STANDING RULES
OF THE PENNSYLVANIA STATE ORGANIZATION
OF THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

I. State Convention

A. Officers

The expenses of all state officers, including the immediate past state president, to the state convention shall be paid by the state organization. Allowable expenses shall be mileage at the current rate, parking and turnpike fees if applicable, lodging, not to exceed one-half (1/2) of the double room rate, meals during convention, registration fees, and gratuities at 15% (percent).

B. Past State Organization Presidents

1. Convention expenses of each past Pennsylvania State Organization President, excluding the immediate past State President, shall be paid by the Pennsylvania State Organization convention fund. Reimbursement shall be lodging, not to exceed one-half (1/2) of a double room rate for two nights, reimbursement of registration fee, and reimbursement of all official convention meal functions.
2. A Delta Kappa Gamma remembrance shall be sent to past state presidents who are not in attendance at the state convention.

C. Committee Chairmen

1. Standing committee chairmen shall receive only one stipend of $75.00 when they attend a state convention. These chairmen are World Fellowship, Scholarship, Communications, Nominations, Leadership Development, Finance, Rules, and Historical Records.
2. Chairmen of other state committees, representatives, and appointees who have been assigned duties to perform at the state convention by the president will receive a $75.00 stipend.

D. Convention Personnel

The coordinator, treasurer, protocol, and photographer shall be reimbursed for lodging, not to exceed one-half (1/2) of a double room rate (two or three nights), meals, registration, mileage, gratuities at 15% (percent), photographs, and clerical supplies.

E. Signature Cards and Reports

1. Signature cards for the State Convention Fund must bear the names of the state treasurer and the convention treasurer.
2. The financial report of the state convention treasurer must be submitted to the state president, the state treasurer, and the state finance committee by July 15 or within sixty (60) days after the state convention, whichever comes first.

F. Site

The site of the state convention may be set at least two years in advance by the officers of the State Organization.

G. Time

The state convention shall be held annually with the date being set by the State Executive Committee.

II. Regional and International Convention

A. State Officers

1. The Pennsylvania State Organization shall pay limited expenses, as set by the Finance Committee, for state officers sent to Regional and International Conventions. These officers are the president, first vice-president, and second vice-president.
2. Should either the first or second vice-president be unable to attend the meeting, the president will choose a member from the state officers or from the state chairmen to attend.

III. State Officers

A. Finances

1. Expenses for state officers and state committee chairmen and/or members shall be paid when the state president specifically requires attendance. Allowable expenses shall be mileage at the current rate, parking and turnpike fees if applicable, lodging, meals and gratuities at 15% (percent) for an individual and the current rate for a group check.
2. All accounts (Available, Permanent, Scholarship, Serendipity, and Visionary) must bear the signatures of the state treasurer and the state president.

B. Orientation

It will be the responsibility of the outgoing and incoming state presidents to arrange an orientation session for incoming state officers and committee chairs prior to the beginning of their duties.

1. This conference will be held in conjunction with and just prior to the first annual meeting of state officers as called by the new State Organization President.
2. The State Organization will pay all expenses for those attending.

C. List of Duties and Inventory

Each state officer shall prepare a list of duties and responsibilities of her office and an inventory of materials and equipment for her use. One copy shall be mailed to the state president upon request.

IV. State Committees

A. Membership/Expansion Committee

1. Expansion in the state is the responsibility of the State Executive Board.
2. The state president, state membership/expansion chairman, and the state treasurer should be in attendance when a new chapter is installed.
3. Expenses for the following attending the installation of a new chapter shall be paid by the state:
    1. State President
    2. Membership/Expansion Committee Chairman
    3. State Treasurer
4. Applications of candidates for membership to a new chapter shall be screened and voted upon by the sponsor/sponsoring chapter.

5. Pennsylvania State DKG shall provide to each newly formed chapter the Official Initiate Register, Certificate of Membership, and the Delta Kappa Gamma scarf as gifts.
6. The State Executive Committee shall determine the name of a chapter to be organized within the state.

B. Nominations Committee

1. Elected members of the Nominations Committee are expected to serve in the position for which they were elected for 4 years (2 bienniums). If an elected member of the Nominations Committee cannot fulfill this commitment due to personal reasons she must resign her position as soon as possible so a replacement may be appointed by the State president to do the work of the committee.
2. Any elected member of the Nominations Committee who wishes to run for an elected officer position in The Pennsylvania State Organization of the Delta Kappa Gamma Society International must resign her position on the Nominations Committee by July 1 of even numbered years.

C. Special Committees

1. The state president shall appoint a committee of three members to read the minutes of the executive Board/Convention business sessions within thirty (30) days of the meeting.
2. The state president shall appoint an ad hoc Personnel Committee when a new treasurer, state editor or state Webmaster is to be selected.

D. Meetings

Committee chairmen shall involve all committee members. A minimum of one meeting per biennium is recommended.

E. List of Duties and Inventory

Each state committee chairman shall maintain a list of duties and responsibilities of her office and an inventory of materials and equipment in her use. One copy shall be passed to the chairman succeeding her, and one copy shall be mailed to the state president upon request.

V. Pennsylvania State Organization of the Delta Kappa Gamma Society International Information

A. Records and Reports

State records and reports shall be retained for two bienniums.

B. Treasurer's File

Materials in the treasurer's file shall be retained for ten (10) years.

C. Historical Records

Historical records shall be submitted as a permanent state record.

VI. State Dues and Fees

All dues and fees are payable to the State Treasurer by June 30 each year

A. Membership

Active members will pay $40 International, the $1 scholarship fee if the

chapter does not have a separate scholarship amount and $17 State dues.
Reserve members will pay ½ International and State dues
Collegiate members will pay the same as reserve International dues and
_____state dues.

B. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues, and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half international dues, and _____*state* membership dues.

C. A separate induction fee of $2.50 for new members is paid to the State organization.

C. State Directory

The state corresponding secretary, in consultation with the state president and state treasurer (on costs), shall be responsible for the state directory. In the first year of the state biennium a directory to include the names of state officers, state committee chairmen and state committee members shall be submitted to the fall *Keystonian.* In the second year of the biennium, a directory of all new chapter officers and committee chairmen shall be printed or reproduced electronically in limited quantities and disseminated.

VII. Professional Development and Leadership Conference/Seminar

A Professional Development and Leadership Conference/Seminar will be held in the spring of even numbered years and before the new chapter Presidents' biennium.

A. Publicity

1. Notice of the Conference/Seminar shall be publicized to all members through the Keystonian and State Website.
2. Deadlines for registration shall be set by the Leadership Development Committee and the State Executive Committee.

B. Finances for Professional Development and Leadership Conference/Seminar

1. Expenses including mileage at the current rate, parking and turnpike fees if applicable, meals, lodging at one-half (½) the rate of a double room if applicable, gratuities at 15% (percent) for individuals and the current rate for a group check, and registration fees of state officers and Leadership Development Team shall be paid by the state organization. Expenses for state officers and committee chairs who have been requested to participate shall be charged to those applicable budgets.
2. The budget for the conference will be set by the State Finance Committee
3. The state treasurer will compile a financial report to the Finance Committee, Leadership Development Committee, and the State President.

C. Program

The program shall be prepared under the direction of the State Executive Committee and the State Leadership Development Committee.

VIII. Purposeful Seminar

a. In order to more fully fulfill the purposes of the Delta Kappa Gamma Society International, a State Seminar may be held once a biennium.
b. The theme and program will be planned and coordinated under the direction of the Educational Excellence Committee Chairman.
c. The Seminar will receive monies as budgeted by the Finance Committee, state president, state treasurer, and state finance committee within sixty (60) days of the event.

IX. Personnel Policies

A. The Keystonian

i. *The Keystonian* editor shall be selected by The Pennsylvania State Organization Executive Board upon a recommendation from the State Organization Personnel Committee.
ii. The editor is a member of the Communications Committee.
iii. The editor shall edit all four (4) issues of *The Keystonian.*
iv. *The Keystonian* shall be made available to all Pennsylvania State Organization members, the International Editor, the International Executive Director, the Northeast Regional Director, all state presidents, and all state editors.

5. The Pennsylvania State Organization Editor wishing to terminate her services shall notify the State Organization President by July 1 of the year before services are to be terminated.
6. The stipend of the editor shall be determined by the State Executive Board upon recommendation of the Finance Committee.

B. State Treasurer

1. The State Treasurer shall be selected by the Pennsylvania State Organization Executive Board upon recommendation from the State Organization Personnel Committee
2. The stipend of the state treasurer shall be determined by the State Executive Board upon the recommendation of the Finance Committee.
3. A state treasurer desiring to terminate her services shall notify The Pennsylvania State Organization President by July1 of the year before services are to be terminated.

d. State Webmaster

1. The State Webmaster shall be selected by the Pennsylvania State Organization Executive Board upon recommendation from The Pennsylvania State Organization Personnel Committee.
2. The State Webmaster is a member of the Communications .
3. The State Webmaster in conjunction with the State President shall update the website periodically
4. All information to go on the website shall be approved by the State President.
5. The Pennsylvania State Organization Webmaster wishing to terminate her services shall notify the State Organization President by July 1 of the year before services are to be terminated.

6. The stipend of the Webmaster shall be determined by the State Executive Board upon recommendation of the Finance Committee.

X. **Chapter Information**

A. Chapter Initiated Visit

1. Individual or collective chapters may invite the State President or her designee for a chapter initiated visit.
2. The state organization shall pay travel expenses and meals en route. The hostess chapter(s) is/are responsible for meals and lodging for only one state visitor during a chapter initiated visit.
3. Chapter presidents and chapter officers are encouraged to meet prior to the stated meeting with the state president to discuss specific needs.
4. The first official visit made to a newly installed chapter will be underwritten by the state.
5. Additional visits, at state expense, may be scheduled to new chapters during their first two (2) biennium.

B. Chapter Records and Reports

1. The names of newly elected chapter officers shall be reported to the state president by March 1 of the even-numbered years in which they are elected.
2. Changes in chapter membership shall be reported immediately to the state treasurer by the chapter treasurer.
3. Chapter records and reports shall be retained for two (2) biennium.
4. Materials in the treasurer's file shall be retained for ten (10) years.
5. Historical records (biennium summaries) should be retained as a permanent chapter record.

Submitted by the Rules Committee
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