

STANDING RULES for THE NEW MEXICO STATE ORGANIZATION OF THE DELTA KAPPA
GAMMA SOCIETY INTERNATIONAL ADOPTED **APRIL 27, 2013** APPROVED BY INTERNATIONAL
CONSTITUTION COMMITTEE **OCTOBER 2013**

SECTION 1. NEW MEXICO 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 NMSO 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 NMSO Bylaws.

C) Executive Committee (CONSTITUTION Article VII Section B 3)

- 1) Consists of elected officers.
- 2) Meets in fall and spring to facilitate NMSO 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 NMSO, shall meet at the President's call.

SECTION 2. NEW MEXICO STATE ORGANIZATION 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 NMSO Bylaws, Article VI

1) PRESIDENT

a) State Meetings

- (1) President shall expeditiously sign all contracts in the name of the New Mexico State Organization.
- (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
 - (1) Recommend treasurer, editor and webmaster
 - (2) Appoint chairmen of the state Finance Committee and of the state Nominations Committee, who are selected from continuing members.
 - (3) Appoint state committee chairmen
 - c) Approve vouchers/invoices for payment by the state treasurer as delineated in the approved state budget.
 - d) The State President shall provide information to each chapter regarding the process to obtain certificates of liability insurance.
 - e) Check files received from her predecessor; at the close of her term, release files to her successor by July 1.
 - f) Will facilitate the transfer of all files and records from retiring officers and state committee chairmen to newly elected officers and appointed committee chairmen.
 - g) Provide an article for and proofread NMSO statewide newsletter before each publication.
 - h) Provide leadership development within the NMSO.
- 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 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. NEW MEXICO STATE ORGANIZATION RELATED PERSONNEL

A) IMMEDIATE PAST PRESIDENT will assist the President as requested and perform duties assigned by the President and/or the Executive Board.

B) TREASURER

- 1) It is strongly recommended that the candidate will have served as chapter treasurer or served on the NMSO Finance Committee.
- 2) Is selected and approved by the Executive Board. CONSTITUTION Article A 2
- 3) Serve as ex-officio, non-voting member of the Executive Board and provides expense vouchers as needed.
- 4) Make provision for expense vouchers/invoices for approval by the President as delineated in the approved state budget.
- 5) Present a brief financial report at State Convention.
- 6) Present a detailed financial report at the fall Executive Board meeting. CONSTITUTION, Article VI, Section C 9a (4)
- 7) Provide information for renewal of papers of incorporation from the New Mexico Secretary of State.
- 8) Submit an article for the NMSO statewide newsletter for the fall issue
- 9) Prepare for and attend a yearly audit of the books conducted by the Finance Committee. CONSTITUTION, Article VI, Section C 9a (6)
- 10) Invest funds under the direction of the Finance Committee. CONSTITUTION, Article VIII, Section B, 5b
- 11) Prior to November 15, the Treasurer shall file a yearly IRS- Report of NMSO financial status. CONSTITUTION, Article VI, Section C 9a (5).
- 12) Maintain an accurate and current membership roster. CONSTITUTION, Article VI, Section C. 9.a (9).

C) EDITOR

- 1) It is strongly recommended that the candidate will have served as chapter editor
- 2) Shall be responsible for publishing four issues of the NMSO statewide newsletter annually.
- 3) Select and edit submitted materials in collaboration with the Editorial Board.
- 4) Shall be responsible to mail/e-mail issues to NMSO members.

D) PARLIAMENTARIAN

- 1) It is strongly recommended that the candidate will have served as chapter Parliamentarian and/or have attended parliamentary workshops.
- 2) Serve as a non-voting ex-officio member of the Executive Board and state general membership meetings.
- 3) Prepare and present the official Rules of the Meeting for each Executive Board and General Session meeting.

SECTION 4. NEW MEXICO STATE ORGANIZATION 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 (2) 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 1st 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) Committee chairs will transfer all files and records to the new committee chairs prior to the end of their biennium.
- F) State committee ~~and their~~ chairmen are appointed by the State President, except for the Nominations and Finance Committees, ~~whose chairmen are appointed by the State President.~~ (Article X., Section 2 NMSO Bylaws)
- G) The State President is an ex-officio member of all committees, except the Nominations Committee.
- H) ~~Reports requested by International from particular committees shall be submitted by March 1st.~~
- I) Standing Committees
 - 1) Society Business
 - a) Finance Committee
 - (1) The President and Treasurer shall serve as ex- officio members.
 - (2) ~~Five~~ (*Four*) members are elected, one from each region; ~~three~~ (*two*) 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 NMSO Executive Board at the fall meeting. NMSO Bylaws Article IV, Section 2C.
 - (8) The committee proposes investment of NMSO 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 NMSO statewide newsletter for the fall issue.

c) Nominations Committee

(1) Committee Composition

- (a) ~~Five~~ (*four*) members, one from each region, shall be elected by written ballot.
- (b) To provide continuity, two members shall be elected one biennium and ~~three~~ (*two*) members shall be elected the following biennium.
- (c) No member shall serve for more than two (2) 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.

(3) Eligibility Requirements

(a) General:

- (i) 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.
- (ii) Members nominated for state offices, other than State President, should meet the following qualifications:
 - 1. Maintained active Delta Kappa Gamma membership for three consecutive years
 - 2. Served as an elected chapter officer for at least one biennium
 - 3. Served on a state committee
 - 4. Attended at least three of the following: state or international meetings: fall meeting, state convention, leadership seminar, International conference, International convention

(b) Additional qualifications for specific offices:

(i) Nominee for NMSO President:

- 1. Shall have met the General Eligibility Requirements
- 2. Shall have maintained active Society membership for at least five consecutive years
- 3. Shall have served as chapter president
- 4. Shall have served in at least one state-elected office

(ii) Nominees for 1st and 2nd Vice Presidents

- 1. Shall have met the General Eligibility Requirements
- 2. Shall have served as chapter president, state officer, or state committee chairman

(iii) Nominees for Recording and Corresponding Secretaries:

- 1. Shall have met the General Eligibility Requirements
- 2. Shall have served in any state appointed or elected position - office or committee

(4) Nomination process

- (a) The deadline for nominations applications will be January 6th of odd numbered years. Individual members, chapters, or coordinating councils may nominate.
- (b) 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.
- (c) 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.
- (d) The committee will meet in person, or electronically, to discuss all nominations and documentations submitted. Video/tele-conferencing or online platforms for electronic meetings should be utilized whenever possible.
- (e) 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 NMSO statewide newsletter, with their qualifications, and will also be placed on the website.
- (f) 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.
- (g) 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 NMSO statewide newsletter 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 NMSO 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 NMSO 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/Ignite 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 NMSO 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 derive revenue from sources other than NMSO 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 NMSO statewide newsletter and International Bulletin.
 - (5) Chairman will submit an article to the NMSO statewide newsletter.
 - (6) Mail the newsletter to members who provide self-addressed stamped envelopes, because they cannot retrieve the NMSO statewide newsletter electronically.
 - (7) Oversee the following subcommittees:
 - (h) Technology Committee
 - (i) Supports Society technology goals.
 - (ii) Investigates and surveys technological needs of NMSO.
 - (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 NMSO statewide newsletter.
- (vii) As a member of the Technology Committee, the Web Master
 - 1. Maintains the website.
 - 2. Encourages chapter website development.
 - 3. Facilitates payment of website fees.
- i) Public Relations/Red Chile Committee
 - (1) Members shall be responsible for promoting NMSO at International Conferences and International Conventions by acquiring and supplying materials, gifts, etc., for distribution by the State President and other members attending the meetings.
 - (2) Members will distribute information to chapters to encourage community awareness about Delta Kappa Gamma.
- j) Editorial Board
 - (1) Members will be appointed by the State Editor ~~to be approved by the President.~~
 - (2) The Editorial Board shall work in collaboration with the state Editor to select articles for publication in NMSO statewide newsletter.
 - (3) Articles published should chronicle projects, activities, honors, and provide information for members.
 - (4) Board will serve as initial proofreaders for each publication.
 - (5) President will be responsible for final proofreading before publication of NMSO statewide newsletter.
- k) Ritual/Ceremonies Committee
 - (1) The Rituals Committee shall be responsible for ceremonies and rituals at fall meeting and state convention.
 - (2) 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 NMSO statewide newsletter 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 NMSO statewide newsletter 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 NMSO members.
 - (4) The committee will collect donations (pass the basket) for the International Emergency Fund during the NMSO 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 NMSO statewide newsletter 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 NMSO including the biennial scrapbook.
 - (3) A NMSO 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 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 NMSO's 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. NMSO will attempt to maintain the highest possible karat count.
 - (2) The committee shall present Certificates of Merit at the state convention as delineated in NMSO 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) NMSO will purchase Educator Award accessories to be paid from the non-dues revenue account.
 - (4) The committee is in charge of selecting a member to receive NMSO's Theta State Achievement Award as delineated in NMSO Bylaws.
 - (5) The committee shall present Longevity Certificates to qualified members at the state convention as delineated in NMSO Bylaws.

- (6) Chairman will submit an article to NMSO statewide newsletter 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 **NMSO Scholarship** for NMSO 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 NMSO Scholarship as needed and shall advertise and promote the scholarship.
 - (3) The committee shall select the recipient(s) of the NMSO 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 NMSO statewide newsletter 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 NMSO members with 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.
 - e) Special Projects Committee will facilitate any special projects of NMSO, i.e. Literacy, ~~Ronald McDonald House.~~
 - (1) The purpose of this committee is to unify NMSO 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

Consult the following guidelines for expenditures. If the NMSO Procedures Manual does not address a question, consult the Finance Committee.

A) Dues and Fees

- 1) NMSO 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) Chapters shall retain \$0.80 of the \$1.00 contribution by each member for the scholarship fund if the chapter maintains a scholarship.

B) 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.
- 2) 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.
- 3) All invoices for NMSO 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.
- 4) NMSO 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.
- 5) 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.
- 6) Specific funds may receive budgeted allocations as needed. Request for funding must be submitted to the Finance Committee for approval by the Executive Board.

C) President's Expenses

- 1) NMSO 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.

D) 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.
 - a) ~~A maximum of \$250.00 shall be provided for the Immediate Past President to attend the Southwest Regional Conference held in the year immediately following her biennium. She shall represent NMSO along with the new State President. Allowed receipted expenses will be for registration and meals, mileage or public transportation and hotel accommodations. If she is unable to represent NMSO, the Executive Board will select a suitable representative (preferably another state past president, who maintains NMSO membership). The alternate will be allowed to utilize the budgeted allotment.~~
 - b) 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.

- c) 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.
 - d) The Finance Committee members shall be compensated for travel according to the Travel Allowance Schedule (Appendix F) for one budget planning meeting per annum.
 - e) The Nominations Committee shall be compensated for travel according to the Travel Allowance Schedule (Appendix F) for one meeting per biennium.
- 2) 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 NMSO, 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.
 - 3) The State Editor shall receive an honorarium of one thousand dollars (\$1,000.00) per year for work involved in publishing NMSO's statewide newsletter. 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 NMSO, 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.
 - 4) The State Webmaster will be provided an honorarium of five hundred dollars (\$500.00) per year for her work in maintaining the state web site.
 - 5) 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 NMSO, 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
 - 6) 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 NMSO, 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
 - 7) Honorariums and travel funding to International Conventions or Regional Conferences not being used by the designated personnel may be transferred for use by another NMSO member only by approval of the Executive Board.
- E) 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.
- F) 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. NMSO 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 NMSO 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 NMSO general membership. The committee will request permission from the Executive Board to raise funds for these additional training sessions.
- G) Accident insurance shall be provided for NMSO 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.
- H) NMSO 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.
- I) Any reimbursements received from International for state officers' participation at Regional and/or International will be given to the participant.
- J) 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).
- K) The report of the annual audit/review shall be submitted to the NMSO Executive Board at the fall meeting. NMSO Bylaws Article IV, Section 2C.
- L) A yearly IRS- Report (due by November 15th) of NMSO 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).
- M) NMSO 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) NMSO 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. NMSO BYLAWS Article XI, Section 1 A.

- 1) The percentage to be available for distribution from this fund shall be determined by the NMSO 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) NMSO 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) NMSO statewide newsletter - published quarterly by the editor.
- B) NMSO Bylaws – revised and published each biennium
- C) NMSO Standing Rules - published and revised as needed by the Bylaws Committee
- D) NMSO Procedures Manual – revised as needed
- E) Theta State History: VOL. 1, 1934-1962; VOL. 2, 1963-1984; VOL. 3, 1984-2010

SECTION 8. NMSO AWARDS

- A) New Mexico State Organization's Theta State Achievement Award
 - 1) The purpose of the Achievement Award is to recognize active members who have rendered outstanding service to NMSO 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 NMSO.
 - 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 NMSO 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 - 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 NMSO 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. NEW MEXICO STATE ORGANIZATION MEETINGS AND CONVENTION

A) General information

- 1) The purpose of the state meetings shall be to facilitate and inform members of Society business, conduct the business of NMSO, and to approve state projects.
- 2) Video/tele-conferencing or online platforms for electronic meetings should be utilized whenever possible.
- 3) Rules of Order for NMSO Meetings
 - a) Only Executive Board members may vote at Executive Board Meetings.
 - b) The NMSO Parliamentarian will inform the body of the entire rules of order for each meeting. NMSO BYLAWS, Article XII.
 - c) The State President plans and approves the overall program and activities of meetings: i.e., entertainment, workshops, speakers, etc.
 - d) The State President will proofread and approve all printed material from chairmen and/or steering committee by the designated deadlines.
- 4) Executive Board Meetings
 - a) NMSO shall hold two Executive Board meetings each year: one at **the fall Birthday Luncheon and one at spring state convention.**
 - b) 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 NMSO web site two weeks prior to the meetings.
 - c) NMSO fall Executive Board meeting and the Birthday Luncheon are hosted by the Central Coordinating Council and shall be held the first weekend in November.
 - d) Executive Board Meetings shall function in accordance with NMSO Bylaws ARTICLE VIII, Section 1, B (1-2), C (1-5).
- 5) General Session
 - a) NMSO shall hold one General Session meeting each year at the annual state convention.
 - b) Proposed candidates for elected offices and bylaws changes are to be e-mailed to all members of the Executive Board and posted on the NMSO web site two weeks prior to the General Session.
 - c) The General Session shall function in accordance with NMSO Bylaws ARTICLE VII, Section 1, B.
 - d) Voting
 - (1) Voting for the election of NMSO officers, Finance Committee, and Nominations Committee shall be by written ballot.
 - (2) Each NMSO 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
- 6) Convention
 - a) The time and location of the annual state convention shall be determined by the Executive Board.
 - b) The state convention focus shall be on the current Society business, Educational Excellence and NMSO business and projects.
 - c) Activities
 - (1) Chapter presidents are honored at the convention banquet in even numbered years.
 - (2) State officers are installed at the convention banquet in odd numbered years.
 - (3) The Membership Committee Chairman presents the Ceremony of Remembrance/ Celebration of Life (Necrology Service) at the convention.
 - d) Convention Finances
 - (1) The treasurer of the convention shall be a member of one of the hostess chapters.
 - (2) The registration fee is set by the Executive Board.
 - (3) Any member attending any part of the convention must pay the registration fee.
 - (4) Registration, meals, lodging for the International representative and NMSO President shall be paid from convention funds.
 - (5) 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 Treasurer.
 - (6) 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.
 - (7) The convention treasurer will open a bank checking account named “(year) NMSO Convention”. The convention treasurer and chairman (and a third signee, if the bank requires) will have signing privileges on the account.
 - (8) All convention business will be concluded by June 1 and the bank account will be closed by June 15.
 - (9) 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

A) NMSO Regions

- 1) Southwest: Epsilon, Kappa, Omega
- 2) Southeast: Lambda, Alpha Theta, Alpha Lambda
- 3) Central: Gamma, ~~Sigma~~, ~~Alpha Beta~~, Alpha Delta, Alpha Iota
- 4) Northwest: Upsilon, Psi, Alpha Epsilon
- ~~5) Northeast: Beta, Rho~~

B) NMSO Coordinating Councils

- 1) WEST - Upsilon, Psi, Alpha Epsilon
- ~~2) NORTH Beta~~
- 3) SOUTHEAST
 - a) South Central—Alpha Theta,
 - b) Southeast—Lambda, Alpha Lambda
- 4) SOUTHWEST
 - a) South--Kappa, Omega
 - b) Southwest-- Epsilon
- 5) CENTRAL - Gamma, Alpha Delta, Alpha Iota

APPENDIX C. NMSO 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

A) Nominating Committee Elections

Elected Region End of Term

2009-2013 SE, SW
2011-2015 NE, NW, C
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

B) Finance Committee Elections

Election year - End of Term Elected Region

2009- 2013 NE, C, SW
2011- 2015 NW, SE
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

- 2009 Ruidoso – SW
- 2010 Roswell - SE
- 2011 Farmington -NW
- 2012 Albuquerque –NE/C
- 2013 Hobbs - SE
- 2014 Deming/Silver City - SW
- 2015 Santa Fe/Los Alamos/State Officers - NE
- 2016 Grants/Gallup/Farmington - NW
- 2017 Albuquerque - C
- 2018 Las Cruces - SW
- 2019 Lea County/Hobbs - SE
- 2020 Gallup/Farmington/Grants - NW
- 2021 Roswell - SE
- 2022 Silver City - SW

APPENDIX F – TRAVEL ALLOWANCE SCHEDULE

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

**APPENDIX H. RECIPIENTS OF THETA
STATE ACHIEVEMENT AWARD**

RECIPIENT - CHAPTER YEAR

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