

1 **OKLAHOMA STATE ORGANIZATION BYLAWS**
2 **The Delta Kappa Gamma Society International**

3 **ARTICLE I: NAME**

4 **Section A. Name of Organization**

5 The name of this state organization shall be Oklahoma State, formerly known as Gamma
6 State, of the Delta Kappa Gamma Society International, hereinafter also referred to as
7 Oklahoma State Organization (OSO), the State, or in general terms, the Society.

8 **Section B. Geographic Area of Organization**

9 Oklahoma State Organization shall be designated by geographic area. Each chapter shall
10 be named by the state organization.

11 **ARTICLE II: MISSION AND PURPOSES**

12 **Section A. Mission Statement**

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

15 **Section B. Purposes of The Delta Kappa Gamma Society International shall:**

- 16 1. promote the mission and Purposes of The Delta Kappa Gamma Society International
- 17 as found in the current *International Constitution*;
- 18 2. act as liaison between chapters and International;
- 19 3. organize and assist new chapters within the State;
- 20 4. provide leadership training for state and chapter leaders;
- 21 5. make the Society more visible and more influential in educational endeavors;
- 22 6. stimulate the personal and professional growth of members and encourage
- 23 their participation in appropriate programs of actions; and
- 24 7. inform the members of current economic, social, political and educational issues
- 25 so they may participate effectively in a world society.

26 **Section C. International Vision Statement**

27 Leading Women Educators Impacting Education Worldwide

28 **Section D. Purposes of Oklahoma State Organization shall:**

- 29 1. promote the purposes of The Delta Kappa Gamma Society International as found in
- 30 the *Constitution II.D*;
- 31 2. act as liaison between chapters and the international organization;
- 32 3. provide leadership training for state and chapter leaders;
- 33 4. organize Delta Kappa Gamma chapters within the state; and
- 34 5. make the Society more visible and more influential in educational endeavors.

35 **Section E. Oklahoma State Organization Vision Statement**

36 The vision statement for OSO is “Serving Education, Honoring Tradition.”

ARTICLE III: MEMBERSHIP**38 Section A. State Membership**

39 The membership of Oklahoma State Organization shall be composed of active, reserve,
40 honorary and collegiate member of chapters which are within the boundaries of the state
41 of Oklahoma. Honorary members may be chapter or state members.

42 Section B. Classification

- 43 1. An **active** member shall be a woman who is or has been employed as a professional
44 educator at the time of her election. An active member shall participate in the activities
45 of the Society.
- 46 2. A **reserve** member shall be a member who is unable to participate fully in the activities
47 of the chapter because of physical disability and/or geographic location.
48 a. Reserve status shall be granted by a majority vote of the chapter.
49 b. A reserve member, so requesting, shall be restored to active membership.
- 50 3. A state **honorary** member shall be recommended to the state membership committee
51 by chapter or individual.
52 a. State honorary members shall be recommended to the executive board by the state
53 membership committee and elected by executive board by majority vote.
54 b. Invitation for state honorary membership shall be extended by the state president.
55 c. Induction for state honorary members shall be arranged by the state membership
56 committee. Orientation session and induction will be arranged by the president and
57 the membership chairman.
- 58 4. A **collegiate** member shall be an undergraduate or graduate student who meets the
59 following criteria:
60 a. An undergraduate student collegiate member shall be
61 (1) enrolled in an institution offering an education degree and have the intent to
62 continue academically and professionally in the field of education; and
63 (2) enrolled within the last two years of her undergraduate education degree.
64 b. A graduate student collegiate member shall have graduate standing in an institution
65 offering an education degree and have the intent to continue academically and
66 professionally in the field of education.
67 c. When a collegiate member begins her career as a paid educator, she will pay active
68 member dues and become an active member.
69 d. If a collegiate member does not pursue a career as an educator, her membership
70 will expire upon graduation or withdrawal from the education degree program.

71 Section C. Chapter Membership

- 72 1. Chapters in Oklahoma State Organization shall have full power to act in matters of
73 chapter membership.
- 74 2. A candidate for active or collegiate membership shall be elected by the method
75 established by the chapter rules.
- 76 3. A complete record of membership shall be the responsibility of each chapter in OSO.
- 77 4. The chapter treasurer notifies the state treasurer of all changes in membership.
- 78 5. A reserve member, so requesting, shall be restored to active membership.
- 79 6. A former member shall be reinstated to membership by the chapter receiving the
80 request.

81 **ARTICLE IV: FINANCES**

82 **Section A. Annual Dues**

- 83 1. Each active, collegiate and reserve member shall pay annual dues.
84 2. The state annual dues shall be fourteen dollars (\$14.00) for active members and seven
85 dollars (\$7.00) for reserve and collegiate members.
86 3. The state annual dues shall be determined by two-thirds (2/3) vote of the members
87 present and voting at the state convention in odd-numbered years.
88 4. All dues and fees shall be collected by the chapter treasurer. State and international
89 dues and fees shall be forwarded to the state treasurer and to International.
90 5. International dues shall be an amount recommended by the executive board and
91 approved by the international convention (*Constitution IV.A.1*).

92 **Section B. Fees**

- 93 1. Induction Fee: An active member shall pay an induction fee at the time of induction.
94 2. Scholarship Fee: Each active, reserve and collegiate member shall pay a scholarship
95 fee annually.
96 3. Honorary Fee: The inducting unit of the Society shall pay the lifetime fee for each
97 honorary member at the time of induction.

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

- 99 1. The membership year is July 1-June 30. A member shall pay annual dues and fees no
100 later than June 30 for the following fiscal year.
101 2. The international portion of the dues and fees shall be sent between July 1 and
102 September 30. Immediately thereafter, the state organization and international portions
103 of the dues and fees shall be sent to the state treasurer and to International.
104 a. For membership or reinstatement commencing between July 1 and December 31, the
105 member shall pay the induction fee (new member only), dues and scholarship fee
106 for the current year. For membership commencing on or after January 1, the member
107 shall pay one-half of the international membership dues. Chapter and state
108 organization dues may be pro-rated as the chapter/state organization determines.
109 b. Immediately thereafter, the state organization and international portions of the dues
110 and fees shall be sent to the state organization treasurer.
111 3. A member who fails to complete payment of international dues shall be dropped
112 as of October 1.

113 **Section D. Financial Assessments**

114 Financial assessments may be levied *only* by the chapter.

115 **Section E. Financial Accounting**

- 116 1. The finance committee shall submit a proposed budget annually for adoption by the
117 executive board.
118 2. The state finance committee shall set the individual registration fee for state
119 convention/conference.
120 3. All expense vouchers shall be signed by the president before payment is made by the

- 121 treasurer.
- 122 4. The fiscal year of the State shall be July 1 – June 30 inclusive.
- 123 5. The chairman of the finance committee shall submit an annual audit to the executive
- 124 board for adoption.

125 **Section F. State Funds**

- 126 1. The **Available Funds** shall be the operating fund and shall require a budget.
- 127 2. The **Dorothea Meagher Fund** is a fund from which OSO will offer stipends to
- 128 Society members from Mexico D.F., Jalisco, Nuevo Leon, Guatemala and Costa
- 129 Rica. The stipends will be used to defray expenses for members to attend the
- 130 international conference or international convention.
- 131 3. The **Permanent Fund** shall be maintained as authorized by the *Constitution IV.F.3.*
- 132 Expenditures may be made upon recommendation of the finance
- 133 committee with the approval of the executive board.
- 134 4. **Scholarship Fund**
- 135 a. The scholarship fee paid by a member shall be divided as follows:
- 136 (1) one hundred percent (100%) to the state organization fund if the chapter does
- 137 not maintain a chapter scholarship fund or twenty percent (20%) to the state
- 138 organization fund if the chapter does maintain a chapter scholarship fund or
- 139 (2) eighty percent (80%) retained by the chapter having a chapter scholarship
- 140 fund.

141 **Section G. Financial Accounting**

- 142 1. The fiscal year of the State shall be July 1 – June 30 inclusive.
- 143 2. State organizations without a headquarters building are not required to maintain a
- 144 permanent fund but are required to maintain an available fund reserve. The state
- 145 organization shall set aside up to twenty percent (20%) of their state organization
- 146 dues until the total of the available fund equals one year's operating expenses at
- 147 which time the state organization executive board may reduce or discontinue further
- 148 allocations. The available fund reserve may be used at the discretion of OSO.

149 **ARTICLE V: ORGANIZATION**

150 **Section A. Levels of Organization**

151 The business of the Society shall be conducted at the chapter, state and international

152 levels. The three (3) levels of organization shall be chapter, state organization and

153 international.

154 **Section B. Chapter Level**

- 155 1. Each chapter shall have chapter rules that are consistent with the *International*
- 156 *Constitution* and *International Standing Rules* and the *Oklahoma State Bylaws* and
- 157 *Standing Rules*.
- 158 2. The chapter president shall represent the chapter as a voting member of the state
- 159 executive board.

160 3. The procedures for checking *Chapter Rules* for consistency with the
161 *Constitution V.B.3.* and *OSO Bylaws* are detailed in *Article VIII* and in the *OSO*
162 *Standing Rules.*

163 **Section C. New Chapters**

- 164 1. The organization of new chapters shall be consistent with the *Constitution Article V.*
165 2. The state executive board shall determine chapter areas and shall approve the
166 organizing of each new chapter.
167 3. The organizing of new chapters shall be under the direction of the membership
168 committee.

169 **Section D. Coordinating Council**

- 170 1. Coordinating councils may be organized in counties and/or cities where two or more
171 chapters exist (*Constitution V.B.4.*)
172 2. The coordinating council may meet at least once a year for the purpose of discussing
173 prospective new members and for planning activities of benefit to all members.
174 3. If organized, a coordinating council must adhere to *International Standing Rules 5.1.*

175 **Section E. State**

176 The procedures for checking *OSO Bylaws* for consistence with the *Constitution* are
177 detailed in *Article VIII* and in the *OSO Standing Rules 8.1.1.6.*

178 **ARTICLE VI: OFFICERS**

179 **Section A. Chapter Officers**

180 The chapter officers, except treasurer, shall be elected in even-number years by a
181 majority vote. Chapter officers are listed in the *Constitution VI.A.3.*

- 182 1. The term of each elected officer shall be two (2) years or until a successor is named.
183 No officer except the treasurer may serve in the office longer than two successive
184 terms.
185 2. The treasurer shall be selected by the executive board each biennium.
186 3. Treasurer's Duties
187 a. See *OSO Bylaws Article VI Section C.5*
188 b. The chapter treasurer, in chapters where the total amount of annual receipts
189 exceeds two thousand five hundred dollars (\$2,500), shall furnish information for
190 a fidelity bond. The cost of such bond is to be paid by the chapter.

191 **Section B. Elected and Appointed State Officers**

- 192 1. The state officers shall be elected in odd-numbered years.
193 2. The elected state officers shall be president, first vice-president, second vice president
194 and recording secretary (*Constitution VI.A.2.*)
195 3. The state treasurer shall be recommended by the finance committee to the executive
196 board for approval (*Constitution VI.A.2.*)
197 4. The editor, webmaster and state parliamentarian shall be appointed by the president
198 in odd-numbered years.

199 5. Other personnel may be elected or employed as determined by the executive board.

200 **Section C. Duties**

201 The state officers shall perform the duties prescribed in the *Constitution VI.C.* and
202 authorized by the *OSO Bylaws*. A detailed list of these duties is found in the *OSO State*
203 *Standing Rules 6.0*.

204 1. **President:** The state president is the chief executive of the state and, upon invitation,
205 visits chapters or approves another officer to represent her and the Society.

206 2. **First Vice-President:** The first vice-president shall serve as the educational
207 excellence committee chairman.

208 3. **Second Vice-President:** The second vice-president shall serve as membership
209 chairman.

210 4. **Recording Secretary:** The recording secretary shall send minutes of an executive
211 board meeting to the president within two weeks following the meeting.

212 5. **Treasurer:** Treasurers, state and chapter, shall:

213 a. receive and pay out all monies belonging to the organization;

214 b. keep an accurate account of receipts and expenditures;

215 c. maintain a record of receipts, bills and bank statements;

216 d. present a report at each regular meeting;

217 e. file required tax reports (Form 990 e-postcard);

218 f. submit for annual audit/financial review accounts of the organization;

219 g. serve as a member ex officio, without vote if under remunerative contract for her
220 services, on the respective executive board;

221 h. serve as a consultant in the process of budget development and supervision of
222 finances;

223 i. maintain an accurate and current membership roster;

224 j. provide information necessary for a fidelity bond with the amount of the bond
225 being the amount of loss up to two thousand five hundred dollars (\$2,500);

226 k. sign signature cards, with the president and finance chairman, at all banks in
227 which state funds are deposited; and

228 l. follow appropriate procedures to ensure the safety and proper handling of
229 chapter monies as established by the chapter finance committee.

230 6. **Editor:** The state editor shall publish *The Limelighter* four times a year on the OSO
231 website. She shall serve as a member, but not chairman, of the communication
232 committee.

233 7. **Parliamentarian:** The state parliamentarian's duties are outlined in the *Constitution*
234 *VI.B.2 and VI.C.10.a.* and *Go-To Guide for Chapter Members*.

235 8. **Webmaster:** The state webmaster will maintain the website in accordance with the
236 Society's policy for electronic communications.

237 **Section D. Term of Office**

238 1. The term of each elected officer shall be two (2) years or until a successor is named.

239 2. Officers shall take office on July 1 following their election (*Constitution VI.D.2.c*).

240 3. No elected officer should serve in that office longer than two (2) terms in succession.

241 **Section E. Vacancies**

- 242 1. In the event that a member holding an elective or appointed position at the state or
243 chapter level is unable to perform her duties, the position shall be declared vacant by
244 the respective officer, and a successor named by the state or chapter president.
245 2. When a vacancy occurs in the office of president, the first vice-president shall become
246 president and the second vice-president shall become first vice-president.

247 **Section F. Nominations and Elections**

- 248 1. Nominations for officers shall be made by the nominations committee and are
249 consistent with the *Constitution Article VI*.
250 a. The committee shall submit the name of one nominee for each elective office and
251 the names of the proposed nominations committee to be placed on the ballot. The
252 consent of the nominees must be obtained prior to submission.
253 b. The slate of officers and the proposed nominations committee with candidate
254 qualifications shall be published in the February issue of *The Limelighter* and on the
255 OSO website.
256 c. After the report of the committee has been made to the convention, additional
257 nominations may be made from the floor with the consent of the nominee.
258 2. Election shall be by ballot. The nominee with the majority of votes cast is elected. If
259 there is one nominee for an office, the election may be by voice vote.
260 3. The nominations committee shall prepare ballots, conduct elections and tally the
261 votes.
262 4. A member of the nominations committee shall complete her term of office before she
263 can be considered by the nominations committee for another elected position.

264 **Article VII: EXECUTIVE BOARD**

265 **Section A. State Organization Executive Board**

- 266 1. The members of the state executive board shall be the elected officers, the past state
267 presidents and the chapter presidents. The treasurer, editor and parliamentarian are
268 ex officio members without vote.
269 2. Duties of the State Organization Executive Board
270 The state organization executive board shall:
271 a. recommend policies and procedures for consideration at the Leadership Conference
272 in even-numbered years and at the Oklahoma State Organization Convention in
273 odd-numbered years;
274 b. establish the procedures for budget development and approval and for the
275 supervision of Oklahoma State Organization finances;
276 c. select the treasurer and other personnel as needed and prescribe duties and terms of
277 office;
278 d. establish policy for the selection of the finance committee;
279 e. act in the interim between conventions upon matters requiring immediate
280 decision; and

- 281 f. approve dates and sites of the state organization meetings.
282 3. Meetings of the State Executive Board
283 Meetings of the executive board shall be held annually. The board may meet at other
284 times upon the call of the president or by a decision of the executive committee.
285 a. The presence of a majority of the voting members of the board shall constitute a
286 quorum at the meetings. Each voting member shall be entitled to one vote.
287 b. Chapter presidents who are unable to attend the state executive board meeting may
288 appoint an official representative who shall have full privilege of participation.
289 This appointment shall be communicated to the state president by the chapter
290 president in advance of the meeting.
291 c. A vote by mail or email is authorized when necessary.

292 **Section B. Chapter Executive Board**

- 293 1. The chapter executive board shall include the elected officers, the immediate past
294 president and other voting members as determined by the chapter. The treasurer and
295 the parliamentarian shall serve as ex officio members without vote.
296 2. The chapter executive board shall:
297 a. select the treasurer for the biennium;
298 b. act in matters requiring immediate action and decision;
299 c. recommend policies and procedures for consideration by members; and
300 d. establish rules for budget development and approval and for the supervision of
301 chapter finances.

302 **Section C. State Executive Committee**

- 303 1. The state executive committee shall be composed of the elected officers.
304 2. The executive committee shall act for the executive board between meetings of the
305 board (*Constitution VI*).

306 **ARTICLE VIII: COMMITTEES**

307 **Section A. Committee Structure**

308 Chapters may modify the committee structure to meet their local needs as long as the
309 state and international duties are clearly designated in the chapter structure and the titles
310 used.

- 311 1. Standing Committees
312 a. Society Business Committees
313 b. Bylaws and Standing Rules
314 c. Communications and Marketing
315 d. Finance
316 e. Nominations (elected)
317 f. Leadership Development
318 g. Membership
319 2. Society Mission and Purposes
320 a. Educational Excellence

- 321 b. Scholarship
- 322 c. U. S. Forum
- 323 d. World Fellowship

324 **Oklahoma State Organization Committees**

325 **General Procedures**

- 326 1. All committees shall fulfill the duties as stated in the *Constitution VIII.A.2.*
- 327 2. Reports of work accomplished by committees will be prepared on forms provided by
328 the Society.
- 329 3. All committees except the nominations committee shall be appointed by the president.
 - 330 a. The state first vice-president shall serve as chairman of the educational excellence
331 committee, which will be composed of at least five members.
 - 332 b. The state second vice-president shall serve as chairman of the membership
333 committee.
 - 334 c. The president shall appoint all other committee chairmen.
 - 335 (1) The **Finance Committee** shall be composed of three members serving staggered
336 terms of six years each. The president and immediate past president shall serve
337 as ex officio members of the committee. The president shall appoint the
338 chairman from the members who have served at least two (2) years.
 - 339 (2) The **Scholarship Committee** shall be composed of six (6) members serving
340 staggered terms of four (4) years each, with three (3) new members appointed
341 each biennium. The president shall appoint the chairman from the
342 the members who have served at least two (2) years. A member who has
343 served a full four (4) year term shall not be eligible for reappointment.
344 The president shall be an ex officio voting member, and the treasurer shall serve
345 serve as a fiscal consultant without voting rights.
 - 346 (3) The **Creative Women of Oklahoma Award Committee** shall be composed of
347 six (6) members serving staggered terms of four (4) years each, with three (3)
348 new members appointed each biennium.
 - 349 (4) The **Financial Development Committee** shall be composed of three (3)
350 members serving staggered terms of six (6) years each, with one new member
351 appointed each biennium by the newly-elected president. The chairman of the
352 committee shall be appointed by the president and shall be one of the members
353 from the previous biennium.
 - 354 (5) The **Music Committee** shall be responsible for preparing and leading music at
355 the state convention in odd-numbered years and the leadership conference in
356 even-numbered years.
 - 357 (6) The election of the **Nominations Committee** shall follow the same procedure as
358 the nomination and election of state officers. The president shall be an ex
359 officio member of all committees except the nominations committee. The
360 nominations committee shall be composed of two (2) members from each area
361 of the state: East and West and one (1) member from the previous committee.

362 The newly-elected state president shall appoint one (1) member of the elected
363 committee as chairman.

364 4. Committee meetings may be held with the notification of the president.

365 5. Matters requiring immediate committee action may be voted on by mail or email
366 ballot.

367 6. The **Non-Dues Revenue Project** at the leadership conference in even-number years
368 and the state convention in odd-number years will be organized and conducted by the
369 committees that receive the funds.

370 a. Current recipients of these funds are Scholarship, Essay, Tebow-Herrington
371 Leadership Seminar, U.S. Forum and The Creative Women of Oklahoma Award
372 Committees.

373 b. The chairman or designee from each committee receiving the funds shall be in
374 charge of the non-dues revenue project each year.

375 c. From this group, the president will appoint a chairman each year.

376 d. The state treasurer will serve as ex officio member of this group in order to
377 receive, keep record of and disburse the money.

378 **Section B. Society Business Committees**

379 1. **Bylaws/Standing Rules Committee** shall be responsible for:

380 a. reviewing the *OSO Bylaws* biennially to ensure they are current with state policies
381 and consistent with the *Constitution* and *International Standing Rules*;

382 b. reviewing and/or revising *OSO Standing Rules* at the end of each biennium;

383 c. receiving and submitting proposed amendment(s) and/or revision to the *OSO*
384 *Bylaws* and/or *OSO Standing Rules* for publications in *The Limelighter*;

385 d. assisting chapters in updating *Chapter Rules*;

386 e. submitting the most current edition of the *OSO Bylaws* to the Constitution
387 Committee chairman; and

388 f. reviewing *Chapter Rules* submitted by each chapter in the December following
389 the international convention to determine compatibility with the *Constitution*,
390 *International Standing Rules*, *OSO Bylaws*, and *OSO Standing Rules*.

391 2. **Communication and Marketing Committee** shall be responsible for:

392 a. providing the means of networking member to member, chapter to state
393 organization and state organization to international (*Constitution VIII.B*);

394 b. promoting the use of publications of the Society;

395 c. leading seminars at workshops for chapter chairmen;

396 d. overseeing communication with external groups (*Constitution VIII.B*);

397 e. encouraging electronic communications within OSO;

398 f. overseeing and conducting periodic evaluations of the effectiveness of the
399 electronic communications; and

400 g. recommending ways to market and promote the Society (*Constitution VIII.B*).

401 h. The state webmaster and state editor will be ex officio members of the
402 Communications and Marketing Committee.

403 3. **Finance Committee** shall be responsible for:

- 404 a. preparing and presenting a budget for review, modification and adoption by the
405 executive board;
- 406 b. supervising all investments of the funds of the state and the expenditures from
407 the permanent fund;
- 408 c. providing for an annual audit;
- 409 d. evaluating biennially, with the president, the performance of the state treasurer; and
- 410 e. recommending to the executive board a person for the position of state treasurer.
- 411 f. The Finance Committee chairman, along with the president and the treasurer, will
412 sign signature cards at all banks in which state funds are deposited.
- 413 4. **Leadership Development Committee** shall plan the leadership training of chapter
414 officers and committee chairmen held during the leadership conference in even-
415 numbered years with the approval of the State Executive Committee.
- 416 5. **Membership Committee** shall be responsible for:
- 417 a. evaluating recommendations of persons proposed for state honorary membership
418 (*Constitution VIII.B.7.a*);
- 419 b. studying and making recommendations related to membership problems
420 (*Constitution VIII.B.7.a*);
- 421 c. assuming responsibility for necrology and membership reports
422 (*Constitution VIII.B.7.a*);
- 423 d. assuming responsibility for the memorial service at the leadership conference in
424 even-numbered year and the state convention in odd-numbered years; and
- 425 e. assuming responsibility for expansion within OSO.
- 426 6. **Nominations Committee** shall be responsible for:
- 427 a. presenting a report of nominees for publication in the February issue of
428 *The Limelighter* following the selection process on the OSO website;
- 429 b. preparing ballots for election;
- 430 c. tallying the votes; and
- 431 d. assuming responsibility for installation of officers at the convention.

432 **Section C. Society Mission and Purposes Committee**

- 433 1. **Educational Excellence Committee** shall be responsible for:
- 434 a. functioning as a committee of the whole or, at the discretion of the chairman, in
435 groups to accomplish its responsibilities (*Constitution VIII*);
- 436 b. serving as a liaison between the international committee and chapter committees;
- 437 c. implementing the plans of the international committee;
- 438 d. leading seminars at workshops for chapter chairmen;
- 439 e. developing the *Strategic Plan for Renewal*;
- 440 f. conducting appropriate research and publicizing studies of the Society and other
441 research pertinent to education and women educators; and
- 442 g. preparing and leading music for the convention in odd-numbered years and the
443 conference in even-numbered years.
- 444 2. **Scholarship Committee** shall be responsible for:

- 445 a. promoting and publicizing the scholarships available to OSO members;
- 446 b. selecting the recipients according to the guidelines of the *OSO Standing Rules*; and
- 447 c. submitting a report to the executive board.
- 448 3. **Dorothea Meagher Fund** shall be responsible for:
 - 449 a. promoting contributions to the fund by chapters and individuals;
 - 450 b. selecting the recipients of the awards according to the guidelines in the *OSO*
 - 451 *Standing Rules*;
 - 452 c. submitting a report to the executive board;
 - 453 d. presenting the awards at the regional conference or the international convention; and
 - 454 e. fulfilling other duties as stated in *OSO Standing Rules*.
- 455 4. **U. S. Forum Committee** shall carry out duties and responsibilities as established by
- 456 the Society.
- 457 5. **World Fellowship Committee** shall be responsible for:
 - 458 a. cooperating with the international committee and working with the chapter
 - 459 chairmen in promoting the world fellowship program; and
 - 460 b. leading seminars at workshops for chapter chairmen.

461 **Section D. Oklahoma State Organization Committees**

- 462 a. Achievement Award
- 463 b. Convention/Conference
- 464 c. Creative Women of Oklahoma Award
- 465 d. Essay
- 466 e. Financial Development
- 467 f. Tebow-Herrington Leadership Seminar
- 468 g. Scrapbook
- 469 h. Music

- 470 1. **The Achievement Award Committee** shall be responsible for:
 - 471 a. accepting nominations for the OSO Achievement Award and Chapter Service
 - 472 Award and
 - 473 b. selecting the recipients according to the guidelines in *OSO Standing Rules* and
 - 474 presenting each award once each biennium.
- 475 2. **Convention/Conference Committee** shall be responsible for organizing and
- 476 arranging the state convention in odd-numbered years and the leadership
- 477 conference in even-number years.
- 478 3. **The Creative Women of Oklahoma Award Committee** shall be responsible for
- 479 presenting the awards that recognize Oklahoma women who excel through an
- 480 expression of creativity that encourages, inspires and reaches children.
- 481 4. **The Essay Committee** shall be responsible for:
 - 482 a. developing criteria for selection and determining the participant grade levels;
 - 483 b. establishing an essay theme each year;
 - 484 c. communicating with chapter presidents, who will be responsible for essay
 - 485 contest participation at the chapter level;

- 486 d. selecting the recipients; and
487 e. publicizing the awards in *The Limelighter* and on the website.
488 5. **The Financial Development Committee** shall be responsible for:
489 a. purchasing gift items/materials and making those items available to
490 members of the Society; and
491 b. earning money for OSO projects as determined by the OSO Executive Board.
492 6. **Tebow-Herrington Leadership Seminar Committee** shall be responsible for
493 developing and implementing Tebow-Herrington Leadership Seminars following
494 the guidelines in *OSO Standing Rules*.
495 7. **Scrapbook Committee** shall create and maintain a pictorial record of the
496 biennium. At the end of the biennium, the scrapbook is presented to the outgoing
497 president.
498 8. **Music Committee** shall prepare and lead music at the state convention in odd-
499 numbered years and the conference in even-numbered years.

500 **Section E. Special Committees** (e.g., Ad Hoc, Task Force)

- 501 1. Special committees may be appointed by the president with the authorization of
502 the executive board.
503 2. Members will be appointed on the basis of expertise as determined by the needs
504 of the committee.

505 **ARTICLE IX: ACTIVITIES**

506 **Section A. Convention**

- 507 1. A convention shall be held in odd-numbered years to conduct business of the State for
508 the purpose of receiving reports, adopting policy, amending *OSO Bylaws* and *OSO*
509 *Standing Rules*, electing state officers and conducting business.
510 2. The quorum shall be a majority of those members registered and present at the
511 convention.
512 3. The convention will be held at a time and place as approved by the state executive
513 board.
514 4. Every OSO member who is registered and present may vote. A roll call as specified
515 in the *Constitution Article IX* may be ordered.

516 **Section B. Leadership Conference**

- 517 1. A one-day state conference shall be held in even-numbered years to provide workshops
518 that enhance the personal and professional growth of members.
519 2. An executive board meeting shall precede the conference.
520 3. Time will be set aside for honors, awards and remembrances (*Article VIII*).
521 4. The state executive board shall approve the sites and dates for the conference.
522 5. The quorum shall be a majority of those members registered and present at the
523 conference.

524 **Section C. Leadership Development Workshop**

- 525 1. Leadership training for the incoming chapter officers and chairmen shall be

- 526 conducted in even-numbered years under the direction of the Leadership
527 Development Committee (*Article VIII*).
- 528 2. Chapter leadership training shall be held by the state officers on the same day as the
529 conference executive board meeting.
- 530 3. The state executive board shall approve the site and date for chapter leadership
531 training.

532 **Section D. Publications**

- 533 1. The state newsletter, *The Limelighter*, shall be published on the OSO website four
534 (4) times each year.
- 535 2. The publications of monographs and brochures shall be approved by the president
536 and then submitted to the executive board for approval.
- 537 3. All publications must be in compliance with the *OSO Bylaws* and the *OSO Standing*
538 *Rules*.

539 **Section E. Workshop for Incoming State Officers and Committee Chairman**

- 540 1. Training for incoming state officers and chairmen shall be held in odd-numbered years
541 following the state convention.
- 542 2. The state executive board shall approve the sites and dates for training.

543 **ARTICLE X: PARLIAMENTARY AUTHORITY**

544 The rules contained in *Robert's Rules of Order Newly Revised* (current edition) shall
545 govern state and chapter proceedings in all cases in which they are applicable and in
546 which this authority is not inconsistent with the *Constitution*, the *International Standing*
547 *Rules*, the *Oklahoma State Bylaws and Standing Rules*, or other adopted Society rules and
548 any statute applicable to this organization that do not authorize the provisions of our
549 governing documents to take precedence.

550 **ARTICLE XI: AMENDMENTS**

551 **Amendments and Revision to the State Bylaws and Standing Rules Procedures**

- 552 1. Proposals for amending the Oklahoma State *Bylaws and Standing Rules* may be
553 submitted to the chair of the Bylaws and Rules Committee by any member,
554 committee, board or chapter.
- 555 2. Proposed amendments shall be submitted to the Bylaws/Standing Rules Committee
556 for review before being printed in *The Limelighter*. The proposed amendments shall
557 be printed in the issue of *The Limelighter* which contains the convention registration
558 information and forms.
- 559 3. Any proposed amendment that is not submitted in time to be printed in the issue of
560 *The Limelighter* stated may be presented in writing from the floor during the annual
561 executive board meeting or general session of the convention, whichever is
562 appropriate.

- 563 4. After the proposed amendments have been reviewed by the executive board, the
564 executive board shall send the proposed amendment(s) to the convention. A two-
565 thirds (2/3) vote of the executive board will constitute a **DO PASS** or a **DO NOT**
566 **PASS** recommendation for the amendments.
- 567 5. The *OSO Bylaws* may be amended at the state convention of the State by two-thirds
568 (2/3) vote.
- 569 6. *OSO Standing Rules* may be amended or rescinded at the state convention of OSO by
570 a two-thirds (2/3) vote.
- 571 7. Notification of changes to the *OSO Bylaws* and *OSO Standing Rules* will be printed
572 in the next issue of *The Limelighter* and posted on the Oklahoma State website
573 within two (2) months.

574 **ARTICLE XII: DISSOLUTION**

575 **Section A. State**

- 576 1. Dissolution procedures of OSO shall be in accordance with the incorporation statutes
577 of the state of Oklahoma (*Constitution XIX.2*).
- 578 2. In the event of dissolution of Oklahoma State Organization of The Delta Kappa
579 Gamma Society International, the net assets of the corporation shall be distributed
580 as follows:
- 581 a. All liabilities and obligations shall be paid and satisfied or adequate provisions
582 shall be made.
- 583 b. Any remaining assets shall revert to the international organization.

584 **Section B. Chapter**

585 The state president shall counsel with a chapter requesting dissolution and present
586 alternatives. If chapter members vote to dissolve, the procedure shall be as follows:

- 587 1. Before a chapter is dissolved, the approval of the state executive board must be
588 obtained.
- 589 2. Those members desiring to maintain membership may transfer to other chapters or
590 become state members if no chapter is available.
- 591 3. Any remaining funds in the chapter account shall be sent to the state treasurer
592 and deposited in the available fund.
- 593 4. Initiation paraphernalia, chapter records and society publications are to be sent
594 to the organization president.
- 595 5. The charter must be returned to OSO to be forwarded to the Society Headquarters.
- 596 6. The state executive board is responsible for deciding whether to reuse the Greek
597 names of the dissolved chapter.

598 **ARTICLE XIII: ELECTRONIC MEETINGS OPTION**

599 The president shall determine the type of meetings to be held. As such, the president is
600 authorized to call electronic meetings when inclement weather, emergencies or
601 extenuating circumstances make in-person meetings less advantageous.

602

ARTICLE XIV: INTERPRETATION

603 The interpretation of OSO Bylaws shall be made by the executive committee between
604 conventions. The decision only stands until the next meeting of the convention. The
605 convention confirms or corrects the interpretation. The convention is the final authority.

606

ARTICLE XV: MEMORIALS AND GIFTS

607 Gifts from the state treasury shall be given in memory of a deceased current OSO
608 president or past OSO president to the International Scholarship Fund in the amount of
609 one hundred dollars (\$100).

610 Amended by Convention June 13, 2015

611 Amended by Convention June 8, 2019

612 Amended by Convention June 5, 2021