

# **OFFICIAL MANUAL**

**POLICIES AND PROCEDURES**

**OF**

**TEXAS STATE ORGANIZATION**

**OF**

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

**1984**

**Updated 1-2011 for posting online**

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## PREFACE

This book of policies and procedures of the Texas State Organization of The Delta Kappa Gamma Society International has been completely revised and is presented here as a second edition of the one-volume publication. These guidelines are for those leaders who are elected or appointed to serve the Texas State Organization. The guidelines have been established to help give direction for the continuation of the policies and procedures of the Texas State Organization.

The CONSTITUTION (International), the STANDING RULES (International), the BYLAWS (State), the HANDBOOK (International), and CEREMONIES\* (International) are basic to the work of all officers and committees. These Texas guidelines are supplements and are subject to revision as the need arises.

A 1950's recommendation that Alpha State policies and procedures be compiled into an easily accessible publication brought about what was known in the 1960's as the PRESIDENT'S BOOK. A need for each officer, committee chairman, and area director to have her own copy of state policies and procedures dictated a recommendation in 1969 for a documented compilation of policies and procedures enacted during the life of the Texas State Organization.

The research which underlies this revised edition was begun during the 1969-1971 biennium; therefore, the 1984 edition of the OFFICIAL MANUAL represents twelve years of refinement.

1969 - 1975	Research resulting in separate bound volumes of policies for each officer and each committee
1975 - 1979	Further research resulting in one bound volume called POLICIES AND PROCEDURES MANUAL, later changed to OFFICIAL MANUAL
1979 - 1984	Trial period of use and criticism resulting in a revision contained herein

The 1979 publication has been revised to remove all statements no longer pertinent to the organization and operation of the Society and to restate verbatim motions as simply and affirmatively as possible. All Executive board and convention action since 1979 has been added to bring the OFFICIAL MANUAL up to date.

The Official Manual is not a governing documents but a manual of policies and procedures. 1-2011

\*Rituals, revised 1982, may also be used. Purpose 4 should read, "To initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators." Purpose 7 should read, "To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society."

**GOVERNING DOCUMENTS**

2010 INTERNATIONAL CONSTITUTION

2010 INTERNATIONAL STANDING RULES

TEXAS STATE ORGANIZATION BYLAWS  
(Latest Edition posted on Alpha State Web site)

## LEGAL STATUS

1. The legal name of the corporation is Texas State Organization of The Delta Kappa Gamma Society International.
2. The charter number is 0890400-1.
3. The original 50-year charter, dated April 17, 1941, was amended on July 24, 1981, for perpetual existence, amending resolution adopted by Executive Board on June 12, 1981.
4. The official registered office of the corporation is the Headquarters of the Texas State Organization.
5. The registered agent is the State Executive Secretary/Treasurer
6. The original charter, on file in the Office of Secretary of State, Texas in Austin, Texas, was signed by Annie Webb Blanton, Cora M. Martin, and Clara M. Parker. The Certificate of Amendment is part of the file.

## STATE HEADQUARTERS

### HISTORY

When the Society was formed, Dr. Blanton served as the Organizing Secretary, a title she chose for her position. The programs for the State Conventions in 1936, 1937, and 1938 list her as the State Executive Secretary, however. The stationery made for the state lists her as the State Organizing and Executive Secretary. This dual title may have been her way of moving to the title of Executive Secretary.

1929-30

1930-31	Organizing Secretary	Dr. Annie Webb Blanton	2610 Whitis, Austin
1931-36	Organizing Secretary	Dr. Annie Webb Blanton	1909 Cliff St., Austin
1936-38	Executive Secretary	Dr. Annie Webb Blanton	1909 Cliff St., Austin
1938-41	Executive Secretary	Dr. Eula Lee Carter	704 West 2nd., Ft. Worth
1941-50	Executive Secretary	Dr. Eula Lee Carter	2919 Haltom Rd., Ft. Worth
1950-78	Executive Secretary	Miss Phyllis Ellis	2919 Haltom Rd., Ft. Worth
1978-82	Executive Secretary/Treasurer	Miss Virginia Grove	2403 31st St., Snyder
1982-84	Executive Secretary/Treasurer	Mrs. Evelyn Laney	Guinn Hall, TWU, Denton
1984-86	Interim Executive Secretary/Treasurer	Mrs. Dorothy Hefner	Guinn Hall, TWU, Denton
1986-88	Executive Secretary/Treasurer	Mrs. Lou Ayers	Guinn Hall, TWU, Denton
1988-98	Executive Secretary/Treasurer	Mrs. Ruth Hull	Guinn Hall, TWU, Denton
1998-2005	Executive Secretary/Treasurer	Ms. Nelda Gossett Landrum	Guinn Hall, TWU, Denton
2005-2006	Executive Secretary/Treasurer	Mrs. Nelda Landrum	2514 Grasmere St., Garland
2006-2008	Executive Secretary/Treasurer	Mrs. Nelda Landrum	6220 Campbell Road, Suite 204, Dallas
2008-	Executive Secretary/Treasurer	Ms. Betty Vines	6220 Campbell Road, Suite 204, Dallas

## FOUNDERS

The Texas State Organization and the National Delta Kappa Gamma Society came into being on May 11, 1929. All officers served both organizations concurrently until 1930.

Both the Texas State Organization and the International Society share the same Founders, all not deceased, who were the following:

Dr. Annie Webb Blanton\*  
Miss Mamie Sue Bastian  
Miss Ruby Cole  
Miss Mabel Grizzard  
Dr. Anna Hiss  
Miss Ray King  
Miss Sue King  
Dr. Helen Koch  
Dr. Cora M. Martin  
Mrs. Lalla M. Odom  
Miss Ruby Terrill (Mrs. John A. Lomax)  
Miss Lela Lee Williams

Upon the recommendation of the Founders at the 1949 convention in Houston, Texas, Dr. Eula Lee Carter and Dr. Clara Mae Parker were elected State Honorary Founders.

\*Dr. Blanton's name is always listed first as she was the organizer.



**STATE AND INTERNATIONAL DEADLINES**

July 1 - June 30

July 15	Chapter Treasurer's Form 15 Annual Report
September 1	State Treasurer's Form 16 Annual Report
October 15 (odd)	Nominations for elected International personnel
October 31	Payment of dues and fees
November 1	Members dropped for non-payment of dues and fees
November 10	Chapter Treasurer's Form 18 Dues and Fees
November 15	Form 990 Information Return to Internal Revenue Service as instructed by International Executive Coordinator
November 15	Golden Gift Fund Applications (Leadership/Management Seminars, international educational meetings, short-term study grants)
December 15	Chapter yearbooks sent to State Chairman, President and Executive Secretary/Treasurer
January 1 (odd)	Nominations for elected state personnel
February 1	Nominations for State Achievement Award
February 1	Nominations for State Honorary Members
February 1	Applications for International scholarships
February 1	Chapter Annual Reports (President, Necrology) to State Counterparts Chapter Biennial Reports (all other committees in even-numbered years) to State Counterparts
March 1	Applications for State Scholarships
March 1	Nominations for International Achievement Award
March 1	Necrology reports to International Membership Chairman for inclusion in International convention memorial booklet
March 1	State annual reports (President, Necrology) to International counterparts
April 1	Chapter contributions to State Executive Secretary/Treasurer for all funds.
June 15 (even)	Recommendations for appointments to International committees sent to International Headquarters
June 30 (even)	Names and addresses of new chapter officers sent to International Headquarters

**STATE PERSONNEL**

Alpha State defines state personnel as follows:

- State Officers
- State Parliamentarian and Editor/Photographer
- Committee Chairmen
- Area Coordinators
- Past Presidents

For the purpose of the OFFICIAL MANUAL, state personnel have been grouped as elected, appointed, employed.

**Elected Personnel**

	INTERNATIONAL CONSTITUTION	INTERNATIONAL STANDING RULES	TEXAS STATE BYLAWS
President	Article VI A-2, C-1, D-2	6.0	Article VI A-1, E-1
First Vice President	Article VI A-2, D-2, E-2	6.0	Article VI A-1, E-1
Second Vice President	Article VI A-2, C-2-b	6.0	Article VI A-1, E-2
Recording Secretary	Article VI A-2, C-7, D-2	6.0	Article VI A-7, E-2
Corresponding Secretary	Article VI A-2, C-7, D-2	6.01	Article VI A-1, E-2
Executive Secretary/Treasurer (see Employed Personnel)			

**Appointed Personnel**

Parliamentarian	Article VI C-10-a	6.01	Article VI B-2, E-2
Area Coordinators			Article V C

**Employed Personnel**

Executive Sec/Treasurer	Article VI D-2	6.0	Article VI A-2
Editor/Photographer of LONE STAR NEWS			Article VI B-1
Webmaster			
Executive Assistant			

## ELECTED PERSONNEL

### STATE PRESIDENT

#### DUTIES

The State President is responsible for implementing The Delta Kappa Gamma Society International program of work within her state organization.

#### 1. Appointment

- a. Appoint the following: Parliamentarian, committee chairmen (except Expansion and Finance), committee members (except Eula Lee Carter Memorial and Nominations), and area coordinators.

Note: See policies on

1. Committees
    - a. Eula Lee Carter Memorial
    - b. Expansion
    - c. Finance
    - d. Nominations
  2. Area Coordinators
- b. Appoint as committee chairman only a member who has completed a biennium as chapter president. Committee chairmen shall have served as chapter president, attended numerous state conventions and demonstrated leadership in Alpha State.
  - c. Serve as ex officio member on All State Committees except Nominations.

#### 2. Communications

- a. Be responsible for compiling and mailing annual kits, including a copy of all recommendations passed at the last state convention.
- b. Secure for the Editor of LONE STAR NEWS all state convention recommendations from state personnel to be published in a spring issue.
- c. Arrange for annual convention reports, giving instructions for (1) deadline, (2) correct form for (3) content, and (4) number of signed copies.
- d. Order and mail Christmas cards in the name of the Texas State Organization of The Delta Kappa Gamma Society International.
- e. Keep mailing list of chapter presidents current, with notification to the State Executive Secretary/Treasurer.
- f. Send communication periodically to chapter presidents, State officers, other State personnel, and past State Presidents.
- g. Write a letter of greeting to each new chapter at the time of its installation. Even though the State President will probably be present to give her greeting, such a letter becomes an important item in the chapter history.
- h. In the event of the death of a current state officer or a past state president, the state president shall instruct the treasurer to send a \$50.00 memorial gift to an appropriate state fund. Should a member of the above group lose a member of the immediate family (husband, child, parent), the state president shall instruct the treasurer to send an appropriate memorial not to exceed \$25.

## 3. Visitation

Visit as many chapters as possible during the biennium, observing the following practices:

- a. If feasible, attend meetings of multiple chapters. Insofar as possible, visit chapters not included in State President's visitation for two preceding bienniums.
- b. When assistance is necessary, visit an individual chapter.
- c. Plan no visitation during period of State area workshops.
- d. Visit state convention site once at State expense; a second visit in connection with a multiple chapter visitation may be made to plan with convention personnel.

## 4. State Conventions (see State President's Notebook)

- a. Plan two state conventions during the biennium.
- b. Appoint the local arrangements chairman for the state conventions of her biennium only.
- c. Determine, with the Executive Secretary/Treasurer, the acceptability of the available accommodations at sites proposed for the conventions; negotiate and sign, with the State Executive Secretary/Treasurer, the corresponding contract(s).
- d. Recommendations for action at the state convention must be published in a spring issue of the LONE STAR NEWS.
- e. Write an annual report with recommendations to be presented at the state convention and included in the convention kit.
- f. Give to all officers, committee chairmen, and area coordinators instructions for correct form and required content of reports for state convention.
- g. Write, or delegate someone to write, post-convention correspondence.
- h. Edit first draft of convention minutes and of resume of minutes.
- i. See that the committee for Certification of Convention Minutes reviews the minutes. After review and approval, have each member initial two copies for binding.

Note: This committee consists of the President, the Executive Secretary/Treasurer, the Recording Secretary, and the Parliamentarian.

- j. Arrange for all State personnel to transfer files to their successors at a designated time, preferably during the state convention.

- k. The financial report of the State Convention shall be filed by the Convention Treasurer within six months of the closing date of the convention.
5. Other Meetings
- a. Participate in the State Area Workshops insofar as possible.
  - b. Plan and preside at any Delta Kappa Gamma function in connection with a state professional meeting.
  - c. Represent Alpha State, Texas, at the Southwest Regional Conference and the International Convention.
  - d. Arrange for Alpha State, Texas, representation at educational meetings upon invitation.
  - e. Arrange time and place for
    - (1) annual meeting of the Executive Committee
    - (2) biennial meeting of the Past Presidents' Advisory Council
6. Other Duties
- a. Provide the Editor of the LONE STAR NEWS with a picture and personal information for publicity purposes.
  - b. Request that an adequate supply of official stationery be ordered for the distribution to State personnel, preferably at the Planning Meeting.
  - c. Approve expense statements promptly and send to the State Executive Secretary/Treasurer for payment.
  - d. Co-sign checks promptly and mail either to payees or to State Executive Secretary/Treasurer.
  - e. Have silver plate in the gavel box properly engraved.
  - f. Determine annually inventory of State Achievement Awards.
  - g. Provide report blanks for all state chairmen without international counterparts.
  - h. Dissolution of a Chapter
    - 1. When a chapter votes to dissolve, minutes with the action shall be sent immediately to the Alpha State President.
    - 2. The State President shall recommend to the State Executive Board the dissolution of the chapter.
      - (a) A chapter is not dissolved until the State Executive Board approves the dissolution.
      - (b) The dissolved chapter shall send to State Headquarters in Dallas:
        - (1) Chapter charter
        - (2) Book with initiate signatures
        - (3) All chapter minutes
        - (4) All chapter money
        - (5) All financial records
        - (6) All chapter yearbooks
        - (7) All paraphernalia for ceremonies
        - (8) Society publications
    - 3. The State President shall facilitate the transfer of membership for those in a dissolving chapter.
      - (a) The State President shall assist the chapter president of the dissolving chapter with the transfer of members to other chapters. Transfer forms may be collected as a group by the current chapter president and sent to International Headquarters in Austin.

(b) The State President shall contact the chapter president(s) in the area to advise them of the dissolution, so that the chapter president(s) may invite the members of the dissolved chapter to visit their chapter(s).

7. Duties as Immediate Past President

- a. Serve as chairman of Expansion Committee.
- b. Serve as chairman of committee to purchase and present State gift to outgoing State President.
- c. Attend Southwest Regional Conference and participate in procession of state presidents.
- d. Transfer State President's files immediately after July 1 in odd-numbered years.
- e. Prepare an autobiographical sketch to add to the history of the Alpha State Past Presidents.

**Convention Responsibilities**

1. Preside during convention sessions or share this responsibility with other State officers.
2. See that names of chapters not represented are recorded in the convention minutes.
3. Delegate responsibility for seeing that the gavel is at each business session and at final dinner.
4. Keep business sessions on time.
5. Appoint a timekeeper for business sessions, early enough to include name in convention program booklet.
6. Secure directives from Alpha State, Texas, on major issues to be voted on at the International Convention (even numbered years).
7. The state president shall appoint a committee to certify the minutes of the State Convention. The minutes shall be certified by the committee before they are presented to the State Executive Board for approval at the succeeding convention.

**CHAPTER VISITATION**

1. Budget advances are set up annually for chapter visitation to be made by the State President and the State Executive Secretary/Treasurer.
2. Because of the number of chapters in the Texas State Organization, the State President is urged to plan her visitation to include several chapters in one meeting. However, if a single chapter is in real need of help, the State President or someone designated by her should visit the chapter.
3. If an engagement is to celebrate a chapter anniversary or is a strictly social function, the chapter shall defray the expenses of the State President.
4. The State President should accept no invitations for visitation during the time set for State workshops.

**STATE AREA WORKSHOPS**

1. Assist with State Area Workshops.
2. Send a note of greeting to the Area Coordinator at least one week before the workshop date. Where the greeting is to be given in person, a note, of course, is not necessary.

**OTHER PROFESSIONAL MEETINGS**

1. Accept or delegate invitations to attend meetings of professional organizations whose purposes are in accord with those of Delta Kappa Gamma.

2. Accept or delegate invitations to represent Delta Kappa Gamma at presidential inaugurations. Such invitations may be received directly by Alpha State or they may be received through the International Executive Director. If attendance must be delegated, select someone who will have academic regalia, or can secure academic regalia, and can march in the processional as a representative of a learned society.

### **SOUTHWEST REGIONAL CONFERENCE**

1. Participate in the Leadership Development sessions for incoming state presidents and new executive secretaries.
2. Accompany the Immediate Past President in the presidents' presentation. Formal attire is customary.
3. Work with the Immediate Past President and the Executive Secretary/Treasurer when planning a Texas party.
  - a. State pays for the party.
  - b. Invitations appropriate for the occasion should be sent to the following:
    - International officers and committee chairmen in the Region
    - International Headquarters Staff.
    - Past International Presidents in the Region
    - Past Southwest Regional Directors
    - State Presidents and Executive Secretaries of the Region
    - Other special guests attending the Regional Conference
  - c. Texas members may be invited by word of mouth.
  - d. Enlist Texas members to assist with details such as hotel space, refreshments, centerpiece, napkins, guest book, and hostess duties.

### **INTERNATIONAL CONVENTION**

1. During the State convention, secure advice from the State convention body on major issues to come before the International Convention.
2. Cast Alpha State's vote in Executive Board meetings.
3. If a roll call vote is called for in the general sessions, the International Executive Coordinator will specify the number of votes to be cast by Texas on the ratio of one vote for each five active and reserve members in Texas as of June 30. The voting strength of each state organization is usually on one of the last pages of the convention report booklet.
4. Cast Alpha State's vote for International nominees.
5. Participate in the processional of state presidents. Formal attire is customary.
6. Encourage some State plan for transportation to the International convention such as chartered bus, group airline fares.



7. Encourage Alpha State members to identify themselves by some distinctive, approved identification.
8. Immediately after election of International personnel and appointment of International parliamentarian, send list of new Administrative Board members to all State personnel.

**CUSTOMS**

1. Encourage Alpha State members to wear a Texas identification at Southwest Regional Conferences and International Conventions. (The profit from the sale of such identification is usually added to State scholarship funds.)
2. Request that funds be budgeted for gifts for Southwest Regional Director and International President at the end of their biennium in even-numbered years.
3. Request that funds be budgeted for a Texas function at the Southwest Regional Conference and at the International Convention.
4. When the International President is a member of Alpha State, request that funds be budgeted for the International President's pin. The pin is ordered by the International Executive Director from J. O. Pollack Company. The pin may be presented at an Alpha State function after the International President has completed the first year of her biennium.

**OFFICERS (continued)**

Officers serve as a support team for the president, with each member serving in any capacity as requested by the president: at State Planning Meeting, on State Committees, at State Conventions, and at other State and International meetings. Officers are usually present to assist with Area Workshops.

Officers should be familiar with the duties of the offices they hold. It should not be necessary for the president to remind the officers of their stated duties. Each officer should be aware of the possibility of future leadership, thereby using the opportunities afforded to grow in leadership knowledge of the Society.

Each officer should send the Editor of the LONE STAR NEWS a recent picture suitable for publication and a personal information sheet.

In addition to other duties, each officer should prepare and present annual reports at the two State Conventions held during the biennium.

**FIRST VICE-PRESIDENT**

1. CONSTITUTION -- Article VI A-2, D-2, E-2
2. State Bylaws -- Article VI A-1, E-1
3. Perform any other duties as assigned by the president.

**SECOND VICE-PRESIDENT**

1. CONSTITUTION -- Article VI A-2, C-2-b
2. State Bylaws -- Article VI A-1, E-2
3. Perform any other duties as assigned by the president.

**RECORDING SECRETARY**

1. Take full minutes (all action taken) at
  - a. Leadership Orientation for State Personnel
  - b. State Convention
    - (1) Executive Board Meeting
    - (2) General Sessions
2. Prepare a brief summary of other State convention program activities:
  - a. Leadership Development for Chapter Presidents
  - b. Planning for Area Workshops with Area Coordinators
  - c. Convention city night
  - d. Birthday Luncheon
  - e. Presidents' and/or Founders' Dinner
  - f. Receptions
  - g. Memorial Service
  - h. All special workshop, clinics, etc.
  - i. Installation of officers (alternate years)

3. Write a resume of State Convention minutes for inclusion in convention packets at next convention:
  - a. Unless otherwise instructed, include only State Executive Board meetings and General Sessions in the resume.
  - b. Do not include names of persons making or seconding motions in the resume.
  - c. Include names of Achievement Award recipients.
  
4. Take careful notes, on occasion reinforced by tape recordings, observing the following principles:
  - a. Be accurate and factual, avoiding “secretarial license”
  - b. Use the legal name of the State organization as indicated in the Charter of Articles of Incorporation -- “Texas State Organization.”
  - c. Be consistent in capitalization of officers’ titles and in correct form.
  - d. Identify person from International Administrative Board as “Official International Representative.” (She is representing the International Organization and not the International President.)
  - e. When mentioning any material to be bound at the end of the minutes, say “Appended to Minutes.”
  - f. Be careful to identify chapter as well as the individual (i.e., “Eula Lee Carter, Delta.”)
  - g. Prepare rough copies of minutes for State President and State Executive Secretary/Treasurer as soon as possible following the meetings.
  - h. Have rough draft checked by the Committee to Certify Convention Minutes (those who were serving at the time the minutes were written):
    - (1) State President
    - (2) Executive Secretary/Treasurer
    - (3) Parliamentarian
    - (4) Recording Secretary
  - i. Prepare for permanent binding three copies of full minutes and three copies of all reports, programs, etc. This material will be delivered to the State Executive Secretary/Treasurer.
  - j. Use format consistent with minutes of previous conventions.
  
5. All minutes needed for binding must be completed and submitted within six months of the conclusion of the biennium.

#### **CORRESPONDING SECRETARY**

1. Assist with plans for the Texas Reception at southwest regional conferences.
2. Assist with plans for the Bluebonnet Breakfast at international conventions.
3. Address and mail president’s Christmas cards.
4. Assist president with the fall kit.
5. Assist president with the presidential mail-outs.
6. Assist president with the reports for the state convention.
7. Travel with the president when necessary.
8. Perform any other task as assigned by the president.

#### **EXECUTIVE SECRETARY/TREASURER (see Employed Personnel)**

## APPOINTED PERSONNEL

### PARLIAMENTARIAN:

1. Serve on the Committee to Certify Convention Minutes with the State President, the State Executive Secretary/Treasurer, and the State Recording Secretary.
2. Have CONSTITUTION, STANDING RULES, STATE BYLAWS, ROBERT'S RULES OF ORDER NEWLY REVISED (current edition), and other parliamentary aids available for quick reference at all meetings as needed.

### AREA COORDINATORS:

#### State Convention Action

- 1963 Four members who have had experience working at state level shall be appointed by the state president to assist with routine affairs of the state organization and to serve for one biennium. These four leaders shall be designated as Area Directors, their function and duties to be determined by the state president.
- 1969 The number of Area Directors shall be increased to a maximum of ten, with the most equitable division of geographic area and number of chapters assigned to each, giving special attention to new chapters.
- 1977 The name of Area Directors shall be changed to that of Area Coordinators.
- 1982 Area workshops shall be continued for even-numbered years for the purpose of training new chapter personnel. Area conferences shall be eliminated.
- 1983 Area X shall be divided into two areas, and the 16th Area Coordinator as voted in 1977 shall be appointed.
- 1991 Area XVII shall be formed, and the 17th Area Coordinator shall be appointed as the result of the convention vote.
- 1997 Area XVIII shall be formed, and the 18th Area Coordinator shall be appointed as the result of convention vote.
- 1998 When any Area of the state reaches thirty (30) chapters the area shall be divided and an additional Area Coordinator shall be appointed for the new area. The division shall be recommended by the area involved upon consultation with the Alpha State President and be presented for approval at the next annual state convention.

#### General Stipulations

1. Area coordinators shall be appointed by the state president each biennium.
2. No coordinator should serve more than two bienniums.
3. Each area coordinator shall be assigned to work with a definite number of chapters in the state and shall be allowed a visit each year, if needed.
4. A stipulated fund recommended by the State Finance Committee and administered by the state president for the use of area coordinators shall be approved by the State Executive Board each biennium.

5. Area Coordinators are to serve as liaison representatives between the state president and chapter presidents with only delegated jurisdiction and authority in the area assigned to them.
6. Area coordinators are to extend the reach of the state president, yet not take precedence over the state officers and state committee chairmen.

### **Qualifications**

1. An area coordinator should have completed a biennium as a chapter president.
2. An area coordinator should, whenever possible, have served on the state level as an officer, state chairman, or in some other comparable position of responsibility in the state.
3. An area coordinator should have a thorough knowledge of the work of the Society on all levels -- international, state, and chapter.

### **Guidelines**

1. Work closely with chapter presidents and local committees in planning area workshops.
2. Work closely with the Expansion Committee in surveying areas and counseling with local chapters regarding organizational problems.
3. Assist with the expansion of chapters within the area.
4. Be on the alert for chapters in the area that are having problems and inform the state president so that she may be aware of those chapters needing help.
5. Assist new chapters in planning orientation programs.
6. Where needed, counsel with chapters regarding information sent out by state officers and chairmen so that the suggestions and information may be utilized.
7. Secure from the chapters in the area any worthwhile and important news items, assimilate this information and forward it to the Editor of the LONE STAR NEWS.
8. Be prepared to accept invitations for chapter visitation.
9. Be alert for potential state leaders and convey this information in writing to the state president.

## **GUIDELINES FOR AREA COORDINATORS CONCERNING WORKSHOPS**

The Area Workshop is an opportunity for the distribution of resource materials which communicate suggestions to chapters, reinforce information from the state and international levels, and facilitate planning for the biennium.

### **FINANCES AND AREA WORKSHOPS**

1. Area workshops should be self - supporting. The Area Coordinators should turn in a detailed expense report, with receipts, to the state president one month after the area workshop.
2. Budget of the Area Workshop is to be determined by the Area Coordinator and the hostess chapter president. The registration fee is determined from the anticipated expense and estimated attendance.
3. The optional luncheon should be self - supporting and cannot be a money - making project for the hostess chapter. Any deficit incurred for the luncheon will not be paid by Alpha State, Texas.
4. After all workshop expenses are paid, any remaining balance must be sent to the State Executive Secretary/Treasurer.

### **RESOURCE PERSONNEL AND AREA WORKSHOPS**

1. Area Coordinators are encouraged to use Resource Personnel within their area. If the Resource Personnel are not available in an area, the Area Coordinator may secure needed personnel outside the said area.
2. Resource Personnel are to be reimbursed for travel expenses if the Area Workshop is not one to which their chapter has been assigned. Their travel expenses should be covered from workshop income.
3. Resource Personnel attending the Area Workshop to which their chapter has been assigned should not file for travel expense reimbursement.
4. Resource Personnel should be reimbursed from workshop income for duplication of materials and other workshop expenses.

**EMPLOYED PERSONNEL****EXECUTIVE SECRETARY/TREASURER  
Job Description**

The position of Executive Secretary/Treasurer of Alpha State, Texas, is a full-time position with the following duties to be performed in the official State Headquarters:

<b>Constitution:</b>	Finances	Article IV
	Officers	Article VI
	Boards	Article VII
	Committees	Article VIII
<b>Standing Rules:</b>	3, 4, 10	
<b>Handbook 2004:</b>	Finances, pages 27-32	
	Organization, pages 33-42	
	Officers and Related Personnel—pages 43-54	
	Boards, pages 61-64	
	Committees – pages 65-87	
	Areas of Activity, pages 89-104	
	Funds, pages 107-111	
<b>State Bylaws:</b>	Articles IV, VI, VIII	
<b>Official Manual:</b>	See Finance, III-A-5-1 -- III-A-5-5	

**GUIDELINES (DUTIES/RESPONSIBILITIES):**

Additional duties/responsibilities of the Executive Secretary/Treasurer as recommended by the State Personnel Committees (1982, 1988, 2001)

1. Serve as the registered agent of the Texas State Organization of The Delta Kappa Gamma Society International and file all required reports with the Texas Secretary of State.
2. Execute, with the State President, all legal documents pertaining to the Texas State Organization.
3. Serve as consultant to chapter treasurers and all chapters on membership questions. Maintain confidentiality of all membership records.
4. Answer promptly all correspondence concerning the finances and other pertinent business of the state organization.
5. Serve as ex officio member, without vote, on the International and State Executive Boards and as a of the State Executive Committee, Finance, Expansion, Scholarships, and Constitution/Bylaws.



6. Determine, with the state President, the acceptability of available accommodations at sites proposed for future conventions, negotiate and sign, with the president, the corresponding contract(s). Provide continuity for convention planning.
7. Assume responsibility for the key to and the contents of the safe deposit box of the Texas State Organization. (The State President must be given a duplicate key.)
8. Place the written account of newly chartered chapters, as prepared by the State Expansion Chairman, in the chapter files at State Headquarters.
9. Maintain the OFFICIAL MANUAL by updating pages after convention and making necessary editorial changes with the approval of the Executive Committee.
10. Be responsible for State paraphernalia as directed by the State Executive Board. Take to the Convention the following paraphernalia, if necessary:
  - Banner
  - Brass as requested
  - Guest book
  - Delta Kappa Gamma Flag State
  - Achievement award pins as requested.
  - Golden rose award pins as requested
  - Any other paraphernalia requested
11. Maintain lists of:
  - State honorary members
  - Achievement award recipients
  - Past State officers
  - Committee chairmen
  - Area directors/coordinators
  - Chapter and area territories
12. Be responsible for the preparation and distribution of any printed matter pertaining to Society business including but not limited to the Official Manual, State Personnel, Scholarship applications and brochures, Leadership Seminar applications, Scholarships Honors Program, Leadership Recognition Program, Convention Programs, Leadership Development for Chapter Presidents materials, and Leadership Orientation of State Personnel materials.
13. Inventory achievement award, golden rose and leadership pins annually and notify the State Finance Committee if funds should be proposed in the budget for additional purchases.
14. Be responsible for service warranties' dates and maintenance of office equipment.
15. Receive items and maintain an inventory of materials to be placed in the Alpha State Archives.
  1. Be responsible for assembling and binding:
    - a. 3 copies of State Committee and Convention minutes.
    - b. 2 copies of *LONE STAR NEWS*
    - c. 2 copies of *DELTA KAPPA GAMMA NEWS*
    - d. 1 copy of *THE BULLETIN*
16. Be responsible for maintaining office technology and for making recommendations for changes in technology required to carry on the business of the state organization.

17. Receive all moneys and acknowledge the receipt. Send courtesy acknowledgments of gifts made to the special funds of the State organization.
18. Maintain separate bank accounts of all State-level funds: Available, Permanent, Scholarship with its foundations, Eula Lee Carter Memorial Fund and Leadership Seminar Fund. Keep financial records of the all funds and maintain permanent files of the financial records.
19. Pay all bills approved by the State President in accordance with the budget adopted by the State Board and make payments from all funds in accordance with adopted policy (provisions in the CONSTITUTION. STANDING RULES, State Executive Board decisions).
20. Reconcile bank statements monthly.
21. Use the STEF-18 Program to check the accuracy of Form 18 reports against the computerized membership list and assist the chapters in making any necessary adjustments. Prepare Form 20 and remit to International. Update membership records.
22. Prepare monthly financial reports for the State President, Finance Committee Chairman, and/or auditor, special financial reports, and present to the Texas State Convention a report on the financial status of the organization.
23. Conduct special research on finances and other organization matters when requested by the State President.
24. Manage investments of the Texas State Organization in accordance with Finance Guidelines.
25. Submit the financial records of the state organization for audit and provide appropriate materials as requested by the auditors.
26. Supervise payroll activities of the Alpha State Organization and prepare quarterly and annual payroll reports and sales tax reports
27. Evaluate with the State Finance Committee periodically the insurance coverage to keep protection current with value of assets and possible liability. Furnish information required for fidelity bond for the Texas State Organization.
28. Consult with an approved financial advisor and Internal Revenue official when there is a need.
29. Maintain files of the following reports:
  - a. Form 15 Annual Reports of Chapter Treasurers
  - b. Form 16 Annual Report of State Treasurer
  - c. State government annual sales tax reports.
  - d. Form 990 Internal Revenue reports.
  - e. State and federal government tax reports.
  - f. Other files as required.
30. Supervise office assistant and work on Society Business the days/hours as stipulated in contract.
31. Oversee the maintenance and use of the Alpha State Headquarters Building.
32. Perform any other duties pertaining to the office of the State Executive Secretary/Treasurer, as assigned by the State President.

**EDITOR/PHOTOGRAPHER OF *LONE STAR NEWS***

## Job Description

(See Operations Manual or Contact State Personnel Committee Chairman for current Job Description.)

**State Convention Action**

- 1971 That Texas adopt the practice of announcing the slate of state officers through the *Lone Star News* at least four weeks in advance of the election of officers.
- That the editor of the *Lone Star News* be included on the Communications Committee.
- 1974 That the expenses of the state president, the executive secretary/treasurer, and the editor of the *Lone Star News* be paid to the international convention and the Southwest Regional Conference.

**Guidelines**

## Responsibilities:

1. Publication and distribution of the four issues of the *Lone Star News* each year.
  - a. Renew contracts with printer and mailer; secure necessary permit(s) from post office for membership, complete expense reports on each for services rendered.
  - b. Check mailing list each quarter, correcting addresses not corrected by the international organization's mailing service. Receive and pay fee for each newspaper not properly addressed.
  - c. Receive, compile, write and process articles for use in each issue; copyread and proofread same; newspaper mock-up; write and correct headlines; crop and proportion halftones.
  - d. Submit draft copy of newspaper to state president for critique and review 7 days prior to actual publication date.
  - e. Mail newspapers to all Alpha State, Texas members. Mail two (2) copies of the newspaper to current Texas state president and two (2) copies of the newspaper to state executive secretary/treasurer. Mail newspapers to all state presidents and state editors and International administrative personnel
  - f. Seek input from the state president concerning news items and photos to be printed and deadlines to be observed.
2. State Conventions
  - a. Take pictures, tape record and write notes of activities, speeches and events for use in the *Lone Star News* as directed by the state president.
  - b. Be responsible for expenditures involved in print development.
  - c. Report on year's activities as editor, making both oral and written reports to the convention.
  - d. Assist with workshops if requested to do so.
  - e. Place convention pictures on-line for members to download.
  - f. Assist in any manner, as requested by the state president.
3. Southwest Regional Conference and International Convention
  - a. Take pictures, tape record and write notes of speeches, business and events for use in the *Lone Star News* as directed by the state president.
  - b. Assist with workshops when requested to do so.

4. Area Workshops
  - a. Assist in any manner, as requested by the Area Coordinator.
  - b. Expenses incurred will be the responsibility of the Area, with the exception being when attending the Editor/Photographer's own Area Workshop.
  
5. Other State Responsibilities
  - a. Serve as a member of the Communications Committee and the Executive Committee.
  - b. Attend Chapter Chartering when requested.
  - c. Record and maintain files of all financial transactions for audit purposes.
  - d. Prepare letter for the annual Chapter President's Kit to motivate and inspire chapters to:
    - publish a chapter newsletter that will include noteworthy chapter and membership events; and
    - submit articles to area news media
  - e. Send news articles and pictures of noteworthy events in Texas to the *International News* editor.
  - f. Maintain and keep in good repair all state equipment as authorized by the Executive Board.
  - g. Assist in any manner, as requested by the state president.

### Information about the *Lone Star News*

The *Lone Star News* is primarily a vehicle for dispensing pertinent information regarding the Texas State Organization to its members. The remaining space is used to publicize activities and projects of members and chapters. The editor seeks the following types of information from chapters:

- \*Chapter news of projects, achievements and activities
- \*News of members--honors, achievements, publications, elected offices
- \*Society purposes or support of Society programs
- \*Unusual Chapter programs

(NOTE: Because appropriate recognition is given at convention time, the state newspaper as a general rule does not report on deaths of members, chapter anniversaries or Five Star chapter newsletters. **ALSO**, vacation travelogues are not included.)

Each issue of the *Lone Star News* includes a message from the state president, the state executive secretary/treasurer, and at times, various state committee chairmen. There is also pertinent information with pictures, if possible, about the chartering of new chapters.

The editor follows this outline for the other news included in each of the quarterly issues:

- FALL: News and pictures of area workshops; summaries and pictures of state convention and regional conference or international convention; recognition and pictures of State Achievement Award winners.
- WINTER: Recognition and picture of scholarship recipients; reminder of scholarship deadlines; review of area workshops.
- SPRING: Biography and picture of each state nominee; convention information: registration/reservation forms, calendar of events, theme, news/pictures of convention chairmen, news about tours and music.
- SUMMER: Recommendations by state officers and committees; additional convention information workshops; picture and vita of international representative to state convention; announcements outlining Texas activities at International meeting, i.e. Bluebonnet Breakfast, Texas reception; special features of committee requests.

**ALPHA STATE (TEXAS)**  
**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**  
**EMPLOYMENT CONTRACT**  
(See Operations Manual or Contact State Personnel Committee Chairman)

II-C-3

**ABSENCES, WORK HOURS, LEAVES**  
(See Operations Manual or Contact State Personnel Committee Chairman)

II-C-4

**ALPHA STATE, TEXAS, WEBMASTER  
Job Description**

**(See Operations Manual or Contact State Personnel Chairman for current Job Description.)**

The Alpha State Webmaster shall work closely with the State President and the State Executive Secretary/Treasurer.

**Responsibilities:**

1. Maintain and update Website as needed in consultation with the state president.
2. Follow The Delta Kappa Gamma Society International guidelines for State Websites.
3. Follow the guidelines established for the Alpha State, Texas, Website.
4. Update website information in a timely manner, in consultation, with the State Executive Secretary/Treasurer and with the approval of the State President.
5. Work with the State Technology Committee to implement new ideas and improvements to the website.
6. Liaise with International Headquarters to rent web/space and/or to link to website.
7. Submit website for Seal of Approval to the International Communications Committee annually.
8. Keep a secure back up of website.
9. Maintain list of permission forms signed by members for publication of details and photos on the website.
10. Provide information, assistance and technical support, in conjunction with the Technology Committee, for chapters setting up websites.
11. Maintain a technology inventory, as appropriate, and seek approval of any proposed purchases from Technology Committee and Finance Committee.

**Information concerning Website:**

The Alpha State, Texas, Website is a vehicle to disseminate information.

- \*Society Purposes
- \*Mission Statement
- \*Officers, Committee Chairmen and Area Coordinators with email addresses
- \*Deadlines
- \*Special Events/Informational Items
- \*Convention News

**EXECUTIVE ASSISTANT**

Job Description

(See Operations Manual or Contact the Executive Secretary/Treasurer for Job Description, Duties and Responsibilities.)

The position of Executive Assistant for the Texas State Organization of The Delta Kappa Gamma Society International is a part time position in the Alpha State Headquarters to assist the Executive Secretary/Treasurer.

## COMMITTEES

Committees are the motivating force toward accomplishment of stated goals. Committees are set up on a coordinated basis, providing for continuous activity with definite goals but enough flexibility to permit unlimited activities and projects to meet local needs.

Because international and chapter committees are elected or appointed in even - numbered years and state committees are elected or appointed in odd - numbered years, there should always be a continuity of communication. During the interim when international chairmen are working to organize their committees and formulate plans, the state chairmen should assume responsibility for helping to orient the new chapter committees.

The HANDBOOK, current edition, has a section on "Committees." There, the structure of international Delta Kappa Gamma committees is listed and explained; and state organization responsibilities, including general and specific state responsibilities, are outlined and discussed.

Other duties of state chairmen:

1. Prepare a letter for inclusion in the state president's annual kit and observe the deadlines as set by her. Include information to help chapter chairmen serve effectively.
2. Present a workshop, if requested, at the State Convention or an Area Workshop. Utilize the members of the committee.
3. Keep a file of correspondence received from the counterpart International Chairman which will be given to the succeeding chairman.
4. Receive and tabulate biennial reports from the corresponding chapter chairmen. Use these reports to make the report for presentation to the State President and the International Chairman of the corresponding committee.



## COMMITTEES

**CONSTITUTION:** Article VIII, Section A

**HANDBOOK:** Section on "Committees", especially those parts which describe state organization responsibilities.

	CONSTITUTION	STANDING RULES	STATE BYLAWS
<b>SOCIETY BUSINESS</b>	<b>VIII, Section B (see note on C-20)</b>		<b>IX</b>
Archives			
Ceremonies			
Minutes			
Constitution/Bylaws	B - 1, 2	8.022	
Expansion	B - 4	8.040	
Finance	B - 5	8.050	
Headquarters			
Leadership Development	B - 6	8.060	
Leadership Orientation			
Membership	B - 7	8.070	
Necrology	B - 7	8.080	
Nominations	B - 8		
Personnel			
<b>PROGRAM OF WORK</b>	<b>VIII, Section C (see note on C-23)</b>		<b>IX</b>
Program	C	8.000	
Legislation	C	8.000	
Music	C	8.000	
Personal Growth/Services	C	8.000	
Professional Affairs	C	8.000	
Research	C	8.000	
Yearbook			
<b>EDUCATIONAL SERVICES</b>	<b>VIII</b>	<b>13</b>	
Achievement Award			X - D
Eula Lee Carter			X - C - 3
Communications			
Scholarships			X - A
World Fellowships			
Leadership Seminar			IX - A - 1 - c

**SOCIETY BUSINESS**

Society business committees are those committees assigned tasks related to the functioning of the Society.

1. Archives
2. Ceremonies
3. Constitution and Bylaws
4. Expansion
5. Finance
6. Headquarters
7. Leadership Development -- Chapter Presidents
8. Leadership Orientation -- State Personnel
9. Membership
10. Necrology
11. Nominations
12. Personnel

## **ARCHIVES**

The Archives Committee was made a standing committee in 1988.

The Archives Committee approves the Delta Kappa Gamma memorabilia that will be housed in the State Historical Collection of the History of Texas Women at the Mary Evelyn Blagg Huey Library on the campus of Texas Woman's University, Denton.

Members shall live in close proximity to Mary Evelyn Blagg Library, Texas Woman's University, Denton, Texas.

## CEREMONIES

### Traditional Duties

1. The chairman is responsible for keeping a file of scripts and ideas for special ceremonies.
  - a. Receives scripts for ceremonies submitted by various chapters.
  - b. Makes additional copies of scripts as need arises.
  - c. When requested, assists chapter chairmen and chapter presidents in planning ceremonies, rituals, special programs, and/or materials for special ceremonies.
  - d. When requested, sends appropriate materials from the State files for Birthday, Founders' Day, and Necrology ceremonies.
  - e. Informs new chapters about Delta Kappa Gamma ceremonies.
  - f. Emphasizes the importance of dignity and beauty and the value of appropriate music in State and Chapter ceremonies.
2. The chairman handles any special assignment requested by the State President; i.e. Birthday Ceremony at Birthday Luncheon, Tribute to the Founders at the convention.
3. The chairman writes the convention local arrangements chairman and the State Executive Secretary/Treasurer for properties needed in State convention ceremonies.

## CONSTITUTION AND BYLAWS

### GUIDELINES

1. Each chapter is encouraged to maintain a Constitution Committee to carry out the following responsibilities:
  - a. Keep members alert to and informed about the provisions of the CONSTITUTION and aware of their obligations to abide by these provisions.
  - b. Submit proposals for any desired Constitutional change following the method for submitting proposals. (CONSTITUTION, Article XVI)
  - c. Determine any changes that seem necessary for the better functioning of the Society, especially at the chapter level, and convey these suggestions to the State Chairman.
2. Every chapter should purchase a CONSTITUTION and a HANDBOOK for each officer.
3. The State Constitution Committee shall keep members informed of changes in the CONSTITUTION after International conventions at which changes are made.
4. The State Constitution Committee shall review at the State convention proposed amendments to the CONSTITUTION as published in the Delta Kappa Gamma NEWS prior to the International convention at which changes are to be made.
5. The State Chairman shall prepare brief information items on the CONSTITUTION for publication in the LONE STAR NEWS.
6. Chapters shall submit Chapter Rules to the Alpha State, Texas, Constitution and Bylaws Committee.
7. The State Constitution and Bylaws committee shall receive and may initiate proposals for amendment of the OFFICIAL MANUAL in keeping with Article XIII, Section B of the Bylaws.

## EXPANSION

### State Convention Action

Alpha State cooperates with the plan of the National Organization in devising plans for dividing large chapters and keeping the size of the chapters to a number conducive to more effective work within the group. (1955)

All previous recommendations that have been adopted and have become guidelines in past years shall continue in effect; namely,

Chapters above 70 in membership

Multiple-county chapters divided geographically as soon as possible

Large metropolitan areas sponsoring new chapters within their boundaries

Any chapter or coordinating council reaching a decision to expand or sponsor a new chapter must contact the state Expansion Committee Chairman and, through her and the State President, obtain permission from the State Executive board. (1994)

Area (Directors) Coordinators shall be charged with the responsibility of orienting, or arranging for the orientation of, the new chapters in their respective areas. (1970)

### Guidelines

#### 1. Composition of the Committee

Chairman -- Immediate Past President

State President

Executive Secretary/Treasurer

Area Coordinator

#### 2. Responsibilities of the State Chairman in organizing a new chapter in Alpha State:

a. Working with the State President, obtain State Executive Board permission to form the chapter. (1994)

b. With the sponsoring chapter (s) and in consultation with the State President decide on a definite date and place for the organization of the chapter.

c. Order from International Headquarters the chapter charter, stating the name of the chapter, following the Greek alphabet sequence.

d. List on Form 1 (Official Order Blank) all other supplies needed, specifying the Kit of Supplies for New Chapters. Order the CONSTITUTION for new chapter initiations. Send check in payment as requested on the Order Blank.

e. Obtain from the sponsoring chapter (s) the names and addresses of the initiates and other members who will become charter members of the new chapter. Send the formal invitations to prospective charter members.

Include information concerning date, place, and time of initiation; date, time, and place of orientation to be conducted by the sponsoring chapter (s); and also the deadline for acceptance or rejection of the invitation to become a charter member. Specify attire. (The initiates should have been approved by the sponsoring chapter (s)).

- f. As the replies are received by the Expansion Chairman, inform the chapter (s) from time to time of those who accept and those who decline. After the deadline has passed, list all charter members in alphabetical order (with addresses and zip codes). Prepare an introductory paragraph, giving the name of the organizer (s), the sponsoring chapter (s), with the name of the respective presidents, and the local Expansion Chairman. Include place and date of organization, the chapter territory by counties, names of State personnel assisting, and whether a tea or reception was held in honor of the charter members and by whom. The State President, the State Editor/Photographer, the International Executive Coordinator, and all members of the State Expansion Committee need copies, as well as members of the new chapter and of the sponsoring chapter (s).
- g. State personnel conduct the initiation and installation of the chapter. Local officers and the State President and State Expansion Chairman may conduct the installation of the officers. Prepare and mark CEREMONIES for all participants.
- h. Line (very lightly in pencil) the charter for the number of charter members to be included; prepare bound Official Initiates Register being sure to specify the chapter territory. Prepare membership certificates and key permits for initiates only. Take enough small candles and candle-holders for them. Take initiation case and supplies for the new chapter, including a CONSTITUTION for each new member.
- i. Invite nearby State personnel. The local chapters may invite chapter presidents or members of other nearby chapters if they wish; but since they will be hosting the reception or tea, it is their privilege to have few guests or many.
- j. The expenses of the members of the expansion committee (chairman, state president, and state executive secretary/treasurer) and the area coordinator shall be paid from their respective budgets.
- k. Ask the president (s) of the sponsoring chapter (s) to appoint a nominating committee of members from the new chapter. They will report at the time of the installation of the new chapter and not at the orientation meeting. It is difficult for the new people to realize that until the chapter has been installed, it does not exist.
- l. At the orientation meeting, prospective initiates fill out the initiate cards (yellow) and pay their dues and fees.
- m. The Area Coordinators are to be responsible for the continued orientation of the members of the new chapter. Remind the Area Coordinator that it is her responsibility to see that the sponsoring chapter (s) help the new chapter to learn about Delta Kappa Gamma.

- n. The form entitled, Organization of a New Texas Delta Kappa Gamma Chapter, is sent by the State Chairman to the hostess chapter (s). Blanks marked "State" are filled in by the State Expansion Chairman; blanks marked "Local" are filled in by the hostess chapter (s); and the sheet is returned to the State Expansion Chairman. (See page III - A - 4 - 4 for the form.)
  - o. The State Organization pays for one dozen roses to be bought and arranged in an official brass bowl. The local committee needs to arrange for a five foot table and to prepare the room for the meeting.
3. Suggested procedure for individual chapter expansion:
- a. If there is a coordinating council, it should be very much involved in any expansion effort.
  - b. The Area Coordinator should officially be involved in each step of the process.
  - c. The procedures outlined in the newest edition of the HANDBOOK should be followed.
  - d. If and when an Expansion Committee is appointed within a chapter, the committee should formulate survey questions in cooperation with the State Expansion Chairman for each member of the chapter to complete.
  - e. Upon return of the survey, the Chapter Expansion Committee should meet with the officers of the Coordinating Council to review the results of the survey. From this group, recommendations need to be compiled to present the entire Coordinating Council and the chapter for consideration.
  - f. At the next chapter meeting, the recommendation should be presented, discussed, and voted upon by the entire membership present.
  - g. The results of this voting should be forwarded to the State Expansion Chairman for her recommendation as to the advisability of expansion, the appropriate time, etc.
4. The committee may also serve as a resource for a chapter in need of assistance/revitalization.



**ORGANIZATION OF A NEW TEXAS DELTA KAPPA GAMMA CHAPTER**

Installation of the \_\_\_\_\_ Chapter of \_\_\_\_\_, Texas  
 (Territory)

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

**PROGRAM**

1. Music for entrance of Charter Members \_\_\_\_\_  
 (Local)
2. Entrance of members led by \_\_\_\_\_ and \_\_\_\_\_  
 (State) (Local)  
 \_\_\_\_\_  
 (Coordinator of Council; Chapter President of Sponsoring Chapter)
3. The lighting of the candles \_\_\_\_\_  
 (State)
4. Invocation \_\_\_\_\_  
 (Local)
5. Introduction of State Personnel \_\_\_\_\_  
 (State)
6. Presentation of Initiates \_\_\_\_\_  
 (Local chairman)
7. Initiation Ceremony -- State Chairman presiding, assisted by State Personnel and Chapter Presidents in the area.
8. Signing of the Constitution \_\_\_\_\_  
 (State)
9. Signing of the Charter \_\_\_\_\_  
 (State)  
 (SOFT MUSIC IN THE BACKGROUND)
10. Presentation of the Chapter to the State for installation \_\_\_\_\_  
 (Local)
11. Installation and naming of the Chapter \_\_\_\_\_  
 (State Chairman)
12. Reading of the Charter \_\_\_\_\_  
 (State)  
 (Also read letters from State and International President)
13. Brief rest -- Music in the background --
14. Call to order of the new chapter \_\_\_\_\_  
 (State Chairman)
15. Report of the Nominations Committee \_\_\_\_\_  
 (Local -- New Chapter)
16. Election of Officers \_\_\_\_\_  
 (State Chairman)
17. Installation of Officers \_\_\_\_\_  
 (State Chairman, State Personnel)
18. The Delta Kappa Gamma Song -- by All Members
19. Adjournment of Chapter meeting by State Chairman (Fellowship follows)

## FINANCE

### The State Finance Committee

1. The State Finance Committee shall consist of six members, two of whom shall be ex officio: the Alpha State President and the Alpha State Executive Secretary/Treasurer. (1971)
2. The terms of the members shall be four years with terms of two members expiring at the end of every biennium. (1986)
3. Elected members of the Finance Committee shall be experienced Society treasurers and/or have general knowledge of standard bookkeeping and business and financial practices.
4. The State Nominations Committee shall submit to the convention body in odd-numbered years the names of two members to serve on the State Finance Committee. (1986)
5. The Chairman of the Finance Committee for each following biennium shall be elected from the two continuing members, the election to take place during the last regular meeting in a given biennium. (1986)
6. Duties of the State Finance Committee shall be the following: (1971)
  - a. Prepare the budget and present it for modification and adoption by the Alpha State Executive Board.
  - b. Recommend expenditures form the Permanent Fund for approval by the Alpha State Executive Board.
  - c. Supervise the investment of all Alpha State funds.
  - d. Ascertain that there is an annual audit of the State Treasurer's records by a Certified Public Accountant.
  - e. Recommend the amount of bond for the State Treasurer, the amount being suggested by the Auditor.
  - f. Recommend policy for payment of expenses, including design of the expense statement.
  - g. Recommend salary levels for Alpha State Personnel under employment contracts.
  - h. Recommend any other policy which pertains to use of the Available and Permanent Funds.

### Guidelines for the Finance Committee

1. The Chairman of the Finance Committee, in addition to answering questions, shall do the following:
  - a. Arrange a convenient date for the Committee to meet, usually between February and April.

- c. Ask State Personnel to indicate whether the budget has been sufficient for needs in the past and whether there will be additional needs for the future.
  - d. Request the State President and the State Executive Secretary/Treasurer to prepare a list of recommendations for the budget and to bring a copy of the recommendations for every member of the Finance Committee to the meeting of the Committee.
  - e. Send to members of Finance Committee information about previous expenditures and possible anticipated income for study before the meeting of the Committee.
  - f. Remind the Executive Secretary/Treasurer to select a name of a Certified Public Accountant to serve as auditor for the next year.
2. The Committee, in meeting, shall consider the amount of money available, previous expenditures, and future needs of the Society to prepare a budget for the biennium or shall make adjustments in mid-biennium. The Committee shall prepare recommendations to be presented to the Executive Board meeting at the next Alpha State Convention.
  3. The file of the State Finance Chairman shall contain the following:
    - a. Minutes of the Finance Committee meetings.
    - b. Copies of budgets and reports given at Alpha State Conventions.
    - c. Statement of expenditures submitted by State President and State Executive Secretary/Treasurer.
    - d. Monthly financial reports from the State Executive Secretary/Treasurer.
    - e. Communications from the International Executive Coordinator for the two preceding bienniums to the present.
    - f. Communications from the Alpha State President for the two preceding bienniums to the present.
    - g. Compilation of reports from chapter Finance Committee chairmen.
    - h. One copy of auditor's report for each year.

#### **Bonding, Insurance, Rent and Maintenance**

1. Alpha State shall pay for blanket bonding from Available Fund for the following:
  - a. State Executive Secretary/Treasurer
  - b. Alpha State President
  - c. Immediate Past State President
  - d. Chapter presidents and treasurers
  - e. Alpha State Convention Treasurer (1979)

2. The office of the State Executive Secretary/Treasurer and the Alpha State President shall be bonded for \$200,000 per year. (1971) (2000)
3. Insurance shall be carried on Alpha State property. (1978)
4. Alpha State shall authorize funds from the Permanent Fund for cleaning and replacing of property owned by the organization. (1949)

#### **EXPENSES ALLOWED BY ALPHA STATE, TEXAS**

1.
  - a. The Alpha State President shall be reimbursed for expenses, not to exceed \$5,000.00 per year. (2000)
  - b. The Alpha State Executive Secretary/Treasurer shall be reimbursed for expenses, not to exceed \$2,000.00 per year. (2000)
2.
  - a. The following State Personnel shall be allotted an amount not to exceed \$250.00 each per year for expenses of visiting chapters and conducting official business with prior approval by the Alpha State President: First Vice President, Second Vice - President, Recording Secretary, Corresponding Secretary, Parliamentarian, and Immediate Past State President. (1994) (2003)
  - b. That \$250.00 each be allotted for expenses for Alpha State First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Parliamentarian, Membership Chairman, and Program of Work Chairman for attendance at Southwest Regional Conferences. (2003)
  - c. That \$250.00 each be allotted for expenses for Alpha State First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Parliamentarian for attendance at International Conventions. (2003)
  - d. Expenses allowed for the International Conventions and the Southwest Regional Conferences shall be the following:
    - (1) Transportation to the place of meeting and return;
    - (2) Hotel room for the nights included in the meeting calendar,
    - (3) Meals scheduled during the meeting, and
    - (4) Registration fees.
3. Alpha State shall pay the following:
  - a. All expenses of the State President, the Executive Secretary/Treasurer, and the Editor of the LONE STAR NEWS and also one - half the expenses of the Immediate Past president to each of the following:
    - (1) International Convention (1974 and 1977)
    - (2) Southwest Regional Conference (1974)
    - (3) Alpha State Convention (1974)
  - b. Three - fourths expenses of other officers, the parliamentarian, the state committee chairmen, and the area coordinators; also, one - half the expenses of each past state president to the Alpha State Convention.
4.
  - a. Expenses allowed for annual Alpha State, Texas, Conventions shall be the following:
    - (1) Transportation to the place of meeting and return,
    - (2) Hotel room for the nights included in the meeting calendar,
    - (3) Meals scheduled during the meeting, and
    - (4) Registration fees. (1992) (2004)
  - b. Auto mileage shall be paid at a rate recommended by the Finance committee and approved by the Executive Board.
  - c. Maximum allowed for hotel shall be one-half rate of a double room. (1983)
  - d. Transportation by automobile to out-of-state meetings shall not exceed the cost of round-trip economy flight.

5. In state travel shall be reimbursed at the lesser amount of the cost of economy air flight or automobile mileage.
6. Expenses allowed those whose official duty is to participate in meetings other than the Alpha State Conventions shall be the following: Transportation to the place of meeting and return, hotel room for one night, and three meals, official duty being defined as one assigned or approved by the State President. (1975)
7. The State Parliamentarian shall be allowed the expenses of a state officer. (1969)
8. The state convention pianist shall be allowed the expenses of a state committee chairman. (1988)
9. Each Area Coordinator shall direct a workshop in her area in even-numbered years, funds for which shall be budgeted. (1978)
10. The Past State Presidents shall be an advisory entity with the title of President's Advisory Council; expenses for one meeting per biennium shall be budgeted. The time and place for the meeting within the biennium shall be set by the Alpha State President. (1969)
11. Each incoming chapter president or a representative who attends the Leadership Development Conference at the Alpha State Convention shall be allocated \$50.00. (1978) (1991)
12. In an exceptional case, additional expenses may be approved by the Alpha State President. (1975)
13. Alpha State's nominee for State President shall have a budgeted allowance to cover expenses of securing state personnel for the next biennium.
14. Alpha State shall pay expenses, exclusive of transportation, for the State President to participate in the Seminar for Purposeful Living prior to International Conventions if she would like to attend.

### **CONTRACTS AND SALARIES**

Salaries for employed state personnel shall be suggested by the State Finance Committee, upon recommendation from the State Personnel Committee.

### **OTHER POLICIES**

1. Alpha State Executive Board shall adopt a two-year budget at the beginning of each biennium and if necessary, amend the budget at mid-biennium.

2. Beginning with the 1985 convention, a processing fee in the amount of one-half of the registration fee shall be retained when convention refunds are made. (1984)
3. Any monies in excess of expenses from state meetings shall be returned to the State Executive Secretary/Treasurer for deposit to the Available Fund. (1975)
4. Alpha State President and State Executive Secretary/Treasurer shall be authorized to reinvest any bonds and certificates of deposit at a higher rate of interest as they mature. (1980)
5. The State Executive Secretary/Treasurer shall send checks to scholarship recipients either upon proof of registration or upon proof of plans for independent study and/or research. (1975)
6. The DOCTORAL scholarship stipends shall be \$5000 each (1986) (1994) (1998) (2001) and the GRADUATE EDUCATION scholarships shall be \$1500, \$1000, and \$500 each (1994). An ADULT EDUCATION stipend of \$500 is possible for qualifying members. (1994) (1998) (2001) (2002) A MINI GRANT stipend of \$500 is possible for qualifying members. (2000) (2001) (2003) An EDUCATIONAL TRAVEL SCHOLARSHIP of \$1,000 is possible for qualifying members. (2004) (See #4 on III-C-4-4)
7. Three hundred dollars shall be included in the budget for the Gift for the State President (1976) (1993), and the Immediate Past State President shall be the chairman of the committee to purchase the gift. (1961)
8. Alpha State shall print and sell to chapters certificates which can be awarded for 25 or more years of membership. (1982)
9. Investments of Alpha State shall be combined at maturity into new investments not to exceed \$85,000 each. (1983)
10. Postage meter shall be leased for use at state headquarters to facilitate the mailings of the State President and the State Executive Secretary/Treasurer. (1991)
11. Any chapter's paraphernalia received by Alpha State Headquarters shall be made available to chapters. Chapters receiving paraphernalia shall make a monetary donation to the Alpha State Building Fund. After a year, records of the chapter will be boxed and taken to archives at TWU in Denton. (2006)

### **HEADQUARTERS COMMITTEE**

The purposes of the committee shall be to oversee all maintenance for the building, approve all expenses related to the building, prepare a budget for building expenses for approval by the Finance Committee, determine the use of the building by members and chapters, establish guidelines for the acceptance of gifts, receive Executive Committee approval before making changes in the building or accepting gifts, present an annual headquarters operations report to the members of Alpha State and promote public relations related to Headquarters.

The committee shall be composed of five (5) members that shall include one continuing member and four appointees. Members shall live in close proximity to State Headquarters. The state president and executive secretary/treasurer shall serve as ex officio members. The state president shall appoint the chairman.

## LEADERSHIP DEVELOPMENT FOR CHAPTER PRESIDENTS

### Guidelines

The committee shall

1. Be responsible for planning and conducting a workshop in even - numbered years for new chapter presidents and preparing materials for their use.
2. Have a planning meeting with the State President and urge that sufficient time be allowed for the workshop meeting.
3. Call upon Texas state officers and other personnel to assist in conducting the workshop.
4. Cover the following topics in the workshop:
  - a. Duties of the chapter presidents
  - b. Chapter finance
  - c. Membership
  - d. Parliamentary procedure
  - e. Society projects
  - f. Ceremonials and traditions
  - g. Committee structure
  - h. Materials available from International Headquarters
  - i. Inspirational/motivational activities
5. Include other special topics at the discretion of the committee.
6. Make music a part of the workshop.



**LEADERSHIP ORIENTATION FOR STATE PERSONNEL**

A leadership workshop for incoming State officers, committee chairmen and area coordinators shall be held in the first year of each biennium.

The format of the workshop shall be planned by a committee of at least five past State presidents. (1989)

The Leadership Orientation Seminar for State Personnel shall be held within one month after the State convention at the beginning of each biennium. Appropriate funding shall be provided. (1981)

The Leadership Orientation Committee, after consultation with the state president, shall meet during the second year of each biennium for the purpose of planning leadership orientation for state personnel. (1987)

## MEMBERSHIP

### State Convention Action

Chapter presidents should inform themselves as to the procedure involved in transferring members and should educate their members concerning this procedure.

The chapter president, or someone appointed by her, should survey the chapter membership each September and encourage the transfer of those who have relocated to residences remote from their chapter.

State committee shall submit to the State Executive Secretary/Treasurer biographical data on newly elected state honorary members. (1951)

Each new member shall purchase a Delta Kappa Gamma key within thirty days of her initiation. (1959)

An orientation program for new members shall be incorporated in the program plans of each chapter. (1961)

Alpha State shall print and sell to chapters, certificates which can be awarded for 25 or more years of service. (1982)

### Guidelines

1. Selection of new members in chapters
  - a. The method of voting should be stated in chapter rules.
  - b. Biographical information, either oral or written, should precede the voting on new members. If the information is presented in writing, it must be returned to the chairman before the end of the meeting.
  - c. Acceptances and reasons for refusals shall be in a chapter file rather than in the minutes.
2. Transfer and resignation of members
  - a. Encourage members who are moving to remain active members through transfer.
  - b. Record in the chapter minutes action taken on letters of resignation including the reason for resignation.
  - c. Record in the chapter minutes the names of all transferred members.

3. Honorary members
  - a. The state chairman should be alert to possible nominees for international honorary membership and the deadline should be published annually in the LONE STAR NEWS. (A nominee for international honorary membership need not be a state or chapter honorary member.)
  - b. Nominations for Alpha State Honorary membership shall be sent to the State Membership Chairman by February 1 of even-numbered years.
  - c. The State President and Membership Committee shall conduct the election for Alpha State Honorary members before April 15 of even-numbered years.
  - d. The nominating chapter or individual shall be responsible for the location for the initiation of a State Honorary member, a reception and fresh roses.
  - e. The state chairman should keep up-to-date the list of state honorary members and international honorary members from Texas.
4. The committee shall use State and International statistics to present the following awards to chapters: Rosebud Award for maintaining membership, Tudor Rose Award for increasing membership.



## NECROLOGY

### Guidelines

#### The Chairman of the State Necrology Committee

1. Receives the reports of deaths of members on Form 6 from the chapters, adds the names to a list in order by chapters, and places them in the State Necrology Committee files.
2. Writes a condolence note to the family or dear friend of each deceased member.
3. Prepares a memorial ceremony, which includes committee member participation, for the state convention in consultation with the State President and the State Music Chairman.
4. Writes the convention arrangements chairman and the State Executive Secretary/Treasurer concerning the properties needed for the ceremony.
5. Consults with the State President as to the format of the printed program for the ceremony as well as the number of copies needed.
6. Prepares the program for the state ceremony, arranges for printing the necessary number of copies and has the copies ready for distribution at the memorial ceremony.
7. Has custody of memorial ceremony properties (Robes, stoles, candle lighter, one brass bowl, three brass candle holders, and tablecloth).
8. Has robes pressed and ready for use at the state convention.
9. Has names of deceased members recorded in Book of Memory.
10. Receives Form 2 from each chapter and prepares an annual alphabetical necrology report for the International Membership Chairman, the International Executive Coordinator, the State President and the State Necrology Committee files.

## NOMINATIONS

### RECOMMENDATIONS OF NOMINATIONS COMMITTEE (1979)

The committee recommends the following guidelines for the structure of the State Nominations Committee.

1. The committee shall be composed of eight members, one of whom shall be a continuing member of the previous committee. The continuing member may serve no more than two consecutive bienniums (four years). The committee shall elect the continuing member by secret ballot.
  - a. Have a knowledge and commitment to the purposes of the Society.
  - b. Have a broad knowledge concerning members throughout Texas who have served in leadership positions at the state level.
  - c. Have been a chapter president.
  - d. Have participated in, or served as, any one of the following: Alpha State Leadership Seminar, Golden Gift Leadership/Management Seminar, state committee chairman, area coordinator, or Alpha State officer.
  - e. Have attended and been actively involved in Society meetings at state and/or International levels.
2. Committee members shall represent all geographic areas of Alpha State as far as is feasible.
3. The names of the nominees will be sent to the LONE STAR NEWS by February 1 in odd-numbered years so that members will be informed prior to the election at the state convention.
4. The slate of nominees will be presented for vote at a general session of the convention each odd-numbered year.
5. The incoming Alpha State President shall appoint one of the committee members to serve as chairman.
6. Should a vacancy occur, the Alpha State President shall appoint a replacement from the remaining list of nominees. Preferably this replacement would be from the same geographical area.

### STATE CONVENTION ACTION

1. The State Nominations Committee shall present a slate of three nominees for the Eula Lee Carter Memorial Fund Committee, one of whom shall be a continuing member. (1983)
2. The State Nominations Committee shall submit to the convention body in odd-numbered years the names of two members to serve on the State Finance Committee. (1986)

### GENERAL GUIDELINES

1. The Nominations Committee has the authority to draft personnel, if necessary.
2. After open discussion, each vote shall be taken by secret ballot. The chairman does not vote except to break a tie.
3. The actions of this committee are unified, and no member needs to explain any action of the committee.
4. The Nominations Committee shall strive to name officers and committee members representing as many geographical areas of Alpha State as is feasible.

**GENERAL GUIDELINES ON SELECTION OF OFFICERS**

1. Members nominated to serve as officers of the state should be familiar with the scope of the Society's business and services as well as the role of the state in the entire program of the Society.
2. Members nominated for state offices must have completed two or more of the following leadership assignments at the state level prior to taking office: committee chairman/co-chairman, area coordinator, or chairman/co-chairman of a state convention.
3. The nominee for Alpha State President should be the person best qualified for the position without regard to geographic location. Strict adherence to geographical equitability could conceivably exclude the person best qualified.
4. Although Alpha State has never nominated the First Vice-President to become the next State President, that person should be eligible for consideration.
5. Each nomination should be accompanied by a letter of endorsement from the Executive Board of the nominee. Endorsement by the Coordinating Council in the nominee's city is acceptable, but not required. Only letters from these two bodies shall be considered in the committee's deliberations.
6. As a matter of courtesy, those nominees not chosen for office shall receive a telephone call from the Nominations Committee Chairman the same day the selected nominees receive their call.
7. Immediately following the weekend committee meeting, nominees selected for office, as well as those not selected, will receive a letter from the Nominations Committee Chairman requesting written reply of acceptance from selected nominees or written reply indicating receipt of notice from those not selected. (1999)
8. A nominee for an elected position shall not disclose this fact to anyone for forty-eight hours after notification, except her family.

**GENERAL GUIDELINES ON SELECTION OF COMMITTEES**

1. Members selected to serve on the Nominations Committee of Alpha State, Texas, should have a broad knowledge concerning members throughout the state who have served in leadership positions at the state level.
2. A member of the Nominations Committee shall complete her term of office before she may be considered by the Nominations Committee for another elected position.
3. Nominees for the Eula Lee Carter Memorial Fund Committee shall have some knowledge concerning the membership of the state organizations of Mexico and a reading knowledge of Spanish.
4. Nominees for the Finance Committee shall have previously served as a chapter treasurer or have compensatory experience in accounting procedures
5. As a matter of courtesy, those nominees not selected for an elected committee shall receive a telephone call from the Nominations Committee Chairman the same day that the selected nominees receive their call. (1999)
6. Immediately following the week-end committee meeting, nominees selected for elected committees, as well as those not selected, will receive a letter from the Nominations Committee Chairman requesting written reply of acceptance from selected nominees or written reply indicating receipt of notice from those not selected. (1999)

**CURRENT FORM IS POSTED ON THE ALPHA STATE WEB SITE.**

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
Alpha State, Texas, Organization**

**MAIL PRIOR TO JANUARY 1**



**PERSONNEL COMMITTEE****GUIDELINES**

1. The committee shall be composed of a chairman and five other members. The state president is a member ex-officio.
2. Early during the year prior to the expiration of contracts, in consultation with the employed personnel, determine the advisability of extending contracts.
  - a. A Personnel Evaluation Team will conduct evaluation meetings with employed personnel yearly.
  - b. The team shall consist of the state president, immediate past state president and the state personnel committee chairman.
  - c. A summary of the meetings will be shared with the State Personnel Committee to assist in salary and contract discussions, as well as job description updates/changes.
3. Review current contract forms and, if necessary, revise each form with legal advice.
4. Contracts may be for two or for four years.
5. Consult with the Finance Committee for salary levels for employed personnel.
6. Before the convention at the end of a state biennium, the chairman shall secure 3 copies of the contracts for each professional salaried employee, insert dates and salary figures approved by the Convention, and secure the appropriate signatures before the Convention adjourns. If the employee is a new employee, the contract shall be executed at the time of employment. One copy of the signed contract shall be given to the employee, one shall be placed in the files of the President, and one placed in the files of the Personnel Committee.
7. Through the LONE STAR NEWS solicit applications for employed personnel -- Executive Secretary/Treasurer and Editor of LONE STAR NEWS.
8. The committee shall create and maintain an Operations Manual which includes duties and responsibilities of employed personnel and hiring practices. The Operations Manual shall be approved by the Executive Committee.
9. Hiring Procedure of State Executive Secretary/Treasurer and State Editor/Photographer
  - a. The Personnel Committee shall review the job description to insure that is current. The Personnel Committee shall have the authority to update the job description required by current employment conditions.
  - b. Applications shall be solicited through publication of a position announcement in the LONE STAR NEWS, distribution of the position announcement to all chapter presidents and state personnel, and other means as deemed appropriate by the personnel committee. Publication of the announcement shall include a calendar to indicate dates for receipt of applications, interview schedule, start date, and other dates that might be appropriate.
  - c. Members of the Personnel Committee shall conduct interviews of candidates selected as finalists. At least two candidates shall be interviewed, unless the candidate pool is extremely limited. The committee may also elect to include up to two other members of Alpha State Personnel in the interview process, but the decision as to the final recommendation will remain that of the Personnel Committee.
  - d. The Personnel Committee will submit its recommendation to the Alpha State President who will seek Executive Board approval at the State Convention or by a mail/electronic vote.

## 8. Hiring Procedure for Other Personnel

- a. The Personnel Committee, with assistance from the Executive Secretary/Treasurer, shall review and revise the job description of the office assistant and webmaster, as necessary.
- b. Applications shall be solicited through publication of a position announcement in the LONE STAR NEWS, distribution of the position announcement to all chapter presidents and state personnel, and other means as deemed appropriate by the personnel committee. Publication of the announcement shall include a calendar which indicates dates for receipt of applications, interview schedule, start date, and other dates that might be appropriate.
- c. The Executive Secretary/Treasurer and members of the Personnel Committee shall review applications and will schedule interviews of at least two top applicants.
- d. The interview committee will include the Executive Secretary/Treasurer, the current Alpha State President, and the Chairman of the Personnel Committee.
- e. The committee will select a candidate for recommendation to the State Executive Board.
- f. The Executive Secretary/Treasurer shall conduct an annual evaluation meeting with the office assistant and prepare a summary report for the Personnel Committee.

## **PROGRAM OF WORK**

Program themes are study topics prepared by the International Program of Work Committees and the International Program Services Administrator and adopted by each International Convention.

The themes and suggested study are published in a Manual available from International Headquarters. Each chapter of the Society is expected each year to develop a minimum of four programs based on the International program theme. Program themes provide a focus for study and action by all members and all units of the Society.

Program of Work committees are those committees assigned tasks related specifically to implementation of one or more of the Society's purposes.

1. Program
2. Legislation
3. Music
4. Personal Growth and Services
5. Professional Affairs
6. Research
7. Yearbook

## PROGRAM

### State Convention Action

Alpha State Program Committee shall make recommendations for supplementary local adaptations and divisions of the chosen theme and send these to chapter chairmen. Chapters should delay program planning until both the State and International information are received. (1950)

The person in charge of music on the State Program Committee should serve as the Convention Music Chairman. (1971)

#### 1. General recommendations to chapters:

Provide each member of the program committee with a current Program Manual to be used as a guide for program planning.

Encourage chapters to utilize the talents of members in their chapters to develop materials and make suggestions for unusual, interesting, and unique programs. In turn, send these ideas to the State Chairman so that these ideas may be shared with other chapters.

Allow the Program Chairman time at the first meeting of the year to present an overview of the year's programs.

Encourage the chapter Program Chairman to attend State, Southwest Regional, and International meetings.

Provide definite information about each meeting for inclusion in the yearbook. (1951)

#### 2. Specific recommendations to chapters:

As soon as possible, the Program Chairman should secure dates for all meetings of the Society. After all dates and all available materials are secured, set a meeting date for program planning. Include all members of the Program Committee and if possible, add the chapter officers and other committee chairmen to the group. This group could be called the Program Planning Committee.

Outline the duties of the committee members, giving definite responsibilities to each member. The Social and Music Committees should work closely with the Program Committee. Ask the Social Committee to plan a fellowship time before or after the meetings if possible. (1951)

Chapters should designate the month of May as the time to honor the Founders. Programs appropriate to the occasion should be presented. Continue to stress member participation in chapter programs. (1958)

**Guidelines**

One of the first duties of the State Chairman is to prepare a letter to chapter Program Chairmen for inclusion in the President's Kit. Content should include some program suggestions, reminders to plan at least four programs on the current International Program focus, suggestions that at least eight chapter meetings be held each year (Area meeting may be one of these), information to be included in chapter yearbooks and reminders of biennial reports.

REFER TO THE CURRENT PROGRAM OF WORK COMMITTEE CHAIRMAN FOR THE CURRENT FORM OR FIND THE CURRENT FORM POSTED ON THE ALPHA STATE WEBSITE.

**"ANNIE" AWARD APPLICATION  
OUTSTANDING PROGRAM  
ALPHA STATE, TEXAS**

## LEGISLATION

### State Convention Action

Members of the chapter Legislation Committees should be urged to study legislation, work with other groups, be active within their counties, speak of Delta Kappa Gamma's interest in legislation, and to vote regularly. (1942)

Establish and fund a procedure that will enable active participation in educational legislation. (1982)

Members of every chapter need to become actively involved in formulating the state and local laws that control their lives and their profession. (1982)

The Legislation Committee shall serve as an independent committee under the umbrella of Program of Work to represent Alpha State, Delta Kappa Gamma in legislative matters. Further, it is mandated that the state take an active part and raise a strong voice in legislative matters as defined in The Purposes and that the chapter and members pledge to work individually in support of the efforts of the State Legislation Committee. (1992)

The Alpha State legislative program shall conform with the guidelines adopted by The Delta Kappa Gamma Society International at the 1972 International Convention and amended at subsequent conventions. The 1972 action included the following statements:

1. Engaging in legislative activity is one means of implementing some of the purposes of Delta Kappa Gamma.
2. For tax purposes, Delta Kappa Gamma is classified as a professional society within the meaning of Section 501 (c) (6) of the Internal Revenue Code. The Internal Revenue Service defines a professional society as an association of persons having some common professional interest. Therefore, any Delta Kappa Gamma legislative activity must be related to the Society's common professional interest--improving professional conditions, promoting higher professional standards, and promoting the professional advancement of its members. The common professional interest of the Society is education.
3. Although all levels of Delta Kappa Gamma must function under the provisions set forth in Section 501 (c) (6) of the Internal Revenue Code, the types of legislative activity may vary, depending on local needs.
4. The tax exempt status of Delta Kappa Gamma can be jeopardized by legislative activity that is not germane to the purposes of the Society.
5. The legislative program at each level must be developed within the framework of the guidelines determined by the International organization.

### Warnings

1. The Society cannot endorse a candidate or spend money for a candidate's campaign.
2. The Society cannot initiate, endorse, or support legislation unless it relates to the improvement of education or the status of educators.

### **Structure of the Alpha State Legislation Committee**

1. The state president shall appoint a chairman, who shall live in the area of the State capitol, and one member from each of the areas in the Alpha State Organization to serve on the state legislation committee for the biennium.
2. It will be the responsibility of the committee member from each area to serve as the liaison between the state and the chapter level. She will communicate with the chapter chairmen of the chapters in her area. (1982)

### **Guidelines**

Guidelines for legislation are set out in two publications of The Delta Kappa Gamma Society International. They are as follows: International Standing Rules and Handbook.

\*17 areas (1991)

\*18 areas (1997)



## MUSIC

### **State Convention Action**

Each chapter should organize groups to learn songs so as to be available for singing at state, regional, and international meetings. (1939)

The person in charge of music on the State Program Committee shall serve as the Convention Music Chairman with expenses comparable to all other chairmen. (1971)

### **Guidelines**

Music should be used to enrich initiations and memorial ceremonials.

## PERSONAL GROWTH AND SERVICES

### State Convention Action

Alpha State Personal Growth and Services Committee shall stress the following purposes of The Delta Kappa Gamma Society International:

1. To unite women educators of the world in a genuine spiritual fellowship.
6. To stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action.
7. To inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

### Guidelines

Urge chapters to make personal growth and service an integral part of each program, and to focus on the following areas:

1. Managing personal financial affairs
2. Meeting personal challenges
3. Personal involvement in community affairs
4. Self-development, such as continuing education.

## **PROFESSIONAL AFFAIRS**

### **State Convention Action**

Chapters should conduct an on - going follow - up to determine the percentage of \* recruitment grant recipients who have entered the teaching profession or are still studying for this goal. (1961)

\*i.e. Grant-in-Aid

### **Guidelines**

The Professional Affairs Committee should cooperate to promote desirable legislation for education or the status of women.

## RESEARCH

### State Convention Action

Chapters should be encouraged to engage in some significant research which would contribute to education and which could be published in the LONE STAR NEWS. (1947)

### Guidelines

Urge chapter committees to assist in:

1. Research to locate program materials.
2. Preservation of chapter historical records.

## YEARBOOK

The chapter yearbook chairman shall mail one (1) complete copy of their yearbook DIRECTLY to each of the following:

1. Executive Secretary/Treasurer
2. State Yearbook Chairman
3. Area Coordinator.

Yearbook Chairmen should be encouraged to have the yearbooks ready for distribution by the November meeting. By December 15 each chapter yearbook chairman should mail one (1) complete copy of the chapter's yearbook directly to each of the following:

1. State Executive Secretary/Treasurer
2. State Yearbook Chairman
3. Area Coordinator.

Stress the deadline and send reminders to chairmen who fail to meet this date. If the chapter is a member of a Coordinating Council, the Chairman of the Council should be sent a copy. Remind the chairmen to keep a copy for the chapter files.

REFER TO THE CURRENT YEARBOOK COMMITTEE CHAIRMAN FOR THE MOST RECENT GUIDELINES OR  
FIND THEN POSTED ON THE ALPHA STATE WEB SITE

**DEADLINE: December 1 (must be postmarked by December 1)**

**Mail 1 copy of the yearbook to each of the following:**

- 1. Yearbook Chairman**
- 2. Alpha State Headquarters**  
c/o Executive Secretary/Treasurer  
P.O. Box 797787  
Dallas, TX 75379-7787
- 3. Area Coordinator**

## **EDUCATIONAL SERVICES**

Educational service committees are assigned tasks related to honoring educators for accomplishments and encouraging educators to continue and further their education.

1. Achievement Awards
2. Eula Lee Carter Memorial Fund
3. Communications
4. Scholarships
5. World Fellowships
6. Leadership Seminar
7. Technology

## ACHIEVEMENT AWARDS

### State Convention Action

Nominations submitted by chapter chairmen shall be accepted no later than three months before the Alpha State Convention. (1951)

Each nominating form must be filled out completely with factual information, and each person's letter shall be signed, including address, telephone number, and chapter affiliation. (1953)

Each committee member voting shall mail her ballot directly to the State Chairman. (1953)

The State President shall have a vote on nominees for the State Achievement Award. (1972)

A copy of the State Achievement Awards guidelines shall be placed in the Chapter president's annual kit to be given to the Chapter chairman for reference. (1972)

When recommending nominees for the State Achievement Award, the Chapter Achievement Awards Committee shall follow the guidelines adopted by Alpha State with regard to qualifications. (1972)

### Guidelines

1. The work of the State committee is conducted by correspondence and also in a meeting if the budgeted funds, as approved by the State Executive Board, provide for a meeting.
2. No later than three weeks before the State Convention, the State Chairman must inform the Executive Secretary/Treasurer, 2514 Grasmere Street, Garland, Texas 75040, 800.305.3525 as to the number of awards to be taken to the convention.
3. The list of recipients shall be kept secret until announced at the Alpha State convention.
4. Every effort should be made to have the recipients present at the convention.
5. The State Chairman shall receive, assemble, and duplicate information about the nominees and send to each committee member.
6. Names of the recipients are not included in the annual report of the committee. An addendum to the annual report shall be prepared to file with the Recording Secretary and the Executive Secretary/Treasurer immediately following the presentation of the awards.
7. Certificates and pins shall be mailed to any recipient who does not attend the convention.
8. The Editor of the LONE STAR NEWS shall be supplied with information for publication.
9. The State Chairman shall maintain a file of all recipients of Alpha State Achievement Awards.



## THE TWO KINDS OF ALPHA STATE AWARDS

There are two Alpha State Awards:

### **I. Alpha State Achievement Award (begun in 1948)**

- A. Guidelines, p. III-C-1-3
- B. Nomination Form (Outline) p. III-C-1-4

### **II. Golden Rose Award (begun in 1993)**

- A. Guidelines, p. III-C-1-6
- B. Nomination Form (Outline) p. III-C-1-7

## ALPHA STATE ACHIEVEMENT AWARD

### Guidelines for Selection of Recipient:

In evaluating a nominee for the State Achievement Award, the committee shall take into consideration the following:

1. Each nominee shall be a resident of Texas, but the geographic location of her residence should not influence the committee. (1953)
2. A member of the State Achievement Awards Committee is ineligible for the award during the biennium she serves on the committee. (1953)
3. The nominee has served her chapter in a leadership capacity as one of the following: chapter president or vice president, or has made significant contribution to the work of her chapter.
4. The nominee has done outstanding work at the State level in two or more of the following:
  - state officer
  - state committee chairman or co-chairman
  - area (director) coordinator
  - chairman or co-chairman of a state convention.
5. The attendance record of the nominee satisfies the following:
  - regular attendance at her chapter meetings
  - good attendance at area workshops
  - good attendance at state conventions
  - attendance desirable, but not required at the Southwest Regional Conference and at the International Conventions
  - one who has made other significant contributions to the work of the state.
6. The nominee shall be endorsed by her chapter executive board or by three State personnel ( officers, past state presidents, committee chairmen, or area coordinators) who know her and are familiar with her work. (2003)
7. The contributions made by the nominee to The Delta Kappa Gamma Society International shall be given primary consideration over contributions made to other organizations.

The Alpha State Achievement Award is a small Florentine gold guard in the shape of the State of Texas, with a small diamond marking the location of the Alpha State Headquarters. The emblem, designed by Miss Phyllis Ellis, Alpha State Executive Secretary for many years, is a guard which may be attached to the member's key pin or to the president's bar pin.

With an inventory of twenty-two awards as of June 30, 1984, one hundred new awards were purchased in October, 1984 through Charles Cohen Manufacturing Jewelers, Suite 07, 4747 South Hulen, Forth Worth, TX 76732 at a total cost of \$57.50 each.

After 1984, Diamond H Recognition/Chamcor, 2930 Bledsoe Street, Fort Worth, TX 76107 817-332-6765 purchased Haltom's Jewelry Manufacturing, which formerly made the State Achievement Awards.

REFER TO THE CURRENT ACHIEVEMENT AWARD COMMITTEE FOR THE MOST RECENT FORM OR FIND IT  
POSTED ON THE ALPHA STATE WEB SITE.

Mail prior to February 1

## GOLDEN ROSE AWARD

### Guidelines for Selection of Recipient:

- A. The nominee should have given loyal service to the work of the Society at both chapter and state levels through visible support of the Society's purposes, through attendance at state, regional and international conventions, and through continued willing service.
- B. The nominee should be a mentor for members of the Society as well as for other members of the educational profession.
- C. In most cases, the nominee should have been a member of the Society for 25 -- 30 years.
- D. Recipients of the Alpha State, Texas, Achievement Award (or members who may yet conceivably earn the Alpha State, Texas, Achievement Award) are not eligible for consideration.
- E. Although not eligible for nomination for the Alpha State, Texas, Achievement Award, the Alpha State, Texas, Golden Rose nominee should have served the state in leadership roles such as a state committee member, presenter for area and state workshops, scriptwriter for area and state programs, and other specific state level responsibilities.
- F. The chapter's executive board and not more than three (3) Society members who are not members of her chapter shall endorse the nominee.

The Golden Rose Award was instituted in 1993. The award is a pin of French gold, circular in shape with a full-blown rose and a rosebud superimposed on the circle. Inscribed on the outer edge of the circle are the words "ALPHA STATE GOLDEN ROSE AWARD".

The pin was designed by "Tommye" Sandlin, Achievement Awards Committee Chairman for the 1991-1993 biennium, in collaboration with Ruth Johnson, Alpha State President, 1991-1993.

The Golden Rose Award was purchased from Bells Advertising Inc., 109 Denson Drive, Austin, TX 78752.

One hundred twenty-three pins were purchased in 1993 at a cost of \$7.95 each plus tax and freight, for a total of \$8.95 per pin.

REFER TO THE CURRENT ACHIEVEMENT AWARD COMMITTEE FOR THE MOST RECENT FORM OR FIND IT  
POSTED ON THE ALPHA STATE WEB SITE.

Mail prior to February 1.

**REFER TO THE LATEST CHAPTER PRESIDENTS KIT FOR THE CURRENT PACE FORM OR FIND IT  
POSTED ON THE ALPHA STATE WEB SITE.**

**PRESIDENTIAL AWARD FOR CHAPTER EXCELLENCE**

Must be postmarked by May 1 to be considered.

**EULA LEE CARTER MEMORIAL FUND**  
**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**  
**ALPHA STATE, TEXAS**

While serving as a member of the International Expansion Committee, Dr. Eula Lee Carter, a Texas state honorary founder, completed her specific assignment, which was to organize and install the first chapters and the first state organization in Mexico. The site of this initial expansion into Mexico was Mexico, D.F., the capital city. Following the death of Dr. Carter, a proposal for a special fund in her memory received the necessary approval from the Texas State Organization. (See State BYLAWS.) As a result, Delta Kappa Gamma members residing in Latin American Country in the Southwest Region may apply to the Eula Lee Carter Memorial Fund Committee for a possible grant from the interest income of the fund. Because the money awarded does not necessarily have to be used for graduate-level studies (although it may be), and because the Scholarships Committee is not involved in the selection procedure, the term grant is most appropriate. (2005)

Of the recommendations listed below, the first three formed part of the initially approved proposal.

1. That Alpha State, Texas, establish a Eula Lee Carter Memorial Fund. (1983)
2. That the fund be used for Delta Kappa Gamma members in Latin American Countries in the Southwest Regional to improve their educational advancement. (1983) (2005)
3. That the interest income from the Eula Lee Carter Memorial Fund be used for the above purpose, leaving the principal intact. (1983)
4. That the Eula Lee Carter Memorial Fund be administered by a committee consisting of three Texas members selected (elected) by the State Executive Board, one of whom shall be a past state president and one of whom shall be a continuing member. The state president shall be an ex-officio member without vote. (1988)
5. Each committee member shall serve for two years. (1983)
6. The amount of any grant from the Eula Lee Carter Memorial Fund (which may not exceed \$750.00 U.S. currency) shall be used only for tuition and necessary instructional materials. (1986)
7. It is recommended that the Eula Lee Carter Memorial Fund Committee, with the advice and consent of the president, may between conventions award grants from the interest of the Fund, reporting such activity to the next state convention. (1987)
8. The chairman and the immediate past state president shall attend the Latin American Forum at Southwest Regional conferences and at International conventions to disseminate information about the Fund and to distribute Eula Lee Carter Memorial Fund grant applications.

NOTE: There is no deadline for the grant application; it can be sent at any time, anticipating the date to begin studies.

**EL FONDO MEMORIAL EULA LEE CARTER**  
**LA SOCIEDAD INTERNACIONAL DELTA KAPPA GAMMA**  
**ALPHA STATE, TEXAS**

El Comité del Fondo Comun Eula Lee Carter recomienda lo siguiente:

1. Que se establezca un Fondo Memorial Eula Lee Carter.
2. Que el fondo se dedique a miembros de Delta Kappa Gamma en Latina America con el objeto de mejorar su adelanto educacional.
3. Que los intereses del Fondo Eula Lee Carter se usen para el proposito indicado sin alterar el principal.
4. Que el Fondo Memorial Eula Lee Carter sea administrado por un comite consistente en tres miembros elegidos por el State Executive Board. Una de ellas debera haber sido presidenta del estado. La presidenta actual del estado sera miembro ex officio sin voto.
5. El comite servira por dos anos.
6. La cantidad de cualquier subvencion del Fondo Memorial Eula Lee Carter (la que no excedera \$750.00 EEUU de America) se gastara solamente en la ensenanza (la matricula) y el material escolar necesario.
7. Que el Comité del Fondo Eula Lee Carter, con los consejos y el consentimiento de la presidenta del estado de Texas, puede, entre las convenciones estatales, otorgar subvenciones de los intereses acumulados del Fondo, presentando a la proxima convencion un informe sobre tales actividades. (1987)

(Las solicitantes deben notar que no hay fecha limite para la solicitud de una beca; se puede haver cualquier día del ano, anticipando la fecha preferida para comenzar los estudios.)



## GUIDELINES

### Applicants/Recipients

1. Applicants shall have been members of Delta Kappa Gamma chapters in Latin American countries in the Southwest Region for at least two years.
2. Proposal for study shall be related to the applicant's teaching field.
3. Study shall be at an accredited college or university.
4. Each applicant shall meet the entrance requirements of the college or university of her choice.
5. A report shall be made to the Eula Lee Carter Memorial Fund Committee Chairman at the end of the term of study.
6. Each recipient may apply for an additional award on the basis of a satisfactory grade point average.

### Finances

1. At the present time, each award shall not exceed \$750.00.
2. The award shall be paid in United States dollars.
3. The award shall be paid to each recipient by the Alpha State, Texas, Executive Secretary/Treasurer upon proof of admission to the college or university of the recipient's choice.

## **FONDO MEMORIAL EULA LEE CARTER**

### **INDICACIONES**

#### **Solicitantes/Recipientes**

1. Las solicitantes deberan ser miembros de Delta Kappa Gamma en Latina America por un minimo de dos anos.
2. El proposito de estudio debera relacionarse con la ensenanza.
3. El estudio debera hacerse en universidad o colegio debidamente acreditados.
4. Toda solicitante debera satisfacer los requisitos de admision de la institucion elegida.
5. Al terminar el curso de estudio se hara un informe a la presidenta del Comite del Fondo Eula Lee Carter.
6. Toda recipiente puede solicitar subvencion adicional basandola en notas satisfactorias dentro del promedio de puntos.

#### **Finanzas**

1. Al presente, ninguna beca excedera la cantidad de \$750.00.
2. La cantidad se pagara en dolares estadounidenses.
3. La subvencion o beca sera pagada a cada recipiente por el Estado Alpha de Texas, por conducto de la secretaria/tesorera ejecutiva del Estado Alpha de Texas, al recibir comprobante de admision al colegio o universidad que haya elegido.

**APPLICATION FOR \_\_\_\_\_ GRANT  
(Amount)**

**THE EULA LEE CARTER MEMORIAL FUND  
(Awarded to Delta Kappa Gamma Members in Latin America)**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**CHAPTER** \_\_\_\_\_ **YEAR INITIATED** \_\_\_\_\_

**DELTA KAPPA GAMMA EXPERIENCE:**

Chapter:

State:

International:

**PRESENT PROFESSIONAL POSITION:**

**DUTIES PERFORMED:**

**EDUCATIONAL BACKGROUND**

Institution	Area of Specialization	Year Graduated
-------------	------------------------	----------------

**PROFESSIONAL EXPERIENCE**

Institution	Position	Dates
-------------	----------	-------

**PROPOSAL FOR FURTHER EDUCATION**

Institution	Courses	Dates
-------------	---------	-------

Note that the money may be used only for tuition and necessary instructional materials, not for travel and meals. Please list in the space below the actual costs of the program of studies proposed. (The grant may be any amount up to but not in excess of \$750.00 U.S.)

On a separate page write a summary of:

- a. why you have chosen to study further
- b. what you expect to gain from the experience.

After you have used the stipend for study, you are to make an informal report to the Eula Lee Carter Memorial Fund Committee on your use and possible benefits from the stipend. (The chairman of the committee will have already written you in order that you may know her name and address.)

Ask you chapter president and at least two or more other individuals to send a letter of reference of a professional nature directly to:

Alpha (Texas) State Headquarters  
P.O. Box 797787  
Dallas, TX 75379-7787

Send you completed application to the same address.

Note per vote of Executive Board:

A revised application will be created that has:

- 1) Place for applicant to provide information about how the monetary award can be sent to her.
- 2) Place for applicant's signature to certify that information is correct.

**SOLICITUD PARA RECIBIR LA BECA DE \_\_\_\_\_**  
**(cantidad)**  
**(Conferida a Socias de Delta Kappa Gamma de Latina America)**  
**EL FONDO MEMORIAL EULA LEE CARTER**

**NOMBRE** \_\_\_\_\_

**DIRECCION** \_\_\_\_\_

\_\_\_\_\_

**NUMERO DE TELEFONO** \_\_\_\_\_

**CAPITULO** \_\_\_\_\_ **FECHA DE INICIACION (ANO)** \_\_\_\_\_

**EXPERIENCIA EN DELTA KAPPA GAMMA:**

Capitulo:

Estado:

Internacional:

**PRESENTE PUESTO PROFESIONAL:**

**ACTIVIDADES PROFESIONALES EJECUTADAS:**

**EDUCACION PROFESIONAL**

Institucion	Area of especializacion	Fecha de graduacion
-------------	-------------------------	---------------------

**EXPERIENCIA PROFESIONAL**

Institucion	Puesto	Fechas
-------------	--------	--------

**INTENCION DE CONTINUAR LA EDUCACION**

Institucion	Cursos	Fechas
-------------	--------	--------

Observe que se puede usar el dinero solo por la enseñanza y el material escolar necesario, no por los viajes y las comidas. En el espacio abajo favor de hacer una lista de los detalles del coste mismo del propuesto programa de estudios. (La subvencion puede ser cualquier cantidad hasta, pero no mas de, \$750.00 – setecientos cincuenta dolares estadouidenses.)

En otra hoja escriba un resumen de lo siguiente:

- a. Razones por las que Ud. desea continuar sus estudios
- b. En que forma se mejorara debido a esta experiencia.

Despues de utilizaro la beca para sus estudios, Ud. necesita presentar un informe informal a la presidenta del Comitè Fondo Memorial Eula Lee Carter sobre como uso y como le fue beneficoso el dinero. (La presidenta del comite ya le Habra escrito para que sepa el nombre y la direccion de ella.)

Solicite de la presidenta de su propio capitulo y de dos o mas personas que manden carta de referencia de caracter profesional a:

Alpha (Texas) State Headquarters  
P.O. Box 797787  
Dallas, TX 75379-7787

Mande su solicitud documentada a la misma direccion.

## COMMUNICATIONS

### State Convention Action

The State Chairman shall be kept informed concerning chapter publicity. Chapter newsletters should be encouraged, especially in chapters composed of scattered groups. (1947)

The Editor of LONE STAR NEWS shall be on the State Communications Committee. (1971)

### Guidelines

#### Obligations of the State Chairman

- A. To the International Committee, the State Committee, the International Editor
  - 1. To aid in publicizing and in carrying out newly adopted recommendations that affect State and Chapter organizations.
  - 2. To assist in publicizing and promoting the purposes, program of work, projects, and publications in order to stimulate member involvement.
  - 3. To submit to the editors news from the State and chapters that relates to national or international interests.
- B. To the State Committee
  - 1. To maintain a reference file of good publicity clippings and communications and material received from the International Chairman and the International Editor.
  - 2. To initiate preparation of displays at State conventions and Area workshops.
- C. To Society members
  - 1. To encourage members by furnishing them with pertinent information to become involved in the program of work, projects, and achievements of the Society.
  - 2. To stimulate thinking and provide for intellectual growth through articles or references to articles on the program focus, vital issues in education, etc.
  - 3. To give special recognition in Society publications to members who have achieved in the profession.

**Requirements for Members in Print Award**

- A. Publish in a professional journal
- B. Publish a book
- C. Write a chapter in a collection of articles published in a book form
- D. Complete a video to be used in education
- E. Publish a series of articles (3 or more) which deal with education

**Requirements for Honor Status in Chapter Newsletters**

- A. Publish five newsletters with a minimum of two pages each
- B. The newsletters should include such information as:
  - President's message
  - Information about the next month's activities
  - Highlights of the LONE STAR NEWS, when appropriate
  - Preview of future events
  - Legislative update
  - Spotlight on a member
  - Accomplishments of the chapter
  - Achievements of individual members

**Requirements for Newspaper Recognition Awards**

- A. Excellence in overall coverage of educational news
- B. Excellence in coverage of local news
- C. A newspaper that has not previously been recognized by Alpha State may receive one or both types of recognition.



## SCHOLARSHIPS

### State Convention Action

A chapter with a small scholarship fund should consider adding it to the State Scholarship Fund. (1939)

1. An Alpha State scholarship may be awarded to the same person for not more than two successive scholastic years or summers, provided that such a person equals or exceeds other applicants in points of merit and in need of the help of the scholarship.
2. In order to receive an Alpha State Scholarship, an applicant must enroll for the academic term for which the scholarship is awarded. (1941)

February shall be designated as Scholarship Month at the chapter level. (1949)

The State Scholarships Committee is composed of seven members, including representation from public school teachers, administrators, and instructors/professors at the college/university level.

Each member serves for a term of 4 years (2 Biennia). Each biennium 3 or 4 members rotate off the committee according to the following pattern:

1st Biennium -- 3 members  
2nd Biennium -- 4 members

At the beginning of her biennium, each State President will appoint members to the Scholarships Committee to fill the existing vacancies which result from the rotation. She will also name the chairman from the members who have served at least one biennium.

The current State President and the Current State Treasurer are ex officio members of the Scholarships Committee. (1986)

The State Scholarships Committee shall review and make recommendations concerning each prospective endowment to determine whether any restrictions or conditions conflict with the purposes and policies of the Texas State Organization. (1979)

March 1 shall be the deadline date for scholarship applications to be sent to the State Scholarships Chairman. (1972)

Applications for the Mini Grant must be postmarked by and no later than either March 1 or October 1. (2005)

The Annie Webb Blanton foundation at the University of Texas shall be \$25,000. (1992)

The Mamie Sue Bastian and Dr. Eula Lee Carter Scholarship Foundations shall be moved to State Foundation status. (1984)

A chapter may qualify as an HONOR chapter as designated by the State organization if one dollar or more for each active, reserve, and honorary member is sent to the State Scholarship Fund in addition to the regular fee provided for in the CONSTITUTION. (1972 and 1974)

Doctoral scholarships shall be for an amount of \$5,000 each. (1986) (1994) (2001)

Other scholarships shall be for amounts of \$1,500, \$1,000, \$500, \$500, and \$1,000 respectively. (1986) (1992) (1994) (1998) (2001) (2002) (2004)

The Maetha Griffin Weatherby Educational Travel Scholarship shall be established and criteria will be developed with the first award to be given in March, 2005. (2002) (2004) The original corpus shall remain intact. (2003) (2004)

The foundations held in the treasury of the Texas State Organization shall be for \$25,000 each. (1992)

The Scholarship Fund shall pay all administrative expenses of the scholarship program and committee. (2002)

The following requirements shall apply to scholarship applicants/recipients: (1981) (1993) (1994) (1998)

**Doctoral Scholarships:**

\$5,000

Must have been members for at least three (3) years before June 1 of application year and have completed a minimum of twenty - four (24) hours toward an earned doctoral degree.

Applicant shall submit a degree plan signed by her major professor.

Recipient should provide proof of enrollment during a scholarship year to complete at least 18 semester hours toward an earned doctorate or to complete dissertation with proof of proposal acceptance.

**Other scholarships:**

\$1,500 Graduate Education

Must have been members for at least two (2) years before June of the application year and must complete at least nine (9) semester hours of graduate work leading to a master's degree, earned doctoral degree, and/or certification in a specialized field. Effective for the 1995-96 scholarship year. (1994) (1998) (2005)

\$1,000 Graduate Education

Must have been members for at least two (2) years before June 1 application year and must complete six (6) hours of graduate work toward a master's degree, earned doctoral degree, and/or certification in a specialized field.

\$500 Graduate Education

Must have been members for at least two (2) years before June 1 application year and must complete three (3) hours of graduate work toward a master's degree, earned doctoral degree, certification in a specialized field, and/or enrichment.

\$500 Adult Education

Must have been members for at least ten (10) years before June 1 of application year and must enroll in adult education, i.e. Elderhostel, continuing education, research, conferences.

Mini Grant

A \$1-500 grant for enrollment in an educational program working toward enrichment in a specialized field (i.e. AP workshops). Eligibility requirement is five years of membership before June 1 of the application year. (2000) (2001) (2005) The mini grant shall become a permanent part of the Scholarship Program. (2003)

Maetha Griffin Weatherby Educational Travel Scholarship

The maximum amount awarded to any member would be \$1,000. The recipient would have to match the funds awarded. A member would only be able to receive this scholarship one time. Eligibility requirement is ten years of membership before June 1 of the application year. (2004)

Aspiring Educator Award

This grant will be funded with interest money from the Scholarship Fund, not to exceed \$5,000.00 each year. The guidelines will be developed by the committee. (2007)

The State Executive Secretary/Treasurer shall send checks directly to the scholarship recipients upon proof of (1) registration or (2) dissertation proposal acceptance. (1975) (1994)

## Guidelines

1. Application blanks must be obtained from the State Executive Secretary/Treasurer by writing or calling

Texas State Organization  
The Delta Kappa Gamma Society International  
P.O. Box 797787  
Dallas, TX 75379-7787  
800.305.3525

2. The Committee

- a. When date and place have been determined by the State Chairman and committee members, in consultation with the State President, the Chairman notifies the committee members about the time, place, rooming arrangements, and agenda for the meeting.
- b. The committee decides by vote, after considering the merits of the applicants, who will receive scholarships. (1994)
- c. The committee may make recommendations to the State Executive Board for the formation of new scholarship foundations or for increases in existing foundations.
- d. The committee may suggest the name of a new foundation but any member of Alpha State may also make suggestions. The Executive Board must approve the name of a new foundation.
  1. The current Alpha State, Texas, Scholarship Foundations shall remain as named. (1987)
  2. All Alpha State, Texas, Scholarship Foundations shall be named for members of Alpha State, Texas. (1987)
  3. Each Alpha State Scholarship Foundation shall be named for two Alpha State, Texas, members (1987).
  4. The Alpha State Scholarship Foundations shall be named for state presidents, state scholarship chairmen, and other members who have rendered outstanding service at the state level. (1987)
  5. Special occasions in the history of Alpha State, Texas, such as the Golden Anniversary celebrating the 50th anniversary, should be considered in naming the Foundations. (1987)

3. The Chairman

- a. Publicizes in the LONE STAR NEWS information about scholarships available.
- b. Appoints a secretary to take the minutes of the committee meeting.
- c. Requests from the State Executive Secretary/Treasurer information about the amount of interest available for awards.
- d. Prepares for all committee members folders containing material about scholarship applicants and policies adopted for granting stipends.
- e. Notifies all applicants of stipends granted and also notifies those who did not receive stipends.

- f. Provides the State Executive Secretary/Treasurer with a list of all grantees and the amount each will receive in the name of a designated foundation.
  - g. Encourage chapters to inform members about the scholarship program.
  - h. Explains to chapters how they may attain honor, double honor, and triple honor, or higher recognition.
  - i. Prepares brochures for honor chapters as determined from the report of the State Executive Secretary/Treasurer and arranges with the State President for appropriate chapter recognition at the State convention. (1994)
  - j. Arranges for printed applications, scholarships brochures, scholarships instruction sheets, and honor brochures, scholarships instruction sheets, and honor brochures and updates them as needed. (1994)
4. Qualifications for applications
- a. Must be a member in good standing in The Delta Kappa Gamma Society International.
  - b. Must have at least three years active membership at the time of application for \$5,000; two years for \$1,500, \$1,000, and \$500; ten years, for Adult Education, 5 years for Mini-Grant and ten years for Educational Travel. (1994) (1998) (2000) (2001) (2002) (2004)
  - c. Must have been involved in chapter/state activities.
  - d. Must have plans to register for proposed study. (1994)
  - e. Must have better than average scholastic standing (not applicable for adult education). (1994)

NOTE: If qualifications of two or more applicants are equal, financial need may be the deciding factor.

## **WORLD FELLOWSHIPS**

### **Guidelines**

The State World Fellowships Chairman should

1. Publicize the activities of the International World Fellowship program at both State and Chapter levels
2. Promote voluntary contributions to the World Fellowship Fund
3. Encourage personal contact with the World Fellowship recipients, especially those studying in Texas colleges and universities.

## LEADERSHIP SEMINAR

### State Convention Action

1. A state Leadership Seminar Fund was authorized with the monies for the fund to be accumulated from members' contributions, and with the provision that the principal of the fund remain intact and only the interest be used to finance any future State Leadership Seminar. (1993)
2. It was approved that each member be asked and encouraged to make a contribution to the state Leadership Seminar Fund, and that chapters whose members of all types participate 100% in giving at least one dollar (\$1) each during a year shall receive at state convention the high honor of being named "Journeys for Leadership Enlightenment." Those chapters whose members of all types contribute at least two dollars (\$2) each during a year shall be given the even higher accolade of being named "Trailblazers for Leadership Enlightenment." (1993)
3. It was approved that the Leadership Seminar Fund may be used to reimburse either all or partially, the travel expenses for the committee members who direct the Seminar activities, depending on the availability of funds. (2001)
4. The Leadership Seminar Fund shall pay all administrative expenses of the seminar and committee. (2002)
5. The Leadership Seminar Fund shall maintain a principal of no less than \$75,000. (2003)

### Guidelines

The State Leadership Seminar Chairman should:

- A. Duties of the state Leadership Seminar Chairman
  1. Plan and present a biennial state Leadership Seminar for up to 30 selected participants, chosen from applicants who have not attended an international Golden Gift Leadership/Management Seminar or a State Leadership Seminar.
  2. Plan and present an advanced Leadership Seminar to be offered periodically as an update and refresher for the Texas members who have participated in a previous international Leadership/Management Seminar and/or a State Leadership Seminar.
  3. Plan for two funded committee meetings a biennium.
  4. Provide periodically for a pre-convention workshop/speaker for convention attendees to enhance leadership skills.
- B. Application to select participants for the Leadership Seminar shall include the following items: education, professional experience, other professional activities/organizations, Delta Kappa Gamma experience, impact statement and recommendation from the chapter president.
- C. The Leadership Seminar Committee shall be comprised of nine members appointed by the State President, one of whom shall be a continuing member from the previous biennium's committee. The State President will appoint the chairman. It is recommended that committee members be ones who have previously attended an Alpha State Leadership Seminar or Golden Gift Leadership/Management Seminar.

**REFER TO THE LEADERSHIP SEMINAR COMMITTEE FOR THE MOST RECENT FORM OR FIND IT  
POSTED ON THE ALPHA STATE WEB SITE.**

**APPLICATION FOR LEADERSHIP SEMINAR  
ALPHA STATE, TEXAS  
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

**REFER TO THE LEADERSHIP SEMINAR COMMITTEE FOR THE MOST RECENT FORM OR FIND IT  
POSTED ON THE ALPHA STATE WEB SITE.**

**CHAPTER PRESIDENT RECOMMENDATION FORM  
ALPHA STATE, TEXAS, LEADERSHIP SEMINAR**



**TECHNOLOGY****State Convention Action**

1. That the Ad Hoc Technology Committee shall be established as a Standing Committee within Educational Services; be composed of 3-5 members with one continuing member; and the State President and State Executive Secretary/Treasurer shall serve as ex officio members. It will operate until 2005, at which time, it will be reviewed by the Executive Committee for continuance or dissolution. (2001)
2. That all hardware and software owned by Alpha State, Texas, shall be evaluated four years from the purchase date and replaced as needed. All future hardware and software purchases should be compatible. (2001)
3. The Technology Committee shall be a permanent committee within Educational Services. It shall be composed of nine members including the chairman and one continuing member.
4. The purpose of the committee shall be:
  - a. To serve as a resource for chapters and members by providing workshops, training and publications.
  - b. To evaluate annually all hardware and software owned by Alpha State, Texas.
  - c. To recommend purchase of new or replacement hardware and software as needed.

## CHAPTER COORDINATING COUNCILS

### PURPOSES

The purposes of a coordinating council are the following:

1. To plan for joint meetings to which state personnel may be invited to speak or to hold workshops.
2. To plan other joint activities such as a scholarship book review, a vesper service, a professional workshop, an initiation, or a reception.
3. To avoid duplication of invitations to new members.
4. To avoid inviting to membership disinterested women.

The chairman of the coordinating council should keep a card file listing members who have been dropped or who have resigned and those who have refused membership when invited by any of the chapters in the coordinating council. Each chapter president should report to the coordinating council chairman annually the names of members removed from the chapter roll with the reasons for their removal.

### COMPOSITION

When several chapters serve the same area, a coordinating council is almost obligatory. A council shall consist of the chapter presidents in the area and may include other personnel as determined by the chapters. The chairman shall be selected according to the written policy of the council.

### SUGGESTIONS

If policy allows, each chapter president may invite the program chairman to a council meeting when cooperative programs are planned. The incoming chapter president may be invited to a meeting so that she may become aware of the procedures of the council and meet incoming presidents from other chapters in the council.

Some large councils have a chairman and a chairman-elect. The chairman serves the first year of the biennium. The second year the chairman-elect succeeds her and a new chairman-elect is chosen. Both members attend the meetings for two years. By using this procedure, the chairman is better prepared to assume her duties.

### GUIDELINES

The council chairman is responsible for notifying council members of the time and place of regular council meetings and presides at sessions of the council.

The council may ask chapters for donations to cover expenses but may not assess chapters.

## **APPENDIX**

**CHARTER OF THE TEXAS STATE ORGANIZATION  
OF THE DELTA KAPPA GAMMA SOCIETY**

STATE OF TEXAS

No. 080400-1

COUNTY OF TRAVIS

**KNOW ALL MEN BY THESE PRESENT**

That we, the undersigned, being citizens of the State of Texas, do hereby associate ourselves together for the purpose of forming a private corporation under the laws of The State of Texas under the following terms and obligations:

**I.**

The name of the corporation is the Texas State Organization of the Delta Kappa Gamma Society.

**II.**

This corporation is formed for educational and benevolent purposes, particularly for extending aid to women teachers by means of founding scholarships for study, for developing loyalty and high ideals in the teaching profession, and for conferring distinction upon women members of the teaching profession.

**III.**

The place of business, namely, the State Headquarters of this corporation, is Fort Worth, Texas.

**IV.**

The term for which this state organization, or corporation, is to exist fifty years.

The number of directors, trustees, or Founders shall be eighteen. The following are the names and addresses of those chosen for the first year, 1941:

Mamie S. Bastian, Houston, Texas  
Annie Webb Blanton, Austin, Texas  
Eula Lee Carter, Fort Worth, Texas  
Catherine Young Clack, Burkburnett, Texas  
Holley Field, Houston, Texas  
Sarah G. Grigsby, Dallas, Texas  
Mabel Grizzard, Waxahachie, Texas  
Anna Hiss, Austin, Texas  
Ray King, Fort Worth, Texas  
Helen Koch, Chicago, Illinois  
Ruby Terrill Lomax, Dallas, Texas  
Cora M. Martin, Austin, Texas  
Pearl Michie, Terrell, Texas  
Mattie Ruth Nowlin, Kress, Texas  
Clara M. Parker, Austin, Texas  
Gladys Parker, Fort Worth, Texas  
Sadie Ray Powell, San Antonio, Texas  
Lela Lee Williams, Dallas, Texas

VI.

The organization has no capital stock, is not for profit, and has no assets except for annual fees paid by members to provide funds for carrying on its activities.

The work of this state organization is to be carried on in the State of Texas, under the direction of the National Organization of Delta Kappa Gamma and of the state officers and directors.

IN WITNESS WHEREOF, we have hereunto signed our names, this the seventeenth day of April, A.D., 1941.

/s/Annie Webb Blanton

/s/ Cora M. Martin

/s/Clara M. Parker

STATE OF TEXAS,

COUNTY OF TRAVIS:

Before me, the undersigned authority, on this day personally appeared Annie Webb Blanton, Cora M. Martin, and Clara M. Parker, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this the seventeenth day of April, A.D., 1941

/s/Fannie Davis  
Notary Public in and for  
Travis County, Texas

COPY

THE STATE OF TEXAS

Secretary of State

Certificate of Amendment

of

Texas State Organization of The Delta Kappa Gamma Society

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Charter No. 080440-1

The undersigned, as Secretary of State of the State of Texas, hereby certifies that Articles of Amendment to the Articles of Incorporation of the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Amendment to the Articles of Incorporation and attaches hereto a copy of the Articles of Amendment.

Dated July 24, 1981.

G.W. Strake, Jr.  
Secretary of State  
yd

ARTICLES OF AMENDMENT OF  
TEXAS STATE ORGANIZATION OF THE DELTA KAPPA GAMMA SOCIETY

ARTICLE ONE

The name of the corporation is TEXAS STATE ORGANIZATION OF THE DELTA KAPPA GAMMA SOCIETY.

ARTICLE TWO

The following amendment to the Articles of Incorporation was adopted on June 12, 1981.  
Article IV is amended to read:

“IV.  
The period of the corporation’s duration is perpetual.”

ARTICLE THREE

The amendment was adopted in the following manner:

“The amendment was adopted at a meeting of members held on June 12, 1981, at which a quorum was present, and the amendment received at least two-thirds of the votes which members present or represented by proxy at such meeting were entitled to cast.”

Mary Rowlette  
President

Virginia Grove  
Executive Secretary

Sworn to June 26, 1981

\_\_\_\_\_  
Notary Public  
Lubbock County, Texas

(Notary Seal)



STATEMENT OF CHANGE OF REGISTERED OFFICE AND  
REGISTERED AGENT BY A TEXAS NON-PROFIT CORPORATION

1. The name of the corporation is TEXAS STATE ORGANIZATION OF THE DELTA KAPPA GAMMA SOCIETY.
2. The address of its present registered office as shown in the records of the Secretary of the State of Texas prior to filing this statement is 2919 Haltom Road, Fort Worth, Texas 76117.
3. The address to which its registered office is to be changed is 2403 31st Street, Snyder, Texas 79549.
4. The name of its present registered agent, as shown in the records of the Secretary of the State of Texas, prior to filing this statement, Phyllis D. Ellis.
5. The name of its successor registered agent is Virginia Grove.
6. The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.
7. Such change was authorized by its board of directors.

Mary Rowlette  
President

Sworn to May 8, 1981.

\_\_\_\_\_  
Notary Public  
Lubbock County, Texas

(Notary Seal)

STATEMENT OF CHANGE OF REGISTERED OFFICE  
OR REGISTERED AGENT OR BOTH  
BY A NON-PROFIT CORPORATION

1. The name of the corporation is TEXAS STATE ORGANIZATION OF THE DELTA KAPPA GAMMA SOCIETY.
2. The address, including street and number, of its present registered office as shown in the records of the Secretary of State of Texas before filing this statement is 2403 31st Street, Snyder, Texas, 79549. Secretary
3. The address, including street and number, to which its registered office is to be changed is P.O. Box 23895 (John Guinn Hall, Suite 302) Denton, TX 76204. TWU  
(Give new address or state "no change")
4. The name of its present registered agent, as shown in the records of the Secretary of State of the State of Texas, before filing this statement is Miss Virginia Grove. Texas,
5. The name of its new registered agent is Mrs. Ruth Hull.  
(Give new name or state "no change")
6. The address of its registered office and the address of the office of its registered agent, as changed, will be identical.
7. Such change was authorized by: (Check One)  
 A. The Executive Board  
 B. An officer of the corporation so authorized by the Board of Directors.

Ruth Hull  
Executive Secretary/Treasurer  
An Authorized Officer

STATEMENT OF CHANGE OF REGISTERED OFFICE  
OR REGISTERED AGENT OR BOTH  
BY A NON-PROFIT CORPORATION

1. The name of the corporation is TEXAS STATE ORGANIZATION OF THE DELTA KAPPA GAMMA SOCIETY.
2. The address, including street and number, of its present registered office as shown in the records of the Secretary of State of Texas before filing this statement is P.O. Box 23895 TWU (John Guinn Hall, Suite 302) Denton, TX 76204.  
(Give new address or state "no change")
3. The address, including street and number, to which its registered office is to be changed is P.O. Box 425857 TWU (John Guinn Hall, Suite 302) Denton, TX 76204.  
(Give new address or state "no change")
4. The name of its present registered agent, as shown in the records of the Secretary of State of the State of Texas, before filing this statement is Mrs. Ruth Hull
5. The name of its new registered agent is Ms. Nelda Gossett  
(Give new name or state "no change")
6. The address of its registered office and the address of the office of its registered agent, as changed, will be identical.
7. Such change was authorized by: (Check One)  
 A. The Executive Board  
 B. An officer of the corporation so authorized by the Board of Directors.

Nelda Gossett  
Executive Secretary/Treasurer  
An Authorized Officer

STATEMENT OF CHANGE OF REGISTERED OFFICE  
OR REGISTERED AGENT OR BOTH  
BY A NON-PROFIT CORPORATION

1. The name of the corporation is TEXAS STATE ORGANIZATION OF THE DELTA KAPPA GAMMA SOCIETY.
2. The address, including street and number, of its present registered office as shown in the records of the Secretary of State of Texas before filing this statement is P.O. Box 425857 TWU (John Guinn Hall, Suite 302) Denton, TX 76204.  
(Give new address or state "no change")
3. The address, including street and number, to which its registered office is P.O. Box 797787  
(Dallas, TX 75379-7787)  
(Give new address or state "no change")
4. The name of its present registered agent, as shown in the records of the Secretary of State of the State of Texas, before filing this statement is Ms. Nelda Gossett.
5. The name of its new registered agent is Mrs. Nelda Landrum  
(Give new name or state "no change")
6. The address of its registered office and the address of the office of its registered agent, as changed, will be identical.
7. Such change was authorized by: (Check One)

- A. The Executive Board  
 B. An officer of the corporation so authorized by the Board of Directors.

Nelda (Gossett) Landrum  
Executive Secretary/Treasurer  
An Authorized Officer