

# **DELTA KAPPA GAMMA**

**Félag kvenna í fræðslustörfum**

Iceland State Organization Bylaws

**Revised 2011**

## **ARTICLE I**

### **NAME**

The name of this state organization shall be Delta Kappa Gamma – Félag kvenna í fræðslustörfum, in English Iceland State of the Delta Kappa Gamma Society International. Each chapter shall be named by the state organization.

## **ARTICLE II**

### **Purposes and Mission Statement**

The purpose of the Iceland state organization and its chapters is to work in the spirit of the purposes promoted by the Delta Kappa Gamma Society International.

#### **Section A. Mission Statement**

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

#### **Section B. Purposes**

The Purposes of the Delta Kappa Gamma International shall be:

1. To unite women educators of the world in a genuine spiritual fellowship.
2. To honor women who have given or who evidence a potential for distinctive service in any field of education.
3. To advance the professional interest and position of women in education.
4. To initiate, endorse and support desirable legislation or other suitable endeavours in the interests of education and of women educators.
5. To endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to women from other countries.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform members of current economic, social, political and educational issues so that they may participate effectively in a world society.

## **ARTICLE III**

### **Membership**

#### **Section A. Membership**

Membership in the Delta Kappa Gamma Society shall be by invitation. Members initiated into the Society become members of chapters, state organizations and the international Society.

#### **Section B. Classification**

1. An active members shall be a woman who is employed as a professional educator at the time of her or has been retired from an educational position. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographical location. Reserve status shall be granted by majority vote of the chapter. A reserve member, so requesting, shall be restored to active membership.

3. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service. An honorary member shall be privileged to participate in all activities except that of holding office.

#### **Section C. Election**

1. Candidates for active membership shall be voted upon in a chapter meeting in a manner determined by the chapter.
2. Candidates for honorary membership shall be elected by the method established by the state executive board.

#### **Section D. Transfer**

A member in good standing may be transferred from one chapter in accordance with the rules set by the state organization. The International Headquarters shall be notified of the transfer.

#### **Section E. Termination of Membership**

Membership in the Society is terminated for non-payment of dues and fees, resignation or death.

#### **Section F. Reinstatement**

A former member shall be restored to membership by the chapter receiving the request.

## **ARTICLE IV**

### **Finances**

#### **Section A. Annual Dues**

All active and reserve members shall pay annual dues.

1. International dues shall be an amount recommended by the executive board of the Society and approved by the international convention.
2. State organization dues shall be an amount determined in accordance with state organization rules and approved at state organization convention.
3. Chapter dues shall be an amount proposed by the chapter board and approved by the biennial general meeting.

#### **Section B.**

An initiation fee is paid for new members at the time of initiation.

#### **Section C. Honorary Fee**

The State pays a lifetime fee for each honorary member at the time of initiation.

#### **Section D. Scholarship Fee**

A scholarship fee shall be paid annually by each active and reserve member.

#### **Section E. Payment of Dues and Fees.**

1. Annual dues and fees shall be paid no later than October 31 of each year. Members who have not paid by then shall be dropped.
2. A member initiated on or after July 1 and before April 1 shall pay initiation fee and other fees at the time of initiation. The state and international fees and dues shall be sent to the

state organization treasurer.

3. A members initiated on or after April 1 and before July 1 shall pay only initiation fee at the time of initiation. The state and international portions of the fee shall be sent to the state organization treasurer. Dues and scholarship fees for the ensuing year shall be paid no later than October 31.

#### **Section F. Other Fees**

Fees, other than those mentioned in the above sections, can only be charged by chapters.

#### **Section G. Other Income**

The state organization may accept gifts and bequests in accordance with the approval of the state board.

#### **Section H. Funds**

##### **1. The Available Fund**

The available fund at state and chapter level requires a budget.

##### **2. The Permanent Fund**

- a) The state organization shall maintain a permanent fund.
- b) 25% of the annual initiation and annual dues shall be set aside until the the total of the current assets is not less than 30% of the annual income. At that time the executive board may reduce or discontinue further allocations.
- c) Investment income (interests, dividends, bond discounts) from the permanent fund may be allocated to the available fund by vote of the executive board.

##### **3. The Scholarship Fund**

The state organization scholarship fund shall be derived from 80% of the scholarship fee from each member (cf. Article 4, D). The rest, 20%, goes to the international fund. The executive board administers the fund and may add to it from such other sources as it may determine. Grants from this fund are designated for state organization members.

A chapter voting to maintain a scholarship fund shall retain 60% of the scholarship fee collected from its members. The state organization receives 40%. The chapter may add to its fund from other sources. See pertinent section in the state handbook.

##### **4. Fiscal Year and Financial Accounting**

1. The fiscal year of the state organization shall be July 1- June 30 inclusive.
2. The budget for the state organization available fund shall be presented to and approved by the state and executive board.
3. The budget for the chapter available fund shall be presented to and approved by the chapter board.
4. The state organization president shall approve of all expenditure.
5. The financial records of state and chapters shall be audited annually.
6. Officers of the state organization may be reimbursed for costs ensuing from participation in Society events.

## **ARTICLE V** **Organization**

## **Section A. State Organization**

The Icelandic state organization covers the whole country and is divided into chapters. The state organization and its chapters shall have bylaws and rules that are consistent with DKG Constitution and Standing Rules.

## **Section B. Chapter Organization**

1. The state board shall organize new chapters according to state organization rules. No chapter shall have fewer than 12 members. The Society shall grant the charter.
2. Charter members shall be those who become members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter.

# **ARTICLE VI**

## **Officers and Related Personnel**

### **Section A. Officers of state organization and chapters**

#### **1. State Organization Officers**

State organization officers shall be president, first vice-president, second vice-president, a secretary and a member-at-large, all elected at state convention. A treasurer is selected by the executive board. An optional executive director may be selected by the state board.

#### **2. Chapter Officers**

Chapter officers shall be president, vice-president, a secretary and a member-at-large, all elected at a biennial general meeting. A treasurer is selected by the chapter board.

### **Section B. Duties**

#### **State Organization**

##### **1. President**

The president of the state organization presides at regular meetings and the meetings of the executive board. She is a member of the International Executive Board and represents the state at meetings, conferences and other events. The president appoints a parliamentarian and committees from the membership and fills by appointment all vacancies in office in consultation with the state board. She directs the activities of the organization and supervises the implementation of executive board decisions. She approves payment, expenses and publications. The president serves ex officio, with vote, on all committees except nominations.

##### **2. Vice-presidents**

- a. The first vice-president shall serve as president in the absence of the president and perform such other duties as the president or the executive board shall assign to her.
- b. The second vice-president shall serve as president in the absence of both president and first vice-president. She shall perform such other duties as the president or the executive board shall assign to her.

##### **3. Secretary**

The secretary shall keep minutes of each meeting of the organization and the executive board as well as minutes of state conventions. She shall carry on such correspondence as may be delegated to her by the president.

4. **Treasurer**

The treasurer shall receive and pay out all moneys, keep an accurate account of receipts and expenditures, ensure best interests and present a report at state and executive board meetings. The treasurer shall submit for audit the accounts of the organization and present them at a general meeting. She serves on the executive board as an ex officio member, without vote, if under remunerative contract for her services. She shall follow appropriate procedures to ensure the safety and proper handling of state moneys.

6. **Parliamentarian**

The parliamentarian acts as advisor to the officers, the bylaws committee and the members of her organization in matters pertaining to interpretation of the Constitution. She serves as an ex officio member, without vote, on the state board and the executive board. She is appointed by the president.

### **Chapters**

1. **President**

The president of the chapter shall act as presiding officer at regular meetings. She is a member of the state executive board and represents the chapter at meetings, conferences and other events. The president appoints committees from the membership and fills by appointment all vacancies in office. She directs the activities of the chapter with the board and supervises the implementation of board decisions. She approves expenses and supervises finances.

2. **Vice-president**

The vice-president shall serve as president in the absence of the president and perform such other duties as the president or the board assign to her.

3. **Secretary**

The secretary shall keep minutes of each chapter board meeting as well as minutes of chapter meetings. She shall carry on such correspondence as may be delegated to her by the president.

5. **Treasurer**

The treasurer shall receive and pay out all moneys, keep an accurate account of receipts and expenditures, ensure best interests and present a report to the chapter board. The treasurer shall submit audited accounts at the biennial general meeting. She shall follow appropriate procedures to ensure the safety and proper handling of chapter moneys.

### **Section C. Election and Terms of Office**

1. **State Organization**

- a. Officers, except the treasurer, shall be elected by the state organization convention in odd-numbered years.
- b. Election shall be in accordance with state organization rules.
- c. The term of each elected officer shall be two years or until a successor is named. No officer, except the treasurer, may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following their election.
- d. The treasurer shall be selected by the executive board.

2. **Chapter**

- a. The chapter officers, except the treasurer, shall be elected in even-numbered

- years by majority of votes.
- b. The term of each elected officer shall be two years or until a successor is named. No officer, except the treasurer, may serve in the same office longer than two terms in succession.
  - c. The treasurer shall be selected by the chapter board each biennium.

## **ARTICLE VII**

### **Executive Board**

#### **Section A. State Organization**

1. The state organization executive board consists of the state board, the immediate past state president and the chapter presidents. The treasurer and parliamentarian shall be ex officio members without vote.
2. **Duties of the Executive Board**  
The state organization executive board shall
  - a. recommend policies and procedures for consideration by the state organization convention or the chapters,
  - b. examine, modify if necessary and adopt the state organization budget,
  - c. select a treasurer and other personnel as may be needed,
  - d. determine dates and sites of state organization convention,
  - e. act in the interim between conventions upon matters requiring immediate decision,
3. **Meetings of the Executive Board**
  - a. Meetings of the executive board shall be held at least once a year. The president may call a meeting at other times.
  - b. Chapter presidents who are unable to attend their executive board meeting may appoint an official representative who shall have full privileges of participation.
  - c. A quorum shall be a majority of the voting members of the board.
4. The state organizations may have an executive committee composed of the elected officers to act for the executive board between meetings.
5. The business of the executive board may be transacted by mail, electronic communications or telephone in the event of emergency.

## **ARTICLE VIII**

### **Committees**

#### **Section A. Committee Structure**

1. The standing committees of state and chapters shall perform their duties in accordance with the Constitution and Standing Rules of the Society.
2. The state organization and chapters may establish ad hoc committees.
3. Reports on the work of the standing committees shall be prepared on forms supplied by International Headquarters and submitted to the person designated on the forms.

4. In case a speedy decision has to be made, matters can be dealt with by mail, electronic communications or telephone as long as all committee members are informed. Such decisions shall be recorded. A majority vote is required.

### **Section B. Standing Committees**

The standing committees of the Iceland State shall be:

- a. Bylaws Committee
- b. Membership and Expansion Committee
- c. Education Committee
- d. Scholarship Committee
- e. Communications and Publication Committee
- f. Nominations Committee

### **Section C. Ad hoc committees**

Committees may be established to take on special tasks.

### **Section D. Committee Responsibilities**

The role, responsibility and duties of the standing committees are specified in the state rules and the state handbook.

## **ARTICLE IX** Areas of Activity

### **Section A. Conventions and Meetings**

#### **1. State organization**

- a. The state organization shall hold a state convention in the odd-numbered years, the date and site to be determined by the executive board. State organization conventions in the even-numbered years shall be held if the executive board requires so.
- b. A quorum shall be a majority of the members who have registered at the convention.
- c. Any member attending may make motions, enter discussions and vote.

#### **2. Chapter meetings**

Regular meetings of chapters shall be held at least four times per year.

## **ARTICLE X** Amendments

### **Section A. Proposals for amendment**

1. Proposals for amendment or revision of the bylaws shall be considered whenever the Constitution of the Society is revised.
2. Proposals for amendments of bylaws and state rules shall be sent to the bylaws committee not later than 90 days before the state convention. After considering the proposals the committee submits them to the state organization not later than 60 days before the state convention.

3. The state convention votes on proposed amendments and 2/3 of the votes of registered members is required
4. Proposals for amending the Constitution can be submitted by the state organization, any member, committee, board or chapter. Proposals are sent to the bylaws committee where they are reviewed. The recommended proposals are then sent to the state organization board for approval before they are submitted to the international Constitution Committee.

## **ARTICLE XI**

### Dissolution

#### **A. Dissolution of State Organization**

The dissolution of the state organization shall be in accordance with Icelandic law and the international handbook.

#### **B. Dissolution of chapters**

Before a chapter is dissolved, the approval of the state organization and executive board must be obtained. If a member in a dissolved chapter wishes to remain a DKG member, she shall be secured membership in another chapter. Chapter funds shall be sent to the state organization treasurer and deposited in the available fund. Chapter paraphernalia shall be retained by the state organization. The charter must be returned to the state organization to be forwarded to International Headquarters.

## **ARTICLE XIII**

### Standing rules to the Icelandic Bylaws

The state organization shall prepare standing rules for operational procedures which must not contradict the Constitution nor other valid rules of the Society.