

**THE NEW MEXICO STATE ORGANIZATION ORGANIZATION BY LAWS  
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

Adopted: State Convention: April 21, 2012

Revisions completed July 2012

"Pending approval by International Constitution Committee".

**Bylaws Newly Revised**

**ARTICLE I. NAME**

- Section 1. The name of this state organization shall be New Mexico State Organization (formerly known as Theta State New Mexico) of The Delta Kappa Gamma Society International, hereafter referred to by the initials, NMSO.
- Section 2. Each chapter in the New Mexico State Organization shall be designated by a Greek letter or a combination of Greek letters.
- Section 3. The New Mexico State Organization (formerly known as Theta State New Mexico), of the Delta Kappa Gamma Society International, is incorporated under the laws of the State of New Mexico and renewed annually by action of the Executive Committee.

**ARTICLE II. PURPOSE**

The purpose of the NMSO shall be to:

- Section 1. Promote the seven purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, Article II.
- Section 2. Act as liaison between chapters and the international organization
- Section 3. Organize Delta Kappa Gamma chapters within the state.
- Section 4. Provide leadership training for state and chapter leaders.

**ARTICLE III. MEMBERSHIP**

- Section 1. Active: Membership of the New Mexico State Organization shall be in accordance with the CONSTITUTION, Article III, Sections A, B, and C.
- Section 2. Reserve: Reserve status may be granted by a majority vote of the chapter in accordance with the CONSTITUTION, Article III, Section B 2.
- Section 3. Honorary:
- A. State honorary members shall be recommended by the state Membership Committee and elected by the Executive Board. A four-fifths vote of approval is required.
  - B. Chapter honorary members shall be chosen according to the CONSTITUTION. Refer to CONSTITUTION, Article III, Section B 3.
  - C. Chapters shall be responsible for necessary fees and publication costs for any honorary member.
- Section 4. Collegiate:
- A. Membership of NMSO for collegiate membership shall be in accordance with the CONSTITUTION, Article III, Section B. 4.

**ARTICLE IV. FINANCES**

Section 1. Annual dues

- A. The state annual dues for active and reserve members shall be determined by a two-thirds vote of the members attending the state convention.
- B. Dues and the scholarship fee are due by July 1 annually to the state treasurer. Non-payment of dues and fees results in termination of membership.
- C. Dues and fees are collected by the chapter treasurer and state and international dues and fees forwarded to the state treasurer.

Section 2. Financial plan

- A. A budget shall be adopted annually by the Executive Board. The Finance Committee shall submit a proposed budget for adoption at the NMSO Convention.
- B. State officers and committee chairmen must submit all expenses with accompanying receipts on the appropriate form to the state President for approval before payment by the state Treasurer.
- C. The report of the annual audit shall be submitted by the Finance Committee to the NMSO Executive Board at the fall meeting.
- D. Available Fund. This fund shall be the operating fund and shall require a budget. CONSTITUTION, Article IV Section F 3b, c
- E. Permanent Fund. This fund will be maintained according to CONSTITUTION, Article IV Section F. 3.a., as applies to the state organization.
- F. Scholarships and Special Funds. CONSTITUTION, Article IV Section F 2a
- G. The NMSO President shall approve all expenses before they are paid.

Section 3. Honorarium

- A. Preference will be given to current NMSO members for budgeted operational expenses (honorariums) for services rendered throughout the fiscal year.
- B. Treasurer, editor, and webmaster shall be provided with an honorarium with amounts and payment schedules to be determined by the Executive Board.

**ARTICLE V. ORGANIZATION**

Section 1. The NMSO is chartered by The Delta Kappa Gamma Society International and governed according to the CONSTITUTION.

Section 2. Chapter Names

- A. The NMSO Executive Board shall assign a chapter name to a newly organized chapter following Greek alphabetical order.
- B. Former members of a dissolved/consolidated/merged chapter may request that the Executive Board assign the use of their former chapter's name.

Section 3. Chapters

- A. Each chapter shall govern/conduct its business in a manner consistent with the CONSTITUTION and the NMSO Bylaws.
- B. The chapter officers, except the treasurer, shall be elected in even-numbered years by majority vote.
  - (1) The term of each elected officer shall be two years or until a successor is named. No officer/ related personnel may serve in the same capacity four biennia in succession.

(2) A treasurer shall be selected and approved by the Executive Board and may serve in the same capacity four biennia in succession. Exceptions require action of the Executive Board.

(3) A parliamentarian shall be appointed by the President may serve in the same capacity four bienniums in succession. Exceptions require action of the Executive Board.

C. The chapter president shall represent the chapter as a voting member of the State Executive Board.

D. Each chapter shall have the authority to act in matters of membership.

E. Membership records shall be kept by each chapter. None are to be destroyed.

#### Section 4. New Chapters

A. The NMSO Executive Board is to approve the organization of new chapters.

B. Candidates for membership shall be approved by the State Expansion Committee.

C. The State Expansion Committee is responsible for orientation of new members and the installation of the new chapter(s).

#### Section 5. Regions

A. The state shall be divided into regions for the rotation of state conventions: Southwest, Southeast, Central, ~~Northeast~~ and Northwest.

B. The Executive Board shall define the boundaries of regions and coordinating council areas.

#### Section 6. Coordinating Councils

A. Coordinating councils shall be organized in locations where multiple chapters exist.

B. The coordinating council shall meet at least once a year for the purpose of planning activities of benefit to all members.

C. Coordinating councils shall submit annually an article on projects and activities to the NMSO statewide newsletter.

### **ARTICLE VI. OFFICERS AND RELATED PERSONNEL**

Section 1. The state elected officers shall be president, first vice-president, second vice-president, recording secretary, and corresponding secretary. A treasurer is selected and approved by the State Executive Board.

Section 2. An editor, parliamentarian, and webmaster shall be appointed by the President.

Section 3. The officers shall perform the duties as prescribed in the CONSTITUTION, Article VI, Section C and as authorized by the NMSO Bylaws, Standing Rules, and Procedures Manual.

#### Section 4. Term of office

A. Officers, elected at state convention by written ballot in odd-numbered years, have a term of two years or until a successor(s) will be named.

B. Officers may serve in the same office two terms in succession. The parliamentarian, treasurer and editor may serve in the same capacity four bienniums in succession. Exceptions require action of the Executive Board.

C. State officers and related personnel assume their duties July 1<sup>st</sup> following the election.

#### Section 5. Vacancies

A. Should a vacancy occur in the office of president, the first vice-president becomes president and the second vice-president becomes first vice-president.

- B. Should a vacancy occur in other elective or appointive positions, the President names a successor.

Section 6. Nominations and Elections

- A. Nominations for office shall be made by the Nominations Committee, with recommendations received from chapters and members. Members of the Nominations Committee are ineligible for all elected state office.
  - (1) A member serving in an elective state position, other than on the Nominations Committee, may be nominated to another elective position only in the final year of her current elective position. The President appoints the chairman of the Nominations and Finance Committees from the elected members of each committee.
  - (2) The Nominations Committee chairman shall notify the state president and the nominees of the selections and each nominee shall submit a brief biography and photo to the Nominations Committee chairman and the NMSO editor for the spring deadline.
- B. The Nominations Committee prepares the ballot and conducts the election at state convention.

**ARTICLE VII. CONVENTION, MEETINGS, WORKSHOPS**

Section 1. Convention

- A. An annual convention, time and place is determined by the Executive Board.
- B. The General Session receives reports, adopts policy, amends bylaws, elects officers, and conducts business which may properly come before it.
- C. The quorum shall be a majority of those NMSO members who have registered at the convention.

Section 2. Other meetings

- A. Executive Board meetings
  - (1) The NMSO has two Executive Board meetings each year. The fall Executive Board meeting and the Birthday Luncheon are hosted by Central Coordinating Council.
  - (2) All reports presented to the Executive Board shall be provided to all members via hard copy or electronic media.
- B. Workshops/Educational Programs are held at state meetings.
- C. A Leadership Development Seminar for chapter presidents will be held in even numbered years and for the NMSO officers and committee chairmen in odd numbered years.

**ARTICLE VIII. EXECUTIVE BOARD**

Section 1. State Executive Board

- A. The members of the Executive Board are the elected officers, past state presidents who maintain NMSO membership, and chapter presidents. The treasurer, editor, and parliamentarian are ex-officio members without vote.
- B. Meetings of the Executive Board shall be held twice each year. Special meetings may be called by the president with thirty days' notice.
  - (1) The presence of a majority of the voting members of the Executive Board constitutes a quorum at meetings.

- (2) Chapter presidents who are unable to attend the State Executive Board meetings may appoint official representatives who shall have full privileges of participation.

C. The Executive Board Responsibilities

- (1) Recommend policies and procedures for consideration by the state convention or the chapters, which shall be in accordance with those of The Delta Kappa Gamma Society International, CONSTITUTION, Article VII, Section B, 2a
- (2) Examine, modify if necessary, and adopt the annual state budget.
- (3) Select and approve the treasurer, approve editor, webmaster, and such other personnel as may be needed, prescribe their duties, determine their honorariums and determine their terms of office.
- (4) Determine time and place of state meetings.
- (5) Conduct any necessary business between board meetings by mail or FAX, e-mail or an online meeting platform. If a vote is necessary, a paper ballot will be mailed to document a vote taken by FAX, e-mail, or an online meeting platform.

Section 2. Chapter Executive Boards are to function in accordance with the CONSTITUTION, Article VII, Section C.

**ARTICLE IX. Executive Committee** CONSTITUTION, Article VII, Section B3

- Section 1. Members of the Executive Committee shall be the elected state officers: President, First Vice-President, Second Vice-President, Recording Secretary, and Corresponding Secretary.
- Section 2. Executive Committee meetings may be called by the President for planning, recommendations, and business of the Corporation.

**ARTICLE X. STANDING COMMITTEES**

- Section 1. Duties of committees shall be in accordance with the International CONSTITUTION, Article VIII, Standing Rules Section 8, Handbook, NMSO Bylaws, Standing Rules, and Procedures Manual.
- Section 2. All committee chairs shall be appointed by the President except the Nominations and Finance Committees. The President shall be an ex-officio member of all committees, except the Nominations Committee.
- Section 3. Committee meetings may be face-to-face or through electronic communications with all members being notified. The President shall authorize the mode of each meeting. CONSTITUTION Article VIII Section A.1.e.(5).
- Section 4. Reports of work accomplished will be prepared on forms provided by NMSO to those committees/officers/personnel who are required to submit reports.
- Section 5. The Nominations and Finance Committees are composed of one member from each region elected by ballot at the state convention in odd numbered years to serve for two bienniums. For continuity, two members are elected one biennium and three (if NE Region is redacted) two the following biennium. Nominations and Finance chairmen shall be appointed by the President from the continuing committee members.
- Section 6. Standing Committees
  - A. Society Business
    - (1) Finance

- (2) Membership
- (3) Nominations
- (4) Expansion
- (5) Bylaws
- (6) Leadership Development
- (7) Non-Dues Revenue
- (8) Communication
  - a. Technology
  - b. PR/Red Chili
  - c. Editorial Board
- (9) Rituals/Ceremonies
- B. Society Mission and Purpose
  - (1) Educational Excellence
    - a. Program
    - b. Personal Growth and Services
    - c. Professional Affairs
    - d. Research
    - e. Music
    - f. US Forum/Legislative
    - g. Awards.
  - (2) Scholarships
  - (3) World Fellowships

Section 7. Special Committees

- A. Minutes Approval
- B. President's Resource Committee
- C. Special Projects Committee

Section 8. Ad Hoc Committees

- A. Ad Hoc committees may be appointed by the President.
- B. The committee will be dissolved when its task is complete.

**ARTICLE XI. ACTIVITIES**

Section 1. Scholarships

- A. NMSO will create and maintain a NMSO Scholarship Fund in accordance with CONSTITUTION Article IV, Section F 2a. It shall be funded from the interest generated by Birdie Adams Scholarship, Emma H. Foree Scholarship, and Travel/Study Memorial Scholarship and from scholarship fees required from the membership.
- B. Principal amounts from these three scholarships will be maintained and unchanged.
- C. Following the summer NMSO Financial Audit/Preview and by September 1<sup>st</sup>, the Finance Committee chairman shall notify the Scholarship Committee chairman about the amount available for award in the NMSO Scholarship Fund. No more than the amount reported as of June 30th will be awarded. The Scholarship Chairman must request approval for release of the stated funds at the fall Executive Board meeting.

- D. The NMSO Scholarship recipient(s) determined by the Scholarship Committee shall be announced at the State Convention. The Scholarship Information Form must be provided to the State Treasurer by June 1.
- E. Principal amounts from these three scholarships will be maintained and unchanged.
- F. Criteria for scholarship award are those recommended by the Scholarship Committee, with awards approved by the Executive Board.

#### Section 2. NMSO Recruitment Grant

- A. The B. June West Recruitment Grant is supported by individual and chapter contributions and administered by the Educational Excellence Committee and Professional Affairs Subcommittee.
- B. This grant is awarded to a woman (non-member) to advance educational studies.
- C. Principal amount for this grant will be maintained and unchanged.

#### Section 3. Special Awards

- A. The New Mexico State Organization's Theta State Achievement Award
  - (1) The purpose of this award is to recognize members of the NMSO who, through continuing and distinctive contributions, have rendered service to the NMSO in fulfilling the seven purposes of The Delta Kappa Gamma Society International.
  - (2) The Awards Committee selects one recipient annually from nominations made by any member or chapter.
  - (3) The standards of eligibility for this award are:
    - (a) Active member of the NMSO.
    - (b) Minimum ten years' active membership in The Delta Kappa Gamma Society International.
    - (c) Nominee must have made contributions to the NMSO.
    - (d) State president is ineligible for the award during her term of office.
- B. Certificate of Merit
  - (1) The chapter President is responsible for submitting names to recognize individuals and/or groups of members for distinctive service to the NMSO.
  - (2) There is no restriction on length of membership in the Society and no restriction on the number of recipients.
  - (3) Individuals and groups are to be nominated on forms provided by the Awards Committee chairman.
- C. Longevity Awards
  - (1) Awards shall be given at State Convention
  - (2) Awards shall be given at 40 years of membership and subsequently for every 5 years membership
- D. Educator's Award
  - (1) The Educator's Award is conferred to an outstanding woman educator.
  - (2) Each chapter may select two (2) awardees to receive the honor.
    - (a) 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.
    - (b) One awardee per chapter may be a member of DKG.

Section 4. Chapter Rules

- A. Rules are to articulate chapter practices and procedures as stipulated by the CONSTITUTION, Article V, Section B.3 and NMSO Bylaws.
- B. Biennial revisions in even numbered years shall be submitted to state Bylaws Chairman for approval.
- C. Chapters shall maintain and retain membership records, financial records and minutes.

Section 5. Publications

- A. NMSO (Theta State) News shall be published quarterly by the editor.
- B. NMSO Bylaws, Standing Rules, and Procedures Manual shall be revised by NMSO Bylaws Committee every other year.
- C. The Procedures Manual shall be updated and revised as necessary and shall be made available to NMSO membership.
- D. NMSO (Theta State) History: VOL. 1, 1934-1962; VOL. 2, 1963-1984; VOL. 3, 1984-2010

**ARTICLE XII. PARLIAMENTARY AUTHORITY**

ROBERT'S RULES OF ORDER, NEWLY REVISED (current edition) shall govern the proceedings of The NMSO and the chapters in all cases not addressed in the CONSTITUTION.

**ARTICLE XIII. AMENDMENTS**

- Section 1. The bylaws shall be amended every other year, or as needed, by a 2/3 vote of the established quorum at the General Session.
- Section 2. Proposed amendments to the bylaws may be submitted to the chairman of the Bylaws Committee by any member, committee, board or chapter.
- Section 3. Revision to the bylaws and standing rules shall be made available to members prior to the General Session through the state newsletter Winter and/or Spring issues and website.
- Section 4. The adopted amendments shall take effect immediately upon adoption, unless a proviso states otherwise.
- Section 5. The Bylaws Committee is responsible for submitting by laws to the International Constitution Committee and to the New Mexico Public Regulation Commission.
- Section 6. Amendments to the Standing Rules (with exclusion of those requiring a 2/3 vote) shall follow the same procedures for amendments of the Bylaws. Standing Rules may be amended as necessary.
- Section 7. Changes in the Bylaws and Standing Rules of the NMSO necessitated by the amendments to the *DKG Constitution* and/or *International Standing Rules* shall be made by the Bylaws Committee and then reported to New Mexico members in the NMSO statewide newsletter and on the website at least two (2) weeks prior to the NMSO Convention's General Session.

**ARTICLE XIV. MERGER/CONSOLIDATION**

- Section 1. Consolidation
  - A. When two or more chapters each vote to consolidate and form a new chapter, a joint letter of request must be submitted to the State President.
  - B. Two or more chapters each discontinue their independent existence and a new entity is formed that includes the memberships of the consolidating chapters, continues their work,

and assumes their assets. A zero balance shall be shown for each chapter before surrendering their EIN numbers to International Headquarters Business Administrator.

- C. Approval of the NMSO Executive Board must be obtained for chapters to consolidate.
- D. A new name, in accordance with State Bylaws requirements, shall be selected by the NMSO Executive Board. (ARTICLE V Section 2)
- E. New officers shall be elected for the new chapter.
- F. Minutes of all actions taken by the new chapter must be submitted immediately to the State President.
- G. Financial records and money from all consolidating chapters will remain in the new chapter.
- H. Unneeded induction paraphernalia and chapter records, Society publications and the charters of the consolidated chapters must be returned to the NMSO Treasurer.

#### Section 2. Merger

- A. One chapter continues, while the other loses its independent identity and ceases to exist, since it is merged – that is, absorbed into the other chapter.
- B. Both chapters must vote for agreement of the merger, and a joint letter of request must be submitted to the State President for presentation at the State Executive Board.
- C. The approval of the State Executive Board must be obtained for merger of chapters.
- D. Financial records and money can go to the absorbing chapter. A zero balance shall be shown for the merging chapter before surrendering their EIN number to International Headquarters Business Administrator.
- E. The absorbed chapter surrenders its name to the New Mexico State Organization.
- F. Minutes of all actions taken by the two chapters must be submitted immediately to the State President.
- G. Induction paraphernalia, chapter records, Society publications and the charter must be returned to the NMSO Treasurer.

### **ARTICLE XV. DISSOLUTION**

In the event of dissolution of the New Mexico State Organization, the net assets shall be distributed as follows:

#### Section 1. The New Mexico State Organization

- A. All liabilities and obligations must be paid and satisfied, or adequate provisions made therefore, in accordance with the Articles of Incorporation for the State of New Mexico as they are applicable to the NMSO.
- B. The Executive Board determines specific liquidation of remaining assets and supervises disbursement of funds.
- C. The Executive Board will determine appropriate preservation of historical records.

#### Section 2. Chapters

- A. Dissolution procedures are to be in accordance with the CONSTITUTION, Article XIX, 3a-f.
- B. The approval of the State Executive Board must be obtained for dissolution of a chapter.
- C. All liabilities must be paid, with remaining funds returned to the NMSO Treasurer.

- D. Induction paraphernalia, chapter records, Society publications and the charter must be returned to the NMSO Treasurer.