Act as presiding officer at regular and called meetings and direct the activities of the organization;
- 2) Serve as chair of the chapter Executive Board and as a member of the state organization Executive Board;
- 3) Appoint standing and special committees and a parliamentarian for her biennium;
- 4) Approve publications and expenditures;
- 5) Serve as an ex-officio member of all committees except nominations;
- 6) Fill by appointment all vacancies in elected and appointed offices;
- 7) Submit annual chapter president's report to the state organization;
- 8) Represent the chapter at state organization executive board meetings, workshops, regional meetings, and conventions;
- 9) Supervise submission of biennial chapter reports;
- 10) Take action, with the advice and approval of the chapter Executive Board, on matters that cannot be deferred until the next meeting;
- 11) Execute with the treasurer legal documents pertaining to the chapter. A legal document may be executed only when it is authorized by the chapter Executive Board;
- 12) Encourage chapter activities that develop leadership potential of its members;
- 13) Delegate tasks, as appropriate, to officers and members.

2. Vice-Presidents

a. The first vice-president at state and chapter level shall:

- 1) Serve as presiding officer in the absence of the president;
- 2) In the event of the death or resignation of the president, succeed to the office and serve until the next regular election of officers;
- 3) Serve as executive liaison for the state convention program committee;
- 4) Perform such other duties as may be assigned by the president or Executive Board.

b. The second vice-president at state and chapter levels shall:

- 1) Serve as presiding officer in the absence of both the president and first vice-president;
- 2) In the event of the deaths or resignations of both the president and first vice-president, succeed to the office of president and serve until the next regular election of officers;
- 3) Serve as executive liaison with the state Membership Committee;
- 4) Perform such other duties as may be assigned by the president or Executive Board.

3. Recording Secretary

a. At state and chapter levels, the recording secretary shall:

- 1) Record the minutes of each chapter/state and executive board meeting, including any membership terminations with reasons for termination and other official actions taken;
- 2) Maintain written records of meetings for state/chapter files;
- 3) Make available to members the minutes of the previous meetings;
- 4) File official minutes in a permanent chapter/state file after indicating the date that the minutes are approved with her signature/initials.

4. Corresponding Secretary

a. At state and chapter levels, the corresponding secretary shall:

- 1) Review and record all correspondence received by the president;
- 2) Read all correspondence at the executive and general meetings;
- 3) Send out notices of executive, general and other meetings as delegated by the president;
- 4) Send out cards, thank you letters, etc. as directed by the president;
- 5) Assume the duties of the recording secretary in her absence;
- 6) Update and maintain stationery and supplies;
- 7) Keep a file of all correspondence.

b. At the state level, the corresponding secretary shall also manage invitations and RSVPs for the state convention.

- c. Chapters that do not have a corresponding secretary may assign duties to the recording secretary and/or committee chairs as appropriate.

5. Treasurer

- a. The treasurer at state and chapter levels shall:
 - 1) Receive and pay out all monies belonging to the organization;
 - 2) Keep an accurate account of receipts and expenditures;
 - 3) Maintain a record of receipts, bills, canceled checks, and bank statements;
 - 4) Present a report at each regular meeting;
 - 5) File required tax reports;
 - 6) Submit for annual audit the accounts of the organization;
 - 7) Provide information necessary for a fidelity bond for an amount specified by the state organization standing rules, the cost to be paid by the state organization;
 - 8) Serve as a member, with vote, on the respective Executive Board unless paid a stipend, in which case she will serve as an ex-officio member without vote;
 - 9) Serve as an ex-officio member on the respective Finance Committee.
- b. The state treasurer shall:
 - 1) Furnish a fidelity bond for an amount to be determined by the Executive Board, the cost of such bond to be paid by the state;
 - 2) Maintain a permanent file of termination of membership.

6. Parliamentarian

- a. The parliamentarian at state and chapter levels shall:
 - 1) Act as advisor to the officers and the members of the organization in matters pertaining to interpretation of the CONSTITUTION and to parliamentary usage;
 - 2) Serve as an ex-officio member, without vote, on the respective Executive Board.
- b. The state parliamentarian shall serve as a consultant on the Rules/Bylaws Committee.

ARTICLE VII MEETINGS

Section A. State Convention

- 1. Business of the state shall be conducted annually at a convention held at a time and place as determined by the Executive Board for the purpose of receiving reports and adopting policy, amending bylaws, electing and installing officers (in odd-numbered years) and conducting other business which may properly come before it, i.e., initiating new members, installing new chapters, and acquainting members with correct policies and procedures of the Society.
- 2. Every member registered at the convention may vote. A roll call vote as specified in the CONSTITUTION, Article IX, may be ordered.
- 3. A quorum shall be a majority of the members who have registered at the convention.
- 4. Favors and decorations, or items approved by the Executive Committee, may be sold at the convention.

Section B. Other Meetings

- 1. A transition meeting shall be held in June of odd-numbered years. Retiring officers and committee chairs shall meet with their successors to transfer pertinent records, documents, and information. The meeting shall be jointly planned by the retiring and the incoming state president.
- 2. A planning conference and Executive Board meeting shall be held in September every year.
- 3. An Executive Board and convention-finalization conference shall be held in January.
- 4. Meetings and workshops may be held for the purpose of leadership training and dissemination of Society information at the discretion of the Executive Board.

Section C. Chapter Meetings

- 1. Chapters are required to hold at least four regular meetings annually. Regular meetings are meetings where chapter business is conducted.
- 2. A quorum for chapter business shall be determined by the chapter, as designated in the CONSTITUTION, Article IX.

**ARTICLE VIII
EXECUTIVE BOARD**

Section A. State Executive Board

1. The members of the Executive Board shall be the elected officers, treasurer, immediate past state president, and the chapter presidents. The parliamentarian and the past state presidents shall be ex-officio members without vote.
2. The duties of the Executive Board shall be:
 - a. To recommend policies and procedures for consideration by the state convention or the chapters;
 - b. To examine, modify if necessary, and adopt the state budget;
 - c. To determine time and place of state meetings;
 - d. To act in the interim between conventions upon matters requiring immediate decisions.
3. Meetings of the Executive Board shall be held at least once each year. Special meetings may be called by the president.
 - a. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
 - b. Chapter presidents who are unable to attend the state Executive Board meeting may appoint an official representative who shall have full privileges of participation.
4. A vote by mail and/or electronic means is authorized when necessary.

Section B. State Executive Committee

1. The members of the Executive Committee shall be the elected officers.
2. The Executive Committee shall meet at least once a year, between meetings of the Executive Board, to conduct business delegated to it by the Board and to take action on matters requiring immediate decision.
3. The state Executive Committee may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting. An electronic meeting may not replace the required annual meeting described in B.2.

Section C. Chapter Executive Board

1. The members of the Executive Board shall be the elected officers, immediate past president, and such other voting members as determined by the chapter. The treasurer and the parliamentarian shall be ex-officio members: the parliamentarian without vote and the treasurer without vote if she is paid for her services.
2. The duties of the Executive Board shall be:
 - a. To select the treasurer for the biennium;
 - b. To act in matters requiring immediate action and decision;
 - c. To recommend policies and procedures for consideration of members;
 - d. To establish rules for budget development and approval and to supervise chapter finances.
3. Meetings of the Executive Board shall be held at least twice each year. Special meetings may be called by the president.
 - a. The presence of a majority of the voting members of the Board constitutes a quorum at meetings.
 - b. The chapter Executive Board may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting. An electronic meeting may not replace the required biannual meetings described in C.3.
4. A vote by mail and/or electronic means is authorized when necessary.

**ARTICLE IX
COMMITTEES AND APPOINTMENTS**

Section A. Standing committees shall be:

1. Society Business
 - a. Expansion
 - b. Leadership Development
 - c. Membership
 - d. Exhibits and Record Books
 - e. Rules/Bylaws
 - f. Communications/Circulation
 - g. Convention
 - h. Yearbook
 - i. Nominations
 - j. Finance/Audit
 - k. Necrology
 - l. History and Archives
 - m. Initiation
 - n. Installation

2. Society Mission and Purposes
 - a. Program Planning
 - b. Educational Excellence
 - c. Legislation
 - d. Scholarships/Stipends
 - e. World Fellowship
 - f. Special Awards
 - g. Music
 - h. Social
 - i. Past State Presidents

Section B. General Procedures

1. State committee chairs, except the nominations chair, shall be appointed by the president with a limit of four consecutive biennia.
2. The president may appoint co-chairs of committees as needed.
3. The president shall be an ex-officio member of all committees except the Nominations Committee.
4. Matters requiring immediate committee action may be voted upon by mail and/or email, all members being notified.
5. Committee meetings shall be held with the approval of the president. Committees may meet through electronic communication as long as all the members may simultaneously hear one another and have the ability to participate and respond during the meeting.
6. State committees having international counterparts shall provide liaison between chapters and the corresponding international committees.
7. State committees not having international counterparts shall provide assistance to the chapters.
8. Reports of the work of state and chapter committees shall be prepared on forms supplied by Society Headquarters and submitted to the person designated on the forms.

Section C. Composition and Duties of Committees

1. Society Business
 - a. Expansion- appointed; chapter representation required.
 - 1) The Expansion Committee shall consist of a State chair to focus on state expansion; a State chair to focus on chapter strengthening; and one (1) member from each chapter. The president shall serve as an ex-officio member, without vote. The treasurer shall serve as a consultant.
 - 2) The Expansion Committee shall be responsible for expansion within the state.
 - 3) The Expansion Committee shall be responsible for assisting chapters in strengthening their membership.

- b. Leadership Development- appointed; chapter representation required.
 - 1) The Leadership Development Committee shall be composed of a State chair and one (1) member from each chapter.
 - 2) The committee shall be responsible for leadership development at the state level.
 - (a) The committee shall plan a training session in June of each even-numbered year for incoming chapter officers for the purpose of orienting, informing, and preparing them for their roles.
 - (b) The committee may plan additional leadership development sessions with the approval of the Executive Committee.
- c. Membership- appointed; chapter representation required.
 - 1) The Membership Committee shall consist of a State chair (second vice-president) and one (1) member from each chapter.
 - 2) The committee shall:
 - (a) Evaluate the recommendations of persons proposed for state honorary membership and submit the names of qualified candidates for vote;
 - (b) Study and make recommendations related to membership problems;
 - (c) Keep membership records;
 - (d) Collaborate with the state treasurer and the state initiation, necrology, and yearbook chairs to ensure accurate records.
 - (e) Collaborate with Expansion Committee in an effort to increase and strengthen membership.
- d. Exhibits and Record Books- appointed; chapter representation required.
 - 1) The Exhibits and Record Books Committee shall consist of a state chair, one (1) representative from each chapter, and the President's Record Book Chair, who shall be appointed by the president.
 - 2) The committee shall assemble annually an exhibit of materials significant to the current Alpha Zeta State biennium activities.
 - 3) The committee shall assist the Chair of the President's Record Book in completing an annual record book.
- e. Rules/Bylaws- appointed; chapter representation required.
 - 1) The Rules/Bylaws Committee shall consist of a state chair or co-chairs and of one (1) member from each chapter.
 - 2) The Rules/Bylaws Committee shall receive all proposals for amending or revising the bylaws by the September Executive Board meeting and present approved proposals to the state convention for vote.
 - 3) The Rules/Bylaws Committee shall send a copy of the State Bylaws to the International Constitution Committee for review, as requested.
- f. Communications/Circulation- appointed; chapter representation required.
 - 1) The Communications Committee shall consist of state co-chairs to address content; state chair or co-chairs to address distribution; and one (1) member from each chapter.
 - 2) The Communications Committee shall promote the use of publications of the Society and be responsible for creating publications authorized by the organization.
 - 3) The Circulation Committee shall distribute the Alpha Zeta State Newsletter and other publications as directed by the Executive Board.
- g. Convention- appointed; chapter representation required.
 - 1) The Convention Committee shall consist of a state chair, facility coordinator, registrar, and one (1) representative from each chapter.
 - 2) The Convention Committee shall plan, prepare, and coordinate an annual Alpha Zeta State convention in liaison with the first vice-president. Sites and dates shall be announced two years in advance.
- h. Yearbook- appointed; chapter representation required.
 - 1) The Yearbook Committee shall consist of a chair or co-chairs and one (1) member from each chapter.
 - 2) The Yearbook Committee shall gather and publish the membership list as directed by the Executive Board.
- i. Nominations- elected; chapter representation required.

- 1) The Nominations Committee chair shall be elected at the state convention in odd-numbered years.
 - 2) The Nominations Committee members will be the one (1) chapter-elected committee chair from each chapter.
 - 3) The committee shall present, in election years, a report of one nominee for each elective office. The committee shall prepare the ballot in accordance with the plan for nominations and elections adopted by the Executive Board.
- j. Finance/Audit- appointed
- 1) The Finance/Audit Committee shall consist of the president and three (3) members appointed by the president, one to be designated as state chair. The state treasurer and convention registrar shall serve as ex-officio members, without vote.
 - 2) The Finance Committee shall be responsible for supervision of the financial affairs of the organization, including recommendations for expenditure and investment of funds and preparation of a budget for adoption by the Executive Board.
 - 3) The Finance/Audit Committee shall be responsible for the annual audit of the state's financial records.
- k. Necrology- appointed
- 1) The Necrology Committee shall consist of a state chair, the chair of the state membership committee, and the state treasurer.
 - 2) The committee shall:
 - (a) Maintain a list of deceased members.
 - (b) Prepare an appropriate necrology service for the state convention to honor deceased members;
 - (c) Collaborate with chapters to ensure accurate records.
- l. History and Archives- appointed
- 1) The History and Archives Committee shall consist of a state chair and the state historian, who shall be appointed by the president.
 - 2) The committee shall:
 - (a) Assemble and organize materials essential to the history of Alpha Zeta State and preserve selected materials in the archives;
 - (b) Develop and maintain an inventory of materials in the archives.
- m. Initiation- appointed
- 1) The Initiation Committee shall consist of a state chair and the chair of the chapter Membership or Initiation Committees.
 - 2) The committee shall:
 - (a) Plan an initiation ceremony in compliance with International guidelines for inducting members into the Society;
 - (b) Collaborate with the state treasurer and the chairs of the membership and convention committees to ensure accurate records.
- n. Installation- appointed.
- 1) The Installation Committee shall consist of 2-3 members, designated as state chairs, appointed by the president.
 - 2) The Installation Committee shall plan and execute officer installation at the convention in odd-numbered years.
2. Society Mission and Purposes
- a. Program Planning- appointed; chapter representation required.
- 1) The Program Planning Committee shall consist of a state chair (first vice-president) and of one (1) member from each chapter.
 - 2) The committee shall plan, organize, implement, and evaluate programs (speakers, workshops) at the chapter and state level.
 - 3) The committee shall assess members' interests and consider International and State initiatives and the needs of other committees in its work.
 - 4) The committee shall annually review the strategic action plan of the state organization.
- b. Educational Excellence- appointed; chapter representation required.
- 1) The Educational Excellence Committee shall consist of a state chair or co-chairs and of one (1) member from each chapter.

- 2) The committee will plan, organize, implement, and evaluate activities, projects, and programs of action that promote the personal and professional growth of members and excellence in education.
- 3) The committee may operate as a whole or include subcommittees for the following initiatives:
 - (a) DKG relationship with United Nations, including CTAUN
 - (b) International Projects (such as Schools for Africa and Support for Early-career Educators) as designated by the International Administrative Board
 - (c) State Projects/Programs as designated by Alpha Zeta State Executive Board
- c. Legislation- appointed; chapter representation required.
 - 1) The Legislation Committee shall consist of a state chair or co-chairs and of one (1) member from each chapter.
 - 2) The committee shall inform members in the field of legislation relative to children, education, and the status of women.
 - 3) The committee shall maintain a liaison with the United States Forum and provide members with appropriate information and updates.
- d. Scholarships/Stipends- appointed; chapter representation required.
 - 1) The Scholarships/Stipends Committee will consist of state tri-chairs- one responsible for accomplishing goals related to the state/international scholarships; one responsible for accomplishing goals related to state Professional/Personal Growth Stipends and international stipends; one responsible for accomplishing goals related to state grants-in-aid and one (1) member from each chapter.
 - 2) The Scholarships/Stipends Committee shall take action on recommendations from the International Scholarship Committee, promote interest in and award scholarships for graduate study, and promote interest in international scholarships.
 - 3) The Scholarships/Stipends Committee shall promote interest in and award state Professional/Personal Growth Stipends and promote applications for international stipends.
 - 4) The Scholarships/Stipends Committee shall promote interest in and award state grants-in-aid.
- e. World Fellowship- appointed; chapter representation required.
 - 1) The World Fellowship Committee will consist of a state chair and one (1) member from each chapter.
 - 2) The committee shall promote the work of the International World Fellowship Committee by:
 - (a) Advising members of World Fellowship activities and recipients;
 - (b) Encouraging donations to the International World Fellowship Fund;
 - (c) Encouraging chapters to communicate with World Fellowship recipients;
 - (d) Communicating with World Fellowship recipients.
- f. Special Awards- appointed; chapter representation required.
 - 1) The Special Awards Committee will consist of two co-chairs, one responsible for the Dedicated Service Award, one responsible for the Rose and Key Awards and one (1) member from each chapter.
 - 2) The committee shall receive nominations for and select the recipient of the biennial Dedicated Service Award.
 - 3) The committee shall annually recognize active and retired members through the Rose and Key Awards based on nominations from the chapters.
- g. Music- appointed
 - 1) The Music Committee shall consist of a state chair and the state pianist.
 - 2) The committee shall be responsible for the music at state conventions.
- h. Social- appointed
 - 1) The Social Committee will consist of 2-3 members, designated as state chairs, appointed by the president.
 - 2) The Social Committee will prepare appropriate amenities for Executive Board meetings and state training sessions.
- i. Past State Presidents- appointed
 - 1) The Past State Presidents Committee will consist of all past state presidents of Alpha Zeta State.

- 2) The committee will provide support to the current state president and encouragement to all chapters.
- 3) The committee will appoint a state chair from within its membership.

Section D. Appointments

1. To meet the needs of the state organization and to comply with international requirements, the president will make the following individual appointments:
 - a. UN liaison
 - b. Webmaster
 - c. Historian
 - d. State Photographer
 - e. State President's Book
 - f. Convention facilities coordinator
 - g. Convention registrar
 - h. Motivator
 - i. State Pianist
 - j. Technology Research/Support

2. Appointees will report directly to the president but may also serve on standing committees. Because these positions require particular expertise, the term of appointment will not be limited.

The duties of the appointees will be as follows:

- a. UN liaison: to maintain membership in the UN Liaison Network of DKG International (established 2002); to be kept up to date on Society involvement at the UN; and to receive and disseminate important information, including the *DKG@UN* newsletter, to members through email to chapter presidents.
- b. Webmaster: to maintain and develop the state Web site and assist chapter webmasters as needed.
- c. Historian: to ensure that appropriate records are maintained and placed in the state archives and to serve as a resource to officers and chapters as needed.
- d. State Photographer: to capture Alpha Zeta State activities, disseminate photos from these activities, and serve as a resource to officers, chairs, and chapters as needed.
- e. State President's Book: to develop a hard-copy history of the president's biennium as a remembrance for the president and as part of the state organization's history.
- f. Convention facilities coordinator: to negotiate and collaborate with the convention hotel personnel for convention arrangements; to handle hotel issues onsite at conventions.
- g. Convention registrar: to receive and process convention registrations; to develop convention tags and tickets.
- h. Motivator: to provide inspirational remarks as requested by the president.
- i. State Pianist: to provide accompaniment as needed by the music chairs.
- j. Technology Research/Resource: to remain abreast of developments in technology and provide assistance to state officers, state committees and chapters in technology implementation.

Section E. Special Committees

Special committees shall be appointed by the president to complete tasks in a given biennium. After submitting the final report to the president, the committee shall be dissolved.

Section F. Ad Hoc Committees

Ad Hoc committees shall be appointed by the president as authorized to complete specific short- or long-term tasks. After submitting the final report to the president, the committee shall be dissolved.

ARTICLE X PUBLICATIONS

All publications shall be approved by the President and plans submitted to the Executive Board for financial approval. All official state publications shall be sent electronically to the state archives for preservation.

Section A. Newsletter

1. The state newsletter shall be named "Alpha Zeta State News."
2. The state newsletter shall be published three (3) times each year and disseminated electronically to the membership.
3. Alternative methods of distribution will be made for those members without access to the Internet.

Section B. News Between the News

This interim newsletter shall be electronically published and disseminated three (3) times each year to keep members informed at more frequent intervals.

Section C. Bylaws and Standing Rules

An updated version of the Alpha Zeta State Bylaws and Standing Rules shall be posted on the state Web site.

Section D. Yearbook

A yearbook of the membership list shall be published annually and disseminated to members.

1. To conserve printing costs, each member will receive only the yearly updated information of her own chapter to place in her binder-copy of the yearbook.
2. Only state officers and chairs will receive the entire yearbook in print.
3. The entire yearbook will, however, be burned onto CD roms for anyone who needs or wants the entire yearbook information.

Section E. Special Publications

Alpha Zeta State may publish special materials, such as monographs or brochures as needed.

Section F. Web Site

Alpha Zeta State shall maintain a presence on the World Wide Web linked to The Delta Kappa Gamma Society International Web site. Chapters may link their Web sites to the state Web site.

ARTICLE XI AWARDS

Section A. Scholarships

1. The number of scholarships and the amount of each scholarship shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
2. Rules governing the administration of the scholarship program shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
3. The Scholarships/ Stipends Committee shall disseminate current criteria and directions for applications for scholarships.

Section B. Professional/ Personal Growth Stipends

1. Professional/Personal Growth Stipends will be granted to members working individually, or as a team, for professional growth, personal development, research, travel related to field, educational or community service projects and/or conference attendance related to field.
2. The number of stipends and the amount of each stipend shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
3. Rules governing the administration of the stipends program shall be recommended by the Scholarships//Stipends Committee and approved by the Executive Board.

4. The Scholarships/ Stipends Committee shall disseminate current criteria and directions for applications for stipends.

Section C. Grants-in-aid

1. The number of grants-in-aid and the amount of each grant-in-aid shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
2. Rules governing the administration of the grants-in-aid program shall be recommended by the Scholarships/Stipends Committee and approved by the Executive Board.
3. The Scholarships/Stipends Committee shall disseminate current criteria and directions for applications for grants-in-aid.
4. The Margaret Abel Scholarship Award, a grant-in-aid, shall be awarded annually to a female undergraduate or graduate student who has begun her professional program leading to an initial teaching certification.

Section D. Special Awards

1. The state's Dedicated Service Award may be given biennially, in even-numbered years, to a member in Alpha Zeta State in recognition of distinguished service to the Society.
2. Rose Awards may be given annually in recognition of contributions by an actively employed member of each chapter.
3. Key Awards may be given annually in recognition of contributions by a retired member of each chapter.

ARTICLE XII FUNDS

Section A.

The available fund shall consist of dues, contributions, and miscellaneous income. It is the operating fund and shall require a budget. Expenditures may be made as authorized by the Executive Board, upon recommendation of the Finance Committee.

Section B.

The permanent fund shall be maintained as authorized by the CONSTITUTION, Article X. 8, and the Executive Board, upon recommendation of the Finance Committee. Expenditures may be made for capital purchases, approved by the Finance Committee and authorized by the Executive Board.

Section C.

The scholarship fund shall be a permanent fund established from the scholarship fees and contributions as authorized by the CONSTITUTION, Article X. The interest may be used for scholarship awards or for reinvestment as directed by the Executive Board upon recommendation of the Scholarships/Stipends Committee and approval of the Finance Committee.

Section D.

The Margaret Abel Scholarship Fund is a restricted fund subject to the limitations imposed by Margaret Abel's estate.

Section E.

Special Funds may be established by the Executive Board.

Section F.

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

ARTICLE XIII DISSOLUTION

Section A. Alpha Zeta State Organization

In the event of dissolution of Alpha Zeta State, New Jersey, the net assets of the corporation shall be distributed as follows.

1. All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made therefore.
2. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.

Section B. Chapter

1. Before a chapter is dissolved, the approval of the state organization Executive Board must be obtained.
2. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the state organization treasurer for state or International projects.
4. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state organization archives and made available for use.
5. The charter must be returned to the state organization to be forwarded to the International Headquarters.
6. The state organization Executive Board shall decide whether the Greek name shall be reused or not.

ARTICLE XIV PARLIAMENTARY AUTHORITY

ROBERTS RULES OF ORDER NEWLY REVISED (CURRENT EDITION) shall govern the proceedings of Alpha Zeta State Organization and its chapters in all cases not provided for in the CONSTITUTION, State Bylaws, Standing Rules, and Chapter Rules.

ARTICLE XV AMENDMENTS

Section A.

These bylaws may be amended at any convention by a two-thirds (2/3) vote of registered members in attendance at the business meeting, provided the notice of proposed amendments shall have been published to members at least thirty (30) days before convening the annual convention.

Section B.

Proposed amendments to the bylaws may be submitted no later than February 1st to the Rules/Bylaws Committee by any member, committee, board, or chapter.

Section C.

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

Section D.

Standing rules may be amended or rescinded at any annual convention by a majority vote of registered members in attendance at the business meeting.

Adopted April 30, 1988
Corrected April, 1989
Amended April, 1991
Amended April, 1999
Amended April, 2003
Amended March 2011
Amended March 2012
Amended, April 2013