

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

3 **1.0 Name**

4 1.0.1 The name of Oklahoma State Organization (formerly known as Gamma State) in any  
5 form shall be used on printed materials.

6 1.0.2 The Delta Kappa Gamma Society International Oklahoma may also be known as the  
7 State or Oklahoma State Organization (OSO).

8 **3.0 Membership – General**

9 3.0.1 A member may submit a recommendation for a candidate’s election to membership  
10 to any chapter (*ISR 3.02 A*).

11 3.0.2 The second vice-president is chairman of the membership committee.

12 3.0.3 A complete record of members whose membership is terminated shall be kept by the  
13 chapter. The record shall include the reason and date of termination. A report shall  
14 be a part of the minutes of a chapter executive board and/or chapter meetings  
15 (*ISR 3.5.1*)(*3.1.3*). A candidate elected for active or honorary membership shall be  
16 inducted within a period of one (1) year from the time of election (*ISR 3.01*).

17 3.0.4 An active or reserve member who does not belong to a chapter because of  
18 geographic isolation shall be retained as a state active or a state reserve member.  
19 Status as a state member must be requested. State membership refers to the chapter  
20 to which the member belongs (*ISR 3.03*).

21 **3.1 Active Membership**

22 3.1.1 The word “employed” as used in the *Constitution, Article III, and B.1* is defined as  
23 currently hired by an employer and/or paid a salary or fee for specific educational  
24 services.

25 3.1.2 In the selection of a member, the definition of “professional educator” is interpreted  
26 to include one-to-one instruction as well as group instruction.

27 3.1.3 An active member shall participate in the activities of the society (see *ISR*).

28 3.1.4 An active member who is no longer engaged in educational work shall retain her  
29 rights, privileges, and responsibilities as outlined in the *Constitution*.

30 **3.2 Reserve Members**

31 3.2.1 A reserve member may participate in the activities of the Society except for holding  
32 office.

33 **3.3 Honorary Membership**

34 3.3.1 In the selection of an honorary member, service shall be of:

35 3.3.1.1 local significance in the case of a chapter honorary member;

36 3.3.1.2 state significance in the case of a state honorary member; or

37 3.3.1.3 national or international significance in the case of an international honorary  
38 member.

39 3.3.2 Any member, any chapter, or the state organization may submit a name for honorary  
40 membership.

- 41 3.3.3 An honorary member may participate in the activities of Society except for holding  
42 office.
- 43 3.3.4 An honorary member may serve as parliamentarian since the position of  
44 parliamentarian is not an office.
- 45 **3.4 Collegiate Membership**
- 46 3.4.1 A collegiate member may participate in the activities of the Society except for holding  
47 office.
- 48 3.4.2 A collegiate member may serve as parliamentarian because the position of  
49 parliamentarian is not an elected office.
- 50 **3.5 Attendance**
- 51 3.5.1 Members who are traveling or who live away from their home chapters have the  
52 privilege of attending meetings of other chapters, other states or the international  
53 organization.
- 54 **3.6 Termination**
- 55 3.6.1 The chapter shall record in the chapter minutes the names of members terminated,  
56 including the reason and date of termination.
- 57 **4.0 Finance – General**
- 58 **4.1 Expenses Paid by Oklahoma State Organization**
- 59 4.1.1 The state organization shall pay the travel and overnight lodging, at the rate  
60 approved by the executive board, of one officer for one visit to each chapter, or  
61 combination of chapters, during the biennium. If chapters desire additional visits,  
62 the traveling expenses shall be assumed by the chapters. Each chapter is  
63 responsible for local hospitality.
- 64 4.1.2 The state organization shall pay the expenses of the state president to executive  
65 committee meetings, executive board meetings, the leadership conference in even-  
66 numbered years and the convention in odd-number years. The state organization  
67 shall pay one-half (1/2) the expenses of other state officers and chairmen of  
68 standing and ad-hoc committees to executive committee meetings, executive board  
69 meetings, leadership conference in even-number years and convention in odd-  
70 number years. The full twenty-five (\$.25) cents per mile will be paid for travel.
- 71 4.1.3 The state organization shall pay all expenses of the state president to the  
72 international convention, international conference. The state organization shall pay  
73 an amount budgeted and approved by the executive board toward expenses of each  
74 of the other state officers, parliamentarian, editor, and chairmen of the society  
75 business committees, the society mission and purposes committees and OSO  
76 committees to international convention and international conferences.
- 77 4.1.4 The immediate past president shall receive an amount budgeted and approved by  
78 the executive board to attend international conference following her biennium.

- 79 4.1.5 Officers, committee chairmen, state editor, parliamentarian and immediate past  
80 president shall be entitled to the amount budgeted only if attending the entire  
81 conference or convention.
- 82 4.1.6 The state treasurer shall receive an honorarium budgeted and approved by the  
83 executive board.
- 84 4.1.7 The editor of *The Limelighter* shall receive an honorarium budgeted and approved  
85 by the executive board.
- 86 4.1.8 Past state presidents shall be guests of Oklahoma State Organization at the  
87 presidents' and founders' banquet at the convention in odd-numbered years.
- 88 4.1.9 All OSO members and guests attending the international convention and  
89 international conference shall pay their own hospitality function expenses.
- 90 4.1.10 Standing and ad hoc committees shall be allowed an adequate budget to carry out  
91 OSO business. The finance committee shall determine the amount to be budgeted  
92 for these expenses.
- 93 4.1.11 All claims must be itemized with invoices attached and sent to the state president  
94 for approval before the state treasurer may pay the claim. The president approves  
95 all claims before being paid by the treasurer.
- 96 4.1.12 The state organization shall give a memorial in the amount of one hundred dollars  
97 (\$100) to the International Scholarship Fund upon the death of a current state  
98 president or past state president.
- 99 4.1.13 The state organization shall give one hundred dollars (\$100) to aid newly-organized  
100 chapters in the purchasing of items used in ritual ceremonies.
- 101 4.1.14 The state organization shall pay expenses of the first vice-president of each newly-  
102 organized chapter to the state convention following the chapter's installation.
- 103 4.1.15 OSO shall pay twenty-five (\$.25) cents a mile for traveling expenses of state officers  
104 and state committee chairmen or their designees.
- 105 4.1.16 The webmaster shall receive an honorarium budgeted and approved by the  
106 executive board.

107 **4.2 Dues**

- 108 4.2.1 International active dues shall be U.S. forty and no/100 dollars (\$40.00) and  
109 international reserve and collegiate dues shall be U.S. twenty and no/100 dollars  
110 (\$20.00). Beginning in 2012 international active and international reserve and  
111 collegiate dues may be adjusted each biennium based on the United States of  
112 America Social Security Administration's Cost of Living Adjustment (COLA) average  
113 for the previous two (2) years, rounded up to the nearest whole dollar.
- 114 4.2.2 State dues shall be active members fourteen dollars (\$14.00) and reserve and  
115 collegiate members seven dollars (\$7.00). Beginning in 2013, state dues may be  
116 adjusted once each biennium. Active, collegiate and reserve state dues may be  
117 adjusted once each biennium on alternating years from the international increase,  
118 based on the United States of America Social Security Administration's Cost of

119 Living Adjustment (COLA) average for the previous two (2) years, rounded up to  
120 the nearest whole dollar. Also, dues may be adjusted for unique state needs by a  
121 two-thirds (2/3) majority vote of members present at the state convention.

122 **4.3 Fees**

123 4.3.1 Induction Fee

- 124 1. The induction fee shall be U.S. ten and no/100 dollars (\$10.00).
- 125 2. The induction fee shall be allocated
- 126 Chapter .....U.S. seven and 50/100 (\$7.50)
- 127 State.....U.S. two and 50/100 (\$2.50)

128 4.3.2 Scholarship Fee

- 129 1. The international scholarship fee per person per year shall be U.S. one dollar and  
130 no/100 dollars (\$1.00).
- 131 2. The fee shall be divided as prescribed by the *Constitution, Article IV, F.b2* and the  
132 *OSO Bylaws, Article IV, B.2*.

133 4.3.3 Honorary

134 The honorary membership one-time fee shall be U.S. forty-nine and 50/100  
135 (\$49.50) for each individual. The recommending chapter or OSO may pay the  
136 honorary fee.

137 **4.4 Financial Assessments**

138 4.4.1 Chapter members may vote to pay an amount in addition to dues and fees for the  
139 support of a chapter or state project.

140 4.4.2 A reserve member shall be exempt from paying chapter financial assessments.

141 **4.5 Dorothea Meagher Fund**

142 4.5.1 The Dorothea Meagher Fund is a fund from which OSO will offer stipends to  
143 Society members from Mexico D.F., Jalisco, Nuevo Leon, Guatemala and Costa Rica.

144 4.5.2 The stipends will be to defray expenses for members from the state organizations  
145 to the international conference or international convention.

146 4.5.3 Guidelines

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

151 4.5.4 The Fund will be administered by the OSO treasurer.

152 **4.6 Scholarship Fund**

153 4.6.1 OSO Scholarships

154 1. **Helen Olander Scholarship** \$3000

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

157 2. **Dora McFarland Scholarship** \$3000

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

- 160 enrichment.
- 161 3. **Blanche Moon Scholarship** \$3000
- 162 The recipient will be a student who is completing a doctoral dissertation.
- 163 4. **Hazel Benedict Scholarship** A maximum of \$1,500
- 164 The recipient will be a member who desires to attend a state, national or
- 165 international educational conference or convention. Estimated costs should be
- 166 included in the definitive statement of plans for study.
- 167 5. **Beulah Elliot Clinton Memorial Scholarship** \$1000.
- 168 The recipient will be a full-time educator working toward a master's degree in the
- 169 field of education. The money can be used for either summer school or course
- 170 work during the school year. At least six (6) hours of graduate work is to be
- 171 taken each year. The scholarship is renewable for three (3) years providing the
- 172 recipient meets the academic standard (*OSO SR 4.6.1.3*).
- 173 6. **Beulah Elliot Clinton Road Scholar Scholarship** \$500
- 174 The recipient will be a member for at least two (2) years, with induction prior to
- 175 April 1 of the induction year. She must be fifty-five (55) years of age or older,
- 176 which is a requirement of the Road Scholar program, formerly known as the
- 177 Elderhostel program. She must be accepted as a Road Scholar before submitting
- 178 the application for the OSO Road Scholar Scholarship. This scholarship will not
- 179 be funded until fully endowed to give five hundred dollars (\$500).
- 180 7. **Thesis/Dissertation or Research** \$500
- 181 The applicant should have a baccalaureate degree, a minimum of twenty-six
- 182 (26) graduate hours and be able to devote the necessary time for the satisfactory
- 183 completion of her university-approved project.
- 184 8. **Edna Donley Summer Term Scholarship** \$500
- 185 The applicant will be working toward a degree or certification. Minimum
- 186 six (6) hours coursework.
- 187 9. **Summer Term Scholarship** \$500
- 188 The applicant will be working toward a degree or certification. Minimum six
- 189 (6) hours coursework.
- 190 10. **Regular School Year Scholarship** \$250
- 191 The recipient will be a full-time educator working toward an advanced
- 192 degree or special certificate by taking university courses during the school
- 193 year. Minimum three (3) hours coursework.
- 194 11. **Oklahoma State Founders School Year Scholarship** \$500
- 195 The recipient will be a full-time educator working toward an advanced degree
- 196 or special certificate by taking university courses during the school year.
- 197 Minimum six (6) hours coursework.
- 198 12. **Enrichment Scholarship** \$250
- 199 This scholarship is for a member who desires to take a university course or
- 200 attend a workshop for enrichment.

- 201 4.6.1.1 OSO Scholarships may be awarded for special study outside the United States.  
 202 A well-defined program of study must be submitted to the scholarship committee  
 203 for consideration.
- 204 4.6.1.2 If a recipient, for any reason, does not complete the required number of hours, her  
 205 scholarship shall be lowered proportionately.
- 206 4.6.1.3 The recipient must submit to OSO proof of payment to the institution and  
 207 documentation of the required academic standard of a grade of "C" or above or its  
 208 equivalent.
- 209 4.6.1.4 The recipient must submit to OSO proof of payment to the institution providing the  
 210 class before the scholarship payment is made.
- 211 4.6.1.5 To qualify for an OSO Scholarship, the applicant must meet the following  
 212 requirements:  
 213 1. be an active member of the Society at the time of application.  
 214 2. be actively engaged in the field of education and planning to return to education.  
 215 (This does not include enrichment scholarship applicants.)
- 216 4.6.1.6 Recipients may receive only one major state scholarship of one thousand five  
 217 hundred dollars (\$1,500) or three thousand dollars (\$3,000) in a five (5) year  
 218 period or three (3) summer scholarships.
- 219 4.6.1.7 How to Apply:  
 220 1. The current scholarship packet is available from the chairman of the state  
 221 scholarship committee or from the OSO website.  
 222 2. The application must be submitted on current forms.  
 223 3. The application must include:  
 224 a. an up-to-date transcript(s),  
 225 b. a recent picture,  
 226 c. a statement of graduate school admission to an approved program, and  
 227 d. a plan of study.  
 228 4. The completed application, the chapter president's endorsement and three (3)  
 229 letters of recommendation must reach the chairman of the scholarship  
 230 committee by the deadline printed on the application in order to be considered  
 231 by the committee for a state scholarship.  
 232 5. The three letters of recommendation and the president's endorsement are  
 233 considered confidential and will not be returned to the applicant unless the  
 234 state scholarship committee chairman receives a written release of the letter  
 235 from the person writing the letter of recommendation.
- 236 4.6.1.8 General Conditions of Acceptance  
 237 1. Each scholarship recipient will be notified by certified mail (return receipt  
 238 requested). Within ten (10) days she must notify the state scholarship  
 239 chairman of her acceptance.  
 240 2. Each scholarship recipient is expected to attend the leadership conference in  
 241 even-numbered years or the convention in odd-number years (depending on  
 242 the year her scholarship is awarded) at her own, or her chapter's expense.  
 243 Each recipient is required to be present at the presentation ceremony.

- 244 (Exceptions will be made for very unusual circumstances.)  
245 3. Scholarship certificates will be presented during the leadership conference in  
246 even-numbered years or the convention in odd-numbered years. Contracts will  
247 be signed following presentation of certificates.  
248 4. Each recipient is required to submit a progress report to the state scholarship  
249 chairman following each summer term until her contract has been fulfilled.
- 250 4.6.1.9 Payment of Scholarship  
251 1. To receive scholarship monies, each recipient must send a copy of her completed  
252 enrollment, official transcript of grade(s), and proof of payment to the state  
253 scholarship chairman who verifies to the state president that the terms of the  
254 scholarship contract are being met. The president approves payment and the  
255 state treasurer sends a check to the recipient. No checks are sent until after the  
256 beginning of the fiscal year (July 1).

#### 257 **4.7 International Scholarships**

- 258 4.7.1 International scholarships are available to members who are pursuing a degree  
259 beyond a bachelor's degree.  
260 1. The applicant must be an active member of the Society for a minimum of three  
261 (3) years if pursuing doctoral studies, and be an active member of the Society at  
262 the time of application if pursuing other graduate studies and  
263 2. have completed a bachelor's degree or equivalent (*ISR 13.62*).  
264 4.7.2 To apply, write to the Delta Kappa Gamma Society International, 416 W. 12<sup>th</sup>  
265 Street, Austin, TX 78701-1817, for a current scholarship application packet or  
266 download it from the Society Website at <http://www.DKG.org>.

### 267 **5.0 ORGANIZATION**

#### 268 **5.1 New Chapter**

- 269 5.1.1 The state executive board shall determine each chapter's territory. No chapter  
270 shall invite members from a territory other than that assigned to it. Each chapter so  
271 organized shall have no fewer than twelve (12) members (*Constitution V*).  
272 5.1.2 OSO furnishes the rose for induction for a new chapter.  
273 5.1.3 Official brass, which has been returned to OSO, shall be presented to newly-formed  
274 chapters.  
275 5.1.4 Each chapter shall establish *Chapter Rules*, which are consistent with the *Constitution*  
276 and *OSO State Bylaws*.  
277 5.1.5 As part of the orientation of a new chapter, the membership committee, with the  
278 assistance of the bylaws/standing rules committee chairman, will assist the  
279 chapter in writing their *Chapter Rules*.

#### 280 **5.2 State**

- 281 5.2.1 Each state organization shall have bylaws, which are consistent with the  
282 *Constitution* and *International Standing Rules* for the governing of the state and its  
283 chapters.

- 284 5.2.2 The state organization shall provide support for its chapters that includes:  
285 1. monitoring chapter progress;  
286 2. providing leadership training for chapter leaders;  
287 3. sharing/demonstrating strategies for strengthening chapters; and  
288 4. implementing an intervention plan when a chapter shows signs of stagnation or  
289 ceases to thrive.

## 290 **6.0 OFFICERS AND RELATED PERSONNEL**

### 291 **6.1 Duties of Officers**

- 292 6.1.1 Primary duties of state officers are determined by The Delta Kappa Gamma Society  
293 International and are defined in *Article VI* of the *Constitution* and in the *International*  
294 *Standing Rules*. In order that the additional duties necessary for the functioning of  
295 the state organization be more definite, these duties are stated here in greater  
296 detail. The executive board of OSO can make changes or additions to these duties if  
297 they do not conflict with the *Constitution*.
- 298 6.1.2 The duties of elected officers are given in the *OSO Bylaws VI.C*. An elected officer  
299 shall serve only on the committee specified by the *OSO Bylaws*.
- 300 6.1.3 The above regulation shall not apply to the appointment of an ad hoc committee  
301 when special experience and knowledge are needed.
- 302 6.1.4 The state officers shall take office July 1.

### 303 **6.2 The President**

- 304 6.2.1 The state president is the chief executive of the state and her duties include not only  
305 those outlined in the *Constitution* and *International Standing Rules*, but also those  
306 additional duties necessary for directing the work of the chapters throughout the  
307 state.
- 308 6.2.2 The state president, along with the treasurer and the finance committee chairman,  
309 will sign signature cards at all banks in which state funds are deposited.
- 310 6.2.3 Upon invitation, she visits chapters or approves another officer to represent her and  
311 the Society. She should adjust her schedule to serve the best interest of OSO.
- 312 6.2.4 After her installation and prior to assuming the state presidency July 1, she should:  
313 1. contact members for state committee assignments (In the appointment of state  
314 committee members, if possible, all areas of the state should be represented.);  
315 2. meet with the retiring president to make plans for a smooth transition of  
316 responsibilities;  
317 3. secure hostess chapter(s) for the leadership conference in even-numbered years  
318 and the convention in odd-numbered years;  
319 4. appoint a parliamentarian, webmaster and editor; and  
320 5. send to international executive director the names of incoming state committee  
321 chairmen (or of members responsible in OSO for duties represented by the  
322 International committees).
- 323 6.2.5 During her biennium, the OSO President shall:



- 324 1. act as presiding officer at regular and called meetings and direct the activities of  
325 the organization;
- 326 2. act as chairman of the executive board and executive committee;
- 327 3. appoint standing and special committees (e.g., ad hoc, task force);
- 328 4. serve as member ex officio, with vote, on all committees except nomination (as  
329 an ex officio member of a committee, the president has the same right as the  
330 other committee members, but is not obligated to attend the meetings of the  
331 committees);
- 332 5. approve or disapprove for payment all expense claims;
- 333 6. approve or disapprove publications;
- 334 7. fill by appointment all vacancies in offices except first vice-president (*OSO Bylaws*  
335 *VI.E.1*);
- 336 8. take action, with the advice and approval of the executive committee on matters  
337 which cannot be deferred until the next convention (*OSO Bylaws VII.C.2*);
- 338 9. execute with the treasurer legal documents pertaining to OSO;
- 339 10. send to international names of newly-elected chapter presidents in even  
340 numbered years and other data as requested;
- 341 11. notify the international executive director of changes during the biennium of  
342 state officers and committee chairmen or members responsible for providing  
343 information to international;
- 344 12. guide chapter work through written or electronic correspondence;
- 345 13. plan and present the chapter presidents' workshop at leadership conference in  
346 even-number years;
- 347 14. supervise the distribution of biennial report forms and make certain they are  
348 complete and returned on time;
- 349 15. plan, with the state convention/conference committee, the program and  
350 activities for the state convention and make final decisions about convention  
351 activities;
- 352 16. plan, with the leadership development committee and the state convention/  
353 conference committee, the leadership conference in even-numbered years;
- 354 17. make a report at the state convention in odd-number years;
- 355 18. attend the international leadership development conference, the international  
356 conference and the international convention;
- 357 19. serve as the official representative of OSO in the general sessions of  
358 international convention, voting whenever a roll-call vote is called, and during  
359 the election of international officers, members of elected committees and  
360 directors of the DKG International Educators Foundation;
- 361 20. be responsible in providing leadership development in OSO;
- 362 21. summarize the work of OSO at the end of the biennium on the official report  
363 form and send a copy to the international president and international executive

- 364 director;
- 365 22. receive from chapter presidents the name of any member who has sustained
- 366 losses from floods, tornadoes, or other catastrophic disasters by submitting the
- 367 name, contact information, and recommendation for assistance to the
- 368 international executive director;
- 369 23. represent the Society at meetings, conferences and other events;
- 370 24. stimulate increased effectiveness of the Society throughout the profession and
- 371 in the community;
- 372 25. arrange for OSO hospitality at the international conference and the international
- 373 convention, which will offer opportunities to OSO members for fellowship and
- 374 for discussion of issues related to the meeting; and
- 375 26. select or designate someone to select and present a gift of appreciation to the
- 376 international guest at the convention banquet or during the leadership
- 377 conference.

### 378 **6.3 First Vice-President**

- 379 6.3.1 In addition to the duties outlined in the *Constitution and International Standing*
- 380 *Rules*, and the *OSO Bylaws Article VI.C.2* the state first vice-president shall:
- 381 1. serve as chairman of the Educational Excellence Committee;
- 382 2. assist the president in planning the state convention in odd-numbered years;
- 383 3. act in place of the state president when the need arises;
- 384 4. give program focus at the state convention in odd-numbered years;
- 385 5. serve as presiding officer in the absence of the president;
- 386 6. perform such other duties as the president or the executive board shall assign to
- 387 her; and
- 388 7. assume the responsibility with the treasurer for corsages and other courtesies
- 389 extended to persons to be honored at the international convention and/or
- 390 international conference.
- 391 6.3.2 In the event of the resignation or death of the president, succeed to the presidency
- 392 and serve until the next general election of officers. This does not prevent the first
- 393 vice-president from being nominated for president in a later biennium.

### 394 **6.4 Second Vice-President**

- 395 6.4.1 In addition to the duties outlined in the *Constitution, International Standing Rules*,
- 396 and the *OSO Bylaws Article VI.C.3* the state second vice-president shall:
- 397 1. serve as chairman of the membership committee;
- 398 2. work closely with the chapter membership chairmen;
- 399 3. plan and conduct the necrology ceremony for the leadership conference in even-
- 400 numbered years and convention in odd-numbered years;
- 401 4. serve as presiding officer in the absence of both the president and the first vice-
- 402 president;
- 403 5. act in place of the first vice-president when the need arises; and

- 404 6. perform such other duties as the president or the executive board shall assign to  
405 her.  
406 6.4.2 In the event of the resignation or death of either the president or the first vice-  
407 president, succeed to the office of first vice-president and serve until the next regular  
408 election of officers.

## 409 **6.5 Recording Secretary**

- 410 6.5.1 In addition to the duties outlined in the *Constitution* and *International Standing Rules*,  
411 and the *OSO Bylaws Article VI.C.4* the recording secretary shall:
- 412 1. serve as secretary to the executive board;
  - 413 2. perform whatever duties the state president shall ask, such as compiling  
414 information, writing letters, and sending invitations or managing other  
415 correspondence; and
  - 416 3. keep minutes of each official meeting of OSO. She will:
    - 417 a. record only the name and chapter of the maker of a motion in the minutes;
    - 418 b. record in the minutes the exact wording of all motions and the results of the  
419 voting of “do pass” or “do not pass” at a state executive board meeting;
    - 420 c. send to the executive board minutes of their previous meeting one (1)  
421 month in advance of the next meeting and, if necessary, sending these minutes  
422 with the state president’s call of the meeting;
    - 423 d. send a copy of the minutes of the convention to the sub-committee for  
424 minutes approval of the conference/convention committee for corrections/  
425 approval within three (3) weeks of the completion of the convention with the  
426 sub-committee for minutes approval acting upon these minutes within two  
427 (2) weeks, signing the minutes, and returning them to the recording secretary;
    - 428 e. provide corrected/approved copies of the minutes of the convention to the  
429 president within sixty (60) days after the completion of the convention; and
    - 430 f. sign, along with the state president, an approved copy of the minutes of the  
431 convention and file in the secretary’s archives.

## 432 **6.6 Parliamentarian**

- 433 6.6.1 The state parliamentarian is appointed by the state president. Her duties are  
434 outlined in the *Constitution* and *International Standing Rules*. In addition, she shall:
- 435 1. act as advisor to the officers and members of the organization in matters  
436 pertaining to interpretation of the *Constitution*, *International Standing Rules*, *OSO*  
437 *Bylaws*, *OSO Standing Rules*, and parliamentary procedure; *Constitution*  
438 *VI.C.10.a.1*.
  - 439 2. serve as a member ex officio, without vote, on the executive board;
  - 440 3. serve as a member ex officio, without vote, on the OSO Bylaws and Standing Rules  
441 Committee;
  - 442 4. serve as chairman of the sub-committee for minutes approval; and
  - 443 5. determine a quorum and report it to the president at the state convention.

444 **6.7 Treasurer**

445 6.7.1 The treasurer of OSO is recommended at the close of each biennium by the finance  
446 committee and approved by the executive board. She will be evaluated biennially by  
447 the finance committee and the state president before the recommendation to the  
448 executive board.

449 6.7.2 In addition to the responsibilities outlined in the *Constitution* and *International*  
450 *Standing Rules*, the *OSO Bylaws VI.C.5*, the treasurer shall:

- 451 1. keep the membership roster up-to-date and reconcile it with membership  
452 reports;
- 453 2. arrange for filing of Form 990 for the Internal Revenue Service annually before  
454 November 15;
- 455 3. plan and conduct a workshop at the leadership conference in even-numbered  
456 years for chapter treasurers and assist them as needed throughout the year;
- 457 4. assume the responsibility with the first vice-president for corsages and other  
458 courtesies extended to persons to be honored at the international convention  
459 and/or international conference;
- 460 5. serve as a consultant of the finance committee;
- 461 6. furnish annually to the executive board a reporting of all collections,  
462 disbursements and investments;
- 463 7. purchase the state president's pin and have it presented to the OSO president at  
464 the time of her installation;
- 465 8. serve as ex officio member without vote on the financial development committee;
- 466 9. maintain the available fund, the scholarship fund and the permanent fund as  
467 separate bank accounts;
- 468 10. deposit all money in the OSO DKG account with the name of the treasurer, state  
469 president and finance chairman on the signature card;
- 470 11. attend the pre-conference session for state organization treasurers presented by  
471 the international business service administrator held before the opening of the  
472 international conference;
- 473 12. prepare at the end of each quarter and present to the finance committee  
474 chairman an itemized report on all monies received and all expenditures paid  
475 during the quarter;
- 476 13. serve as convention/conference treasurer;
- 477 14. serve ex officio, without vote, on the following committees: finance, leadership  
478 management, financial development, leadership conference and state  
479 convention/conference;
- 480 15. order and pay for the key pin and state honorary membership certificate for a  
481 state honorary inductee;
- 482 16. pay for rose and meal or refreshment for state honorary inductee at time of  
483 induction;

- 484 17. send membership card of new state honorary member to Society headquarters  
485 and pay publication fee;  
486 18. provide the president with a current list of paid and nonpaid chapters by  
487 December 1 of each year; and  
488 19. maintain an accurate and current membership roster.

489 **6.8 Webmaster**

- 490 6.8.1 OSO webmaster will be provided an honorarium per year for her work in  
491 maintaining the OSO website.
- 492 6.8.2 The Webmaster shall:
- 493 1. design the OSO website;
  - 494 2. set up the website in accordance with the Society's policy for electronic  
495 communication;
  - 496 3. be the liaison to Society's headquarters if renting web space from the Society;
  - 497 4. obtain and display on the website the Certified Website Seal from the  
498 international webmaster;
  - 499 5. work with the state president and all state committees in order to keep  
500 information current;
  - 501 6. maintain the website by keeping it updated, accurate and secure;
  - 502 7. be the liaison to the international webmaster when necessary;
  - 503 8. maintain list of permission forms signed by members for publication of details  
504 and photos on the website; and
  - 505 9. provide information, assistance and technical support for OSO chapters setting up  
506 chapter websites.

507 **6.9 Editor**

- 508 6.9.1 The OSO editor will be provided an honorarium per year for her work in creating *The*  
509 *Limelighter*.
- 510 6.9.2 The editor shall:
- 511 1. create *The Limelighter* four (4) times each year in accordance with the Society's  
512 policy for communication;
  - 513 2. send *The Limelighter* to the webmaster for publication on the OSO website;
  - 514 3. work with the state president and all state committees in order to obtain  
515 information;
  - 516 4. work with chapter presidents and all chapter committees in order to obtain  
517 information; and
  - 518 5. attend OSO meetings, conventions and conferences to secure news and pictures  
519 for *The Limelighter*.

520 **6.10 Immediate Past President**

- 521 6.10.1 The immediate past president shall:

- 522 1. select a token of appreciation for the state president to be presented at the state  
523 convention which shall be paid from state funds budgeted for administrative  
524 expenses;  
525 2. serve as an ex officio voting member of the finance committee;  
526 3. attend the international conference and participate in the procession of state  
527 presidents;  
528 4. serve as a member of the membership committee; and  
529 5. advise, train and mentor the incoming state president.

## 530 **7.0 EXECUTIVE BOARD**

### 531 **7.1 Meetings**

- 532 7.1.1 There will be one regular meeting of the executive board each year preceding the  
533 leadership conference in even-number years and convention in odd-numbered years.  
534 At the meeting, chairmen of the standing and ad hoc committees shall report to the  
535 Board. Members are invited to attend as observers.
- 536 7.1.2 Called meetings may be held at the discretion of the state president or by the  
537 decision of the executive board.

## 538 **8.0 COMMITTEES**

### 539 **8.1 Society Business Committees**

#### 540 **8.1.1 Bylaws/Standing Rules and Chapter Rules Committees**

- 541 1. The bylaws/standing rules committee shall conduct workshops and/or  
542 disseminate information concerning changes in international and state  
543 documents.
- 544 2. When amendments to *OSO Bylaws* and *OSO Standing Rules* have been adopted,  
545 the committee shall make editorial changes in grammar and referencing to  
546 reflect the vote.
- 547 3. When changes in the *OSO Bylaws* affect the *OSO Standing Rules*, the committee  
548 shall bring the *OSO Standing Rules* into conformity with the *OSO Bylaws*. This  
549 shall not add anything new, or increase member responsibility.
- 550 4. The chairman will submit an article to *The Limelighter* in the appropriate  
551 issue.
- 552 5. *Chapter Rules*
- 553 a. The chapter shall be responsible for reviewing or revising their *Chapter*  
554 *Rules* at the beginning of each biennium to ensure that the rules are in  
555 harmony with the current *Constitution* and *International Standing Rules*  
556 and *OSO Bylaws* and *OSO Standing Rules*.
- 557 b. Chapters shall submit their *Chapter Rules* to the state bylaws and standing  
558 rules committee for approval in the year following the international  
559 convention.
- 560 6. *OSO Bylaws and OSO Standing Rules*
- 561 a. The bylaws and standing rules committee shall be responsible for

562 reviewing or revising the *OSO Bylaws* and *OSO Standing Rules* at the  
563 beginning of each biennium to ensure that the rules are in harmony with  
564 the current *Constitution* and *International Standing Rules*.

565 b. The bylaws and standing rules committee shall be responsible for  
566 submitting the *OSO Bylaws* and *OSO Standing Rules* to the International  
567 Constitution Committee.

### 568 **8.1.2 Communication and Marketing Committee**

569 8.1.2.1 The communication and marketing committee shall:

- 570 1. encourage members to read, contribute to and utilize state organization and  
571 international publications;
- 572 2. present awards at conference/convention to applying chapters whose  
573 newsletters meet the standards and criteria published by the committee;
- 574 3. advise and assist the OSO editor;
- 575 4. encourage widespread, effective use of Society publications;
- 576 5. prepare and circulate among chapters materials useful in promoting  
577 publicity;
- 578 6. work closely with the state president to communicate strategies for goal  
579 attainment and to promote an active involvement of members throughout the  
580 state;
- 581 7. encourage chapters to submit news for publication in *The Limelighter*;
- 582 8. encourage and support electronic communication within OSO and the Society;
- 583 9. encourage within OSO adherence to the International Policy for Use of Electronic  
584 communication;
- 585 10. initiate preparation of display of newsletters at state convention and leadership  
586 conference; and
- 587 11. assist in publicizing and promoting the Society purposes, programs, projects and  
588 publications in order to stimulate member involvement.

589 8.1.2.2 The chairman will submit an article to *The Limelighter* in the appropriate issue.

### 590 **8.1.3 Finance Committee**

591 8.1.3.1 The finance committee shall be composed of three (3) members serving staggered  
592 terms. The president and immediate past president shall serve as ex officio voting  
593 members and the treasurer as consultant.

594 8.1.3.2 The chairman of the committee shall be appointed by the president.

595 8.1.3.3 The chairman, along with the state president and the treasurer, will sign signature  
596 cards at all banks in which state funds are deposited.

597 8.1.3.4 The finance committee shall:

- 598 1. prepare a budget and present it for review, modification and adoption by the  
599 executive board;
- 600 2. supervise all investments of the funds of the state and the expenditures from  
601 the permanent fund;

- 602 3. recommend to the executive board a person for the position of state treasurer  
603 at the close of each biennium;  
604 4. provide for an annual audit (In the event a treasurer should complete her term  
605 of office at a time other than at the close of a biennium, the committee shall  
606 provide for an audit by a certified public accountant, and shall recommend funds  
607 be budgeted each biennium and held in reserve to pay such costs.); and  
608 5. set the registration fee for the state convention/conference.

609 8.1.3.5 In the event the treasurer is unable to fulfill her duties, the chairman of the finance  
610 committee shall serve in the interim until a new treasurer shall be appointed.

611 8.1.3.6 The chairman will submit an article to *The Limelighter* in the appropriate issue.

#### 612 **8.1.4 Leadership Development Committee**

613 8.1.4.1 The leadership development committee shall:

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

619 8.1.4.2 The chairman will submit an article to *The Limelighter* in the appropriate issue.

#### 620 **8.1.5 Membership Committee**

621 8.1.5.1 The membership committee shall:

- 622 1. send information for the annual necrology report to Society headquarters and  
623 keep a file of the report for the biennium (*Constitution VIII.B.7.a*);  
624 2. record information needed for the memorial service and send a note of  
625 sympathy to the designated persons;  
626 3. receive the report of deaths of members on Form 6 from the chapters and  
627 record each name in the state necrology file; and  
628 4. prepare the program for the state memorial ceremony, arrange for  
629 printing the necessary number of copies and distribute the programs at the  
630 memorial ceremony.

631 8.1.5.2 The chairman will submit an article to *The Limelighter* in the appropriate issue.

632 8.1.5.3 Rules to govern the installation of a new chapter and the orientation and initiation  
633 of its members shall be recommended by the OSO membership committee and  
634 approved by the executive board.

#### 635 **8.1.6 Nominations Committee**

636 8.1.6.1 The name of a member may be submitted for nomination by an individual member  
637 or by a chapter. Permission of that person must be secured before her name is  
638 recommended for nomination.

639 8.1.6.2 The nominations committee shall prepare an "OSO Recommendation for  
640 Nomination Form" which shall be sent electronically or by mail, if necessary, to all  
641 chapter presidents at least by September 1 of even-numbered years requesting



642 that each chapter president nominate a member or members for appointment to  
643 state committees. The nomination form shall be made available at the registration  
644 desk at the state convention in odd-numbered year. Completed forms shall be  
645 submitted to the chairman of the Nominations Committee.

646 8.1.6.3 An official "Oklahoma State Recommendation for Nomination" form must be  
647 completed for each person recommended. If a person is recommended for more  
648 than one position, a separate recommendation form must be completed for each  
649 position.

650 8.1.6.4 A member of the nominations committee shall complete her term of office before  
651 she may be considered by the nomination committee for another elected position.

652 8.1.6.5 A candidate for the nominations committee shall be presented by the current  
653 nominations committee with two candidates from each of the two areas, east and  
654 west, and one member from the previous biennium committee. The newly-elected  
655 president shall appoint the chairman of the committee from those elected.

656 8.1.6.6 The chairman will submit articles to *The Limelighter* in the appropriate issues  
657 to announce availability of the nomination application, slate of officers and  
658 nomination.

## 659 **8.2 Society Mission and Purposes Committees**

### 660 **8.2.1 Educational Excellence Committee**

661 8.2.1.1 The Educational Excellence Committee shall:

- 662 1. be responsible for promoting programs and projects for excellence in education;
- 663 2. identify long-term and short-term programs and projects that focus upon topics  
664 adopted by the Society;
- 665 3. provide suggestions for study and action to state organization and chapters;
- 666 4. support programs of action that promote the personal well-being, intellectual  
667 growth and global awareness of women educators;
- 668 5. encourage a focus on the arts at state organization convention;
- 669 6. develop strategies that will enable chapters to encourage members to become  
670 leaders;
- 671 7. encourage state organizations and chapters to participate in programs that  
672 promote professional growth of women educators;
- 673 8. study and recommend action on professional issues;
- 674 9. urge the state organization to initiate, endorse and support desirable  
675 legislation or other suitable endeavors in the interest of education and or  
676 women educators;
- 677 10. maintain contact with chapter committees through workshops, written  
678 communications, reports and other media;
- 679 11. encourage members to develop a greater understanding of and cooperation  
680 among cultural groups within the state;
- 681 12. encourage interest and participation within OSO in activities designed to

- 682 improve the professional status of women educators;
- 683 13. participate in international projects; and
- 684 14. present the Annie Award at the state convention in odd-numbered years and
- 685 the leadership conference in even-numbered years.
- 686 8.2.1.2 The chairman will submit an article to *The Limelighter* for the appropriate issue.
- 687 8.2.1.3 The state president is an ex officio member with vote.
- 688 **8.2.2 Scholarship Committee**
- 689 8.2.2.1 Scholarships are made possible by members' fees, contributions, fundraisers and
- 690 interest from OSO investments.
- 691 8.2.2.2 The scholarship committee shall be composed of six (6) members serving staggered
- 692 terms of four (4) years with three (3) new members appointed each biennium. The
- 693 president shall appoint the chairman from the retained members. A member who
- 694 serves a full four (4) year term shall not be eligible for reappointment.
- 695 8.2.2.3 The president shall be an ex officio voting member, and the treasurer shall serve
- 696 as a fiscal consultant without voting rights.
- 697 8.2.2.4 At least four members shall be present at a meeting for the committee to transact
- 698 business.
- 699 8.2.2.5 The committee shall promote and publicize the program to the membership and
- 700 select the recipients.
- 701 8.2.2.6 The chairman or designated member of the committee shall meet with the recipient
- 702 at the leadership conference in even-numbered years and the convention in odd-
- 703 numbered years to explain the requirements of the scholarship.
- 704 8.2.2.7 The contracts, covering the granting and receiving of the scholarships, shall be
- 705 signed by the recipients, the chairman of the scholarship committee and the state
- 706 president in a joint meeting.
- 707 8.2.2.8 After the recipient is enrolled in her chosen institution, she will provide evidence of
- 708 enrollment to the chairman of the scholarship committee.
- 709 8.2.2.9 The recipient must provide evidence of payment of funds for the stated purpose to
- 710 the state treasurer before payment will be made to her.
- 711 8.2.2.10 The chairman approves the claim if the recipient is in compliance with the contract
- 712 and sends it to the state president for her signature. The president sends it to the
- 713 treasurer for payment.
- 714 8.2.2.11 The chairman shall be responsible for all the activities of the Dorothea Meagher
- 715 Fund.
- 716 **8.2.3 Grant-in-Aid**
- 717 8.2.3.1 The term grant-in-aid may be designated to identify funding of service projects at all
- 718 levels of the Society or for providing financial aid to:
- 719 1. outstanding high school graduates entering teacher preparation programs;
- 720 2. worthy college students completing their professional preparation to become
- 721 educators; or

- 722 3. non-members returning to the teaching profession.
- 723 8.2.3.2 No part of the Grant-in-Aid funding may come from member scholarship fees.
- 724 **8.2.4 U.S. Forum Committee**
- 725 8.2.4.1 The U. S. Forum Committee shall:
- 726 1. support the major issues affecting women, children and education that
- 727 have been identified by the international committee for action during each
- 728 biennium; and
- 729 2. share information and ideas about these major issues with chapters and
- 730 members.
- 731 8.2.4.2 The chairman is appointed by the state president.
- 732 8.2.4.3 The chairman of the U.S. Forum Committee shall:
- 733 1. act as a liaison between the international committee and OSO;
- 734 2. represent OSO by attending the national legislative seminar in even-
- 735 numbered years in Washington D.C.;
- 736 3. present a workshop at the convention/conference immediately following
- 737 the national legislative seminar;
- 738 4. represent OSO at the international conference and the international
- 739 convention;
- 740 5. communicate to chapters all information concerning U.S. Forum activities;
- 741 6. prepare articles for *The Limelighter*; and
- 742 7. prepare an annual report.
- 743 **8.2.5 World Fellowship Committee**
- 744 8.2.5.1 The committee will gather and share information with OSO members about World
- 745 Fellowship recipients attending colleges and universities in Oklahoma.
- 746 8.2.5.2 The committee will encourage members and chapters to contribute to the World
- 747 Fellowship Fund.
- 748 8.2.5.3 The chairman will submit an article to *The Limelighter* for the appropriate issue.
- 749 **8.3 Oklahoma State Organization Committees**
- 750 **8.3.1 Achievement Award Committee**
- 751 8.3.1.1 The duties of the Achievement Award committee are listed in *OSO SR 11.1.6*.
- 752 **8.3.2 Creative Women of Oklahoma Award Committee**
- 753 8.3.2.1 The Creative Women of Oklahoma Award Committee shall:
- 754 1. develop the criteria for selection;
- 755 2. publicize the award in the appropriate issue of *The Limelighter*;
- 756 3. select the recipient for each category;
- 757 4. contact publishers for submission for awards; and
- 758 5. present the awards at the leadership conference in even-numbered years
- 759 and convention in odd-numbered years.
- 760 8.3.2.2 The award categories include:
- 761 1. author of children’s books (picture to 6<sup>th</sup> grade);

- 762 2. author of young adult/adult books (above 6<sup>th</sup> grade);  
 763 3. poet; and  
 764 4. illustrator.
- 765 8.3.2.3 There may not be a recipient for each category every year.
- 766 **8.3.3 Essay Committee**
- 767 8.3.3.1 The annual essay topic for the next year is announced at the leadership conference  
 768 in even-numbered years and the convention in odd-numbered years.
- 769 8.3.3.2 The topic is sent to every chapter president or chapter essay committee chairman.
- 770 8.3.3.3 A chapter sends the guidelines and deadline for entering the OSO essay competition  
 771 to local middle/junior high schools in Oklahoma.
- 772 8.3.3.4 The essay committee from each chapter will select one seventh (7<sup>th</sup>) grade essay  
 773 and one eighth (8<sup>th</sup>) grade essay to enter the state competition.
- 774 8.3.3.5 The state essay committee will select two winners from each division.
- 775 8.3.3.6 The state winners will be guests at the leadership conference in even-numbered  
 776 years and the convention in odd-numbered years where each winner will read  
 777 his/her essay.
- 778 8.3.3.7 If a meal is provided, each state winner will be allowed two (2) family guests and  
 779 one teacher guest at the OSO conference or convention. Meals for additional guests  
 780 may be purchased.
- 781 **8.3.4 Financial Development Committee**
- 782 8.3.4.1 The committee shall purchase gift items/materials and make those items  
 783 available to members of the Society. Permission to participate in The Marketplace  
 784 at international convention and international conferences shall be granted by the  
 785 Society and fees for such participation shall be paid to Society headquarters.
- 786 8.3.4.2 Money earned by the financial development committee shall be used for OSO  
 787 projects as determined by the OSO executive board.
- 788 8.3.4.3 The financial development committee shall be composed of at least three (3) state  
 789 members.
- 790 8.3.4.4 The chairman of the committee shall be appointed by the president. The chairman  
 791 should have the option to ask the executive board for an extension of her time as  
 792 chairman.
- 793 8.3.4.5 The state treasurer shall have access to the monthly bank statement of the financial  
 794 development committee.
- 795 8.3.4.6 The financial development committee shall submit to the state finance committee  
 796 an annual financial report which includes all receipts, expenditures and inventory.  
 797 This information will then be available for the annual audit.
- 798 8.3.4.7 The committee shall follow the *Guidelines & Procedures for the Financial*  
 799 *Development Committee* as adopted by the executive board.
- 800 8.3.4.8 The chairman of the financial development committee shall:

- 801 1. buy merchandise at market or through various sources that appeals to  
802 members, as well as merchandise that represents *The Delta Kappa Gamma*  
803 *Society International*;
- 804 2. provide appropriate inventory control;
- 805 3. store all merchandise in a secure place;
- 806 4. remove merchandise that does not sell;
- 807 5. mail order merchandise at the state and international conference and  
808 international convention;
- 809 6. mail order merchandise via appropriate means;
- 810 7. apply and pay for booth through international at the appropriate time;
- 811 8. apply for tax numbers for each state in which the merchandise is being sold;
- 812 9. ship merchandise to various venues; and
- 813 10. pay correct taxes to each state in which the merchandise is being sold.

814 **8.3.5 Tebow-Herrington Leadership Seminar Committee**

- 815 8.3.5.1 The Tebow-Herrington Leadership Seminar committee shall consist of five (5)  
816 members. Membership should include at least one person from the previous  
817 committee and a music person. Committee personnel from the same general area  
818 are highly recommended.
- 819 8.3.5.2 The Tebow-Herrington Leadership Seminar should be held during the second year  
820 of the biennium.
- 821 8.3.5.3 Guidelines
- 822 1. Length and Location: The seminar shall be held at an educationally-friendly  
823 site for a duration, not to exceed two days, including evening meetings.  
824 Housing and meals shall be provided. The participants shall have an  
825 opportunity to earn professional development points.
- 826 2. Format: The seminar shall include a variety of activities, including but not  
827 limited to speakers, group discussions, “hands-on” assignments,  
828 demonstrations and self-expression projects. The instructional resource staff  
829 shall include both DKG members and other professionals.
- 830 3. Size: The seminar shall be limited to thirty participants.
- 831 4. Application and Selection Process: The application form used for the  
832 international seminar shall be adapted for the OSO seminar. The selection of  
833 the participants shall be the responsibility of the committee.
- 834 5. Funding: Funding will include a registration fee of one-hundred dollars (\$100)  
835 per participant. All other expenses will be funded by OSO. OSO chapters are  
836 encouraged to underwrite the registration cost for participants from their  
837 chapter.
- 838 6. Submission: The completed application and registration fee shall be mailed  
839 directly to the OSO treasurer who will then mail completed applications to the  
840 committee chairman.

- 841 7. Expenses: OSO expenses will include room and board for participants,  
842 committee personnel, treasurer and state president. Materials for seminars and  
843 seminar speakers and their expenses will also be included.  
844 8. Evaluation: The participants shall be asked to evaluate the seminar. The  
845 seminar leaders will also evaluate the success of each seminar and report the  
846 results to the Tebow-Herrington Leadership Seminar Committee and the  
847 executive board.

### 848 **8.3.6 Scrapbook Committee**

849 8.3.6.1 The Scrapbook Committee shall consist of a chairman and her chapter. The state  
850 president is an ex officio member with vote.

851 8.3.6.2 The Scrapbook Committee shall:

- 852 1. encourage officers, related personnel, committee chairman and chapter  
853 presidents to contribute to the contents of the scrapbook;  
854 2. compile a scrapbook documenting the events and activities of OSO during the  
855 biennium;  
856 3. display the scrapbook at the appropriate times and locations and as  
857 requested by the president; and  
858 4. purchase and distribute one scrapbook page to each chapter at the beginning  
859 of each biennium with a letter of instruction on what to include and  
860 when to return it to the committee chairman.

### 861 **8.3.7 Convention/Conference Committee**

862 8.3.7.1 The committee will consist of a chairman, the state president, the state first vice-  
863 president, the state treasurer, the registrar, a music director, the fundraiser sub-  
864 committee and the sub-committee for minutes approval consisting of (3) members.

865 8.3.7.2 The state president will appoint the committee chairman and the three (3) member  
866 sub-committee for minutes approval.

867 8.3.7.3 The chairman of the sub-committee for minutes approval should be the state  
868 parliamentarian.

### 869 **8.3.8 Music Committee**

870 8.3.8.1 The music committee shall be responsible for preparing and leading music for the  
871 convention in odd-numbered years and the conference in even-numbered years.

872 8.3.8.2 The music committee shall be responsible for securing the piano/keyboard for the  
873 convention and/or conference if needed.

## 874 **9.0 MEETINGS**

### 875 **9.1 Committee Meetings**

876 9.1.1 State committees shall have at least one meeting each year of the biennium for the  
877 purpose of planning and carrying on the program and activities of the Society.

878 9.1.2 The state president should be notified in advance of committee meetings, and, if  
879 possible, she should attend all committee meetings.

- 880 9.1.3 The president is an ex officio member of all committees except the nomination  
881 committee and should receive reports of all committee meetings.
- 882 **9.2 Convention**
- 883 9.2.1 The state convention shall be held in odd-numbered years with the time and place  
884 to be determined by the president and approved by the state executive board.
- 885 9.2.2 The chairman of the OSO convention/leadership conference committee shall be  
886 appointed by the state president.
- 887 9.2.3 The site and hostesses for the convention shall be selected by the president and  
888 approved by the executive board.
- 889 9.2.4 The non-dues revenues sub-committee will consist of the chairman or designee  
890 from each committee receiving the funds and the treasurer. The president shall  
891 designate the chairman. The treasurer will not serve as chairman. Current  
892 recipients of these funds are the Scholarship Committee, Essay Committee, Tebow-  
893 Herrington Leadership Seminar Committee, U.S. Forum Committee and the  
894 Creative Women of Oklahoma Award Committee.
- 895 9.2.5 OSO shall provide roses to be used at the head table for all meal functions.
- 896 9.2.6 Registration fees shall be used to defray meeting expenses. Refunds can be made  
897 up until the reservation deadline.
- 898 **9.3 State Conference**
- 899 9.3.1 The state conference shall be held in even-number years.
- 900 9.3.2 The emphasis of the conference shall be to promote personal and professional  
901 growth.
- 902 9.3.3 The site and date for the conference shall be determined by the state president and  
903 approved by the state executive committee.
- 904 **9.4 Leadership Development Workshop**
- 905 9.4.1 Leadership training for incoming chapter officers and committee chairmen shall be  
906 held in even-numbered years under the direction of the leadership development  
907 committee.
- 908 9.4.2 Chapter leadership training shall be held on the same day as the conference  
909 executive board meeting by state officers to provide training opportunities.
- 910 9.4.3 The state executive board shall approve the site and date for the chapter  
911 leadership training.
- 912 **10.0 PUBLICATIONS**
- 913 **10.1 The Limelighter**
- 914 10.1.1 Oklahoma State Organization shall publish a news bulletin. It shall be known as  
915 *The Limelighter* and shall be circulated through the OSO website four (4) times per  
916 year.
- 917 10.1.2 The state editor shall be selected by the state president.
- 918 10.1.3 The state editor shall be a member of the communications and marketing  
919 committee but not serve as chairman of the committee.

- 920 10.1.4 *The Limelighter* shall be saved for permanent files.
- 921 10.1.5 *The Limelighter* shall include in the appropriate issue:
- 922 1. state, international conference and international meetings;
- 923 2. state convention schedule and registration form;
- 924 3. state leadership conference schedule and registration form;
- 925 4. state committee meetings and activities;
- 926 5. proposed budget;
- 927 6. proposed *OSO Bylaws* and *OSO Standing Rules* amendments;
- 928 7. recognition of new initiates;
- 929 8. memorial for deceased members;
- 930 9. calendar of upcoming events;
- 931 10. applications for scholarships and Tebow-Herrington Leadership Seminar;
- 932 11. proposed slate of officers and nomination committee members; and
- 933 12. articles by state officers and committee chairmen.

934 **11.0 Awards**

935 **11.1 The Oklahoma State Organization Achievement Award**

936 11.1.1 The purpose of the OSO Achievement Award is to recognize and honor a member  
 937 who has given distinguished and outstanding service to OSO and has promoted the  
 938 purposes of the Society.

939 11.1.2 The purpose of the OSO Chapter Service Award is to recognize and honor a chapter  
 940 member who has given distinguished and outstanding service to her chapter and  
 941 has promoted the purposes and policies of the Society.

942 **11.1.3 Criteria for Selection**

943 11.1.3.1 Nominees must be active members of OSO and the Society. Nominees must have a  
 944 minimum of seven (7) years membership in the Society. A nominee's chapter  
 945 executive board must endorse her nomination.

946 **11.1.4 Oklahoma State Achievement Award**

947 11.1.4.1 The nominee must have given distinguished and outstanding service to OSO by  
 948 having served in two or more of the following leadership roles:

- 949 1. as consultant or leader in the conducting of seminars and/or workshops;
- 950 2. as a general chairman or co-chairman of OSO convention, or in some  
 951 comparable state responsibility;
- 952 3. as a representative of OSO in service to the Society; or
- 953 4. as a state officer and/or a state committee chairman.

954 **11.1.5 Oklahoma State Chapter Service Award**

955 11.1.5.1 The nominee must have given outstanding service to her local chapter in the  
 956 following roles:

- 957 1. providing leadership to the chapter by serving as an officer or committee  
 958 chairman; and
- 959 2. providing other valuable services to the chapter, such as providing



- 960 outstanding work on committees, recruiting new members, mentoring new  
961 members, accepting responsibility for tasks that need to be done, providing  
962 space for meetings in home or school, participating in chapter projects,  
963 attending workshops and/or seminars offered.
- 964 **11.1.6 Achievement Award Committee**
- 965 11.1.6.1 The committee for the two (2) awards shall consist of members who have  
966 previously received the OSO Achievement Award or OSO Chapter Service Award.  
967 The OSO president shall appoint the committee at the beginning of her biennium.
- 968 11.1.6.2 The OSO President will appoint the committee chairman.
- 969 11.1.6.3 A committee of six (6), with five (5) voting members (the chairman does not  
970 vote), shall serve for the biennium. No committee member will serve more than  
971 three (3) consecutive biennia.
- 972 11.1.6.4 Members of the committee should represent various geographic areas of the state  
973 when possible.
- 974 11.1.6.5 The nomination forms shall be distributed at the state conference in even-  
975 numbered years, at the state convention in odd-numbered years and in an annual  
976 letter to the chapter presidents. Nomination forms may also be included in an  
977 issue of *The Limelighter* and be available on the website.
- 978 11.1.6.6 The Achievement Award Committee shall evaluate annually the completed  
979 nomination forms submitted by chapter executive boards or members.
- 980 11.1.6.7 Deliberations of the committee must be held once a year. Deliberations  
981 may be conducted in a closed session or among committee members by means of  
982 electronic communication with a designated window of judging and results  
983 forwarded to the chairman by a specific date as determined by the chairman.
- 984 11.1.6.8 Voting will be accomplished by secret ballot. Announcement of the recipients of  
985 these two (2) awards shall not be made public until the presentation is made at  
986 the leadership conference in even-numbered years and the convention in odd-  
987 numbered years by the chairman of the Achievement Award Committee or her  
988 designee.
- 989 **11.1.7 Annual Selection Process/Schedule**
- 990 11.1.7.1 Within sixty (60) days of state election, the incoming president appoints the  
991 Achievement Award Committee for the biennium.
- 992 11.1.7.2 An Achievement Award brochure and nomination form shall be prepared by the  
993 committee and sent to the president for approval.
- 994 11.1.7.3 Five (5) months prior to the leadership conference in even-number years and the  
995 convention in odd-numbered years, nomination forms and brochures are sent to  
996 all chapter presidents and all executive board members.
- 997 11.1.7.4 The committee chairman or designee will prepare an article for the fall issue of  
998 *The Limelighter*.
- 999 11.1.7.5 Completed nomination forms are submitted to the chairman of the state

1000 committee two (2) months before the leadership conference in even-numbered  
1001 years and the convention in odd-numbered years. The forms must be  
1002 postmarked no later than the deadline published on the nomination form.

1003 11.1.7.6 Each year a chapter may nominate a member of OSO for each of these honors. It  
1004 should be emphasized that the awards are given for leadership not merely for the  
1005 discharge of duties.

1006 11.1.7.7 Applications will be kept active and considered by the committee for three (3)  
1007 years. After the third (3<sup>rd</sup>) year they will, when feasible, be returned to the  
1008 chapter with a cover letter suggesting the nominee's application form be updated  
1009 and resubmitted OR shredded if the return is not possible.

1010 11.1.7.8 The state president shall not be eligible for either award during her term of office  
1011 or during the biennium immediately following. A member of the Achievement  
1012 Award Committee shall not be eligible for either award during her term as a  
1013 committee member.

1014 11.1.7.9 No person may receive the Achievement Award or the Chapter Service Award a  
1015 second time.

1016 11.1.7.10 The awards shall be presented once during each biennium.

1017 11.1.7.10 The OSO Chapter Service Award shall be given during the odd-numbered years  
1018 at the Leadership Conference.

1019 11.1.7.10 The OSO Achievement Award shall be given during the even-numbered years  
1020 at the state convention.

1021 11.1.7.11 The nomination shall be kept secret from the nominee.

1022 11.1.7.12 Chapter executive boards are responsible for ensuring the attendance of their  
1023 nominee at the leadership conference in even-numbered years and the convention  
1024 in odd-numbered years. If this is impossible, the award will be presented  
1025 in absentia.

1026 11.1.7.13 Currently, the committee orders the pins from Edmond Trophy, 401 W. 15<sup>th</sup> Street,  
1027 Edmond, OK 73013.

1028 11.1.7.14 The chairman of the committee will prepare a committee report for the  
1029 leadership conference in even-number years and the convention in odd-numbered  
1030 years.

1031 11.1.7.15 After selection, the committee chairman will notify persons responsible for  
1032 submitting the selected nominations and provide information regarding the  
1033 procedure to be followed.

1034 11.1.7.16 The committee will prepare material for the award presentation at the leadership  
1035 conference in even-numbered years and the convention in odd-numbered years.

1036 11.1.7.17 Winners of the OSO Achievement Award and the OSO Chapter Service Award will  
1037 receive separate designated pins for the appropriate award.

1038 11.1.7.18 Winners of the OSO Achievement Award and the OSO Chapter Service Award will  
1039 each receive a wall plaque as a part of the honor.

- 1040 **12.0 STATE ORGANIZATION EQUIPMENT AND MATERIALS**  
1041 **12.1 Equipment and materials shall be stored at the direction of the current state**  
1042 **president.**  
1043 **13.0 ELECTRONIC MEETINGS**  
1044 **13.1 Electronic Meetings Requirements**  
1045 13.1.1 Subject to the provisions of applicable law and the OSO Bylaws and Standing Rules  
1046 regarding notice of meetings, members of any chapter, committee or membership  
1047 as a whole of Oklahoma State Organization may, unless otherwise restricted by  
1048 statute, participate in and hold any such meeting of the chapter, committee or state  
1049 meeting by using conference telephone or similar communications equipment, or  
1050 another suitable electronic communications system, including videoconferencing  
1051 technology or the Internet, or any combination, if the telephone or other  
1052 equipment system permits each person participating in the meeting to  
1053 communicate with all other persons participating in the meeting.  
1054 13.1.2 If voting is to take place at the meeting, reasonable measures must be implemented  
1055 to verify that every person voting at the meeting by means of remote  
1056 communications is sufficiently identified and a record must be kept of any vote or  
1057 other action taken. Any requirement for a ballot vote will be waived when the vote  
1058 is taken at an electronic meeting, unless the technology used is capable of handling  
1059 a ballot vote.

## APPENDICES

### Jewelry

- 1063 a. The official key pin is referenced in the Go-To Guide as the official jewelry.  
1064 b. The state and chapter presidents' pins shall be presented by the respective group at  
1065 the time of installation.  
1066 c. The state president's pin shall be ordered by the state treasurer.  
1067 d. A member is encouraged to provide instructions for the disposition of official Society  
1068 jewelry upon her death.

### Standing Rules Revision Dates

- 1071 **Revised by Convention June 2011**  
1072 **Revised by Convention June 12, 2015**  
1073 **Revised by Convention June 8, 2019**  
1074 **Revised by Convention June 5, 2021**