



MAINE STATE ORGANIZATION OF DELTA KAPPA GAMMA SOCIETY INTERNATIONAL STANDING RULES

Revision 2022

Section 1

*A chapter president assumes responsibility for encouraging chapter activities that develop the leadership potential of each chapter member. Each chapter and state organization is responsible for the work of some international committees: Communications and Marketing, Educational Excellence, Finance, Membership, Scholarship, and World Fellowship. Committee names and number of committees at the state organization and chapter level may or may not be the same as international or state organization committees; but required work, as applicable, is to be carried out as indicated in the **Constitution, Article VIII, Section B, C**. Chapters decide what committees they wish to have, the names, and the work of those committees. Reports of the work of chapters are prepared on forms supplied by the Society and submitted to the persons designated on the forms.*

Delta Kappa Society International - Go To Guide for Chapter Members, 2019 (<https://www.dkg.org/>)

MEMBERSHIP

The committee shall:

1. receive from chapters recommendations for state honorary membership;
2. screen the qualifications of nominees recommended for state honorary membership;
3. submit the list of nominees qualified for state honorary membership, with appropriate data, to; members of the state Executive Board for voting, and report results of the vote to the state president and members of the state Executive Board. Initiation shall be within one year of election;
4. keep an up-to-date file of Maine State Organization presidents, state founders, and state honorary members, including addresses, zip codes, and telephone numbers;
5. if appropriate, submit recommendations for invitation to membership, signed by Delta Kappa Gamma members, to chapters in other areas.

NOMINATIONS

The selection of a nominee for a specific position where she can best serve is essential for a strong state organization. Geographic location should be considered when selecting members for the office or committee membership to ensure wide representation.

The committee shall

1. maintain a file, updated each biennium, that indicates the chapter affiliation of state officers;
- 2 provide chapter presidents a form to list prospective candidates for each office to be returned to the Nominations Committee by October 15;
3. compile a list of candidates for each office and send to the Nominations Committee by December 1 for approval;
4. contact nominees to affirm their nomination between December and February. A affirmative reply should be followed by a request for vitae (including photograph) and contact information.
5. send form #6 to the candidate's chapter, if the candidate was not proposed by her own chapter;
6. publish the nominees' names, pictures and biographical data in the pre-convention issue of the Mainspring in odd numbered years;
7. give the report of the Nominations Committee at the Spring Convention in odd-numbered years.

8. The criteria for the selection of nominees:

The President

1. must be dedicated to the purposes of the Delta Kappa Gamma Society International;
2. should have served as a chapter president;
3. should have served on a state committee;
4. should have a working knowledge of the state Executive Board;
5. should have attended state and regional meetings;
6. should have organizational ability and ability to delegate; and
7. must have communication skills.

State Officers and Committee Chairmen

1. should have served as chapter officers and/or committee chair;
2. should have interest in the work in the designated area; and
3. should be willing to provide direction and guidance to local chapters.

SOCIETY MISSION AND PURPOSE

The committee shall

1. relay reports and suggestions from chapters in the state to the international organization; and
2. make every effort to assist chapters in carrying out the purpose of the society.

U.S FORUM/WOMEN'S LEGISLATIVE COUNCIL

The committee shall:

1. initiate, endorse and support activities in the relative field related to education, women and women educators. (The Society's legislative efforts shall be issue orientated. The Society shall not be involved in partisan politics);
 - a. that an individual may represent the organization on legislative issues only after receiving authorization from the president, Executive Board, or membership of the particular level of the Society which she is representing;
 - b. that all levels of The Delta Kappa Gamma Society International may cooperate with other organizations when their legislative activities help to promote the stated purposes of the Society;
 - c. that legislative action should be based on a thorough understanding of the basic issues involved;
 - d. that legislative activity must be concerned with educational issues, not with candidates or political parties;
 - e. that expenditures for legislative activities should not exceed a nominal portion of the Society's income at any level;
 - f. that the Society may initiate, endorse or support legislation when it relates to the improvement of education or the status of women educators; and
 - g. that the Society may not endorse a candidate or spend money for a candidate's campaign
2. abide by the statement of Neutrality from Delta Kappa Gamma Society International GAPP document https://www.dkg.org/DKGMember/Resources/GAPP_Assests/GAPP-Policies.aspx

CLARA SOULE

The committee shall:

1. require each chapter to determine a method of funding chapter Clara Soule recognitions and activities;
2. require each chapter to present information at a chapter meeting regarding the history of Clara Soule, the fund and its uses, as well as current proposed chapter activities and recognitions;
3. require each chapter to complete the annual report form and submit it to the MSO Clara Soule chair summarizing the activities and recognitions of the chapter Clara Soule Committee;
4. encourage each chapter to consider ways for the chapter to financially support the MSO Clara Soule Fund on an annual basis.

SCHOLARSHIP/FOUNDERS' FUND

The committee shall:

1. enclose information in each Mainspring such as reminder of deadlines, awards available, recipients' successes, etc.;
2. follow the guidelines below in awarding Maine State Organization Scholarships:
 - a. determine the number and amounts to be awarded and recommended to the Executive Board for action
 - b. review applications and make selections
 - c. notify recipient pending Executive Board action
 - d. take result to Executive Board for action
 - e. notify the president and treasurer of selection(s) and amount(s)
 - f. introduce recipient at luncheon at state convention;
3. inform recipient of the following responsibilities:
 - a. to be present at luncheon to accept the award unless emergency situation prevents
 - b. inform Scholarship Chairman of the local media to be notified
 - c. respond, briefly at luncheon as to anticipated program;
 - d. Share the information gathered as a result of the scholarship in a session at the Fall Workshop or write an article for the Mainspring.
4. follow the guidelines below when awarding the Founders' Fund Grants:
 - a. develop an application form and distribute to chapters
 - b. grants may be awarded on odd numbered years to anyone having been a member of Maine State Organization for two years for
 - (1) educational travel or study
 - (2) pilot projects
 - (3) society seminars, study groups, conferences or conventions
 - (4) National Board Certification
 - (5) other appropriate activities
 - c. the committee shall
 - (1) determine the amount to be awarded, based on the availability of money and merit of the request
 - (2) review applications and make selections
 - (3) notify the recipient, the Executive Board, the president, and the treasurer
 - (4) inform the recipient that she will be expected to report to the following workshop or convention.
 - d. develop an application form, eligibility criteria and select a recipient in even numbered years for \$500 grant for Maine State Organization member to attend her first international convention.

WORLD FELLOWSHIP

The committee shall

1. encourage time allotment at chapter meetings for discussion of the project;
2. request that chapter chairmen present information on current recipients concerning their particular study, country and life style; and
3. when possible, assign to each chapter the name of one recipient with whom they might correspond. **Section 2**

Section 2

STATE CONVENTION

See Constitution, Article IX, Section A; Handbook; Standing Rules; Maine State Organization Bylaws Article IX, Section A.

GENERAL INFORMATION

1. The hostess chapter shall issue an invitation prior to the convention.
2. The Maine State Organization President shall communicate with the presidents of the three hostess chapters to outline personnel, information and theme needed for planning the convention.
3. Members of the host chapter who are working during convention do not pay the registration fee but will be responsible for the cost of their meals.
4. The convention program registration form (with prices of meals) and hotel reservation form shall be printed in the pre-convention issue of Mainspring.

5. Additional details:

- a. Registration for all event - hostess chapter
 - (1) take count of people attending;
 - (2) collect money for each event;
 - (3) print meal tickets
 - (4) red folders-cost to hostess chapter; and
 - (5) name tags for entire weekend-cost to hostess chapter
- b. Executive Board dinner Friday evening
 - (1) favors: if done by hostess chapter, cost to that chapter;
 - (2) head table flowers;
 - (a) cost covered by Maine State Organization
 - (b) hostess chapter makes arrangement for centerpieces which can be used at all events of the convention;
 - (3) head table place cards-cost to hostess chapter; and
 - (4) napkins-if different from hotel, cost to hostess chapter.

LUNCHEON

1. The President of the hostess chapter shall preside at the luncheon.
2. All work shall enhance the convention theme, with the approval of the president and appropriate program chairman.
3. The president plans the program and names head table guests.
4. Each chapter president presents a Scholarship Fund donation.
5. Additional details:
 - a. favors and table centerpieces: cost to hostess chapter;
 - b. napkins: if not supplied by hotel, cost to hostess chapter;
 - c. birthday cake or cupcakes, cost to Maine State Organization.

BANQUET

1. The hostess chapter assumes general planning responsibility.
2. Alternate years the installation of officers or presentation of incoming chapter presidents precedes the banquet.
3. The banquet shall be a sit down plated service with wait staff. Dressy attire for all attendees is suggested.
4. Maine State Organization will recognize leadership by purchasing and presenting a rose guard to the outgoing State President in odd numbered. In even numbered years, purchasing and presenting the incoming Chapter Presidents a long stem rose and the outgoing Chapter Presidents will be presented a gavel dangle also purchased by MSO.
5. Additional details
 - a. held Saturday evening;
 - b. favors and table decorations: cost to hostess chapter;
 - c. napkins: if different from hotel, cost to host chapter; and
 - d. roses for incoming chapter presidents (even years), cost to Maine State Organization,
 - e. roses for installation of Maine State Organization Officers (odd years)(cost to Maine State Organization)
 - f. Post-banquet reception
 - (1) cost to MSO
 - (2) light refreshments/punch, coffee, tea.

BREAKFAST

1. The president of the chapter hosting the breakfast will greet the members.
2. The first vice president of Maine State Organization chairs the breakfast and introduces guests.
3. The second vice president of Maine State Organization (Membership Chairman) plans the necrology service.
4. The chapter membership chairman, or other designated person(s), presents a short eulogy for deceased chapter member(s) and places a white rose in her/their memory. (Cost of white roses to Maine State Organization)
5. When the necrology service includes a service for an Maine State Organization Past State President, the chapter of the past president will play a special role during the service.
6. Additional details
 - a. favors: cost to hostess chapter; and
 - b. napkins: if different from hotel, cost to hostess chapter.

COURTESIES AND HOSPITALITY

1. A hospitality room shall be open on Friday evening and Saturday of convention for the convenience of members except during general sessions.
 - a. refreshments-cost host chapters with the Banquet host chapter coordinating
 - b. room - cost to Maine State Organization
2. Courtesy invitations to the international representative shall be sent by the Maine State Organization President and hostess chapter as soon as the assignment has been confirmed by International.
3. Gifts to be presented
 - a. the hostess chapter shall place a rose in the hotel room of the international guest, the Maine State Organization President, and any other person requested by the Maine State Organization President;
 - b. the host chapters shall provide a memento "Gift of Maine" to be placed in the room of the international representative ;
 - c. the Maine State Organization President shall select a gift of gratitude for the international guest and present such gift at the banquet; and
 - d. the state president's chapter shall be responsible for the following presentations to the retiring president of Maine State Organization:
 - (1) a president's pin engraved with the president's initials to be presented by the chapter president at the time of the state president's installation; and
 - (2) a gift of appreciation to be presented by a chapter member to the retiring state president at convention.

Section 3

WORKSHOP

1. Maine State Organization President shall assume responsibility for an annual workshop. The planning committee shall consist of the hostess chapter officers and state officers.
 - a. The place shall be selected by the president and hostess chapter(s) in accordance with **Maine State Organization Bylaws Article IX, Section 3**
 - b. facilities requirements: adequate meeting spaces, handicap accessible, sit down luncheon without excessive costs
2. An invitation to the Annual Spring Convention shall be issued by the president of the hostess chapter at the Fall Workshop.
3. During the summer Maine State Organization president shall communicate (via email or in person) with the hostess chapter president and workshop chairman to outline personnel and information needed for the planning committee.
4. The Maine State Organization President shall contact hosting chapter to finalize plans.
5. Group meetings at the workshop shall be conducted by state committee chairmen on any committee topic or responsibility as necessary.
6. Certificates for certification contact hours will be provided by the MSO President.
7. Presenters at fall workshop do not pay the registration fee but will be responsible for the cost of their meals.
8. Members of the hostess chapter who are working during the workshop do not pay the registration fee but shall pay for the cost of their meals.
9. When an international guest is present the procedure under Courtesies and Hospitalities shall be followed.
10. Details:
 - a. Registration is the responsibility of the hostess chapter.
 - (1) Friday night and Saturday morning
 - (2) cost - red folders (possibly pencil and paper): cost to hostess chapter
 - (3) Number of attendees shall be sent to state president for printing of programs
 - b. Friday evening
 - (1) hospitality: cost to hostess chapter
 - (2) executive board meeting (may be held Saturday morning)

- c. Saturday
 - (1) hospitality: cost to hostess chapter
 - (2) general meeting
 - (3) Society, professional development, and personal growth workshops to be planned by the President as stated in **Maine State Organization Bylaws, Article VI, Section C-Duties, 1 g.**
- d. Flowers: one centerpiece- cost to Maine State Organization.
- e. Hospitality room - Cost to hostess chapter
- f. Name tags- place cards for head table are provided by the hostess chapter and are used all weekend
- g. Phone calls- reimbursed by Maine State Organization if pertain to workshop arrangements
- h. Programs
 - (1) responsibility of MSO President
 - (2) cost to Maine State Organization

Section 4

S-T-R-E-T-C-H Your Teaching Workshop

1. The Past State President will assume the responsibility for the annual S-T-R-E-T-C-H Your Teaching Workshop.
 - a. Determine the date and location.
 - b. Arrange for a keynote speaker and other presenters.
 - c. Compile and distribute a registration packet.
 - d. Appoint a registrar.
 - e. Provide folders to registrants.
 - f. Arrange for thank you gifts to presenters and door prizes. Cost to Maine State Organization with donations from Chapters.
 - g. Shall determine the credit hours for the participants and provide the appropriate documentation
2. The First Vice President shall work with the Past State President
 - a. Arrange for luncheon and table decorations.
 - b Design or provide thank you notes for presenters.
3. The Communication and Publicity Chair as stated in **Maine State Organization Bylaws Article VIII, Section C 2 a (2) (h)** advertise the event.

May include:

 - a. Newspaper article for state-wide newspapers
 - b. Advertising Posters
 - c. Facebook post(s) or other social media
 - d. Notify schools/school districts of this event

Section 5

SUPPLEMENTAL DATA

1. Key of the Society
 - a. the official jewelry may be worn on a ribbon or other manner as desired by the member.
 - b. president's key pins can be returned to international, state organizations, or chapters and may be given or sold to presidents in office or to past presidents
 - c. official jewelry and paraphernalia may be purchased from the authorized supplier.
 - d. The key of the society may be printed on official society materials as permitted by International documents. (https://www.dkg.org/DKGMember/Resources/Brand_Guidelines.aspx)

2. Materials

- b. All chapter presidents will be provided with the following documents through email attachments from the Maine State Organization President/Membership Chair or referred to the Maine DKG website where copies can be found and downloaded at the beginning of each biennium:
 - (1) Maine State Organization Bylaws
 - (2) Maine State Organization Standing Rules
 - (3) Maine State Organization Directories