OKLAHOMA STATE ORGANIZATION STANDING RULES
The Delta Kappa Gamma Society International

1. Name

1.0 **Name**

1.01 The name of Oklahoma State Organization (formerly known as Gamma State) in any form shall be used on printed materials.

1.02 The Delta Kappa Gamma Society International Oklahoma may also be known as the State, Oklahoma State Organization (OSO), DKG Oklahoma.

3.0 Membership – General

3.01 A member may submit a recommendation for a candidate's election to membership to any chapter.

3.02 The second-vice-president is chairman of the membership committee.

3.03 A complete record or members whose membership is terminated shall be kept by the chapter. The record shall include the reason and date of termination. A report shall be a part of the minutes of a chapter executive board and/or chapter meeting. *(ISR* 3.5.1) (3.1.3) A candidate elected for active or honorary membership shall be initiated within a period of one (1) year from the time of election. *(ISR 3.01*)

3.04 A member may submit a recommendation for a candidate's election to membership to any chapter. *(ISR 3.02)*

3.05 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state active or a state reserve member. Status as a state member must be requested. State membership refers to the chapter to which the member belongs. *(ISR 3.03)*

3.1 Active Membership

3.1.1 The word "employed" as used in the *Constitution*, *Article III, and B.1* is defined as currently hired by an employer and/or paid a salary or fee for specific educational services.

3.1.2 In the selection of a member, the definition of professional educator is interpreted to include one-to-one instruction as well as group instruction.

3.1.3 An active member shall participate in the activities of the society. (see ISR)

3.1.4 An active member who is no longer engaged in educational work shall retain her rights, privileges, and responsibilities as outlined in the *Constitution.*

3.2 Reserve Members

3.2.1 A reserve member may participate in the activities of the Society except holding office.

3.3 Honorary Membership

3.3.1 In the selection of an honorary member, service shall be of

3..3.1.1 local significance in the case of a chapter honorary member;

3.3.1.2 of state significance in the case of a state honorary member.

3.3.1.3 of national or international significance in the case of an international honorary member.

3.3.1.4 Any member, chapter, or OSO may submit a name for honorary membership.

3.3.1.5 An honorary member may participate in the activities of Society except holding office.

3.3.1.6 An honorary member may serve as parliamentarian since the position of parliamentarian is not an office.

3.4 Collegiate Membership

3.41 A collegiate member may participate in the activities of the Society except holding office.

3.42 A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

3.5 Attendance

3.5.1 Members, who are traveling or who live away from their home chapters, have the privilege of attending meetings of other chapters, state, or international organizations.

3.6 Termination

3.6.1 The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

4. Finance

4.0 Finance – General

4.1 Expenses Paid by Oklahoma State Organization

4.1.1 The state organization shall pay the travel and overnight lodging, at the rate approved by the executive board, of one officer for one visit to each chapter, or combination of chapters, during the biennium. If chapters desire additional visits, the traveling expenses shall be assumed by the chapters. Each chapter is responsible for local hospitality.

4.1.2 The state organization shall pay the expenses of the state president to executive committee meetings, executive board meetings, the leadership conference in even-numbered years, and convention in odd-number years. The state organization shall pay one-half (1/2) the expenses of other state officers and chairmen of standing and ad-hoc committees to executive committee meetings, executive board meetings and the leadership conference in even-number years and convention in odd-number years. The full twenty-five ($.25) center per mile will be paid for travel. *(Ref: SR.4.12)*

4.1.3 The state organization shall pay all expenses of the state president to the international convention, international conference. The state organization shall pay an amount budgeted and approved by the executive board toward expenses of each of the other state officers, parliamentarian, editor, and chairmen of the society business committees, the society mission and purposes committees and OSO committees to international convention and international conferences.

4.2 The immediate past president shall receive an amount budgeted and approved by the executive board to attend international conference following her biennium.

4.3 Officers, committee chairmen, state editor, parliamentarian and immediate past president shall be entitled to the amount budgeted only if she attends the entire conference or convention.

4.4 The state treasurer shall receive an honorarium budgeted and approved by the executive board.

4.5 The editor of *The Limelighter* shall receive an honorarium budgeted and approved by the executive board.

4.6 Past state presidents shall be guests of Oklahoma State Organization at the presidents' and founders' banquet at the convention in odd-numbered years.

4.7 All OSO members and guests attending the international convention and international conference shall pay their own hospitality function expenses.

4.8 Standing and ad hoc committees shall be allowed an adequate budget to carry out OSO business. The finance committee shall determine the amount to be budgeted for these expenses.

4.9 All claims must be itemized with invoices attached and sent to the state president for approval before the state treasurer may pay the claim. The president approves all claims before being paid by the treasurer.

4.10 The state organization shall give a memorial in the amount of one hundred dollars ($100) upon the death of a current state president or past state president to the International Scholarship Fund.

4.11 The state organization shall give one hundred dollars ($100) to aid newly-organized chapter in the purchasing of items used in ritual ceremonies.

4.12 The state organization shall pay expenses of the first-vice president of each newly-organized chapter to the state convention following the chapter's installation

4.13 OSO shall pay twenty-five ($.25) cents a mile for traveling expenses of state officers and state committee chairmen or their designees.

4.14 The Webmaster shall receive an honorarium budgeted and approved by the executive board.

4.2 Dues

4.2.1 International active dues shall be U.S. Forty and no/100 Dollars ($40.00) and international reserve and collegiate dues shall be U.S. Twenty and No/100 Dollars ($20.00). Beginning in 2012 international active and international reserve and collegiate dues may be adjusted each biennium based on the United States of America Social Security Administration's Cost of Living Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest whole dollar.

4.2.2 State dues shall be active members $20.00 and reserve and collegiate members $6.00. Beginning in 2013, state dues may be adjusted once each biennium. Active, collegiate and reserve state dues may be adjusted once each biennium on alternating years from the international increase, based on the United States of America Social Security Administration's Cost of Living Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest whole dollar. Also, dues may be adjusted for unique state needs by a two-thirds (2/3) majority vote of members present at the state convention.

4.3 Fees

4.3.1 Induction Fee

1. The induction fee shall be U.S. Ten and No/100 Dollars ($10.00).
2. The induction fee shall be allocated

Chapter ……..U.S. Seven and 50/100 ($7.50)

State……..U.S. Two and 50/100 ($2.50)

4.32 Scholarship Fee

1. The international scholarship fee per person per year shall be U.S. One Dollar and No/100 Dollars ($1.00).
2. The fee shall be divided as prescribed by the *Constitution*, Article IV, F.2b and the *OSO Bylaws*, Article IV, F2.

4.33 Honorary Fee

The honorary membership one-time fee shall be U.S. Forty-nine and 50/100 ($49.50) for each individual. The recommending chapter or OSO may pay the honorary fee.

4.4 Financial Assessments

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

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

4.5 Funds

4.51 Dorothea Meagher Fund

4.52 The Dorothea Meagher Fund is a fund from which OSO will offer stipends to Society members from Mexico, D.F., Jalisco, Nuevo Leon, Guatemala and Costa Rica.

4.53 The stipends will be to defray expenses for members from the state organizations to the international conference or international convention.

4.54 Guidelines

1. The stipend will be an amount decided by the finance committee.
2. The stipend will be awarded once each biennium to only one (1) member from each state. Awardees must be a state president or designated delegate. Any stipend not used will revert to the Dorothea Meagher Fund.

4.55 The Fund will be administered by the OSO treasurer.

4.6 Scholarship Fund

4.6.1 OSO Scholarships

1. **Helen Olander Scholarship** $3000

   The recipient will be a ful- time student devoting one (1) academic year to her studies, six (6) to twelve (12) hours coursework each semester.

2. **Dora McFarland Scholarship** $3000

   The recipient will be a full-time educator attending a state, national, or international conference, convention or training aimed at classroom enrichment.

3. **Blanche Moon Scholarship** $3000

   The recipient will be a student who is completing a doctoral dissertation.

4. **Hazel Benedict Scholarship** A maximum of $1,500

The recipient will be a member who desires to attend a state, national, or international educational conference or convention. Estimated costs should be included in the definitive statement of plans for study.

5. **Beulah Elliot Clinton Memorial Scholarship** $1000. The recipient will be a full-time educator working toward a master's degree in the field of education. The money can be used for either summer school or course work during the school year. At least six (6) hours of graduate work is to be taken each year. The scholarship is renewable for three (3) years providing the recipient holds up to the expected academic standard.

6. **Beulah Elliot Clinton Road Scholar Scholarship** $500 The recipient will be a member of Delta Kappa Gamma; be fifty-five (55) years of age or older (requirement of the program); be accepted to the program before mailing application. The scholarship will not be fully funded until fully endowed.

7. **Thesis/Dissertation or Research** $500
The applicant should have a baccalaureate degree, a minimum of twenty-six (26) graduate hours and be able to devote the necessary time for the satisfactory completion of her university-approved project.

8. **Edna Donley Summer Term Scholarship** $500
The applicant will be working toward a degree or certification. Minimum six (6) coursework.

9. **Summer Term Scholarship** $500
The applicant will be working toward a degree or certification. Minimum six (6) hours course work.

10. **Regular School Year Scholarship** $250
The recipient will be a full-time educator working toward an advanced degree or special certificate by taking university courses during the school year. Minimum three (3) hours course work.

11. **Oklahoma State Founders School Year Scholarship** $500
The recipient will be a full-time educator working toward an advanced degree or special certificate by taking university courses during the school year. Minimum six (6) hours course work.

12. **Enrichment Scholarship** $250
This scholarship is for a member who desires to take a university course or attend a workshop for enrichment.

4.61.1 The OSO Scholarship may be awarded for special study outside the United States. A well-defined program of study must be submitted to the scholarship committee for consideration.

4.61.2 If a recipient for any reason does not complete the required number of hours, her scholarship shall be lowered proportionately.

4.61.3 The required academic standard proof of payment to the institution providing the class is a grade of "C" or above or its equivalent.

4.61.4 The recipient shall provide of payment to the institution providing the class before the scholarship payment is made.

4.61.5 To qualify for an OSO Scholarship, the applicant must meet the following requirements:

a. be an active member of the Society at the time of application.
b. be actively engaged in the field of education and planning to return to education. This does not include enrichment scholarship applicants; and
c. may only receive one major state scholarship (one thousand five hundred dollars ($1,500) or three thousand dollars ($3,000) in a five (5) year period or three (3) summer scholarships.

4.61.6 How to Apply:

1. The current scholarship packet is available from the chairman of the state scholarship committee or from the OSO Website.
2. The application must be submitted on current forms.
3. The application must include
   a. an up-to-date transcript(s);
   b. a recent picture;
   c. a statement of graduate school admission to an approved program; and
   d. a plan of study.
4. The completed application, the chapter president's endorsement, and three (3) letters of recommendation must reach the chairman of the scholarship committee by the deadline as printed on the application to be considered by the committee for a state scholarship.
5. The three letters of recommendation and the president's endorsement are considered confidential and will not be returned to the applicant unless the state scholarship committee chairman receives a written release of the letter from the person writing the letter of recommendation.

4.61.7 General Conditions of Acceptance

1. Scholarship recipients will be notified by certified mail (return receipt requested). Within ten (10) days she must notify the state scholarship chairman of her acceptance.
2. Scholarship recipients are expected to attend the leadership conference in even-numbered years or the convention in odd-number years (depending on the year their scholarship is awarded) at their own, or their chapter's expense. Recipients are required to be present at the presentation ceremony. (Exceptions will be made for very unusual circumstances.)
3. Certificates will be presented during the leadership conference in even-numbered years or the convention in odd-numbered years. Contracts will be signed following presentation of certificates.
4. Recipients are required to make a progress report to the state scholarship chairman following each summer term until her contract has been fulfilled.

4.61.8 Payment of Scholarship

1. To receive scholarship monies, recipients must send a copy of their completed

enrollment, official transcript of grade(s), and proof of payment to the state scholarship chairman who verifies to the state president that the terms of the scholarship contract is being met. The president approves payment and the state treasurer sends a check to the recipient. No checks are sent until after the beginning of the fiscal year (July 1).

4.61.9 International Scholarships

4.61.10 International scholarships are available to members who are pursuing a degree beyond the bachelors.

1. The applicant must be an active member of the Society for a minimum of three (3) years if pursuing doctoral studies, and be an active members of the Society at the time of application if pursuing other graduate studies
2. have completed a bachelor's degree or equivalent. (ISR 13.62)

4.61.11 To apply, write to the Delta Kappa Gamma Society International, 416 W. 12th Street, Austin, TX 78701-1817, for a current scholarship application packet or download it from the Society Website at http://www.DKG.org

5. ORGANIZATION

5.1 New Chapter

5.1.1 The state executive board shall determine each chapter's territory. No chapter shall invite members from a territory other than that assigned to it. Each chapter so organized shall have no few than twelve (12) members. (*Constitution V.)*

5.1.2 OSO furnishes the rose for initiation for a new chapter.

5.1.3 Official brass, which has been returned to OSO, shall be presented to newly-formed chapters.

5.1.4 Each chapter shall by *Chapter Rules*, which are consistent with the *Constitution* and *OSO State Bylaws*.

5.1.5 As part of the orientation of a new chapter, the membership committee, with the assistance of the bylaws/standing rules committee chairman, will instruct the chapter in writing their *Chapter Rules*.

5.2 State

5.21 Each state organization shall have bylaws, which are consistent with the *Constitution* and International Standing *Rules* for the governing of the state and its chapters.

5.22 The state organization shall provide support for its chapters that includes

1. monitoring chapter progress;
2. providing leadership training for chapter leaders;
3. sharing/demonstrating strategies for strengthening chapters; and
4. implementing an intervention plan when chapter show signs of stagnation or cease to thrive.

6. OFFICERS AND RELATED PERSONNEL

6.1 Duties of Officers

6.1.1 Primary duties of state officers are determined by The Delta Kappa Gamma Society International and are defined in Article VI of the *Constitution* and the *International* Standing Rules. In order that the additional duties necessary for the functioning of the state organization be more definite; these duties are stated here in greater detail. The executive board of OSO can make changes or additions to these duties if they do not conflict the *Constitution*.

6.1.2 The duties of elected officers are given in the *OSO Bylaws*, Article VI, Section C. An elected officer shall serve only on the committee specified by the OSO Bylaws.

6.1.3 The above regulation shall not apply to the appointment of an Ad Hoc committee where special experience and knowledge are needed.

6.1.4 The state officers shall take office July 1.

6.2 The President

6.2.1 The state president is the chief executive of the state and her duties include not only those outlined in the *Constitution* and *International Standing Rules*, but also those additional duties necessary for directing the work of the chapters throughout the state.

6.2.2 The state president along with the treasurer and the finance committee chairman, will sign signature cards at all banks in which state funds are deposited.

6.2.3 Upon invitation, she visits chapters or approves another officer to represent her and the Society. She should adjust her schedule to serve the best interest of OSO.

6.2.4 After her installation and prior to assuming the state presidency July 1, she should

6.2.4.1 contact members for state committee assignments. In the appointment of state committee members, if possible, all areas of the state should be represented.

6.2.4.2 meet with the retiring president to make plans for a smooth transition of responsibilities;

6.2.4.3 secure hostess chapter(s) for the leadership conference in even-numbered years and the convention in odd-numbered years.

6.2.4.4 appoint a parliamentarian and editor; and

6.2.4.5 send to international executive director the names of incoming state committee chairmen (or of members responsible in OSO for duties represented by the International committees).

6.2.5 During her biennium, the OSO President shall

6.2.5.1 act as presiding officer at regular and called meetings and direct the activities of the organization.

6.2.5.2 act as chairman of the executive board and executive committee;

6.2.5.3 appoint standing and special committees (e.g. Ad Hoc, Task Force);

6.2.5.4 serve as member ex officio, with vote, on all committees except nomination. As an ex-officio member of a committee, the president has the same right as the other committee members, but is not obligated to attend the meetings of the committees;

6.2.5.5 approve or disapprove for payment all expense claims;

6.2.5.6 approve or disapprove publications

6.2.5.7 fill by appointment all vacancies in offices except 1st vice-president (Reference: *OSO Bylaws* Article VI.E.1); (Constitution V1, C.1.a)

6.2.5.8 take action, with the advice and approval of the executive committee on matters which cannot be deferred until the next convention (Reference: (OSO Bylaws, Article VII, C.2.); (*Constitution* V1, C.1.a)

6.2.5.9 execute with the treasurer legal documents pertaining to OSO;

6.2.5.10 send to international names of newly-elected chapter presidents in even-numbered years and other data as requested;

6.2.5.11 notify the international executive coordinator of changes during the biennium of state officers and committee chairmen or members responsible for providing information to international;

6.2.5.12 guide chapter work through written or electronic correspondence;
6.2.5.13 plan and present the chapter presidents; workshop at leadership conference in even-number years;
6.2.5.14 supervise the distribution of biennial report forms and assume they t are complete and returned on time;
6.2.5.15 plan, with the state convention/conference committee, the program and activities for the state convention and make final decisions about convention activities.
6.2.5.16 plan, with the leadership development committee and the state convention/conference committee, the leadership conference in even-numbered years;
6.2.5.17 make a report at the state convention in odd-number years;
6.2.5.18 attend the international leadership development conference, the international conference and the international convention.
6.2.5.19 serve as the official representative OSO in the general sessions of international convention, voting whenever a roll-call vote is called, and during the election of international officers, members of elected committees, and trustees of the Society Educational Foundation.
6.2.5.20 be responsible in providing leadership development in OSO.
6.2.5.21 summarize the work OSO at the end of the biennium on the official report form and send a copy to the international president and international executive director;
6.2.5.22 receive from chapter presidents the name of any member who has sustained losses from floods, tornadoes, or other catastrophic disasters. Submit the name, contact information, and recommendation for assistance to the international executive director.
6.2.5.23 represents the Society at meetings, conferences, and other events;
6.2.5.24 stimulate increased effectiveness of the Society throughout the profession and in the community.
6.2.5.25 arrange for OSO hospitality at the international conference and the international convention. This offers an opportunity for OSO members for fellowship and offers opportunities for discussion of issues related to the meeting; and
6.2.5.26 select or designate someone to select and present a gift of appreciation to the international guest at the convention banquet or during the leadership conference.

6.3 First Vice-President

6.3.1 In addition to the duties outlined in the *Constitution* and *International Standing Rules*, and the *OSO Bylaws* Article VI.C.1.b the state first vice-president shall
6.3.1.1 serves as chairman of the educational excellence committee;
6.3.1.2 assists the president in planning the state convention in odd-numbered years;
6.3.1.3 acts in place of the state president when the need arises;
6.3.1.4 give program focus at the state convention in odd-numbered years;
6.3.1.5 serve as presiding officer in the absence of the president;
6.3.1.6 perform such other duties as the president or the executive board shall assign to her;
6.3.1.7 in the event of the resignation or death of the president, succeed to the presidency and serve until the next general election of officers. This does not prevent the first vice-president from being nominated for president in a later biennium; and

6.3.1.8 at the international convention and/or international conference, assume the responsibility with the treasurer for corsages and other courtesies extended to persons to be honored.

6.4 Second Vice-President

6.4.1 In addition to the duties outlined in the *Constitution*, *International Standing Rules*, and the *OSO Bylaws* Article VI.C.1.c the state second vice-president shall

6.4.1.1 serves as chairman of the membership committee;

6.4.1.2 works closely with the chapter membership chairmen;

6.4.1.3 plans and conduct the necrology ceremony for the leadership conference in even-numbered years and convention in odd-numbered years;

6.4.1.4 serves as presiding officer in the absence of both the president and the first-vice president;

6.4.1.5 acts in place of the first-vice-president when the need arises;

6.4.1.6 performs such other duties as the president or the executive board shall assign to her;

6.4.1.7 in the event of the resignation or death of either the president or the first vice-president, succeed to the office of first vice-president and serve until the next regular election of officers.

6.5 Recording Secretary

6.5.1 In addition to the duties outlined in the *Constitution* and *International Standing Rules*, and the *OSO Bylaws* Article VI.C.1.d the recording secretary shall

6.5.1.1 serve as secretary to the executive board;

6.5.1.2 perform whatever duties the state president shall ask, such as compiling information, writing letters, sending invitations, or other correspondence;

6.5.1.3 keep minutes of each official meeting of OSO;

1. record only the name and chapter of the maker of a motion in the minutes;
2. record in the minutes the exact wording of all motions and the results of the voting of "do pass" or do not pass" at a state executive board meeting;
3. send to the executive board minutes of their previous meeting one (1) month in advance of the next meeting; if necessary, these minutes may be sent with the state president's call of the meeting;
4. send a copy of the minutes of the convention to the sub-committee for minutes approval of the conference/convention committee for corrections/approval within three (3) weeks of the completion of the convention; the sub-committee for minutes approval shall act upon these minutes within two (2) weeks, sign the minutes, and return them to the recording secretary;
5. provide corrected/approved copies of the minutes of the convention to the president within sixty (60) days after the completion of the convention; and
6. sign, along with the state president, an approved copy of the minutes of the convention and file in the secretary's archives.

6.6 Parliamentarian

6.6.1 The state parliamentarian is appointed by the state president. Her duties are outlined in the *Constitution* and *International Standing Rules*. In addition she shall

6.6.1.1 act as advisor to the officers and members of the organization in matters pertaining to interpretation of the *Constitution*, *International Standing Rules*, *OSO Bylaws*, *OSO Standing* Rules, and parliamentary procedure; *Constitution* VI,C.10.1.(2)

6.1.1.2 serves as a member ex-officio, without vote, on the executive board;
6.1.1.3 serves as a member ex-officio, without vote *OSO Bylaws* and *OSO Standing Rules* Committee;
6.6.1.4 serves as chairman of the sub-committee for minutes approval; and
6.6.1.5 determines a quorum and report it to the president at the state convention.

6.7 Treasurer

6.7.1 The treasurer of OSO is recommended at the close of each biennium by the finance committee and approved by the executive board. She will be evaluated biennially by the finance committee and the state president before the recommendation to the executive board.

6.7.2 In addition to the responsibilities outlined in the *Constitution* and *International Standing Rules*, the *OSO Bylaws* Article VI.C.1.e, the treasurer shall

6.7.2.1 keeps the membership up-to-date and reconcile it with membership reports;
6.7.2.2 arrange for filing of Form 990 for the Internal Revenue Service annually before November 15;
6.7.2.3 plans and conduct a workshop at the leadership conference in even-numbered years for chapter treasurers and assist them as needed throughout the year;
6.7.2.4 at the international convention and/or international conference, assume the responsibility with the first vice-president for corsages and other courtesies extended to persons to be honored.
6.7.2.5 serves as a consultant of the finance committee;
6.7.2.6 furnish annually to the executive board a reporting of all collections, disbursements, and investments;
6.7.2.7 purchase the state president's pin and have it presented to the OSO president at the time of her installation;
6.7.2.8 serves as ex-officio member without vote on the financial development committee;
6.7.2.9 maintains the available fund, scholarship fund, and the permanent fund as separate bank accounts;
6.7.2.10 deposits all money in the name OSO DKG with the name of the treasurer, state president, and finance chairman on the signature card;
6.7.2.11 attends the pre-conference session for state organization treasurers presented by the international business service administrator held before the opening of the international conference;
6.7.2.12 prepare at the end of each quarter and present to the finance committee chairman an itemized report on all monies received and all expenditures paid during the quarter;
6.7.2.13 serves as convention/conference treasurer;
6.7.2.14 serves ex-officio, without vote, on the following committees: finance, leadership management, financial development, leadership conference, and state convention/conference
6.7.2.15 order and pay for the key pin and state honorary membership certificate for a state honorary initiate;
6.7.2.16 pays for rose and meal or refreshment for state honorary initiate at time of initiation;
6.7.2.17 send membership card of new state honorary member to Society Headquarters and pay publication fee; and
6.7.2.18 provide the president with a current list of paid and nonpaid chapters by December 1 of each year.

6.7.2.19 maintain an accurate and current membership roster.

6.8 Webmaster

6.8.1 OSO Webmaster will be provided an honorarium per year for her work in maintaining the OSO Website.

6.8.2 The Webmaster shall:

6.8.2.1 design the OSO website;

6.8.2.2 set up the website in accordance with the Society's policy for electronic communication;

6.8.2.3 be the liaison to Society's Headquarters if renting web space from the Society;

6.8.2.4 obtain and display on the Website the Certified Website Seal from the international Webmaster;

6.8.2.5 work with the state president and all state committees in order to keep information current;

6.8.2.6 maintain the Website by keeping it updated, accurate, and secure;

6.8.2.7 be the liaison to the international Webmaster when necessary;

6.8.2.8 maintain list of permission forms signed by members for publication of details and photos on the Website; and

6.8.2.9 provide information, assistance, and technical support for OSO chapters setting up Website.

6.9 Editor

6.9.1 The OSO editor will be provided an honorarium per year for her work in creating *The Limelighter.*

6.9.2 The editor shall

6.9.2.1 create *The Limelighter* four (4) times each year in accordance with the Society's policy for communication:

6.9.2.2 send *The Limelighter* to the Webmaster for publications on the OSO Website.

6.9.2.3 work with the state president and all state committees in order to obtain information;

6.9.2.4 work with chapter presidents and all chapter committees in order to obtain information;

6.9.2.5 attend OSO meetings, conventions, and conferences to secure news and pictures for *The Limelighter*.

6.10 Immediate Past President

6.10.1.1 The immediate past president shall

6.10.1 select a token of appreciation for the retiring state president to be presented at the state convention which shall be paid from state funds budgeted for administrative expenses;

6.10.1.2 serve as an ex-officio voting member of the finance committee;

6.10.1.3 attend the international conference and participate in the procession of state presidents;

6.10.1.4 serve as a member of the membership committee; and

6.10.1.5 advise, train and mentor the incoming state president.

7. EXECUTIVE BOARD

7.1 Meetings

7.1.1 There will be one regular meeting of the executive board each year preceding the leadership conference in even-number years and convention in odd-numbered years. At the meeting, chairmen of the standing and ad hoc committees shall report to the Board. Members are invited to attend as observers.

7.1.2 Called meetings may be held at the discretion of the state president or by the decision of the executive board.

8. COMMITTEES

8.1 Society Business Committees

8.1.1 Bylaws/Standing Rules and Chapter Rules Committees

8.1.1 Bylaws/Standing Rules and Chapter Rules Committees

8.1.1.1 The bylaws/standing rules committee shall conduct workshops and/or disseminate information concerning changes in international and state documents.

8.1.1.2 When amendments to *OSO Bylaws* and *OSO Standing Rules* have been adopted, the committee shall make editorial changes in grammar and referencing to reflect the vote.

8.1.1.3 When changes in the *OSO Bylaws* affect the *OSO Standing Rules*, the committee shall bring the *OSO Standing Rules* into conformity with the *OSO Bylaws*. This shall not add anything new, or increase member responsibility.

8.1.1.4 The chairman will submit an article to *The Limelighter* in the appropriate issue.

8.1.1.5 *Chapter Rules*

1. The Chapter shall be responsible for reviewing or revising their Chapter Rules at the beginning of each biennium to ensure that the rules are in harmony with the current *Constitution* and *International Standing Rules*, and *OSO Bylaws* and *OSO Standing Rules*.
2. Chapters shall submit their Chapter Rules to the state bylaws and standing rules committee for approval in the year following the international convention

8.1.1.6 OSO *Bylaws and OSO Standing Rules*

1. The bylaws and standing rules committee shall be responsible for reviewing or revising the *OSO Bylaws* and *OSO Standing Rules* at the beginning of each biennium to ensure that the rules are in harmony with the current *Constitution* and *International Standing Rules*,
2. The bylaws and standing rules committee shall be responsible for submitting the *OSO Bylaws* and *OSO Standing Rules* to the international *Constitution* Committee.

8.1.2 Communication and Marketing Committee

8.1.2.1 The communication and marketing committee shall

1. encourage members to read, contribute to, and use state organization and international publications;

2. present awards at conference/convention to applying chapters whose newsletters meet the standards and criteria published by the committee
3. advise and assist the OSO editor;
4. encourage widespread, effective use of Society publications;
5. prepare and circulate among chapters materials useful in promoting publicity;
6. work closely with the state president to communicate strategies for goal attainment and promote an active involvement of members throughout the state;
7. encourage chapters to submit news for publication in *The Limelighter*;
8. encourage and support electronic communication within OSO and the Society;
9. encourage within OSO adherence to the International Policy for Use of Electronic communication;
10. initiate preparation of display of newsletters at state convention and leadership conference; and
11. assist in publicizing and promoting the Society purposes, programs, projects, and publications in order to stimulate member involvement.

8.1.2.2 The chairman will submit an article to *The Limelighter* in the appropriate issue.

<u>8.1.3 Finance Committee</u>

8.1.3.1 The finance committee shall be composed of three (3) members serving staggered terms. The president and immediate past president shall serve as ex-officio voting members and the treasurer as consultant.

8.1.3.2 The chairman of the committee shall be appointed by the president.

8.1.3.3 The chairman along with the state president and the treasurer, will sign signature cards at all banks in which state funds are deposited.

8.1.3.4 The duties of the finance committee shall be

1. to prepare a budget and present it for review, modification, and adoption by the executive board;
2. to supervise all investments of the funds of the state and the expenditures from the permanent fund;
3. to recommend to the executive board a person for the position of state treasurer at the close of each biennium; and
4. to provide for an annual audit. In the event a treasurer should complete her term of office at a time other than at the close of a biennium, the committee shall provide for an audit by a certified public accountant, and shall provide that funds be budgeted each biennium and held in reserve to pay such costs.
5. Finance Committee shall set registration fee for state convention/conference.

8.1.3.5 In the event of the incapacitation of the treasurer, the chairman of the finance Committee shall serve in the interim until a new treasurer shall be appointed

8.1.3.6 The chairman will submit an article to *The Limelighter* in the appropriate issue.

8.1.4 Leadership Development Committee

8.1.4.1 The leadership development committee shall

1. provide for leadership development within OSO;
2. plan with the president and conduct the leadership conference in the even-numbered years for incoming chapter officers and committee chairman;
3. publicize the leadership development conference to the members of OSO; and
4. call upon OSO officers and other personnel to assist in conducting the training.

8.1.4.2 The chairman will submit an article to *The Limelighter* in the appropriate issue.

8.1.5 Membership Committee

8.1.5.1 The membership committee shall be responsible for

1. sending information for the annual necrology report to Society Headquarters and keeping a file of the report for the biennium; (Constitution VIII.B.7.a)
2. recording information needed for the memorial service an sending a note of sympathy to the designated persons;
3. receiving the report of deaths of members on Form 6 from the chapters and recording each name in the state necrology file; and
4. preparing the program for the state memorial ceremony, arranging for printing the necessary number of copies, and distributing the program at the memorial ceremony.

8.1.5.2 The chairman will submit an article to *The Limelighter* in the appropriate issue.

8.1.5.3 Rules to govern the installation of a new chapter and the orientation and initiation of its members shall be recommended by the OSO membership committee and approved by the executive board.

8.1.6 Nominations Committee

8.1.6.1 The name of a member may be submitted for nomination by an individual member or by a chapter. Permission of that person must be secured before her name is recommended for nomination.

8.1.6.2 The nomination committee shall prepare an "OSO Recommendation for Nomination Form" which shall be sent electronically or by mail if necessary, to all chapter presidents at least by September 1st of even-numbered years requesting that each chapter president nominate a member or members for appointment to state committees. The nomination form shall be made available at the registration desk at the state convention in odd-numbered year. Completed forms shall be s submitted to the chairman of the Nomination Committee.

8.1.6.3 An official "Oklahoma State Recommendation for Nomination" form must be completed for each person recommended. If a person is recommended for more than one position, a separate recommendation form must be completed for each position.

8.1.6.4 A member of the nomination committee shall complete her term of office before she may be considered by the nomination committee for another elected position.

8.1.6.5 The candidate for the nomination committee shall be presented by the current

nomination committee with two candidates from each of the two areas; east and west and one member from the previous biennium committee. The newly-elected president shall appoint the chairman of the committee from those elected.

8.1.6.6 The chairman will submit articles to *The Limelighter* in the appropriate issues to announce availability of the nomination application, slate of officers and nomination.

8.2 Society Mission and Purposes Committees

8.2.1 Educational Excellence Committee

8.2.1.1 The educational excellence committee shall

a. be responsible for promoting programs and projects for excellence in education;
b. identify long-term and short-term programs and projects that focus upon topics adopted by the Society;
c. transmit suggestions for study and action to state organization and chapters;
d. support programs of action that promote the personal well-being, intellectual growth and global awareness of women educators;
e. encourage a focus on the arts at state organization convention;
f. develop strategies that will enable chapters to encourage members to become leaders;
g. encourage state organizations and chapters to participate in programs that promote professional growth of women educators;
h. study and recommend action on professional issues;
i. urge the state organization to initiate, endorse and support desirable legislation or other suitable endeavors in the interest of education and or women educators;
j. maintain contact with chapter committees through workshops, written communications, reports, and other media;
k. encourage members to develop a greater understanding of and cooperation among cultural groups within the state;
l. foster interest and participation within OSO in activities designed to improve the professional status of women educators;
m. participate in and coordinate research with international projects;
n. present the Annie Award at the state convention in odd-numbered years and the leadership conference in even-numbered years.

8.2.1.2 The chairman will submit an article to *The Limelighter* for the appropriate issue.

8.2.1.3 The state president is an ex-officio member with vote.

8.2.2 Scholarship Committee

8.2.2.1 Scholarships are made possible by members' fees, contributions, fundraisers, and interest from OSO investments.

676 8.2.2.2 The scholarship committee shall be composed of six (6) members serving staggered
677 terms of four (4) years with three (3) new members appointed each biennium. The
678 president shall appoint the chairman from the retained members. A member who
679 serves a full four (4) year term shall not be eligible for reappointment.
680 8.2.2.3 The president shall be an ex-officio voting member and the treasurer shall serve
681 as a fiscal consultant without voting rights.
682 8.2.2.4 At least four members hall be present at a meeting for the committee to transact
683 business.
684 8.2.2.5 The committee shall promote and publicize the program to the membership, and
685 select the recipients.
686 8.2.2.6 The chairman or designated member of the committee shall meet with the recipient
687 at the leadership conference in even-numbered years and the convention in odd-
688 numbered years to explain the requirements of the scholarship.
689 8.2.2.7 The contracts, covering the granting and receiving of the scholarships, shall be
690 signed by the recipients, the chairman of the scholarship committee, and the state
691 president in a joint meeting.
692 8.2.2.8 After the recipient is enrolled in her chosen institution, she shall have evidence of
693 enrollment sent to the chairman of the scholarship committee.
694 8.2.2.9 The recipient must also provide evidence of payment of funds for the stated purpose
695 to the state treasurer before payment will be made to her.
696 8.2.2.10 The chairman approves the claim if the recipient is in compliance with the contract
697 and sends it to the state president for her signature. The president sends it to the
698 treasurer for payment.
699 8.2.2.11 The chairman shall be responsible for all the activities of the Dorothea Meagher
700 Fund.
701 **8.2.3 Grant-in-Aid**
702 8.2.3.1 The term grant-in-aid may be designated to identify funding of service projects at all
703 levels of the Society or for providing financial aid to
704 8.2.3.1.1 outstanding high school graduates entering teacher preparation programs;
705 8.2.3.1.2 worthy college student completing their professional preparation to become
706 educators; or
707 8.2.3.1.3 non-members returning to the teaching profession.
708 8.2.3.1.4 No part of the Grant-in-Aid funding may come from member scholarship fees.
709 **8.2.4 U.S. Forum Committee**
710 8.2.4.1 The responsibility of the U. S. Forum Committee shall be:
711 a. to support the major issues affecting women, children and education that
712 have been identified by the international committee for action during each
713 biennium; and
714 b. to share information and ideas about these major issues with chapters and
715 members.

716 8.2.4.2 The chairman is appointed by the state president
717 8.2.4.3 The duties of the chairman of the U.S. Forum Committee are:
718 a. to act as a liaison between the international committee and OSO;
719 b. to represent OSO by attending the national legislative seminar in even-
720 numbered years in Washington D.C.;
721 c. to present a workshop at the convention/conference immediately following
722 the national legislative seminar;
723 d. to represent OSO at the international conference and the international
724 convention;
725 e. to communicate to chapters all information concerning U.S. Forum activities;
726 f. to prepare articles for *The Limelighter*; and
727 g. to prepare an annual report.
728 **8.2.5 World Fellowship Committee**
729 8.2.5.1 The committee will gather and share information with OSO members about world
730 fellowship recipients who are attending colleges and universities in Oklahoma.
731 8.2.5.2 The committee will encourage members and chapters to contribute to the World
732 Fellowship Fund.
733 8.2.5.3 The chairman will submit an article to *The Limelighter* for the appropriate issue.
734 **8.3 Oklahoma State Organization Committees**
735 8.3.1 **Achievement Award Committee**
736 8.3.1.1 The duties of the Achievement Award committee are listed in (SR Article 11, Section
737 11.1.6)
738 **8.3.2 Creative Women of Oklahoma Award Committee**
739 8.3.2.1 The Creative Women of Oklahoma Award Committee shall be responsible for the
740 following:
741 a. developing the criteria for selection;
742 b. publicizing the award in the appropriate issue of *The Limelighter*;
743 c. selecting the recipient for each category.
744 d. contacting publishers for submission for awards, and
745 e. presenting the awards at the leadership conference in even-numbered years
746 and convention in odd-numbered years.
747 8.3.2.2 The award categories are:
748 a. author of children's books (picture to 6th grade)
749 b. author of young adult/adult books (above 6th grade);
750 c. poet; and
751 d. illustrator.
752 8.3.2.3 There may not be a recipient for each category every year if there is no one who fits
753 category.
754 **8.3.3 Essay Committee**
755 8.3.3.1 The annual topic for the next year is announced at the leadership conference in
756 even-numbered years and the convention in odd-numbered years.

8.3.3.2 The topic is sent to every chapter president or chapter essay committee chairman.

8.3.3.3 Each middle/junior high school in Oklahoma is given guidelines and the deadline for entering the essay competition from each chapter will select one seventh (7th) and one eighth (8th) grader to enter the state competition.

8.3.3.4 The essay committee from each chapter will select one seventh (7th) and one eighth (8th) grade to enter the state competition.

8.3.3.5 The state essay committee will select two winners from each division.

8.3.3.6 The state winners will be guests at the leadership conference in even-numbered years and the convention in odd-numbered years where each will read his/her essay.

8.3.3.7 If a meal is provided, each state winner will be allowed two (2) family guests and one teacher guest at OSO. Meals for additional guests may be purchased.

8.3.4 Financial Development Committee

8.3.4.1 The committee shall purchase gift items and materials and make those items available to members of the Society. Permission to participate in The Marketplace at international convention and international conferences shall be granted by the Society and fees for such participation shall be paid to Society Headquarters.

8.3.4.2 Money earned by the financial development committee shall be used for OSO projects as determined by OSO executive board.

8.3.4.3 The financial development committee shall be composed of at least three (3) State members.

8.3.4.4 The chairman of the committee shall be appointed by the president. The chairman should have the option to ask the executive board for an extension of her time as chairman.

8.3.4.5 The state treasurer shall have access to the monthly bank statement of the financial development committee.

8.3.4.6 The financial development committee shall submit to the state finance committee an annual financial report which includes all receipts, expenditures, and inventory. This information will then be available for the annual audit

8.3.4.7 The committee shall follow the *Guidelines & Procedures for the Financial Development Committee* as adopted by the executive board.

8.3.4.8 The duties of the chairman of the financial development committee include but are not limited to:

a. buy merchandise at market or through various sources that appeals to members; as well as merchandise that represents *The Delta Kappa Gamma Society International*;

b. provide appropriate inventory control;

c. store all merchandise in a secure place.

d. remove merchandise that does not sell;

e. mail ordered merchandise at the state and international conference and

international convention.

f. mail ordered merchandise via an appropriate means.

g. apply and pay for booth through international at the appropriate time;

h. apply for tax numbers for each state in which the merchandise is being sold

i. ship merchandise to various venues; and

j. pay correct taxes to each state in which the merchandise is being sold

8.3.5 Tebow-Herrington Leadership Seminar Committee

8.3.5.1 The Tebow-Herrington Leadership Seminar committee shall consist of five (5) members. Membership should include at least one person from the previous committee and a music person. Committee personnel from the same general area are highly recommended.

8.3.5.2 The Tebow-Herrington Leadership Seminar should be held during the second year of the biennium.

8.3.5.3 Guidelines

a. Length and Location. The seminar shall be held at an educationally-friendly site for a duration, not to exceed two days, including evening meetings. Housing and meals shall be provided. The participants shall have an opportunity to earn professional development points.

b. Format: The seminar shall include a variety of activities, including but not limited to speakers, group discussions, "hands-On" assignments, demonstrations, and self-expression projects. The instructional resource staff shall include both Delta Kappa members and other professionals.

c. Size. The seminar shall be limited to thirty partiipants.

d. Application and Selection Process. The application form used for the international seminar shall be adapted for the OSO seminar. The selection of the participants shall be the responsibility of the committee.

e. Funding. Funding will include a one hundred-dollar ($100) registration fee per participant. All other expenses will be funded by OSO. OSO chapters are encouraged to underwrite the registration cost for participants from their chapter.

f. The completed application and registration fee shall be mailed directly to the OSO treasurer who will then mail completed applications to the committee chairman.

g. OSO expenses will include room and board for participants, committee personnel, treasurer and state president. Materials for seminars and seminar speakers; expenses will also be included.

h. Evaluation. The participants shall be asked to evaluate the seminar. The director and assistant director will also evaluate the success of each seminar and report the results to the Tebow-Herrington Leadership Seminar committee and executive board.

8.3.6 Scrapbook Committee

8.3.61 The Scrapbook Committee shall

a. be composed of a chairman and her chapter. The state president is an ex-officio member with vote;

b. encourage officers, related personnel, committee chairman, and chapter presidents to contribute to the contents of the scrapbook;

c. compile a scrapbook documenting the events and activities of OSO during the biennium;

d. display the scrapbook at the appropriate times and locations and as requested by the president; and

e. purchase and distribute one scrapbook page to each chapter at the beginning of each biennium. Include a letter with instruction on what to include and when to return it to the committee chairman.

8.3.7 Convention/Conference Committee

8.3.7.1 The committee will consist of a chairman, the state president, the state first-vice-president, the state treasurer, the registrar, a music director, the fundraiser sub-committee and the sub-committee for minutes approval consisting of (3) members.

8.3.7.2 The state president will appoint the committee chairman and the three (3) member sub-committee for minutes approval.

8.3.7.3 The chairman of the sub-committee for minutes approval should be the state parliamentarian.

8.3.8 Music Committee

8.3.8.1 The music committee shall be responsible for preparing and leading music for the convention in odd-numbered years and the conference in even-numbered years.

8.3.8.2 The music committee shall be responsible for securing the piano/keyboard for the convention and/or conference if needed.

9. MEETINGS

9.1 Committee Meetings

9.1.1 State committees shall have at least one meeting each year of the biennium for the purpose of planning and carrying on the program and activities of the Society.

9.1.2 The state president should be notified in advance of committee meetings, and, if possible, she should attend all committee meetings.

9.1.3 The president is an ex-officio member of all committees except the nomination committee and should receive reports of all committee meetings.

9.2 Convention

9.2.1 The state convention shall be held in odd-numbered years, the time and place to be determined by the president and approved by the state executive board.

9.2.2 The chairman of the OSO convention/leadership conference committee shall be appointed by the state president.

9.2.3 The site and hostesses for the convention shall be selected by the president and approved by the executive board.

9.2.4 The non-dues revenues sub-committee will consist of the chairman or designee from each committee receiving the funds and the treasurer. The president shall designate the chairman. The treasurer will not serve as chairman. Current recipients of these funds are the scholarship committee, essay committee, Tebow-Herrington Leadership Seminar committee, U.S. Forum committee, and the Creative Women of Oklahoma Award committee.

9.2.5 OSO shall provide roses to be used at the head table of all meal functions.

9.2.6 Registration fees shall be used to defray meeting expenses. Refund can be made up until the reservation deadline.

9.3 State Conference

9.3.1 The state conference shall be held in even-number years.

9.3.2 The emphasis of the conference shall be to promote personal and professional growth.

9.3.3 The site and date for the conference shall be determined by the state president and approved by the state executive committee.

9.4.1 Leadership Development Workshop

9.4.1 Leadership training for incoming chapter officers and committee chairmen shall be held in even-numbered years under the directions of the leadership development committee.

9.4.2. Chapter leadership training shall be held on the same day as the conference executive board meeting by state officers to provide training opportunities.

9.4.3 The state executive board shall approve the site and date for the chapter leadership training.

10. PUBLICATIONS

10.1 The Limelighter

10.1.1 Oklahoma State Organization shall publish a news bulletin. It shall be known as *The Limelighter* and shall be circulated through the OSO website four (4) times per year.

10.1.1.1 The state editor shall be selected by the state president.

10.1.1.2 The state editor shall be a member of the communications and marketing committee but not serve as chairman of the committee.

10.1.1.3 *The Limelighter* shall be saved for permanent files.

10.1.1.4 *The Limelighter* shall include in the appropriate issue, but not be limited to:

a. the state, international conference and international meetings;
b. state convention schedule, and registration form;
c. the state leadership conference schedule and registration form;
d. state committee meetings and activities;
e. proposed budget, *OSO Bylaws*, and *OSO Standing Rules* amendments;

f. recognition of new initiates.
g. memoriam for deceased members:
h. calendar of upcoming events;
i. applications for scholarships and Tebow-Herrington Leadership Seminar;
j. proposed slate of officers and nomination committee members; and
k. articles by state officers and committee chairmen.

11. Awards

11.1 The Oklahoma State Organization Achievement Award

11.1.1 The purpose of the OSO Achievement Award is to recognize and honor a member who has given distinguished and outstanding service to OSO and has promoted the purposes of the Society

11.1.2 The purpose of the OSO Chapter Service Award is to recognize and honor a chapter member who has given distinguished and outstanding service to her chapter and has promoted the purposes and policies of the Society.

11.1.3 **Criteria for Selection**

11.1.3.1 Nominees must be an active member of OSO and the Society. Nominees must have a minimum of seven (7) years membership in the Society. A nominee's chapter executive board must endorse her nomination.

11.1.4 **Oklahoma State Achievement Award**

11.1.4.1 The nominee must have given distinguished and outstanding service to OSO by having served in two or more of the following leadership roles:

a. as consultant or leader in the conducting of seminars and/or workshops:
b. as a general chairman or co-chairman of OSO convention, or in some comparable state responsibility;
c. as a representative of OSO in service to the Society; or
d. as a state officer and/or a state committee chairman.

11.1.5 **Oklahoma State Chapter Service Award**

11.1.5.1 The nominee must have given outstanding service to her local chapter in the following roles:

a. provides leadership to the chapter by serving as an officer or committee chairman;
b. provides other valuable services to the chapter, i.e., provides outstanding work on committees, recruits new members, mentors new members, accepts responsibility for tasks that need to be done, provides space for meetings in home or school, participate in chapter projects, attends workshops and/or seminars offered.

11.1.6 **Achievement Award Committee**

11.1.6.1 The committee for the two (2) awards shall consist of members who have previously received the OSO Achievement Award or OSO Chapter Service Award. The OSO president shall appoint the committee at the beginning of her biennium.

11.1.6.2 The OSO President will appoint the committee chairman.

11.1.6.3 A committee of six (2), with five (5) voting members (the chairman does not vote), shall serve for the biennium. No committee member will serve more than three (30 consecutive biennia.

11.1.6.4 Members of the committee should represent various geographic areas of the state when possible.

11.1.6.5 The nomination forms shall be distributed at the state conference in even-

numbered years, at the state convention in odd-numbered years, and in an annual letter to the chapter presidents. Nomination forms may also be included in an issue of *The Lightlighter* and available on the website.

11.1.6.6 The Achievement Award committee shall evaluate annually the completed nomination forms submitted by chapter executive boards or members.

11.1.6.7 All deliberations of the committee must be conducted once a year. Deliberations may be conducted in a closed session or among committee members by means of electronic communication with a designated window of judging and results forwarded to the chairman by a specific date as determined by the chairman.

11.1.6.8 Voting will be accomplished by secret ballot. Announcement of the recipient of these two (2) awards shall not be made public until the presentation is made at the leadership conference in even-numbered years and the convention in odd-number years by the chairman of the Achievement Award Committee or her designee.

11.1.7 **Annual Selection Process/Schedule**

11.1.7.1 Within sixty (60) days of state election, the incoming presidents appoints the Achievement Award Committee for the biennium.

11.1.7.2 An Achievement Award brochure and nomination form shall be prepared by the committee and sent to the president for approval.

11.1.7.3 Five (5) months prior to the leadership conference in even-number years and the convention in odd-numbered years, nomination forms and brochure are mailed to all chapter presidents and all executive board members.

11.1.7.4 The committee chairman or designee will prepare an article for the spring issue of *The Limelighter*.

11.1.7.5 Completed nomination forms are submitted to the chairman of the state committee two (2) months before the leadership conference in even-numbered years and the convention in odd-numbered years. The forms must be postmarked no later than the deadline published on the nomination form.

11.1.7.6 Each year a chapter may nominate a member of OSO for each of these honors. It should be emphasized that the awards are given for leadership not merely for the discharge of duties.

11.1.7.7 Applications will be kept active and considered by the committee for three (3) years. After the third (3rd) year they will, when feasible, be returned to the chapter with a cover letter suggesting the nominee's application form be updated and resubmitted OR shredded if the return is not possible.

11.1.7.8 The state president shall not be eligible for either award during her term of office or during the biennium immediately following. A member of the Achievement Award Committee shall not be eligible for either award during her term as a committee member.

11.1.7.9 No person may receive the Achievement Award or the Chapter Service Award a second time.

11.1.7.10 The awards shall be presented once during each biennium.

11.1.7.10.1 The OSO Chapter Service Award shall be given during the odd-numbered years at the Leadership Conference.

11.1.7.10.2 The OSO Achievement Award shall be given during the even-numbered years at the state convention.

11.1.7.11 The nomination shall be kept secret from the nominee.

11.1.7.12 Chapter executive boards are responsible for ensuring the attendance of their nominee at the leadership conference in even-numbered years and the convention in odd-numbered years. If this is impossible, the Award will be presented in absentia.

11.1.7.13 Currently the committee orders the pins from: Edmond Trophy, 401 W. 15th Street, Edmond, OK 73013.

11.1.7.14 The chairman of the committee will prepare a committee report for the leadership conference in even-number years and the convention in odd-numbered years.

11.1.7.15 After selection, the committee chairman will notify persons responsible for submitting the selected nominations and provide information regarding procedure to be followed. (Ref: 11.1.7.11 and 11.1.7.12 above.)

11.1.7.16 The committee will prepare material for the award presentation at the leadership conference in even-numbered years and the convention in odd-numbered years.

11.1.7.17 Winners of the OSO Achievement Award and the OSO Chapter Service Award will receive separate designated pins for the appropriate award.

11.1.7.18 Winners of the OSO Achievement Award and the OSO Chapter Service Award will receive a wall plaque as a part of the honor.

12. STATE ORGANIZATION EQUIPMENT AND MATERIALS

12.1 Equipment and materials shall be placed at the direction of the current state president.

APPENDICES

Jewelry

a. The official key pin is referenced in the Go-To Guide as the official jewelry.

b. The state and chapter presidents' pins shall be presented by the respective group at the time of installation.

c. The state president's pin shall be ordered by the state treasurer.

d. A member is encouraged to provide instructions for the disposition of official Society jewelry upon her death.

Standing Rules Revision Dates

Revised by Convention June 2011

Revised by Convention June 12, 2015

Revised by Convention: June 8, 2019