

BYLAWS OF DKG HAWAII
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

ARTICLE I. NAME

- Section 1. The name of this state organization shall be DKG Hawai`i State of The Delta Kappa Gamma Society International.
- Section 2. Each Chapter in Hawai`i State shall be named by the State organization.
- Section 3. DKG Hawai`i State shall govern the conduct of its business in a manner consistent with the International Constitution (herein after called Constitution) and International Standing Rules.

ARTICLE II. OBJECTIVES

The objectives of DKG Hawai`i State shall be to:

1. promote the purposes of the Delta Kappa Gamma Society International as found in the Constitution, Article II.
2. act as liaison between chapters and the International organization.
3. provide leadership training for state and chapter leaders.
4. organize new chapters.
5. organize coordinating council(s) where and when appropriate.

ARTICLE III. MEMBERSHIP

- Section 1. The membership of DKG Hawai`i State shall be composed of active, reserve, collegiate, and honorary members. All membership is in accordance with the Constitution, Article III.
- Section 2. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
- Section 3. Chapters in the state shall have full power to act in matters of chapter membership and membership records are kept at the chapter level.
- Section 4. State Honorary Members
- A. State honorary members shall be recommended by chapters and elected by the State Executive Board. A four-fifths (4/5) vote of approval is required.
 - B. Initiation of state honorary members shall be conducted at any meeting, such as convention or chapter meeting. The State President and the State Membership Committee shall organize the orientation session and the initiation.
- Section 5. Termination of Membership

- A. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death. Termination of membership is in accordance with Constitution, Article III.
- B. A complete record of members whose membership is terminated shall be kept by the chapter. The record shall include the reason and date of termination. A report of members terminated shall be part of the minutes of a chapter executive board and/or chapter meeting.

Section 6. Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. Reinstatement of membership is in accordance with Constitution, Article III.

ARTICLE IV. FINANCES

Section 1. Annual Dues

- A. State annual dues shall be an amount determined in accordance with DKG Hawai'i State Standing Rules.
- B. State annual dues shall be an amount recommended by the Executive Board and approved by the state convention.
- C. Annual dues and fees shall be in accordance with Constitution, Article IV, Finance, Section C.
- D. All dues and fees shall be collected by the chapter treasurer. State and International dues shall be forwarded to the state treasurer. (Dues will be collected by the State as established by the Constitution.)

Section 2. Financial Controls

- A. The Finance Committee shall prepare the Available Fund budget biennially.
- B. The budget shall be reviewed and adopted by the Executive Board.
- C. DKG Hawai'i State administers several funds in multiple accounts. These funds are listed under the appropriate accounts. Interest received from the funds shall be allocated to the designated account.
 - (1) Available Fund (Operating – Checking), which requires a biennial budget.
 - (2) Scholarship Fund (Savings)
 - a. Eva Philip Curry State Scholarship Fund

- b. Lucille Hodgins Selective Recruitment Grant Fund
 - c. Josephine E. Day Perpetual Scholarship
- (3) Permanent Fund (Savings)
 - (4) Emiko Nakamura Fund (Savings)
 - (5) Available Fund (Savings)
 - a. State Convention Fund
 - b. Southwest Regional Conference and International Convention Fund
 - c. Travel Fund for Fall and Spring Board Meetings
 - d. State Workshop Fall Fund
 - e. Pioneer Women Publication Fund
- D. For expenses not included in the annual DKG Hawai`i State budget, vouchers up to five hundred dollars (\$500) shall be approved by the State President for payment by the State Treasurer.
 - E. Reimbursement Form must be submitted 30 days before the end of the fiscal year (July 1 to June 30).
 - F. As a statewide organization DKG Hawai`i State shall implement a system of financial control. This will include requiring two (2) signatures on all checks and a review of financial statements by the Treasurer and the Financial Committee Chair and/or the State President. The President approves all expenditures before payments are made.

ARTICLE V. ORGANIZATION

Section 1. Chapters

- A. Each chapter shall govern the conduct of its business in a manner consistent with the International Constitution, International Standing Rules, DKG Hawai`i State Bylaws, DKG Hawai`i State Standing Rules, and Chapter Rules. The Chapter Rules shall be submitted to the DKG Hawai`i State Bylaws Committee for review (no later than) in the second year of the chapter president's biennium.
- B. The chapter officers, except the Treasurer, shall be elected in even-numbered years by a majority vote.
 - (1) The term of each elected officer shall be two years. No officer except the treasurer may serve in the same office longer than two terms in succession. All officers shall take office on July 1, following their election.
 - (2) The Treasurer shall be selected by the Executive Board each biennium.

- C. The Chapter President shall represent the chapter as a voting member of the State Executive Board.

Section 2. New Chapter

- A. Each new chapter organized shall have no fewer than twelve (12) members. The Society shall grant the charter.
- B. Recommendations of candidates for membership in a new chapter shall be reviewed and approved by the State Membership Committee and the State Executive Secretary.
- C. Installation of a chapter and initiation of its members shall be the responsibility of the Expansion Committee.
- D. Each chapter shall have rules that are consistent with the Constitution and DKG Hawai'i State Bylaws.

Section 3. Oahu Coordinating Council (OCC)

- A. The purpose of the Council is to foster collaborative relationships among O'ahu Chapters and to work together for mutual interests, activities and projects.
- B. The OCC is governed by the O'ahu Coordinating Council Guidelines-

ARTICLE VI. STATE OFFICERS AND RELATED
PERSONNEL

Section 1. State Officers

- A. The State Officers shall be a President, a First Vice-President, a Second Vice-President, a Secretary, (all elected); a Treasurer, and an Executive Secretary, (selected by the Executive Board).
- B. Stipends shall be paid annually to personnel who provide regular and on-going services to the society. This includes the Executive Secretary, the Treasurer, the Editor of Aloha i ke Akea, and the Webmaster.
- C. The State President shall appoint from the membership a Parliamentarian, who, according to the Constitution shall serve without a vote. The Parliamentarian is not an officer.
- D. The State President shall appoint from the membership the Editor of Aloha i ke Akea and the Webmaster, who shall serve without a vote.

Section 2. The officers shall perform the duties prescribed in the Constitution, Article VI, as authorized by the DKG Hawai`i State Bylaws and the DKG Hawai`i State Standing Rules.

Other Duties

- (1) The First Vice-President shall be the chair of the Educational Excellence Committee.
- (2) The Second Vice-President shall be the chair of the Membership Committee.

Section 3. Duties, Executive Secretary

- A. The State Executive Secretary shall be a resource person for the Executive Board, the State Standing Committees, and the Chapters, as needed.
- B. She shall be an ex-officio member of the Coordinating Council.
- C. She shall be the custodian of the Delta Kappa Gamma banner, the ritual equipment, and other materials for loan to chapters.
- D. She shall see that the State President's pin is ordered for presentation at the time of her installation, and shall designate an appropriate person to make the presentation. Her responsibilities shall include the purchase of a gift for the State President at the end of her biennium.

Section 4. Duties, Treasurer

- A. The Treasurer at each level shall:
 - (1) receive and pay out all monies belonging to the organization upon approval of all expenditures by the president.
 - (2) keep an accurate account of receipts and expenditures.
 - (3) keep a file of receipts, bills, canceled checks and bank statements.
 - (4) present a report at each regular meeting.
 - (5) file required tax reports.
 - (6) submit for annual financial review the accounts of the organization to the Finance Committee.
 - (7) serve as an ex-officio member, without vote if under remunerative contract for her services, on the respective Executive Board.
 - (8) serve as ex-officio in the process of budget development and supervision of finances.
 - (9) maintain an accurate and current membership roster.

- B. The State Treasurer shall provide information necessary for a fidelity bond, for an amount specified by the DKG Hawai'i State Bylaws and/or the DKG Hawai'i State Standing Rules, the cost to be paid by DKG Hawai'i State.

Section 5. Duties, Secretary

The Secretary shall keep a record of all State Executive Board and General Membership meetings on file.

- A. She shall make available a copy of the Convention minutes to the host chapter for packet insertion.
- B. She shall make available a copy of the Fall Forum minutes to the host chapter for packet insertion.
- C. She shall distribute the copies of the Executive Board minutes to the board members.
- D. She shall have the latest minutes of the Fall Workshop and State Convention available at every meeting for easy reference, should there be any questions.

Section 6. Duties, Parliamentarian

The Parliamentarian at each level shall:

- A. advise the officers and members pertaining to interpretation of the *Constitution* and *International Standing Rules, DKG Hawai'i State Bylaws* and parliamentary procedure.
- B. give advice or explanation only when requested to do so.

Section 7. Term of Office

- A. Officers elected by the state convention body in odd-numbered years shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
- B. No officer may serve in the same office longer than two terms in succession except the treasurer and the executive secretary who may serve no longer than four terms in succession.
- C. All officers shall take office on July 1 following their election. The Treasurer and the Executive Secretary shall be approved on a biennial basis by vote of the Executive Board.

Section 8. Vacancies

- A. When a vacancy occurs in the office of President, the First Vice-President shall become president and the Second Vice-President shall become the First Vice President.

- B. When a vacancy occurs in other elective or appointive positions, the President shall name a successor.

Section 9. Nominations and Election

- A. Nominations for office shall be made by the Nominations Committee which is elected by voice vote at the convention in odd-numbered years. The committee shall have one (1) member from each of five (5) chapters on a rotation basis. The past State President will be responsible to convene the Nominations Committee for the purpose of electing a chair. The chair shall be chosen by and from among the elected members. No chapter shall have a member serving on the committee for two consecutive terms.
 - (1) The committee shall submit the name of one nominee for each elective office. Consent of the nominee must be obtained in advance.
 - (2) The slate of officers, with candidate qualifications, shall be published in the pre-convention issue of Aloha i ke Akea.
 - (3) After the report of the committee has been made to the convention, additional nominations may be made from the floor, with prior consent of the nominee.
- B. Election shall be by ballot and a majority of votes cast elects. If there is but one nominee for an office the election may be made by voice vote.
- C. The Nominations Committee shall prepare the ballot and conduct the election.

ARTICLE VII. EXECUTIVE BOARD

Section 1. State Executive Board

- A. The members of the Executive Board shall be elected officers, all Past State Presidents, and the chapter presidents. The Executive Secretary, the Treasurer, the Editor of the Aloha i ke Akea, the Webmaster and the Parliamentarian shall be ex-officio members, without vote.
- B. Duties

The State Executive Board shall:

 - (1) recommend policies and procedure for consideration by the state convention or chapters.

- (2) examine, modify if necessary, and adopt the state budget.
- (3) select an Executive Secretary, the Treasurer, and such personnel as may be needed; prescribe their duties, fix their stipends and determine their terms of office.
- (4) establish policy for the selection of the Finance Committee. The President and the Treasurer shall serve as ex-officio members of this committee.
- (5) determine the time and place of State meetings.
- (6) act in the interim between conventions upon matters requiring immediate decision.
- (7) request a budget from committees expending more than \$200. The budget will be submitted to the Finance Committee for approval prior to submission to the Executive Board.

C. Meetings of the Executive Board may be held twice a year. Special meetings may be called by the President with a notice of at least ten (10) days.

- (1) A majority of the voting members of the Board present constitutes a quorum at meetings.
- (2) Chapter Presidents who are unable to attend the State Executive Board meeting may appoint an official representative who shall have full privileges of participation.
- (3) If a chapter president is also a state officer or a standing committee chair, she shall serve on the state level and shall appoint a member of her chapter to represent the chapter with full privileges of participation.

D. A vote by mail, telephone, email, text, or other appropriate means is authorized when necessary.

E. New business items, impacting the financial status of the organization, must be presented to the Finance Committee prior to presentation to the Executive Board or general membership.

Section 2. Chapter Executive Boards shall function in accordance with the Constitution, Article VII, Section C.

ARTICLE VIII. COMMITTEES

Section 1. Committee Structure

- A. DKG Hawai'i State Executive Board will develop guidelines for committee responsibilities. Standing committees shall be:

1. Society Business
Communications (Aloha i ke Akea Editor and Webmaster)
Bylaws
Expansion
Finance
Leadership Development
Membership
Nominations
Strategic Planning
2. Society Mission and Purposes
Educational Excellence Committee
Scholarship
World Fellowship
3. Other DKG Hawai'i Committees
Directory
Pioneer Women
Archive

B. Duties of Committees

The committees shall be responsible for any duties represented by the international committee descriptions in the Constitution, Article VIII, Section B and Section C; and prescribed in DKG Hawai'i State Bylaws and DKG Hawai'i State Standing Rules.

Section 2. General Procedures

- A. The State President shall appoint all committee chair, except for the Nominations Committee.
- B. The President shall be ex-officio member of all committees, except the Nominations Committee.
- C. Matters requiring immediate committee action may be voted upon by mail, telephone, email, text, or other appropriate means.

Section 3. Society Business

A. Communications and Publicity Committee

- (1) The Webmaster and the Editor of Aloha i ke Akea will function as a Committee.
- (2) The committee will be the communication link for the State and plan training for chapter editors and webmasters.

B. Bylaws Committee

- (1) The committee will receive all proposals for revision of the DKG Hawai`i State Bylaws and Standing Rules and will present the proposals to the Spring Convention for vote.
- (2) Notification of proposed changes must be made one month prior to the Spring Convention.

C. Expansion Committee

- (1) The committee, in consultation with International, shall seek opportunities to expand to Pacific Rim countries.
- (2) The committee will seek opportunities to expand within the State.

D. Finance Committee

- (1) The committee will prepare the biennial budget and will conduct an annual audit of the treasurer's records.
- (2) The committee and the Treasurer will provide training for chapter treasurers and Finance Committee Chair.

E. The Leadership Development Committee

- (1) The committee shall consist of one representative per chapter.
- (2) The committee will plan and implement a Leadership Development Seminar, which will occur after chapter elections are held during each biennium.
- (3) A budget shall be prepared and forwarded to the Finance Committee and will include travel stipends for at least one member per Neighbor Island Chapter.

F. Membership Committee

- (1) The Second Vice-President shall serve as the Chair of the committee.
- (2) The committee will study and make recommendations on membership issues.
- (3) The chair will prepare necrology and membership reports.
- (4) The committee will provide training for chapter membership chair.
- (5) The committee will be in charge of the necrology ceremony at the State convention.

G. Nominations Committee (Refer to DKG Hawai`i State Bylaws, Article VI. State Officers and Related Personnel, Section 8, Nominations and Elections.)

- H. Strategic Action Planning Committee
 - 1) Facilitates the planning and implementation of the DKG Hawai'i State Strategic Action Plan.
 - 2) Provides resources and training for chapters at State meetings.

Section 4. Society Mission and Purposes Committees

- A. Educational Excellence
 - 1) The First Vice-President serves as the chair of this committee that was the former Program of Work.
 - (2) The committee functions as a committee of the whole to foster personal and professional growth, promote educational excellence in programs, and support designated international projects.
 - (3) The committee will provide training for chapter educational excellence chair.
 - (4) The committee will include music, legislative, research, and professional personal growth representatives.
- B. Scholarship Committee
 - (1) The committee shall provide publicity about scholarships and make available to prospective applicants necessary information and application forms.
 - (2) The awards include: Eva Philip Curry State Scholarship, Josephine E. Day Perpetual Scholarship, and the Lucille Hodgins Selective Recruitment Grant.
 - (3) The committee shall screen applications according to the rules adopted by the Executive Board and shall make recommendations for changes to the rules.
 - (4) Rules governing the administration of the scholarship program shall be recommended by the Scholarships Committees and adopted by the Executive Board.
- C. World Fellowship
 - (1) The committee will publicize the work of the International World Fellowship.
 - (2) The committee will encourage contributions from the state organization, chapters and individuals to support the work of this committee.

Section 5: Other DKG Hawai'i State Committees

- A. The Directory Committee shall publish a digital membership directory and manage updates as needed.
- B. The Pioneer Women Committee shall:
 - (1) continue to identify and recognize through publication of Volume IV Makers of Destiny Hawaiian Style, those women who have pioneered significant contributions which promote teaching and learning.
 - (2) document DKG Hawai'i State's Past State Presidents' notable events.

C. The Archive Committee

- (1) Secures digital and hard copy records from state leaders one month after the close of biennium to include:
 - DKG Hawai`i State records (from State President)
 - Biennium workshop and convention report and evaluations (from 1st VP)
 - Membership records (from 2nd VP)
 - Minutes of State meetings (from DKG Hawai`i State Secretary)
 - Aloha i ke Akea issues (from editor)
- (2) Maintains secured site for record storage

ARTICLE IX. MEETINGS

Section 1. Convention

- A. Business of the state shall be conducted annually at a convention held at time and place as determined by the Executive Board, for the purpose of receiving reports, adopting policy, amending bylaws, electing officers and conducting other business which may properly come before it.
- B. The state convention shall be held annually the second weekend in April, and considered a meeting as defined Article VII.C., but never during an official school holiday or vacation. It shall be held on neighbor islands as prescribed in the DKG Hawai`i State Standing Rules.
- C. Every member who is registered may vote. A roll call vote as specified in the Constitution, Article IX, Section B.2.c. may be ordered.
- D. A quorum shall be the majority of those members registered at the convention.

Section 2. Other Meetings

- A. Leadership Development Workshop and Fall Workshop/Forum will be held in alternate years.
 - (1) Leadership Development will be held in even years in June to support and train the new Chapter Officers. It will be hosted by Oahu Chapters on a rotation basis.
 - (2) Fall Workshop/Forum will be held in odd years the second week in October, but not during an official school holiday or vacation. It will be supported by the Leadership Development Committee to provide continuous/on-going leadership training and professional development.
 - (3) Workshops shall be held on O`ahu and neighbor islands as prescribed in the DKG Hawai`i State Standing Rules.

- B. Fall Workshop Executive Board meetings may be held at the discretion of the State President.

Section 3. A quorum for chapter meetings shall be determined by the chapter.

Section 4. The official state publications shall be the Aloha i ke Akea, the State Directory, the DKG Hawai'i State Bylaws, and the DKG Hawai'i State Standing Rules.

Section 5. Communication

- A. The Aloha i ke Akea shall be posted on the DKG Hawai'i website which is updated and maintained by the webmaster.
- B. Information and forms related to major DKG Hawai'i events, such as the Fall Workshop, the State Convention, Leadership Development Workshop, and other vital information shall be posted on the DKG Hawai'i website.
- C. Major DKG Hawai'i events, such as the Fall Workshop, the State Convention, Leadership Development Workshop, nomination and election of officers and other vital information shall be published in the Aloha i ke Akea on a quarterly basis.

ARTICLE X. DISSOLUTION

Section 1. DKG Hawai'i State

In the event of the dissolution of the state organization, the State Executive Board shall, after paying all of the liabilities of DKG Hawai'i State, dispose of the assets of the state organization in a manner prescribed by the Constitution.

Section 2. Dissolution of a Chapter

- A. The State Executive Board may, upon the recommendation of the State Expansion Committee, approve the dissolution of a chapter.
- B. After all of the chapter's liabilities have been paid, any remaining funds shall be sent to the State Treasurer.
- C. The State Membership Committee shall facilitate the transfer of members of the dissolved chapter to other chapters.
- D. The Chapter Charter shall be returned to the State President who shall forward it to International Headquarters.
- E. The dissolved Chapter's records, Society publications, and other historical materials shall be retained in the State Archives. The chapter's paraphernalia shall be available for purchase or loan with the approval of the State Executive Board.

- F. The State Executive Board shall determine whether the name of the dissolved chapter shall be used again.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of DKG Hawai'i State and its chapters in all cases not provided for in the Constitution, International Standing Rules, DKG Hawai'i State Bylaws, and DKG Hawai'i State Standing Rules.

ARTICLE XII. AMENDMENTS

Section 1. Bylaws

- A. These bylaws may be amended at the annual state convention by two-thirds (2/3) vote, provided notice of proposed amendments shall have been given to members at least thirty (30) days before the convention.
- B. Proposed amendments to the bylaws may be submitted to the Bylaws Committee by any member, committee, board, or chapter. Such proposals shall be presented in writing at least ninety (90) days before the annual convention.
- C. All proposed amendments shall have been approved by two-thirds (2/3) vote of the Executive Board before being submitted to the convention body.

Section 2. Standing Rules

- A. Standing Rules may be adopted by a majority vote at the annual convention after receiving approval by the State Executive Board.
- B. Standing Rules may be amended or rescinded at an annual convention by a majority vote.

Section 3. Review of Bylaws and Standing Rules

- A. The DKG Hawai'i State Bylaws Committee shall take the lead in reviewing the Bylaws and Standing Rules. The DKG Hawai'i State Bylaws Committee shall submit the Bylaws and Standing Rules to the International Constitution Committee for review in the second year of the biennium.

**STANDING RULES
OF
DKG HAWAII STATE
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

0. MISSION STATEMENT

- 0.0 The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.
- 0.1 DKG Hawai'i State Standing Rules shall be in consonance with the International Constitution, Handbook and/or Standing Rules.

1. MEMBERSHIP

- 1.0 General
- 1.01 Membership in DKG Hawai'i State shall include qualified women from all sectors and levels of education.

2. FINANCES

- 2.0 General
- 2.01 Fees shall be in consonance with International Standing Rules. (Fees for certain programs are part of the dues structure)
- 2.02 Stipends of \$200 each shall be paid annually to the Executive Secretary and the Treasurer.
- 2.03 A stipend of \$200 shall be paid annually to the Editor of the Aloha i ke Akea and to the Webmaster.
- 2.1 Annual dues
- 2.11 The State annual dues shall be five dollars (\$5.00) per active member and two dollars (\$2.00) per reserve member.
- 2.12 The Lucille Hodgins Selective Recruitment Grant Fund is supported by three dollars and fifty cents (\$3.50) per active member annually.
- 2.13 The Southwest Regional Conference and International Convention fund receives one dollar and fifty cents (\$1.50) per active member annually.
- 2.14 The Travel Fund for Fall and Spring Board Meetings receives three dollars (\$3.00) per active member annually.
- 2.15 The State Convention Fund is supported by one dollar (\$1.00) per active member annually.
- 2.2 Fees
- 2.21 The Eva Philip Curry State Scholarship Fund shall receive: 1). 100% of the one dollar (\$1.00) collected per active and reserve member annually if the chapter has no scholarship fund, OR

2). 20% of the one dollar (\$1.00) collected per active and reserve member annually if the chapter has a scholarship fund.

2.3 Funds

2.31 The funds, kept in separate accounts for interest purposes, shall be administered as follows:

- A. The Available Fund is the operating fund and shall require a budget.
- B. Scholarship Fund (Savings):
 - (1) Eva Philip Curry State Scholarship Fund

This fund is established in accordance with the Constitution. It is supported by annual fees, and gifts from individuals and chapters.

 - a. The fund shall provide stipends to active members who
 - i. request support for professional improvement or special certification or
 - ii. request support for an educational project at the school, state or community level.
 - b. Funds of \$50 - \$500 may be requested to support an educational project at the school, state, or community level in compliance with an established criteria and dependent on availability of funds.
 - c. The Scholarship Committee shall recommend the number and amount of scholarships to be approved by the Executive Board.
 - (2) Lucille Hodgins Selective Recruitment Grant Fund shall provide grants annually of \$1,000 each, based on funds available.
 - (3) Josephine E. Day Perpetual Scholarship Fund is supported by gifts from individuals and chapters. It shall provide stipends to active members who desire to pursue National Board Certification. The Scholarship Committee shall recommend the number and amount of scholarships to be approved by the Executive Board.
- C. Permanent Fund (Savings) is established in accordance with the Constitution, Article IV, F, 3. The Finance Committee shall periodically review the State's needs and make recommendations for the purchase of equipment.
- D. Emiko Nakamura Fund (Savings)

The Emiko Nakamura Fund shall support the organizational and programmatic activities of DKG Hawai'i State, with focus to be given to leadership development for the benefit of state and chapter officers, as well as other members.
- E. Available Fund (Savings) is a support fund to be used to augment the annual budget, as needed. Interest income from the State Convention Fund, Southwest Regional Conference and International Convention Fund, Travel Fund for Fall and Spring Board

meetings, State Workshop Fund, and Pioneer Women Publication Fund shall be allocated to the Available Fund Savings Account.

(1) State Convention Fund

The State Convention Fund consists of monies remaining after all convention expenses are paid. It may be drawn upon, as needed, for future conventions. All revenues realized through the State Convention must be forwarded to the DKG Hawai'i State fund designated by the Executive Board. Proceeds from the Country Store will be allocated to the Available Fund Savings.

(2) Southwest Regional Conference and International Convention Fund supports members attending either function. Members shall receive stipends equally within the budget allotted. The intent of the fund is to encourage members to attend. To qualify, one must send a written statement of her intent to her chapter president who will forward the name(s) to the State President. Members must attend all sessions of the conference or convention unless excused by the State President. Payment shall be made after return from the meetings.

(3) Travel fund for Fall and Spring Board meetings provides all allotments for air transportation. Payments from this fund shall be determined by the DKG Hawai'i State Biennium Budget to provide partial subsidy for air fare for the following: elected state officers, all Past Presidents, State Parliamentarian, State Executive Secretary, State Treasurer, Editor of Aloha i ke Akea, the Webmaster, all Chapter Presidents, all Chair of Standing Committees and Music representative listed in the Bylaws, Article VIII, Section 1. If one of the members listed above is unable to attend, her substitute shall be covered by the fund. If a Chapter President is also a State Officer or a listed State Chair, she shall appoint a substitute to act as Chapter President who shall be covered by the fund.

(4) State Workshop Fund

The State Workshop Fund consists of monies remaining after all workshop expenses are paid. It may be drawn upon, as needed, for future workshops. All revenues realized through Fall Workshop must be forwarded to the DKG Hawai'i State fund designated by the Executive Board. Proceeds from the Country Store will be allocated to the Available Fund Savings.

(5) Pioneer Women Publication Fund

This fund enables the State organization to gather and publicize information on educational contributions of outstanding women in Hawai'i. The fund is supported by sale of the publications and contributions.

2.4 Gifts

2.41 DKG Hawai'i State shall make an annual gift of fifty dollars (\$50) or more to a fund of The Delta Kappa Gamma Society International, or at the discretion of the Executive Board, to another worthy fund.

- 2.42 Chapter gifts to any Delta Kappa Gamma Fund shall be channeled through the Chapter Treasurer. The State Treasurer shall acknowledge receipt of all gifts to DKG Hawai'i State Funds in writing. Gifts to any International Fund shall be forwarded to International by the Chapter Treasurer. (Gifts forwarded to any International Fund are acknowledged by the International Executive Coordinator.)
- 2.43 The Executive Secretary shall purchase and present a gift, not to exceed one hundred dollars (\$100), to the State President at the end of her term of office.
- 2.5 Other Expenses
- 2.51 State officers and committee chair's expenses shall be budgeted through the Available Fund to cover all anticipated needs for the year.
- 2.52 The State President's expenses shall be budgeted through the Available Fund as follows: Nine hundred dollars (\$900) for the biennium to cover operating expenses including travel to neighbor island chapters, telephone, mailing costs, duplicating expenses, any other item connected with her presidential duties; nine hundred (\$900) for costs of attending the International Convention and the Southwest Regional Conference; one hundred fifty dollars (\$150) for extending "Aloha" at the two functions; a sum equal to the difference between her allotment from the International Society and the actual cost of her travel (coach fare) from her home to the site of the International Convention or the Southwest Regional Conference. Payment shall be made by the state Treasurer upon receipt of an itemized statement from the President together with receipted bill.
- 2.53 The DKG Hawai'i State Executive Board shall purchase a fidelity bond to cover the State and Chapter Treasurers.
- 2.54 A gift not exceeding fifty (\$50.00) may be given to guest speakers of the Society of the Fall Workshop and Spring Convention to be funded by the respective workshop and convention accounts.
- 2.55 The DKG Hawai'i State shall purchase liability insurance to cover each member. Each chapter may be assessed an annual per member fee for the policy. The Finance Committee shall determine the fee each biennium.

3. COMMITTEES

- 3.0 General
- 3.01 No member shall serve on more than one State committee in a given biennium.
- 3.02 Each State committee shall have no more than one member from a given chapter.
- 3.03 Each State committee will have a minimum of five (5) members including the chair.
- 3.1 Duties
- 3.11 State committees that correspond to International committees shall carry out duties as described in the Constitution, Article VIII, Section B and Section C.

3.12 Other committees as established in DKG Hawai'i State Bylaws shall carry out specified duties.

4. ACTIVITIES

4.0 General

4.1 Convention

4.11 The State Convention may be held on a neighbor island every third year on a rotational basis.

4.12 It shall be the responsibility of the convention chair, in addition to carrying out the plans of the State President, to arrange hotel reservations for the International representative

4.2 Other meetings

4.21 Workshops (seminars, conferences, symposiums, forums, summits or other general membership meeting structures) may be held on a neighbor island every third year on a rotational basis. Hostess chapter responsibilities shall consist of making arrangements for hotel accommodations and meeting rooms, and any other duties designated by the State President.

4.22 Coordinating Council

A. Coordinating Council(s) may be organized on islands where two or more chapters exist.

B. The Coordinating Council(s) shall meet for the purpose of sharing ideas, discussing concerns, planning activities of benefit to all members.

4.3 Publications

4.31 State Publication

A. Aloha i ke Akea shall be published quarterly: fall, winter, spring, and summer.

B. The State Directory shall be published on-line at the beginning of a State President's biennium with updates as needed. Chapter Presidents will insure membership have access to the directory on-line or in hard copy if requested.

C. The DKG Hawai'i State ByLaws and Standing Rules shall be published in its entirety when major and massive numbers of amendments are made. The Bylaws Committee shall be responsible for submitting revisions to the webmaster to post on DKG Hawai'i State website.

4.32 Other publications

Current copies of the Delta Kappa Gamma Constitution, International Standing Rules, and Handbook shall be provided to the following: elected state officers (4), immediate past State President (1), State Executive Secretary (1), State Treasurer (1), State Parliamentarian (1), State Chair of Standing Committees (10), the Editor of Aloha i ke Akea (1) and the Webmaster (1) during the biennium in which they serve. The documents will be passed on to the next officer or chair.

DKG Hawai'i State Spring Convention
Honolulu, Hawaii