

GSO Manual
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GSO Chartered Chapters

1.

Chapter	District	Date Chartered	Original Territory	Date Dissolved
Alpha	I	01-31-39	Fulton	
Beta	IV	03-25-39	Baldwin, Hancock, Washington	09-23-06
Gamma	II	12-10-39	Clark, Oconee	11-22-12
Delta	IV	04-13-40	Bibb, Jones, Twiggs, Wilkinson	
Epsilon	III	02-19-43	Chattahoochee, Muscogee	
Zeta	I	04-15-44	Fulton	
Eta	IV	11-22-46	Bulloch	
Theta	II	11-23-46	Hall, Lumpkin	11-22-12
Iota	I	01-10-47	Floyd	
Kappa	IV	01-17-47	Laurens	
Lambda	II	05-17-47	DeKalb	
Mu	III	10-18-47	Carroll, Coweta	
Nu	VI	11-08-47	Chatham	
Xi	V	01-17-48	Dougherty, Lee, Worth	
Omicron	II	01-31-48	Barrow, Walton	9-26-20
Pi	V	02-01-48	Colquitt	
Rho	IV	02-07-48	Richmond	
Sigma	V	01-17-48	Brooks, Cook, Lowndes	
Tau	VI	04-03-48	Charlton, Pierce, Ware	
Upsilon	III	04-17-48	Bush, Lamar, Monroe, Pike, Spalding	4-29-17
Phi	I	05-08-48	Bartow	
Chi	II	11-06-48	Elbert, Franklin, Hart, Madison	
Psi	I	11-06-48	Haralson, Paulding, Polk	2-26-11
Omega	I	05-21-49	Catoosa, Whitfield	
Alpha Alpha	VI	05-28-49	Brantley, Camden, Glynn, McIntosh	9-26-20
Alpha Beta	I	09-24-49	Dade, Walker	
Alpha Gamma	II	10-15-49	Banks, Habersham, Jackson, Stephens	
Alpha Delta	V	11-05-49	Grady, Mitchell, Thomas	

Alpha Epsilon	V	11-19-49	Marion, Schley, Stewart, Sumter, Webster	
Alpha Zeta	VI	04-12-50	Coffee	
Alpha Eta	IV	06-02-50	Jasper, Morgan, Putnam	
Alpha Theta	IV	04-28-51	Columbia, Greene, Lincoln, McDuffie, Oglethorpe, Taliaferro, Warren, Wilkes	
Alpha Iota	III	05-02-53	Clayton, Henry	
Alpha Kappa	II	03-26-54	DeKalb	
Alpha Lambda	III	05-14-55	Crawford, Houston, Macon, Peach, Taylor	
Alpha Mu	I	05-13-55	Fulton	9-25-10
Alpha Nu	I	05-24-55	Fulton	9-25-10
Alpha Xi	III	10-09-56	Chattahoochee, Muscogee	
Alpha Omicron	V	11-16-56	Baker, Decatur, Early, Miller Seminole	
Alpha Pi	VI	01-26-57	Appling, Bacon	4-27-19
Alpha Rho	II	05-17-58	DeKalb	9-22-18
Alpha Sigma	I	10-10-59	Fulton	2-22-14
Alpha Tau	VI	04-25-60	Chatham	
Alpha Upsilon	IV	11-28-60	Bibb, Jones, Twiggs, Wilkinson	4-30-16
Alpha Phi	IV	07-29-61	Bleckley, Dodge, Pulaski	4-30-16
Alpha Chi	V	11-02-61	Crisp, Dooly, Turner, Wilcox	
Alpha Psi	I	01-31-62	Fulton	
Alpha Omega	VI	09-07-62	Jeff Davis, Montgomery, Tattnall, Telfair, Toombs, Wheeler	
Beta Alpha	VI	12-15-62	Atkinson, Berrien, Clinch, Echols, Lanier	
Beta Beta	IV	02-16-63	Candler, Emanuel, Johnson, Trentlen	
Beta Gamma	III	03-09-63	Harris, Meriwether, Talbot, Upson	
Beta Delta	I	05-11-63	Cobb	
Beta Epsilon	II	05-25-63	Fannin, Rabun, Towns, Union, White	
Beta Zeta	IV	06-01-63	Burke, Glascock, Jefferson, Jenkins, Screven	
Beta Eta	II	02-29-64	Gilmer, Pickens	
Beta Theta	VI	03-07-64	Bryan, Effingham, Evans, Liberty, Long	
Beta Iota	VI	05-03-65	Chatham	9-28-13
Beta Kappa	II	05-24-65	DeKalb	
Beta Lambda	IV	5-29-65	Richmond	4-12-97

Beta Mu	III	03-05-66	Heard, Troup	9-27-14
Beta Nu	I	01-21-67	Fulton	
Beta Xi	III	5-2-67	Chattahoochee, Muscogee	1-22-12
Beta Omicron	V	05-02-68	Tift	
Beta Pi	V	04-23-74	Irwin	
Beta Rho	II	04-27-74	Gwinnett	
Beta Sigma	II	05-03-75	Clarke, Oconee	
Beta Tau	I	05-10-75	Gordon	
Beta Upsilon	IV	05-01-76	Newton, Rockdale	9-25-10
Beta Phi	V	5-15-76	Calhoun, Clay, Quitman, Randolph, Terrell	11-22-12
Beta Chi	VI	04-17-78	Wayne	4-29-17
Beta Psi	VI	4-16-80	Brantley, Camden, Glynn, McIntosh	9-25-04
Beta Omega	I	4-24-80	Murray	9-26-11
Gamma Alpha	III	04-04-81	Clayton	
Gamma Beta	V	04-13-82	Ben Hill	
Gamma Gamma	III	10-08-83	Douglas	
Gamma Delta	IV	04-20-85	Columbia	
Gamma Epsilon	II	05-16-87	Gwinnett	
Gamma Zeta	II	02-29-88	Forsyth, Dawson	9-27-14
Gamma Eta	II	02-29-88	Cherokee	
Gamma Theta	I	04-15-88	Walker	
Gamma Iota	I	04-15-88	Chattooga	9-27-14
Gamma Kappa	I	5-6-89	Cobb	2-27-10
Gamma Lambda	I	05-06-90	Catoosa	
Gamma Mu	I	05-19-91	Paulding	9-24-16
Gamma Nu	III	06-01-91	Fayette	
Gamma Xi	VI	05-03-94	Camden	
Gamma Omicron	III	03-11-95	Houston	
Gamma Pi	II	5-18-97	Gilmer	2-28-04
Gamma Rho	III	4-23-98	Carroll	9-25-10
Gamma Sigma	II	05-19-98	Elbert	9-27-14
Gamma Tau	IV	01-23-99	Columbia, Greene, Lincoln, McDuffie, Oglethorpe, Taliaferro, Warren, Wilkes	
Gamma Upsilon	V	5-1-99	Lee	

Gamma Phi	II	09-17-00	Rabun, White	
Gamma Chi	II	12-09-00	Walton	
Gamma Psi	III	04-14-02	Henry	
Gamma Omega	IV	10-16-02	Columbia, McDuffie	
Delta Alpha	I	04-22-04	Dade	

Proposed

Award for Chapter Excellence (ACE) Guidelines

1. The ACE Award honors one chapter each biennium.
2. To be considered, chapters must submit an application (available on the GSO website)
3. The following areas of chapter life are examined:
 - a. Chapter leadership (reports and rules, representation and responsibilities)
 - b. Chapter programs, projects and activities (chapter programs, chapter projects)
 - c. Chapter dynamics (attendance, membership trends)
 - d. Membership participation
 - e. Chapter planning
 - f. Chapter communications
 - g. Chapter financial support
4. Each area is awarded points and determination of the recipient is based on the total number of points received.
5. GSO First Vice President and District Directors shall receive applications and determine the recipient.

Duties and Responsibilities for GSO Committee Chairs

Bylaws

The standing committees of GSO shall report to the GSO Executive Board and/or the state convention.

1. The quorum for a standing or special committee shall be the majority of the committee's members. Ex-officio members are not included in determining the quorum with the exception of the Finance Committee. The state president, immediate past state president, state executive secretary, and the state treasurer should attend Finance Committee meetings.
2. Committee matters requiring immediate committee action may be voted upon by mail, telephone, email, or fax.
3. Committee meetings shall be held with the approval of the state president. It is the responsibility of each committee chairman to contact the president to obtain approval to hold a committee meeting.
4. Each committee chairman is also responsible for:
 - a. notifying the members (including the ex-officio members) of the time and place for each meeting.
 - b. setting the agenda for each committee meeting.
 - c. encouraging open participation among members.
 - d. ensuring the accomplishment of committee goals through committee participation.
 - e. reviewing the Guidelines for Reimbursement with committee members.
 - f. appointing one of the committee members as recording secretary.
 - g. signing each attending member's request for reimbursement.
 - h. providing the state president with a copy of the agenda and the minutes for each committee meeting.
 - i. preparing reports to be presented to the GSO Executive Board and/or the GSO Convention.
5. Each committee member, including ex-officio members, is responsible for sending a response to the committee chairman as to whether or not she shall attend the committee meeting. If a quorum is unlikely, the meeting should either be rescheduled, or the committee business should be addressed by another means.

Other duties:

- serve on the state executive board without vote.
- provide contact information for all committee members to the GSO corresponding secretary.
- develop and update the Committee Action Plan (CAP) as directed by the state president.
- provide the incoming committee chair with the transition materials including current committee's CAP reflecting goals and actions accomplished, in process, and recommendations for the incoming committee before as directed.
- familiarize yourself with resources available from international and GSO.
- be familiar with the Constitution, International Standing Rules, GSO Bylaws and Standing Rules generic and specific to your committee.
- involve and utilize committee members in all aspects of committee work.
- meet all deadlines.

Proposed

Parliamentary Procedures for GSO Committees

Committee meetings are informal. The smaller the committee, the more informal the meetings tend to be. Enforcement of the rules of parliamentary law adapted to large assemblies would hinder its business.

- Every member is expected to attend and participate in accomplishing the committee task(s).
- The chair, without leaving the chair, makes motions, debates, and votes.
- Motions need not be seconded.
- Motions are often discussed before being put into formal wording.
- Members do not rise when they make motions or speak.
- The chair takes an active part in discussion.
- Motions may be in the form of informal suggestions, which are discussed and finally voted on.
- There is no limit to the number of times a member may speak on a question. However, should a member abuse this privilege, the chair is responsible for consulting the appoint authority for direction.
- Motions to close or limit debate are not in order.
- There is no limit to the number of times a question may be *reconsidered* (a distinct parliamentary term), regardless of the time that has elapsed. At any time after a matter has been settled, but before the committee's final report is presented to the assembly (executive board in the case of VA State Organization), a committee decision can be *reconsidered*, provided a member who did not vote with the losing side – this includes absentees and those who did vote – moves to *reconsider* the committee's vote.
- To prevent misuse, a *two-thirds vote* is required to *reconsider* or rescind a vote in committee. If **all** members who voted on the prevailing side are present or have received ample notice, only a majority vote is necessary.
- Only members of a committee have the *right to attend* its meetings, but others who request permission to express their views should be allowed the opportunity to be heard. Knowledgeable members should be invited to bring needed information and advice. However, **all such visitors are expected to depart before** the committee begins its deliberations and takes action.
- A committee should meet in order to **take action**. Its report ordinarily contains only that information which is approved by a majority vote at a properly called meeting of which every member of the committee has been notified and at which a quorum is present. However, if holding a meeting is completely impractical, it can report information and resolutions that have been agreed to by every member of the committee. [VA State Organization governing documents allow the use electronic means for communication,

including meetings, i.e. email, GoToMeeting, etc. The state organization president shall authorize the mode of each meeting whether electronic or face-to-face.]

- A committee is **not required to keep minutes of its meetings**. The chair or appointed *recorder* takes notes however, to enable the committee to continue its work in the next meeting and also help in preparation of its report.
- A report approved by a majority vote of a committee is considered the report of the committee. If the committee makes recommendations, formal motions to the appropriate assembly are in order to authorize action on the recommendation.
- Committee members who do not agree with the committee report can prepare a minority report and request permission of the appropriate assembly to present it. The [permission is usually granted by the assembly. No action can be taken on a minority report unless a motion is made to substitute it for the report of the committee.

Taken from *International Committee Procedure* shared by Gwen Simmons, International Parliamentarian 2014 International Planning Meeting, Austin, TX

Proposed

Eligibility Requirements for the State Achievement, Legacy and Rosebud Awards

The nominee for the State Achievement Award:

- Must be an active member of GSO.
- A minimum of five years' active membership in good standing. If two nominees have equal qualifications, the one having priority in membership shall receive the award.
- No person may receive the award a second time.
- The state president is NOT eligible for the award during her term of office.
- The nominees must have made outstanding contributions to the State organization. These contributions must be documented in the nomination.

The nominee for the State Legacy Award:

- Must be an active member of GSO.
- Must have twenty-five years' active membership in good standing. If two nominees have equal qualifications, the one having priority in membership shall receive the award.
- No person may receive the award a second time.
- The state president is NOT eligible for the award during her term of office.
- The nominees must have made outstanding contributions to the State organization. These contributions must be documented in the nomination.
- A member receiving the Legacy Award may later be nominated for the Achievement Award.

The nominee for the State Rosebud Award:

- Must be an active member of GSO.
- Must have seven or less years' active membership in good standing. If two nominees have equal qualifications, the one having priority (meaning more time in membership) shall receive the award.
- No person may receive the award a second time.
- The state president is NOT eligible for the award during her term of office.
- The nominees must have made outstanding contributions to the State organization. These contributions must be documented in the nomination.
- A member receiving the Rosebud Award may later be nominated for the Legacy

Recommendations

- Recommendations for each award may be made annually by members or chapters to the State Achievement Award Committee.
- The committee shall have the privilege of recommending members for each of the awards.
- All recommendations must be submitted on the forms provided by the state committee.

Recommendations must be **postmarked** (electronic or ground mail) no later than midnight on the date set by the committee.

Responsibilities of the Committee:

- Guidelines and forms for submitting recommendations shall be given to every member through the GSO website.
- The committee shall consider all recommendations submitted by the deadline and select the recipient by preferential ballot. The voting may be done by mail or email.
- The chairman shall print and frame certificates and notify the GSO Executive Secretary of the need for Achievement Award, Legacy or Rosebud pins.

Eligibility Requirements for GSO Scholarships

Eligibility Requirements for the annual scholarships shall include:

- The applicant must be an active member of The Delta Kappa Gamma Society International at the time of application.
- The applicant must have been a member of the Society prior to the deadline for submitting the application.
- The applicant shall provide the date of her induction.
- The applicant must be accepted and enrolled in a graduate program pursuing a master's, educational specialist, or doctoral degree.
- The applicant must provide evidence of active participation and leadership experience in the Society.
- The applicant must provide evidence of service to the community.
- An applicant may only receive one scholarship per graduate degree.

The annual scholarships awarded shall be known as:

Eva Gardner Scholarship,
Edna Earl Jessie Scholarship, and
Annie Frances Flanigan Scholarship.

Guidelines for Amending GSO Bylaws and Standing Rules

To propose an amendment to the GSO Bylaws or Standing rules, the following information must be completed on the **Proposed Amendment to Bylaws and Standing Rules Form** (see GSO website – forms – administrative to the GSO Bylaws & Standing Rules Chair by the deadline.

1. The name of the proposer (individual, committee, board, or chapter), contact information (a telephone number, email address, or mailing address).
2. The current wording and placement of bylaw or standing rule (if applicable),
3. How the amendment should be changed (striking through, inserting, deleting, adding new, etc.)
4. How the new bylaw or standing rules would read if adopted,
5. The rationale for the proposed amendment,
6. The fiscal impact of the amendment (approximate annual cost). It is the responsibility of the proposer to discuss financial impact with the Finance Committee.

Please note that a change in one provision may impact others.

The committee may contact the proposer to discuss the recommendation as to rewording, similarity to another proposed motion, or appropriateness.

The GSO Bylaws & Standing Rules Committee will submit all proposed amendments to the GSO Executive Committee for approval to forward proposed amendments to the GSO Convention for consideration.

GSO Guidelines for Digital Communications

These guidelines are to be used in all forms of communication (i.e., presentations, newsletters, social media posts, websites, programs, graphics, etc.).

1. All copyrighted materials must have written permission from the owner.
2. All graphics, excluding personal photographs, need to be cited.
3. Presenters of any workshop or program will sign a “Hold Harmless Agreement” that ensures that they are in compliance with copyright law. A signed agreement must be submitted to the GSO Executive Secretary prior to the presentation.
4. An individual’s email address is personal information. For this reason, use of BCC (blind carbon copy; normally found under the CC address line) is recommended for mailings to groups. This will protect email addresses of those in the group from being shared unnecessarily or improperly. (DKG GAPP Policy for Digital Communications)
5. GSO Bylaws Article IX Section B 6 mandate:
Each state publication should be submitted to the state president for her approval prior to the publication.
6. GSO Standing Rules 6.1.1d mandates:
All official correspondence must be approved prior to distribution by the GSO Corresponding Secretary,

GSO Guidelines for Electronic Meetings
(See Robert's Rules of Order 12th Edition)

RONR (12th ED.) 9:30-9:36

1. Electronic meetings whether Executive Board, Executive Committee or committee meetings must use technology allowing for the aural communication essential to the deliberative character of a meeting. (Email, chat rooms or fax does not constitute a deliberate assembly).
2. The notice of an electronic meeting must include an adequate description of how to participate and ample prior notification of the meeting so members may participate.
3. Normal parliamentary practices still apply, and special consideration should be given for:
 - contingencies for technical difficulties or malfunctions;
 - methods for determining the presence of a quorum;
 - conditions under which a member may raise a point of order doubting the presence of a quorum, and the conditions under which the continued presence of a quorum is presumed if no such point of order is raised;
 - methods for seeking recognition and obtaining the floor;
 - means by which motions may be submitted in writing during a meeting;
 - methods for taking and verifying votes.

See also RONR (12th ED.) pg 635-649

GSO History Guidelines

The State History shall include:

- Names of The Delta Kappa Gamma Society International Founders.
- Names of State Founders.
- The Delta Kappa Gamma Society International Past Presidents.
- State Past Presidents.
- State Members who served on The Delta Kappa Gamma Society International, Educational Board of Trustees.
- State Past Southeast Regional Directors.
- State Recipients of the International Achievement Award.
- State Achievement Award Recipients.
- A list of State officers, district directors, related personnel, and committee chairmen for each state biennium (the second year and first year of the next biennium are covered).
- Individual chapter histories for the biennium.
- Minutes of State Executive Board Meetings and the State Convention held during the two-year period covered.
- Other reports selected by the History Committee.

Guidelines on Making a GSO Motion

1. An individual, committee or chapter may make a motion.
2. Motions must be presented in written form. A GSO Motion form is available on the GSO website – forms – administrative.
3. The following information must be included when making a motion:
 - The person, committee or chapter making the motion
 - The motion being proposed
 - The rationale for the motion
 - Indication whether the motion has a budgetary/financial impact. If a motion does have a budgetary/financial impact, it must be approved by the GSO Finance Committee prior to being considered by the GSO Executive Board or GSO Convention
4. Copies of the motion must be given to the GSO Presiding Officer, GSO Parliamentarian and GSO Recording Secretary prior to or at the time the motion is made.

Guidelines for Sale of Items at GSO Meetings

- Non-dues revenue, vendor, or chapter sales at GSO meetings shall require the approval of the Leadership Development Committee or non-dues subcommittee.
- A fee (set fee or percentage of sales) shall be charged to any vendor who receives permission to sell items at GSO meetings such as Executive Board, District Meetings, and/or State Convention and is doing so for personal profit.
- Deadlines for fees to sell will be set by the Leadership Development Committee or non-dues subcommittee. Failure to meet obligations shall result in a decision to permit no further sales.
- No fee shall be charged to a DKG member or chapter who receives permission from the Leadership Committee to sell items at GSO meetings if the items support a Society project and are not for individual profit.
- Sale of items will be prohibited during GSO general sessions or business meetings.
- All monies derived from sales Leadership Committee shall be designated to GSO Leadership Fund.
- All costs of items to be sold to generate non-dues revenue is an expense of the Leadership fund and not the Available Fund.
- All items must be of high quality reflecting the professional image of the Society and adhere to trademark and copyright laws.
- Any sales using the GSO Website must be approved by the Leadership Development Committee or non-dues subcommittee and the state president.

Guidelines for Use of Leadership Fund

The Delta Kappa Gamma Society International understands that the people who comprise the organization are its most important resource. The Society also recognizes the importance of building leadership within the organization to ensure its sustainability to stand the test of time. The Leadership Fund has been established to provide funds to supplement the funds budgeted in the GSO Available Fund for leadership seminars. At no time are the funds from the Leadership Fund to replace the funds normally budgeted through the GSO Available Fund.

1. The Leadership Development Committee is responsible for managing the Leadership Fund.
2. The Leadership Fund is maintained as a separate account.
3. The GSO treasurer is to provide a detailed account of the funds to the committee July 1 of each year.
4. A balance of \$3,000.00 (three thousand) is to be maintained in the fund.
5. Annual support/supplement from the Leadership Fund for a Leadership seminar shall not exceed \$5,000.00 (five thousand) without written approval of the GSO Executive Board.
6. Changes in the use of funds in the Leadership Fund shall be approved by the GSO Executive Board.