

STANDING RULES for THETA STATE NEW MEXICO (NM) ORGANIZATION OF
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
ADOPTED APRIL 27, 2013
AMENDED APRIL 2019
APPROVED BY INTERNATIONAL CONSTITUTION COMMITTEE OCTOBER 2013

SECTION 1. THETA STATE ORGANIZATION

- A) Executive Board Composition
 - 1) Elected Officers - President, First Vice-president, Second Vice-president, Recording Secretary Corresponding Secretary
 - 2) Past State Presidents, who maintain Theta State membership
 - 3) Chapter Presidents
- B) Executive Board Responsibilities
 - 1) The Executive Board shall meet the first weekend in November and as part of the state convention in the Spring.
 - 2) The Executive Board shall assume the responsibilities delineated in the CONSTITUTION Article VII, Section B 2a-f, and Theta State Bylaws.
- C) Executive Committee (CONSTITUTION Article VII Section B 3)
 - 1) Consists of elected officers.
 - 2) Meets in fall and spring to facilitate Theta State New Mexico business and programming.
 - 3) The Executive Committee shall be called together by the newly elected president for a planning session as soon as possible after election.
 - 4) Members of the Executive Committee, who are responsible to facilitate incorporation business for Theta State New Mexico, shall meet at the President's call.

SECTION 2. THETA STATE OFFICERS

- A) In accordance with the CONSTITUTION Article VI Section D 2a, all state officers, shall be elected by written ballot by the state convention in odd numbered years.
- B) Duties shall be, in addition to those designated by the CONSTITUTION, Article VI, Section C and Theta State New Mexico Bylaws, Article VI
 - 1) PRESIDENT
 - a) State Meetings
 - (1) President shall expeditiously sign all contracts in the name of Theta State New Mexico.
 - (2) President may select a theme for meetings she calls.
 - (3) President will work in collaboration with the convention chairman and steering committee.
 - (4) President has final approval over all activities dealing with State Convention.
 - (a) Meal menus
 - (b) Convention program
 - (c) Entertainment
 - (d) Workshops
 - (e) Rituals/Ceremonies
 - b) Appointments and Recommendations
 - c) Recommend treasurer, editor and webmaster.
 - d) Appoint chairmen of the state Finance Committee and of the state Nominations Committee, who are selected from continuing members.
 - e) Appoint state committees and their chairmen.
 - f) Approve vouchers/invoices for payment by the state treasurer as delineated in the approved state budget.
 - g) Provide information to each chapter regarding the process to obtain certificates of liability insurance.
 - h) Check files received from her predecessor; at the close of her term, release files to her successor by July 1.
 - i) Will facilitate the transfer of all files and records from retiring officers and state committee chairmen to newly elected officers and appointed committee chairmen.
 - j) Provide an article for and proofread THETA STATE NEWS before each publication.
 - k) Provide leadership development within Theta State New Mexico.

- 2) **FIRST VICE-PRESIDENT**
 - a) Assist the President as requested and perform duties assigned by the President and/or the Executive Board.
 - b) Serve as chairman of the Educational Excellence Committee and oversee all of its subcommittees and will serve as chairman of the Program subcommittee.
 - c) Plan workshops with the approval of the President.
 - d) The first vice-president does not automatically advance to the presidency.
- 3) **SECOND VICE-PRESIDENT**
 - a) Be available to carry out duties assigned by the President and the Executive Board.
 - b) Serve as chairman of the Membership Committee and provide workshops as requested by the President and First Vice-President.
 - c) Conduct the annual Ceremony of Remembrance/Celebration of Life (Necrology Service) at state convention.
 - d) The second vice-president does not automatically advance to the first vice-presidency.
- 4) **RECORDING SECRETARY**
 - a) Submit to the President a first copy of the minutes of any Executive Board and General Session meeting within two weeks for her review.
 - b) When the minutes are returned, the reviewed minutes will be forwarded to the Minutes Approval Committee.
 - c) Within six weeks of the meeting, the final copy of the minutes will be sent to the Executive Board, related personnel, and all committee chairmen.
 - d) Submit to the President a copy of the minutes of any Executive Committee meeting within two weeks for her approval and distribution to the Executive Committee.
 - e) Help the President to determine the presence of a quorum for the Executive Board and State General Sessions meetings in accordance with the CONSTITUTION, Article IX, Section B 1c.
- 5) **CORRESPONDING SECRETARY**
 - a) Prepare and compile folders for Executive Board members. Include all necessary reports for Executive Board meetings via hard copy or electronic media (e-mail, cd's, flash drives, etc.).
 - b) Prepare correspondence as delegated by the President.
 - c) Read necessary correspondence selected by the President at the state meetings.

SECTION 3. THETA STATE RELATED PERSONNEL

- 1) **IMMEDIATE PAST PRESIDENT** will assist the President as requested and perform duties assigned by the President and/or the Executive Board.
- 2) **TREASURER**
 - a) It is strongly recommended that the candidate will have served as chapter treasurer, served on the Theta State Finance Committee.
 - b) Is selected and approved by the Executive Board. CONSTITUTION Article A. 2.
 - c) Serve as ex-officio, non-voting member of the Executive Board and provides expense vouchers as needed.
 - d) Make provision for expense vouchers/invoices for approval by the President as delineated in the approved state budget.
 - e) Present a brief financial report at State Convention.
 - f) Present a detailed financial report at the fall Executive Board meeting. CONSTITUTION, Article VI, Section C 9a (4).
 - g) Provide information for renewal of papers of incorporation to the New Mexico Secretary of State.
 - h) Submit an article for the THETA STATE NEWS for the fall issue.
 - i) Prepare for and attend a yearly audit of the books conducted by the Finance Committee. CONSTITUTION, Article VI, Section C 9a (6)
 - j) Invest funds under the direction of the Finance Committee. CONSTITUTION, Article VIII, Section B, 5b.
 - k) Prior to November 15, the Treasurer shall file a yearly IRS- Report of Theta State New Mexico financial status. CONSTITUTION, Article VI, Section C 9a (5).
 - l) Maintain an accurate and current membership roster. CONSTITUTION, Article VI, Section C. 9.a (9).
- 3) **EDITOR**
 - a) It is strongly recommended that the candidate will have served as chapter editor.
 - b) Shall be responsible for publishing four issues of the THETA STATE NEWS annually.
 - c) Select and edit submitted materials in collaboration with the Editorial Board.

- d) Shall be responsible to mail/e-mail issues to the printer liaison for distribution.
- 4) PARLIAMENTARIAN
 - a) It is strongly recommended that the candidate will have served as chapter Parliamentarian, have attended parliamentary workshops.
 - b) Serve as ex-officio, non-voting member of the Executive Board and state general membership meetings.
 - c) Prepare and present the official Rules of the Meeting for each Executive Board and General Session meeting.

SECTION 4. STATE COMMITTEE ORGANIZATION AND DUTIES

- A) All committees shall perform duties as outlined in the CONSTITUTION, INTERNATIONAL STANDING RULES and GO-TO-GUIDE.
- B) Committees shall consist of a chairman and a minimum of two members.
- C) One month prior to Executive Board meetings, committee chairmen will provide a committee report to the President and Corresponding Secretary. Those committees required to submit International reports of work accomplished will submit their reports by March 1 on forms supplied by International Headquarters.
- D) Committees will perform any duty the President asks of them. Continuity of work done in the previous biennium should be assessed and possibly maintained from one biennium to the next.
- E) The State President will facilitate the transfer of all files and records to new committee chairmen prior to the end of her biennium.
- F) State committees and their chairmen are appointed by the State President, with the exception of the Nominations and Finance Committees, whose chairmen are appointed by the State President.
- G) The State President is an ex-officio member of all committees, except for the Nominations Committee.
- H) Reports requested by International from committees shall be submitted by March 1.

I) Standing Committees

- 1) Society Business
 - a) Finance Committee
 - (1) The President and Treasurer shall serve as ex-officio members.
 - (2) Five members are elected, one from each region; three are elected one biennium and two the following biennium. No member may serve more than two consecutive terms.
 - (3) Immediately following the election of the President, she will appoint the chairman from continuing members of the committee. CONSTITUTION Article VIII B 5 a.
 - (4) The committee meets annually prior to state convention to prepare a proposed budget for Executive Board approval at the state convention. A budget adjustment will be presented for approval at the fall Executive Board meeting.
 - (5) The proposed budget and/or budget adjustments shall be provided to the entire Executive Board at least two weeks prior to a Board meeting.
 - (6) The Finance Committee arranges for and conducts the annual audit/review (in collaboration with the State Treasurer) after the close of the fiscal year and before the summer Executive Committee meeting. CONSTITUTION Article VI, Section C, 9a (6).
 - (7) The committee submits the report of the annual audit/review to the Theta State New Mexico Executive Board at the fall meeting. Theta State Bylaws Article IV, Section 2C.
 - (8) The committee proposes investment of Theta State funds. The Executive Board must approve any and all investment proposals. The Treasurer will act on Executive Board approvals. CONSTITUTION Article VIII, Section B 5b.
 - b) Membership Committee
 - (1) State Second Vice-President shall be chairman.
 - (2) Plan and conduct the Ceremony of Remembrance (Necrology Ceremony) at state convention.
 - (3) Chairman will submit an article to THETA STATE NEWS for the fall issue.
 - c) Nominations Committee
 - (1) Committee Composition
 - (a) Five members, one from each region, shall be elected by written ballot.
 - (b) To provide continuity, two members shall be elected one biennium and three members shall be elected the following biennium.
 - (c) No member shall serve for more than two consecutive terms.

- (d) Immediately following the election of the President, she will appoint the chairman from continuing members of the committee. CONSTITUTION Article VIII B 5 a.
- (2) Committee Mandates
 - (a) Nominations are to be made for president, first vice-president, second vice-president, recording secretary, corresponding secretary, members of the Nominations Committee and of the Finance Committee.
 - (b) The committee will advertise application procedures and eligibility requirements for elected offices on the state website and through e-mails to all chapter presidents.
 - (c) As soon as possible after their election, the Nominations Committee should begin their search for the best qualified nominees.
 - (d) Eligibility Requirements
 - (i) General:
 1. Members nominated to serve as officers of the state or as elected committee members should be familiar with the scope of the Society's business and services as well as the role of the state in the entire program of the Society.
 2. Members nominated for state offices, other than State President qualifications, should meet the following qualifications:
 3. Maintained active Delta Kappa Gamma membership for three consecutive years
 4. Served as an elected chapter officer for at least one biennium
 5. Served on a state committee
 6. Attended at least three of the following state or international meetings: fall meeting, state convention, leadership seminar, regional conference, International convention
 - (ii) Additional qualifications for specific offices:
 1. Nominee for Theta State President:
 - a. Shall have met the General Eligibility Requirements
 - b. Shall have maintained active Society membership for at least five consecutive years
 - c. Shall have served as chapter president
 - d. Shall have served in at least one state-elected office
 2. Nominees for 1st and 2nd Vice Presidents
 - a. Shall have met the General Eligibility Requirements
 - b. Shall have served as chapter president, state officer, or state committee chairman
 3. Nominees for Recording and Corresponding Secretaries:
 - a. Shall have met the General Eligibility Requirements
 - b. Shall have served in any state appointed or elected position - office or committee
 - (e) Nomination process
 - (i) The deadline for nominations applications will be January 6th of odd numbered years. Individual members, chapters, or coordinating councils may nominate.
 - (ii) The nominees for elected offices should be the persons best qualified for the positions without regard to geographic location. However, consideration of geographic equitability may be considered.
 - (iii) Each member of the committee will review all recommendations and endorsement forms submitted for each position. d) Information provided regarding Delta Kappa Gamma experience, expertise, qualifications for the particular office, specific skills, leadership and organizational ability, community and or organizational service, with special emphasis on Society experience, and accomplishments, should be carefully considered.
 - (iv) The committee will meet in person, or electronically, to discuss all nominations and documentations submitted. Video/tele-conferencing or "GoToMeeting" media for electronic meetings should be utilized whenever possible.
 - (v) The slate of nominees for elected officers, as well as for Finance and Nominations Committee members, will be published in the spring issue of the Theta State News, with their qualifications, and will also be placed on the website.

- (vi) All selected nominees will be notified by the Nominations Committee Chairman and a formal response of acceptance or refusal will be requested. Selected and non-selected applicants and their nominating entity(ies) shall be notified by letter and e-mail by January 31.
- (vii) Nominations from the floor must follow International Standing Rules guidelines (8.081) with notification to the State President by February 1 for publication in the February Theta State News and for publication on the state website.
- d) Expansion Committee
 - (1) A chairman shall be appointed by the State President.
 - (2) In collaboration with the Membership Chairman and the State President, the committee shall support at risk chapters and attempt to organize new chapters.
- e) Bylaws Committee
 - (1) The chairman shall be appointed by the State President.
 - (2) The committee shall receive suggested amendments to the Bylaws and Standing Rules from the membership, officers, and committees. Proposed amendments shall be presented to the membership prior to the General Session.
 - (3) The committee shall be responsible for updating the Theta State Standing Rules as needed to conform with the Bylaws and actions of the Executive Board.
 - (4) The committee shall be responsible for sending updated copies of state Bylaws to the International Constitution Committee for approval. Current and approved Bylaws must be kept in the Theta State safety deposit box.
 - (5) Bylaws shall be reviewed and amended every other year and as needed. International Standing Rules 8.022, 8.023.
 - (6) Standing Rules may be amended yearly as necessary.
 - (7) Members shall receive published notice of proposed changes to Bylaws and Standing Rules.
 - (8) Bylaws Chairman shall submit proposals for change for review by State President and the International Constitution Committee within three months following Executive Board meetings.
- f) Leadership Development Committee
 - (1) A Golden Gift Leadership Management Seminar attendee shall chair or be a consultant/member of the committee.
 - (2) The committee shall plan and present a seminar for incoming chapter presidents in even numbered years.
 - (3) The committee shall plan and present a seminar for incoming state officers and committee chairmen in odd numbered years.
 - (4) Site arrangements for the seminars are to be coordinated by the Leadership Development Chairman and approved by the State President.
 - (5) A budget and report will be provided to the Finance Committee and the Executive Committee by August.
 - (6) A roster of seminar attendees will be maintained.
 - (7) A certificate of completion is awarded to all attendees, and a leadership pin will be awarded for the first seminar completion.
- g) Non-dues Revenue Committee
 - (1) shall oversee sales at all Theta State events and act as a resource to CCC and convention steering committees.
 - (2) Shall maintain reference materials and information for possible exhibitors.
 - (3) Shall collaborate with State President, convention steering committees and CCC for fall meeting regarding schedules and appropriate table/booth rental fees.
 - (4) Shall oversee the sale of Theta State materials. Shall derive revenue from sources other than Theta State New Mexico members
- h) Communications Committee
 - (1) The chairman shall foster efforts to enhance communications among chapters and members, as well as encourage effective publicity about the Society.
 - (2) The chairman shall encourage and recognize, with an award, excellence in chapter newsletters and other effective communication endeavors.
 - (3) The chairman shall promote the use of International and state publications through frequent contacts with chapter communications chairmen.

- (4) The chairman shall solicit articles from chapter communications chairmen for the Theta State News and International Bulletin.
- (5) Chairman will submit an article to Theta State News.
- (6) Mail the newsletter to members who provide self-addressed stamped envelopes because they cannot retrieve TSN electronically.
- (7) Oversee the following subcommittees:
 - (a) Technology Committee
 - (i) Supports Society technology goals.
 - (ii) Investigates and surveys technological needs of Theta State.
 - (iii) Oversees the acquisition, selection, and training of hardware and software for the state and maintains a current inventory.
 - (iv) Acts as advisor for chapter technology and web site needs.
 - (v) Acts as a liaison to International in technology issues, i.e. training for or acquisition of software, e-mail, Skype, etc.
 - (vi) Publishes periodic technological information in Theta State News.
 - (vii) As a member of the Technology Committee, the Web Master.
 - (viii) Maintains the website.
 - (ix) Encourages chapter website development.
 - (x) Facilitates payment of website fees.
 - (b) Public Relations/Red Chile Committee
 - (i) Members shall be in charge of promoting Theta State at Regional Conferences and International Conventions by acquiring and supplying materials, gifts, etc., for distribution by the State President and other members attending the meetings.
 - (ii) Members will distribute information to chapters to encourage community awareness about Delta Kappa Gamma.
 - (c) Editorial Board
 - (i) Members will be appointed by the State Editor to be approved by the President.
 - (ii) The Editorial Board shall work in collaboration with the state Editor to select articles for publication in Theta State News.
 - (iii) Articles published should chronicle projects, activities, honors, and provide information for members.
 - (iv) Board will serve as initial proofreaders for each publication.
 - (v) President will be responsible for final proofreading before publication of THETA STATE NEWS.
 - (d) Ritual/Ceremonies Committee
 - (i) The Rituals Committee shall be responsible for ceremonies and rituals at fall meeting and state convention.
 - (ii) The committee shall maintain and display chapter banners at the request of the State President.
- 2) Society Mission and Purposes
 - a) Educational Excellence Committee
 - (1) Program Subcommittee
 - (a) The State First Vice-President shall be chairman.
 - (b) Membership shall consist of the chairman of the Personal Growth and Services, Professional Affairs, the Research, US Forum/Legislative, Awards, and Music Subcommittees.
 - (c) A person in charge of ceremonies may be a member of this committee.
 - (d) Chairman will submit an article to the THETA STATE NEWS for the spring issue.
 - b) Personal Growth and Services Subcommittee
 - (1) The committee promotes programs for personal growth.
 - (2) Chairman will submit an article to Theta State NEWS for the winter issue.
 - (3) Liaison positions requested by International shall be members of this committee (Non-Governmental Organization –NGO, Education Foundation). They are responsible for disseminating information from these entities to Theta State members.

- (4) The committee will collect donations (pass the basket) for the International Emergency Fund during the Theta State Convention Luncheon. The amount collected will be announced before the end of the luncheon, and the Contribution Form and funds will be turned over to the State Treasurer at this time.
- c) Professional Affairs Subcommittee
 - (1) This committee shall promote and select recipient(s) of the B. June West Recruitment Grant.
 - (2) The committee will provide information on current education issues.
 - (3) Chairman will submit an article to the Theta State News for the winter issue for promotion and in the summer issue to announce the recipient.
 - (4) Chairman must request release of funds at the fall Executive Board meeting.
- d) Research Subcommittee
 - (1) The committee shall conduct research projects as designated by the President and/or the Executive Board.
 - (2) The committee shall keep the history of Theta State including the biennial scrapbook.
 - (3) A Theta State History Book shall be published every twenty years to commence in 2010.
- e) Music Subcommittee
 - (1) The committee provides music at state meetings at the request of the State President.
 - (2) The chairman will be available to other committees for state functions.
- f) US Forum/Legislative Subcommittee
 - (1) The chairman, appointed by the State President, is the state representative to Regional and International US Forum meetings.
 - (2) The chairman will provide information on current state/national legislative issues.
- g) Awards Subcommittee
 - (1) The chairman shall maintain inventory information concerning Theta State Achievement Award mold and pin count and will request funds from the Executive Board for new pin castings when the count is down to two pins. Theta State will attempt to maintain the highest possible karat count.
 - (2) The subcommittee shall present Certificates of Merit at the state convention as delineated in Theta State Bylaws.
 - (3) The subcommittee is responsible for the Educator's Award at the Spring Convention. The subcommittee will have the following responsibilities to this award:
 - (a) Create a booklet for distribution at the State Convention:
 - (b) Biographies
 - (c) Photos of recipients
 - (d) Other information as determined by the Awards Subcommittee
 - (e) Purchase medals for recipients
 - (f) Publish guidelines for nominee selection
 - (g) Submission deadline for the award is March 1 to the Awards subcommittee chairman.
 - (h) Theta State New Mexico will purchase Educator Award accessories to be paid from the non-dues revenue account.
 - (4) The subcommittee is charged with selecting a member to receive the Theta State Achievement Award as delineated in Theta State Bylaws.
 - (5) The subcommittee shall present Longevity Certificates to qualified members at the state convention as delineated in Theta State Bylaws.
 - (6) Chairman will submit an article to Theta State News for the winter issue as a reminder and in the summer issue to announce recipients.
- h) Scholarship Committee
 - (1) The committee shall devise methods of publicizing the Theta State Scholarship for Theta State New Mexico members. This scholarship may be used to support dossiers, National Boards, doctoral study, etc.
 - (2) The committee shall update application forms and guidelines for the Theta State Scholarship as needed and shall advertise and promote the scholarship.
 - (3) The committee shall select the recipient(s) of the Theta State Scholarship funded by interest generated, membership fees, and donations from the Birdie Adams Scholarship, the Emma H. Foree Scholarship, and the Travel Study Memorial Scholarship.
 - (4) The committee shall promote application for International scholarships.

- (5) Chairman will submit an article to the THETA STATE NEWS for the winter issue for promotion and in the summer issue to announce recipients.
- (6) Chairman must request release of funds at the fall Executive Board meeting.
- i) World Fellowships Committee
 - (1) This committee shall be responsible for disseminating information on and promoting chapter and individual contributions to the International World Fellowships Fund.
 - (2) The committee shall collect World Fellowship donations (pass the basket) at the Birthday Luncheon at the fall meeting. The amount collected will be announced before the end of the luncheon, and the Contribution Form and funds will be turned over to the State Treasurer at this time.
- 3) Special Committees
 - a) Minutes Approval Committee
 - (1) Members shall attend state meetings.
 - (2) Receive minutes of meeting from the Recording Secretary.
 - (3) Correct and return minutes to Recording Secretary within a week of receipt.
 - b) President's Resource Committee
 - (1) The committee shall be composed of Theta State members with particular expertise, and who serve at the discretion of the president in an advisory capacity.
 - (2) Invitations to special meetings shall be extended by the State President.
 - c) Special Projects Committee will facilitate any special projects of Theta State, i.e. Literacy, Ronald McDonald House.
 - (1) The purpose of this committee is to unify Theta State chapters in a focused project(s).
 - (2) The project focus shall be decided biennially by vote of the Executive Board.
 - (3) The committee will promote chapter awareness about International projects.

SECTION 5. FINANCES

- A) Consult the following guidelines for income and expenditures. If the Theta State Procedures Manual does not address a question, consult the Finance Committee.
- B) Dues and Fees
 - 1) Theta State New Mexico active member dues shall be twenty-five dollars (\$25) per year. Reserve member dues shall be sixteen dollars (\$16) per year. Collegiate member dues shall be eight dollars (\$8) per year.
 - 2) The scholarship fee paid by a member shall be as follows: 100% to the State org fund if the chapter does not maintain a scholarship fund. 20% to the state org if the chapter maintains a scholarship fund.
- C) Budget
 - 1) A budget is prepared each fiscal year by the Finance Committee to be submitted to the State Executive Board for approval at the state convention. A budget adjustment will be presented for approval at the fall Executive Board meeting.
- D) All claims for reimbursement for expenses of state officers, related personnel, and committee chairmen must be submitted to the State President on appropriate forms and accompanying documentation within fourteen (14) days of the incurred expenses.
- E) All invoices for Theta State expenses must be submitted to the State President on the voucher/invoice form and with the accompanying invoice within fourteen (14) days of receipt of the business invoice.
- F) Theta State New Mexico committee projects must be submitted in writing with costs to the Finance Committee. For projects to be funded, approval of the budget by the Executive Board must be obtained.
- G) The president's budget is biennial and carries over to the second year of the biennium. Any other balance remaining in any budget line item will be deposited into the available fund annually.
- H) Specific funds may receive budgeted allocations as needed. Request for funding must be submitted to the Finance Committee for approval by the Executive Board.
- I) President's Expenses
 - 1) Theta State shall budget money each year for the president's expenses to state, international conferences and international convention meetings, for the visitation of chapters within the state, and for chapter incentives which the President may wish to implement. Allowed expenses for meetings/visits shall be for mileage or public transportation, hotel accommodations and meals.

- 2) Office expenses are budgeted for the President each year to include postage, telephone, printing and other related expenses.
 - 3) The balance or deficit from the president's first year of the biennium shall be carried over to the second year of the biennium budget.
- J) Expenses of Other Officers, Related Personnel and State Committee Chairmen/Subcommittee Chairmen or Designated Representatives.
- 1) All reimbursement vouchers and business invoices must be postmarked no later than fourteen (14) days following activity, event or receipt of invoice for reimbursement and payment to be valid. Reimbursement vouchers received after the deadline or without appropriate documentation will be disallowed.
 - 2) A maximum of \$250.00 shall be provided for the Immediate Past President to attend an International Conference held in the year immediately following her biennium. Allowed receipted expenses will be for registration and meals, mileage or public transportation and hotel accommodations.
 - 3) Elected officers (other than the State President), appointed state personnel and the immediate past president, shall be allowed thirty dollars (\$30.00) per night for lodging for three nights per annum and compensated for travel according to the Travel Allowance Schedule (Appendix F) when travel is necessary to carry out Society business as designated by the President. No substitute representation is allowed without prior approval of the Executive Board. Committee chairmen shall be allowed thirty dollars (\$30.00) per night for lodging for three nights per annum when travel is necessary for carrying out Society business.
 - 4) Committee chairmen shall be allowed thirty dollars (\$30.00) per night for lodging for three nights per annum and compensated for travel according to the Travel Allowance Schedule (Appendix F) when travel is necessary to carry out Society business as designated by the President.
 - 5) The Finance Committee members shall be compensated for travel according to the Travel Allowance Schedule (Appendix F) for one budget planning meeting per annum.
 - 6) The Nominations Committee shall be compensated for travel according to the Travel Allowance Schedule (Appendix F) for one meeting per biennium.
 - 7) Treasurer shall be provided with an honorarium of one thousand dollars (\$1,000.00) per year for her office. Three hundred dollars (\$300.00) will be allocated for registration and meals, mileage, or public transportation and hotel accommodations for the Treasurer to attend an International Conference and the International Convention. If she is unable to represent Theta State, a representative, will be selected from a list which was previously approved by the Executive Board to be created beginning in 2014. She will be allowed to utilize the budgeted allotment.
 - 8) The State Editor shall receive an honorarium of one thousand dollars (\$1,000.00) per year for work involved in publishing Theta State News. Three hundred dollars (\$300.00) will be allocated for registration and meals, mileage, or public transportation and hotel accommodations for the Editor to attend an International Conference and the International Convention. If she is unable to represent Theta State, a representative will be selected from a list which was previously approved by the Executive Board to be created beginning in 2014. She will be allowed to utilize the budgeted allotment.
 - 9) The State Webmaster will be provided an honorarium of three hundred dollars (\$300.00) per year for her work in maintaining the state web site.
 - 10) Two hundred fifty dollars (\$250.00) will be allocated for documented registration and meals, mileage or public transportation and hotel accommodations of the state First Vice-President to attend an International Conference. If she is unable to represent Theta State, a representative will be selected from a list, which was previously approved by the Executive Board to be created beginning in 2014. She will be allowed to utilize the budgeted allotment
 - 11) Two hundred fifty dollars (\$250.00) will be allocated for documented registration and meals, mileage or public transportation and hotel accommodations of the state Second Vice-President to attend an International Conference. If she is unable to represent Theta State, a representative be selected from a list, which was previously approved by the Executive Board to be created beginning in 2014. She will be allowed to utilize the budgeted allotment
 - 12) Honorariums and travel funding to International Conventions or an International Conference not being used by the designated personnel may be transferred for use by another Theta State member only by approval of the Executive Board.

- K) Expansion
 - 1) A fund shall be budgeted for use as is necessary to organize new chapters. The amount of the fund will be requested yearly by the committee from the Finance Committee.
 - 2) The fund will be used at the discretion of the committee and/or the state President in organizing new chapters.
- L) Leadership Development Committee
 - 1) Money shall be allocated for leadership training as designated by the Executive Board.
 - 2) A permanent line item in the budget will partially fund leadership development for chapter presidents in even numbered years and leadership development for state officers and committee chairmen in odd numbered years. Theta State will provide one-fourth of the expenses for designated participants. Chapters are requested to provide part or all of the remaining cost, which has been approved by Theta State members, for their president to attend the Seminar.
 - 3) Additional chapter representatives will be responsible for full cost of seminar.
 - 4) An International Representative will be funded based on budgeted amount.
 - 5) State presenters will be responsible for three-fourths of their expenses unless otherwise decided by the Leadership Development Committee.
 - 6) The committee will provide (or collaborate with chapters or coordinating councils) for leadership training of the Theta State general membership. The committee will request permission from the Executive Board to raise funds for these additional training sessions.
- M) Accident insurance shall be provided for Theta State elected officers, appointed personnel, elected committee members, and appointed committee/subcommittee chairmen when travel is required to carry out Society business. Travel days shall be reported for bookkeeping purposes on appropriate forms provided by the Treasurer.
 - 1) Theta State maintains a liability insurance policy which umbrellas coverage for state and chapter meetings. The State President will provide a copy of the policy to each chapter by July 1.
- N) Any reimbursements received from International for state officers' participation at Regional and/or International will be given to the participant.
- O) The Finance Committee shall arrange for and conduct the annual audit/review (in collaboration with the State Treasurer) after the close of the fiscal year and before summer Executive Committee meeting. CONSTITUTION Article VI, Section C, 9a (6).
 - 1) The report of the annual audit/review shall be submitted to the Theta State Executive Board at the fall meeting. Theta State Bylaws Article IV, Section 2C.
- P) A yearly IRS- Report (due by November 15th) of Theta State financial status will be filed by the state Treasurer prior to and reported at the fall Executive Board meeting. The Finance Committee shall collaborate with the state Treasurer to assist filing completion. CONSTITUTION, Article VI, Section C 9a (5).
- Q) Theta State will maintain a safety deposit box.

SECTION 6. FUNDS

- A) Available Fund - supported by dues, initiation fees, and investment interest. This fund is used to support the program and business of the Theta State New Mexico Organization: i.e., checking accounts, money markets, savings and other sub savings accounts other than the Permanent Fund.
- B) Permanent Fund - this fund is to be maintained according to International guidelines. CONSTITUTION Article IV, Section F, 3b.
- C) Theta State Scholarship— this fund is supported from the interest generated by Birdie Adams, Emma H. Foree, and Travel/Study Memorial Scholarships, and from scholarship fees required from the membership. CONSTITUTION Article IV, Section F, 2a. THETA STATE BYLAWS Article XI, Section 1 A.
 - 1) The percentage to be available for distribution from this fund shall be determined by the Theta State Finance Committee as approved by the Executive Board.
 - 2) The fund principal for the Birdie Adams Scholarship Fund shall be maintained at \$55,000.00. - supported by chapter and individual contributions.
 - 3) The fund principal for the Emma H. Foree Scholarship shall be at \$55,000.00 - includes a bequest made to the New Mexico State Organization by Past State President, Emma H. Foree.
 - 4) The fund principal for the Travel/Study Memorial Scholarship shall be maintained at \$15,000.00 - supported by chapter and individual contributions

- D) B. June West Recruitment Grant Fund- supported by contributions from chapters and individuals- principal shall be maintained at \$20,000.00
- E) Sub savings accounts
 - 1) Leadership- will provide support for the Leadership Training Seminars.
 - 2) Speaker's Fund- will provide support for speakers at state meetings.
 - 3) SW Regional- will provide support for Leadership Training Seminars for incoming chapter presidents.
 - 4) Theta State Pin- will provide funding for the purchase of the official state pin.
 - 5) Special Projects- will support the approved statewide project (Literacy emphasis).

SECTION 7. PUBLICATIONS

- A) Theta State News - published quarterly by the editor.
- B) Theta State Bylaws – revised and published each biennium
- C) Theta State Standing Rules - published and revised as needed by the Bylaws Committee
- D) Theta State Procedures Manual – revised as needed
- E) Theta State History: VOL. 1, 1934-1962; VOL. 2, 1963-1984; VOL. 3, 1984-2010

SECTION 8. THETA STATE AWARDS

- A) Theta State Achievement Award
 - 1) The purpose of the Achievement Award is to recognize active members who have rendered outstanding service to Theta State in fulfilling the seven purposes of The Delta Kappa Gamma Society International.
 - 2) The Awards Committee shall select one recipient annually from nominations made by any member or by any chapter.
 - 3) The standards of eligibility for the Achievement Award are:
 - a) Minimum of ten years' active membership in The Delta Kappa Gamma Society International.
 - b) The State President is not eligible for the Award during her term of office.
 - c) The Award may not be awarded to a previous recipient.
- B) Certificate of Merit
 - 1) Purpose of the Certificate of Merit is to recognize members for distinctive service to Theta State New Mexico.
 - 2) There shall be no restrictions as to length of membership in The Delta Kappa Gamma Society International and no limitations as to the number of recipients.
 - 3) Individuals are nominated by chapter presidents, committee members, or Theta State members.
- C) Longevity Awards - Awards shall be given at 40 years of membership and subsequently for every 5 years of membership.
- D) Educator's Award – Chapters may nominate two (2) women for the Educator's Award
 - 1) A chapter may select as many as two (2) non-members who demonstrate distinctive service to education in their community, be it traditional or non-traditional.
 - 2) One awardee per chapter may be a member of DKG.
- E) Applications and deadlines for the aforementioned awards are available from Awards Committee and the Theta State web site. These awards shall be given during the state convention.
- F) Other Awards
 - 1) Leadership pin and certificate- The Leadership Development Committee awards a pin to first time attendees and certificates to all attendees.
 - 2) Editor's Award is presented to chapters by the State Editor at the state convention for submission of chapter newsletters.
 - 3) Communications Award is presented to chapters by the Communications Committee at state convention for chapter yearbooks

SECTION 9. THETA STATE MEETINGS AND CONVENTION

- A) The purpose of the state meetings shall be to facilitate and inform members of Society business, conduct the business of Theta State New Mexico, and to approve state projects.
 - 1) Video/tele-conferencing or "GoToMeeting" media for electronic meetings should be utilized whenever possible.
- B) Rules of Order for Theta State Meetings

- 1) Only Executive Board members may vote.
 - 2) The Theta State Parliamentarian will inform the body of the entire rules of order for each meeting. THETA STATE BYLAWS, Article XII.
 - 3) The State President plans and approves the overall program and activities of meetings: i.e., entertainment, workshops, speakers, etc.
 - 4) The State President will proofread and approve all printed material from chairmen and/or steering committee by the designated deadlines.
- C) Executive Board Meetings
- 1) Theta State New Mexico shall hold two Executive Board meetings each year: one at the fall Executive Board meeting and one at state convention.
 - 2) Proposed agendas, including action items to be addressed, and budgets are to be e-mailed to all members of the Executive Board and posted on the Theta State web site two weeks prior to the meetings.
 - 3) Theta State fall Executive Board meeting and the Birthday Luncheon are hosted by the Central Coordinating Council and shall be held the first weekend in November.
 - 4) Executive Board Meetings shall function in accordance with Theta State Bylaws ARTICLE VIII, Section 1, B (1-2), C (1-5).
- D) General Session
- 1) Theta State New Mexico shall hold one General Session meeting each year at the annual state convention.
 - 2) Proposed candidates for elected offices and bylaws changes are to be e-mailed to all members of the Executive Board and posted on the Theta State web site two weeks prior to the General Session.
 - 3) The General Session shall function in accordance with Theta State Bylaws ARTICLE VII, Section 1, B.
- E) Voting
- 1) Voting for the election of Theta State officers, Finance Committee, and Nominations Committee shall be by written ballot.
 - 2) Each Theta State member present at the State Convention General Session shall have one vote.
 - 3) In case of a roll call vote, the chapter president or her representative will cast votes for her chapter
- F) Convention
- 1) The time and location of the annual state convention shall be determined by the Executive Board.
 - 2) The state convention focus shall be on the current Society business, Educational Excellence and Theta State business and projects.
 - 3) Activities
 - a) Chapter presidents are honored at the convention banquet in even numbered years.
 - b) State officers are installed at the convention banquet in odd numbered years.
 - c) The Membership Committee Chairman presents the Ceremony of Remembrance/ Celebration of Life (Necrology Service) at the convention.
 - 4) Convention Finances
 - a) The treasurer of the convention shall be a member of one of the hostess chapters.
 - b) The registration fee is set by the Executive Board.
 - c) Any member attending any part of the convention must pay the registration fee.
 - d) Registration, meals, lodging for the International representative and Theta State President shall be paid from convention funds.
 - e) A proposed budget and the State convention contract, which has been executed by the convention steering committee, must be submitted before seed money of six hundred fifty dollars (\$650.00) is disbursed in one payment by the State.
 - f) Treasurer. All monies in excess of convention expenses shall be sent to the State Treasurer. Ten percent (10%) of the Convention profits shall be returned to the hosting chapter or coordinating council.
 - g) The convention treasurer will open a bank checking account named “(year) Theta State Convention”. The convention treasurer and chairman (and a third signee, if the bank requires) will have signing privileges on the account.
 - h) All convention business will be concluded by June 1. and the bank account will be closed by June 15.
 - i) All aspects of state convention expenses must have prior approval of the State President.

APPENDIX A. THETA STATE FOUNDERS

Organized: November 2, 1934 by Dr. Annie Webb Blanton in Santa Fe, New Mexico

Birdie Adams (Delta Kappa Gamma National Achievement Awardee)

Agnes Bartlett (Pugh)

Pauline Gabriel (Westbrook)

Mariamne Geyer

Rebecca Graham

Mary J. Inches

Jenny Kenney

Georgia Lusk

Dr. Helen E. Marshall

Maria Isabel Sena

Dorothy Watson

Margaret Woodworth

Honorary Founders: Grace J. Corrigan, Isabel Eckles

APPENDIX B. REGIONS, COUNCILS

Theta State Regions

Southwest: Epsilon, Kappa, Omega

Southeast: Lambda, Alpha Theta, Alpha Lambda

Central: Gamma, Alpha Delta, Alpha Iota

Northwest: Upsilon, Psi, Alpha Epsilon

Northeast: Beta

Theta State Coordinating Councils

WEST - Upsilon, Psi, Alpha Epsilon

NORTH-Beta

SOUTHEAST

South Central—Alpha Theta

Southeast—Lambda, Alpha Lambda

SOUTHWEST

South--Kappa, Omega

Southwest-Epsilon

CENTRAL - Gamma, Alpha Delta, Alpha Iota

APPENDIX C. THETA STATE CHAPTERS

- BETA -SANTA FE April 25, 1936
- GAMMA -ALBUQUERQUE April 28, 1936
- EPSILON -SILVER CITY February 6, 1937
- KAPPA -ALAMOGORDO May 7, 1938
- LAMBDA -LEA COUNTY October 26, 1938
- UPSILON -GALLUP January 29, 1960
- PSI -GRANTS May 10, 1961
- OMEGA -LAS CRUCES May 19, 1961
- ALPHA DELTA – ALBUQUERQUE May 14, 1966
- ALPHA EPSILON -FARMINGTON May 20, 1967
- ALPHA THETA -ROSWELL May 2, 1971
- ALPHA IOTA -ALBUQUERQUE May 23, 1971
- ALPHA LAMBDA -HOBBS May 11, 1979

APPENDIX D. ROTATION SCHEDULE – Elected Committees

Nominating Committee Elections

- Election year – End of Term Elected Region
- 2013-2017 SE, SW
- 2015-2019 NE, NW, C
- 2017-2021 SE, SW
- 2019-2023 NE, NW, C
- 2021-2025 SE, SW
- 2023-2027 NE, NW, C

Finance Committee Elections

- Election year - End of Term Elected Region
- 2013- 2017 NE, C, SW
- 2015- 2019 NW, SE
- 2017 -2021 NE, C, SW
- 2019 -2023 NW, SE
- 2021-2025 NE, C, SW
- 2023-2027 NW, SE

APPENDIX E. ROTATION SCHEDULE – Sites for State Conventions

2014 Deming/Silver City - SW	2019 Lea County/Hobbs SE
2015 Santa Fe/Los Alamos/State Officers - NE 2016 Grants/Gallup/Farmington - NW	2020 Gallup/Farmington/Grants NW
2017 Albuquerque C	2021 Roswell SE
2018 Las Cruces SW	2022 Silver City SW

APPENDIX F. MILEAGE CHART FOR TRAVEL

Miles (Round Trip)	Allowance
0 – 100	-0-
102 –200	\$30
201 – 400	\$60
401 – 600	\$90
601 – 800	\$120
801 – 1,000	\$150

APPENDIX G. THETA STATE PAST PRESIDENTS

1934-1938 Miss Birdie Adams*	1948-1951 Mrs. Thelma Mallory*
1938-1940 Mrs. Mariamne Geyer*	1951-1953 Mrs. Pearl Crossett*
1940-1942 Mrs. Ellen Arledge*	1953-1955 Miss Ona Schupp*
1942-1944 Mrs. Lillie Denny Pierce*	1955-1957 Dr. B. June West*
1944-1946 Mrs. Clyde Tottem*	1957-1959 Mrs. Elizabeth Miller*
1946-1948 Miss Bessie Lodge*	1959-1961 Mrs. Ruth Quinlan*
1961-1963 Mrs. Evelyn Boushelle*	1993-1995 Mrs. O. Jean Leonard
1963-1965 Mrs. Gertrude Suggs*	1995-1997 Mrs. Carmen L. Tapia
1965-1967 Mrs. Emma H. Foree*	1997-1999 Mrs. Mary Jo Hamrick
1967-1969 Mrs. Edith Donaldson*	1999-2001 Mrs. Ina Jean Barnes
1969-1971 Mrs. Flo Starkey*	2001-2003 Ms. Kay Hannum
1971-1973 Mrs. Bess Hegler*	2003-2005 Ms. Dianna Valdez
1973-1975 Mrs. Josephine Koogler*	2005-2007 Ms. Leah Jeannette Vigil
1975-1977 Mrs. Opal Moore*	2007-2009 Mrs. Nadyne Gartman
1977-1979 Miss Nancy Haynes*	2009-2011 Mrs. Yvette Moore
1979-1983 Mrs. Mary Rowe*	2011-2013 Mrs. Patricia Burnett
1983-1985 Mrs. Helen Jo Satterwhite*	2013-2015 Mrs. Sheri Williams
1985-1987 Mrs. Elwanda Bell	2015-2017 Mrs. Susan Swope
1987-1989 Mrs. Edna McClung	2017-2019 Mrs. Ella Kelly
1989-1991 Mrs. Elizabeth Wallace*	2019-2021 Mrs. Shawna Denney
1991-1993 Mrs. Connie Webb	* deceased

APPENDIX H. RECIPIENTS OF THETA STATE ACHIEVEMENT AWARD

RECIPIENT - CHAPTER YEAR	Georgia Lusk - Beta 1967
Ellen Arledge - Gamma 1967	Thelma Mallory - Phi 1967
Irene Rhodes - Kappa 1967	Ruth Nees - Iota 1967
Evelyn Boushelle - Omega 1967	Lillie Denny Pierce - Kappa 1967
Pearl Crossett - Alpha Alpha 1967	Mildred Neal - Nu 1967
Nell Dale - Kappa 1967	Ruth Quinlan - Gamma 1967
Emma Foree – Delta 1967	Ona Schupp - Gamma 1967
Elizabeth Hayslip - Alpha 1967	Gertrude Suggs - Mu 1967
Bessie Lodge - Gamma 1967	B. June West Phi - 1967

Lillian Rogers Eta - 1968
Grace Barker Wilson - Tau 1969
Thelma Mallory - Phi 1970
Edith Donaldson - Alpha Theta 1971
Flo Starkey - Alpha Theta 1972
Nancy Haynes - Xi 1973
Helen Hamilton - Alpha Eta 1974
Bess Hegler - Rho 1975
Josephine Koogler - Tau 1976
Rhea Miller - Sigma 1977
Opal Moore - Zeta 1978
Lela Koster - Alpha Gamma 1979
Edith Donaldson - Alpha Alpha 1980
Mettie Jordan - Lambda 1981
O. Jean Leonard - Alpha Iota 1996
Ina Jean Barnes - Psi 1997
Carmen Tapia - Alpha Delta 1998
Kay Hannum - Alpha Lambda 1999
Maxine Roulston - Alpha Eta 2000
Dianna Valdez - Gamma 2001
Nan Windle - Alpha Beta 2002
Javanna Black - Pi 2003
Jeannette Vigil - Gamma 2004
Ernestine Hagman - Beta 2005
Martina Marquez - Psi 2006
Marilyn McGee - Sigma 2007

Nancy McDonald - Alpha Theta 1982
Virginia Whitney - Alpha Zeta 1983
Elizabeth Wallace - Iota 1984
Mary Rowe - Alpha Iota 1985
Janet Nelson - Iota 1986
Helen Jo Satterwhite - Alpha Delta 1987
Alma Daniels - Alpha 1988
Olive Galvin - Alpha Delta 1989
Edna McClung - Pi 1990
Eleanor Wald - Sigma 1991
Helen Posten - Beta 1992
Sue Wilkins - Alpha Delta 1993
Connie Webb - Alpha Lambda 1994
Mary Jo Hamrick - Lambda 1995
Faye Dunn - Phi 2008
Carmen Pennington - Alpha Delta 2009
Dr. Sharon Wilson - Alpha Delta 2010
Nadyne Gartman - Lambda 2011
Gladys Hielkema - Upsilon 2012
Yvette Moore – Omega 2013
Patricia Burnett – Alpha Theta 2014
Susan Swope – Pi 2015
Gwen Hamilton – Alpha Theta 2016
Sherri Williams – Alpha Lambda 2017
Virginia Hill – Psi 2018