

**Constitution
of The Delta Kappa
Gamma Society
International
2018**



416 W. 12th St.
Austin, TX 78701-1817

Revised 2010
Amended 2014, 2018

Table of Contents

Article I. Name

Article II. Mission and Purposes

Section A. Charter Objective	1
Section B. Mission Statement.	1
Section C. Vision Statement	1
Section D. Purposes	1

Article III. Membership

Section A. Membership.	2
Section B. Classification.	2
Section C. Election	2
Section D. Transfer	3
Section E. Termination of Membership	3
Section F. Reinstatement	3

Article IV. Finance

Section A. Annual Dues	3
Section B. Fees	3
Section C. Payment of Dues and Fees	3
Section D. Financial Assessments	4
Section E. Other Income.	4
Section F. Funds	4
Section G. Financial Accounting	6

Article V. Organization

Section A. Levels of Organization	7
Section B. Chapter Level	7
Section C. State Organization Level.	7
Section D. International Level	8

Article VI. Officers

Section A. Officers	9
Section B. Related Personnel	10
Section C. Duties	10
Section D. Election and Term of Office	13
Section E. Vacancies.	15

Article VII. Boards

Section A. International Boards	15
Section B. State Organization Executive Board.	17
Section C. Chapter Executive Board	17

Article VIII. Committees

Section A. Committee Structure	18
Section B. Society Business.	20
Section C. Society Mission and Purposes.	23

Article IX. Meetings	
Section A. Chapter Meetings	24
Section B. State Organization Meetings	25
Section C. International Meetings	26
Article X. International Conventions Conferences	
Section A. International Conventions and Conferences	27
Section B. International Conventions	28
Section C. International Conferences	29
Article XI. Headquarters	
Section A. Property	30
Section B. Management	30
Section C. Administrative Operations	30
Article XII. Publications	
Section A. Publications	31
Section B. Periodical - <i>DKG NEWS</i>	32
Section C. <i>The Delta Kappa Gamma Bulletin: Journal and Magazine</i>	32
Section D. Rituals and Ceremonies	33
Section E. Electronic Communications	33
Article XIII. Awards	
Section A. International Awards	33
Section B. Awards Granted to Members	33
Section C. Awards Granted to Members or Non-members.	35
Section D. Awards Granted Only to Non-members	36
Article XIV. Affiliates	
Section A. Affiliates	36
Section B. Institute of International Education (IIE)	36
Section C. United Nations	36
Article XV. Parliamentary Authority	
Article XVI. Amendments	
Section A. Amendments to the <i>Constitution</i>	37
Section B. Amendments to the <i>International Standing Rules</i>	38
Section C. Revision	38
Article XVII. Indemnification	39
Article XVIII. Conflict of Interest	39
Article XIX. Dissolution	39
Article XX. The Delta Kappa Gamma Society Educational Foundation An Enabling Act	
Section A.	40
Section B.	40
Section C.	41
Section D.	41

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

*Article V, Section A., defines the term "state organization."

Article I Name

Section A.

The name of this international organization shall be The Delta Kappa Gamma Society International, hereinafter also referred to as the Society.

Section B.

Each state organization* of the Society shall be designated by a geographic area or by a country name. Each chapter shall be named by the state organization.

Article II Mission and Purposes

Section A. Charter Objective

This corporation is formed for educational and benevolent purposes, particularly for extending aid to women teachers and students by means of founding scholarships for study, for developing loyalty and high ideals in the teaching profession, and for conferring distinction upon women members of the teaching profession. (Charter of Delta Kappa Gamma Society, August 16, 1929)

Section B. Mission Statement

The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

Section C. Vision Statement

Leading Women Educators Impacting Education Worldwide

Section D. Purposes

The Purposes of The Delta Kappa Gamma Society International shall be

1. to unite women educators of the world in a genuine spiritual fellowship;
2. to honor women who have given or who evidence a potential for distinctive service in any field of education;
3. to advance the professional interest and position of women in education;
4. to induct, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators;
5. to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

Article III Membership

43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84

Section A. Membership

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the international Society in addition to a state organization and/or a chapter.
2. An individual becomes a member of the Society when she pays her dues.

Section B. Classification

1. 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.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.
 - a. Reserve status shall be granted by a majority vote of the chapter.
 - b. A reserve member, so requesting, shall be restored to active membership.
3. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women, and is elected to honorary membership in recognition of such service.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - a. Undergraduate student collegiate members shall
 - (1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education; and
 - (2) be enrolled within the last two years of their undergraduate education degree.
 - b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education degree program.

Section C. Election

1. A candidate for active or collegiate membership shall be selected by the method established by the chapter's rules.

- 85 2. A candidate for honorary membership at the chapter, state organization, or
- 86 international level shall be elected by the method established by the respective
- 87 executive board.

88

89 **Section D. Transfer**

90 A member in good standing may transfer from one chapter to another upon

91 notification to Society Headquarters.

92

93 **Section E. Termination of Membership**

94 Membership in the Society is terminated for non-payment of dues and fees,

95 resignation, or death.

96

97 **Section F. Reinstatement**

98 A former member shall be reinstated to membership by the chapter receiving the

99 request.

100

Article IV
Finance

101

102

103

104 **Section A. Annual Dues**

105 Each active, collegiate, and reserve member shall pay annual dues.

- 106 1. International dues shall be an amount recommended by the Executive Board
- 107 and approved by the international convention.
- 108 2. State organization dues shall be an amount determined in accordance with
- 109 state organization bylaws.
- 110 3. Chapter dues shall be an amount determined in accordance with the rules set
- 111 by the chapter.

112

113 **Section B. Fees**

- 114 1. Induction Fee

115 An active member shall pay an induction fee at the time of induction.

- 116 2. Scholarship Fee

117 Each active and reserve member shall pay a scholarship fee annually.

- 118 3. Honorary Fee

119 The inducting unit of the Society shall pay a lifetime fee for each honorary

120 member at the time of induction.

121

122 **Section C. Payment of Dues and Fees**

- 123 1. The membership year is July 1-June 30. A member shall pay annual dues and
- 124 fees no later than June 30 for the following fiscal year.
- 125 2. For membership or reinstatement commencing between July 1 and December
- 126 31, the member shall pay induction fee (new member only), dues, and

- 127 scholarship fee for the current year. For membership commencing on or after
 128 January 1, the member shall pay one-half the international membership dues.
 129 Chapter and state organization dues may be pro-rated as the chapter/state
 130 organization determines.
- 131 3. Immediately thereafter, the state organization and international portions of the
 132 dues and fees shall be sent to the state organization treasurer.
 - 133 4. The international portion of the dues and fees shall be sent between July 1 and
 134 September 30.
 - 135 5. A member who fails to complete payment of international dues shall be
 136 dropped as of October 1.
- 137 Proviso: This bylaw will take effect in 2019.

138 **Section D. Financial Assessments**

139 Financial assessments may be levied only by the chapter.

140 **Section E. Other Income**

141 The Society shall receive and utilize income from sources other than dues and fees
 142 – including but not limited to gifts, bequests, and royalties – in accordance with
 143 policies in the *International Standing Rules* or as determined by the Administrative
 144 Board.
 145
 146
 147

148 **Section F. Funds**

149 The Delta Kappa Gamma Society International Funds

- 150 1. The Available Fund - *all levels*
 151 At each level this fund shall be the operating fund and shall require a budget.
- 152 2. The Scholarship Fund - *all levels*
 - 153 a. The Society and each state organization shall maintain a scholarship fund
 154 for the benefit of members. A chapter may maintain a scholarship fund.
 - 155 b. The scholarship fee paid by a member shall be divided as follows:
 156 (1) one hundred percent (100%) to the state organization fund if the
 157 chapter does not maintain a chapter scholarship fund or twenty
 158 percent (20%) to the state organization fund if the chapter does
 159 maintain a chapter scholarship fund.
 160 (2) eighty percent (80%) retained by the chapter having a chapter
 161 scholarship fund.
 - 162 c. Rules governing international scholarships shall be recommended by the
 163 Scholarship Committee and approved by the Executive Board. Rules
 164 governing state organization scholarships shall be approved by the state
 165 organization executive board.
- 166 3. The Permanent Fund - *international and state organization*
 - 167 a. The Society and each state organization shall maintain a permanent fund.
 168

- 169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
- b. The Society shall set aside for its Permanent Fund twenty-five percent (25%) of its induction fees and annual dues until the total of the current assets in its Permanent Fund is not less than thirty percent (30%) of its Available Fund annual income, at which time further allocations shall be made as provided in the *International Standing Rules*.
 - c. Each state organization with a headquarters facility shall follow the above (Section F. 3. b.) formula. When the percentage has been reached, the state organization executive board may reduce or discontinue further allocations.
 - d. Each state organization which does not have a headquarters building should maintain an available fund reserve which is not less than one year's operating expenses.
 - (1) State organizations without a headquarters building are not required to maintain a permanent fund; but are required to maintain an available fund reserve. These state organizations without a headquarters building shall set aside up to twenty percent (20%) of their state organization dues until the total of the available fund reserve equals one year's operating expenses at which time the state organization executive board may reduce or discontinue further allocations.
 - (2) The available fund reserve may be used at the discretion of the state organization executive board.
 - e. Investment income from the international Permanent Fund shall be allocated to the international Available Fund when received. Proceeds from the sale of international/state organization permanent fund assets shall be added to the principal of the international/state organization permanent fund. Investment income from the state organization permanent fund may be allocated to the state organization available fund by vote of the state organization executive board.
 - f. The principal of the Society and state organization permanent funds shall be used for the following:
 - (1) purchasing induction paraphernalia;
 - (2) purchasing articles and equipment of a permanent nature;
 - (3) licenses for computer software;
 - (4) renting office space;
 - (5) constructing a headquarters building; and
 - (6) furnishing a headquarters building.
 - g. International expenditures shall be reviewed by the Finance Committee and authorized by the Executive Board. Expenditures from the state organization fund shall be authorized by the state organization executive board.

- 211 4. The Educators Award Fund - *international only*
 212 This fund shall be maintained for the stimulation of educational research and
 213 writing. Awards from this fund may be given annually by the Educators Book
 214 Award Committee according to guidelines adopted by the Executive Board.
- 215 5. The Emergency Fund - *international only*
 216 This fund shall be for assistance to members who sustain major losses from
 217 floods, tornadoes, hurricanes, and other natural, catastrophic disasters. The
 218 fund shall be maintained by voluntary contributions. Awards shall be made
 219 as directed in the *International Standing Rules* and Administrative Board
 220 policies.
- 221 6. The Eunah Temple Holden Leadership Fund - *international only*
 222 The bequest of ninety-six thousand nine hundred fifty-nine dollars (U.S.
 223 \$96,959) of Mrs. Eunah Temple Holden to The Delta Kappa Gamma Society
 224 International was established in 1978 as the Eunah Temple Holden Leadership
 225 Fund.
- 226 7. The Golden Gift Fund - *international only*
 227 The Golden Gift Fund commemorates the fiftieth anniversary of the Society
 228 celebrated in 1979.
- 229 8. The International Speakers Fund - *international only*
 230 The International Speakers Fund commemorates the first international
 231 expansion of The Delta Kappa Gamma Society International in 1952. The
 232 fund was established in 1982 to mark the Society's thirty (30) years as an
 233 international organization.
- 234 9. The Loretta Halek Memorial Fund - *international only*
 235 The Loretta Halek Memorial Fund for program resources is a memorial
 236 established in 1974 to Mrs. Loretta Halek, first program coordinator of The
 237 Delta Kappa Gamma Society International.
- 238 10. The World Fellowship Fund - *international only*
 239 The World Fellowship Fund shall be used to grant fellowships to non-
 240 member women educators who are not citizens or permanent residents of
 241 the United States of America or Canada. Rules governing fellowships shall
 242 be recommended by the World Fellowship Committee and approved by the
 243 Executive Board.

244 **Section G. Financial Accounting**

- 245 1. Fiscal Year
 246 The fiscal year of the Society shall be July 1 – June 30 inclusive.
- 247 2. Budget
 248 a. The Finance Committee shall prepare the Available Fund budget
 249 biennially. The budget shall enumerate sources of dues and non-dues
 250 revenue and shall include expenditure categories for Society Headquarters
 251 operational expenses and Society administrative expenses.
 252

- 253 b. The budget shall be reviewed by the Administrative Board and adopted by
- 254 the Executive Board.
- 255 3. Audit
- 256 a. The financial records of the Society shall be audited annually by an
- 257 external certified public accountant.
- 258 b. The audit report shall be reviewed and adopted by the Administrative
- 259 Board.
- 260 4. Reimbursement
- 261 Reimbursement shall be provided for specified international and state
- 262 organization personnel for participation in official Society activities.

**Article V
Organization**

Section A. Levels of Organization

The business of the Society shall be conducted by the organization on three (3) levels. The three (3) levels of organization shall be chapter, state organization, and international.

- 271 1. The term *chapter* shall designate the local unit.
- 272 2. The terms *state* and *state organization* shall designate states, territories,
- 273 provinces, and countries where The Delta Kappa Gamma Society
- 274 International is organized.
- 275 3. The terms *International* and *Society* shall designate the overall organization
- 276 with the total membership.

Section B. Chapter Level

- 279 1. Chapters shall be organized in accordance with state organization bylaws.
- 280 Each chapter so organized shall have no fewer than twelve (12) members. The
- 281 Society shall grant the charter.
- 282 2. Charter members shall be those who become members of the chapter at the
- 283 time of installation of the chapter. Any member who transfers her membership
- 284 to the new chapter at the time of its installation becomes a charter member of
- 285 the new chapter.
- 286 3. Each chapter shall have chapter rules which are consistent with the
- 287 *Constitution* and its state organization bylaws.
- 288 4. Coordinating councils may be organized in areas in which several chapters
- 289 exist.

Section C. State Organization Level

- 291 1. A state organization shall be organized by the Expansion Committee with the
- 292 approval of the Executive Board.

- 295 2. Founders of the newly organized state organization shall be members who
 296 have accepted the responsibilities inherent to the successful functioning of the
 297 new state organization.
 298 3. The new state organization shall have no fewer than forty (40) members of
 299 whom twelve (12) to sixteen (16) may be founders.
 300 4. The founders of state organizations shall be known as state organization
 301 founders. The twelve (12) original members of The Delta Kappa Gamma
 302 Society International shall be known as The Founders.
 303 5. The Society shall grant the charter.
 304 6. Each state organization shall consist of chapters within the state organization
 305 and members holding membership within the state organization.
 306 7. Each state organization shall have bylaws which are consistent with the
 307 *Constitution* for the governance of the state organization and its chapters.
 308

309 **Section D. International Level**

- 310 1. The Delta Kappa Gamma Society International shall consist of all state
 311 organizations.
 312 2. The international organization shall induct and sponsor units of the Society in
 313 countries where no organization of the Society exists.
 314 3. The Administrative Board shall study recommended areas of expansion to
 315 new countries before submitting a recommendation to the Executive Board for
 316 approval.
 317 4. The Society may give financial assistance to existing state organizations as
 318 needs are determined.
 319 5. In the event that a state organization has no members of record, the
 320 Administrative Board has the authority to recommend to the Executive Board
 321 that the state organization be dissolved. By a majority vote of the Executive
 322 Board, the state organization will be dissolved.
 323 6. Components of the International Level
 324 a. Regions
 325 (1) The state organizations shall be formed into regions for the purposes
 326 of rendering better service to the membership including the
 327 following:
 328 (a) presenting international conferences
 329 (b) offering leadership development pre-conference training at the
 330 site of the international conferences
 331 (c) selecting representatives for international committees.
 332 (2) The Executive Board defines the number of regions and the
 333 constituent state organizations of each.
 334 (3) Area Representative (Canada) represents members in three (3) state
 335 organizations in the Northeast Region (New Brunswick, Ontario,
 336 Quebec), and represents members in four (4) state organizations

- 337 in the Northwest Region (Alberta, British Columbia, Manitoba,
338 Saskatchewan).
- 339 (4) Area Representative (Latin America) represents members in ten
340 (10) state organizations in the Southwest Region (Baja California,
341 Costa Rica, El Salvador, Guatemala, Jalisco, Mexico City (name
342 designated in Mexico City *Constitution*), Nuevo Leon, Panama,
343 Puebla, San Luis Potosi), and represents members in one (1) state
344 organization in the Northeast Region (Puerto Rico).
- 345 (5) A state organization, with the approval of its members, may apply to
346 the Executive Board for assignment to another region.
- 347 b. Forums
- 348 The Delta Kappa Gamma Society International shall have forums as
349 designated in the *International Standing Rules*.
- 350 (1) The plan for each forum shall be determined by its participants.
- 351 (2) These forum units serve the interests of members. Each DKG
352 member belongs to a forum unit determined by her region or area.
- 353 (3) The international president shall provide for appropriate orientation
354 of forum leaders.
- 355 (4) The Administrative Board shall provide for the following:
- 356 (a) the update and approval of the *Guidelines for Forum Planning*
357 which shall include both Society guidelines and operational rules
358 determined by each forum.
- 359 (b) the resolution of conflicts involving breach of rules contained
360 in the *Constitution*, the *International Standing Rules*, and in the
361 *Guidelines for Forum Planning*.
- 362 (5) At international conferences and conventions a definite time for
363 separate forums shall be scheduled for Canadian, European, Latin
364 American, and United States of America members to meet for the
365 purposes of discussing problems and concerns related to their areas.
- 366 (6) Forums shall report as specified in the *International Standing Rules*.

367 Article VI

368 Officers

369 Section A. Officers

- 370
- 371 1. International Officers
- 372 International officers, all of whom must be members of the Society, shall be
373 a president, a first vice president, a second vice president, one (1) regional
374 director from each region (all elected), and the corporate secretary (employed).
- 375 2. State Organization Officers
- 376 State organization officers, all of whom must be members of the Society, shall
377 be a president, a vice president, a secretary (all elected), a treasurer (selected
378

- 379 by the executive board), plus the option of a second vice president and/or a
 380 corresponding secretary (both elected).
 381 a. A state organization may add an executive secretary, if desired, to be
 382 selected by the executive board.
 383 b. A state organization with an executive secretary may exclude the office of
 384 secretary and assign the duties of the office to the executive secretary, who
 385 shall serve as a member ex officio, without vote, of the executive board.
 386 3. Chapter Officers
 387 Chapter officers, all of whom must be members of the Society, shall be a
 388 president, a vice president, a secretary (all elected), a treasurer (selected
 389 by the executive board), plus the option of a second vice president and/or a
 390 corresponding secretary (both elected).
 391

392 **Section B. Related Personnel**

- 393 1. International
 394 International related personnel shall be two (2) elected members-at-large, two
 395 (2) elected area representatives, all of whom must be members of the Society,
 396 and an appointed parliamentarian. It is desired that the parliamentarian be a
 397 member.
 398 2. State Organization
 399 State organization personnel, all of whom must be members of the Society,
 400 shall be defined in the state organization bylaws or standing rules. It is desired
 401 that the appointed parliamentarian be a member.
 402 3. Chapter
 403 Chapter personnel, all of whom must be members of the Society, shall be
 404 defined in the chapter rules. It is desired that the appointed parliamentarian be
 405 a member.
 406

407 **Section C. Duties**

- 408 1. President
 409 a. The president at each level shall
 410 (1) act as presiding officer at regular and called meetings and direct the
 411 activities of the organization;
 412 (2) act as chair of the respective executive board;
 413 (3) appoint a parliamentarian;
 414 (4) appoint standing and special committees (e.g., ad hoc, task force);
 415 (5) serve as member ex officio, with vote, on all committees except
 416 nominations;
 417 (6) approve for payment all expense claims;
 418 (7) approve publications;
 419 (8) fill by appointment all vacancies;
 420 (9) represent the Society at meetings, conferences, and other events; and

- 421 (10) take action, with the advice and approval of the Administrative
 422 Board or of the respective executive board, on matters that cannot be
 423 deferred until the next convention or meeting.
- 424 b. The international president shall
- 425 (1) act as chair of the Administrative Board and the Constitution
 426 Interpretation Committee;
- 427 (2) execute all legal documents of the Society and affix the seal thereto,
 428 in conjunction with the corporate secretary. A legal document may
 429 be executed only when it has been authorized by an international
 430 convention or by the respective board that has the authority to act;
- 431 (3) assign Administrative Board members, Society Headquarters
 432 professional staff, past international presidents, and other Society
 433 leaders, as needed, to state conventions and workshops, as requested;
- 434 (4) oversee development of and procedures for the international
 435 convention; and
- 436 (5) appoint a fine arts coordinator to coordinate convention fine arts
 437 activities including music.
- 438 c. The state organization presidents shall
- 439 (1) serve as members of the international Executive Board;
- 440 (2) be responsible for updating continuing executive secretaries
 441 immediately following leadership development training; and
- 442 (3) be responsible for providing leadership development within their
 443 state organizations.
- 444 d. The state organization and chapter presidents shall
- 445 (1) serve ex officio, with vote, on the respective levels in the process of
 446 budget development and supervision; and
- 447 (2) execute, with their respective executive secretary or treasurer,
 448 legal documents pertaining to their level of organization. A legal
 449 document may be executed only when it has been authorized by a
 450 state organization convention or the respective executive board.
- 451 e. Chapter presidents shall serve as members of the state organization
 452 executive board.
- 453 2. Vice presidents
- 454 a. First vice president - *all levels*
 455 The first vice president at each level shall serve as presiding officer in the
 456 absence of the president. In the event of the resignation or death of the
 457 president, she shall succeed to the presidency and serve until the next regular
 458 election of officers. The first vice president shall perform such other duties as
 459 the president or the executive board shall assign to her.
- 460 b. Second vice president - *international (state organizations and chapters*
 461 *optional)*
 462 The second vice president shall serve as presiding officer in the absence

- 463 of both the president and the first vice president. In the event of the
464 resignation or death of either the president or the first vice president, she
465 shall succeed to the office of first vice president and serve until the next
466 regular election of officers. The second vice president shall perform such
467 other duties as the president or the executive board shall assign to her.
- 468 3. Regional Directors - *international*
469 The regional directors shall be members of the Administrative Board and of
470 the Executive Board. They shall serve as liaison officers between these boards
471 and their respective regions. They shall communicate with state organizations
472 in their region, conduct international conferences, and encourage growth
473 within the region. They shall perform such other duties as the president or the
474 Executive Board shall assign to them.
- 475 4. Members-at-Large - *international*
476 The members-at-large shall be members of the Administrative Board and of
477 the Executive Board. They shall provide liaison between these boards and
478 the members. Each member-at-large shall perform such other duties as the
479 president or Executive Board shall assign to her.
- 480 5. Area Representatives - *international*
481 The area representatives shall be members of the Administrative Board and
482 of the Executive Board. They shall encourage and support the growth of state
483 organizations within their respective areas and serve as liaisons between these
484 areas and the Administrative Board. Each area representative shall fulfill
485 additional duties as stated in the *Constitution* and the *International Standing*
486 *Rules* and carry out any assignments delegated to her by the president.
- 487 6. Corporate Secretary - *international*
488 The corporate secretary shall
489 a. serve as the registered agent of The Delta Kappa Gamma Society
490 International;
491 b. serve as a member ex officio, without vote, on the Administrative Board
492 and on the Executive Board; and
493 c. be the executive department administrator (Society Headquarters).
- 494 7. Secretary - *state organization and chapter*
495 The secretary shall keep minutes of each meeting of the organization and
496 furnish the president with a copy of such minutes. She shall serve as secretary
497 to the Executive Board. She shall carry on such correspondence as may be
498 delegated to her by the president.
- 499 8. Executive Secretary - *state organization (optional)*
500 The state organization executive secretary shall perform such duties as
501 are prescribed in her contract and/or delegated by the executive board and
502 the president and shall serve as a member ex officio, without vote, on the
503 international and state organization executive boards.
- 504 9. Treasurer - *state organization and chapter*

- 505 a. The treasurer at each level shall
- 506 (1) receive and pay out all moneys belonging to the organization;
- 507 (2) keep an accurate account of receipts and expenditures;
- 508 (3) maintain a record of receipts, bills, and bank statements;
- 509 (4) present a report at each regular meeting;
- 510 (5) file required tax reports;
- 511 (6) submit for annual audit/financial review the accounts of the
- 512 organization;
- 513 (7) serve as a member ex officio, without vote if under remunerative
- 514 contract for her services, on the respective executive board;
- 515 (8) serve as a consultant in the process of budget development and
- 516 supervision of finances; and
- 517 (9) maintain an accurate and current membership roster.
- 518 b. State organization treasurers shall provide information necessary for a
- 519 fidelity bond, for an amount specified by the state organization bylaws
- 520 and/or standing rules, the cost to be paid by the state organization.
- 521 c. The chapter treasurer shall follow appropriate procedures to ensure the
- 522 safety and proper handling of chapter moneys as established by the
- 523 chapter finance committee.

524 10. Parliamentarian - *appointed*

- 525 a. The parliamentarian at each level shall
- 526 (1) act as advisor to the officers and the members of her organization
- 527 in matters pertaining to interpretation of the *Constitution* and to
- 528 parliamentary usage; and
- 529 (2) serve as a member ex officio, without vote, on the respective
- 530 executive board.
- 531 b. The international parliamentarian shall
- 532 (1) serve as a consultant on the Constitution Committee;
- 533 (2) serve as a member of the Constitution Interpretation Committee;
- 534 (3) update Sharing DKG Administrative Board Responsibilities
- 535 biennially;
- 536 (4) and serve as a member ex officio, without vote, on the
- 537 Administrative Board.

538
539 **Section D. Election and Term of Office**

- 540 1. International
- 541 a. The president, the first vice president, and the second vice president
- 542 shall be elected at the international convention by the state organization
- 543 presidents or official designees.
- 544 b. Each of the regional directors shall be elected at the international
- 545 convention by the state organization presidents within her region.
- 546

- 547 c. Members-at-large shall be elected at the international convention in the
548 same manner as the president, the first vice president, and the second vice
549 president. They shall not be designated as officers.
- 550 d. Each area representative shall be elected at the international convention
551 by the state organization presidents or official designees within each
552 respective area. Area representatives shall not be designated as officers.
- 553 e. Election of international elected personnel and trustees of The Delta
554 Kappa Gamma Educational Foundation
- 555 (1) Each state organization president or official designee as she
556 may name shall cast the ballot for the state organization after
557 presenting proper identification to election officials appointed by the
558 international president.
- 559 (2) The president from each state organization or her official designee
560 shall be entitled to cast one (1) vote for each five (5) active
561 and reserve members or major fraction thereof within the state
562 organization. The vote of the state organization may be divided.
- 563 (3) Voting for all international officers, members-at-large, area
564 representatives, and members of elected committees shall take place
565 at the convention.
- 566 (4) At the same time and place and on a separate ballot, each voting
567 member of the international Executive Board shall cast one (1) vote
568 for a nominee for each position to be filled on the Board of Trustees
569 of The Delta Kappa Gamma Educational Foundation.
- 570 f. Terms of Office
- 571 (1) The term of each elected officer shall be two (2) years or until a
572 successor is named. No officer may serve in the office longer than
573 two (2) terms in succession. Officers shall take office immediately at
574 the close of the international convention.
- 575 (2) The members-at-large shall be elected for a term of four (4) years
576 or until a successor is named and shall not be eligible for re-
577 election. The terms shall overlap, one (1) member being elected each
578 biennium.
- 579 (3) The area representatives shall be elected for a term of two (2) years
580 or until a successor is named.
- 581 2. State Organization
- 582 a. The state organization officers, except the treasurer and the executive
583 secretary, shall be elected by the members of the state organization in odd-
584 numbered years.
- 585 b. Election shall be in accordance with state organization bylaws.
- 586 c. The term of each elected officer shall be two (2) years or until a successor
587 is named. No officer except the treasurer and the executive secretary may
588

589 serve in the same office longer than two (2) terms in succession. Officers
590 shall take office on July 1 following their election.

591 d. The treasurer and the executive secretary shall be selected by the
592 executive board.

593 3. Chapter

594 a. The chapter officers, except the treasurer, shall be elected in even-
595 numbered years.

596 b. The term of each elected officer shall be two (2) years or until a successor
597 is named. No officer except the treasurer may serve in the same office
598 longer than two (2) terms in succession. Officers shall take office on July 1
599 following their election.

600 c. The treasurer shall be selected by the executive board each biennium.

601

602 **Section E. Vacancies**

603 1. International

604 The president shall fill by appointment all vacancies in office. In the event that
605 a member holding an elective or appointed position at the international level
606 is unable to perform her duties, the position shall be declared vacant by the
607 Administrative Board, and a successor named by the president.

608 2. State organization and chapter

609 In the event that a member holding an elective or appointed position at the
610 state organization or chapter level is unable to perform her duties, the position
611 shall be declared vacant by the respective officers, and a successor named by
612 the state organization or chapter president.

613

614 **Article VII**
615 **Boards**

616

617 **Section A. International Boards**

618 1. Administrative Board

619 a. The members of the Administrative Board shall be the president, the first
620 vice president, the second vice president, the immediate past president,
621 the regional directors, the two (2) members-at-large, and the area
622 representatives from Canada and Latin America. The corporate secretary
623 and the parliamentarian shall be members ex-officio, without vote.

624 b. Duties of the Administrative Board

625 The board shall

626 (1) report to the international Executive Board;

627 (2) carry out the plans and policies adopted by the international
628 convention;

629 (3) have authority for Society property including management and
630 operations of Society Headquarters; [Article XI, Headquarters.]

- 631 (4) review the budget as presented by the Finance Committee before it
 632 is submitted for adoption by the Executive Board;
- 633 (5) approve constitutional amendments to be submitted for vote by the
 634 international convention; [See Article, XVI, A.2.e.]
- 635 (6) determine the terms of employment and select the Society
 636 Headquarters professional staff;
- 637 (7) engage financial, legal, or other consultants when the need arises,
 638 and for as long as the need exists;
- 639 (8) adopt the annual audit report of the certified public accountant;
- 640 (9) act in the interim between conventions upon matters requiring
 641 immediate decisions;
- 642 (10) provide for continued strategic planning and implementation;
- 643 (11) recommend year and hosting state organizations of international
 644 meetings to the Executive Board;
- 645 (12) determine registration fees for international conferences and for
 646 international conventions;
- 647 (13) review and approve sources of non-dues revenue to be generated at
 648 the international level;
- 649 (14) review and research recommendations for expansion of the Society
 650 where no Society organization exists;
- 651 (15) may give assistance to existing state organizations as needs are
 652 determined; and
- 653 (16) oversee piloting of innovations.
- 654 c. The Administrative Board is authorized to plan, budget for, and pilot
 655 strategies and creative approaches to practices/procedures.
- 656 2. Executive Board - *international*
- 657 a. The members of the Executive Board shall be the president, the first
 658 vice president, the second vice president, the regional directors, past
 659 international presidents, the members-at-large, area representatives, and
 660 the state organization presidents. Members of the Society Headquarters
 661 professional staff, the parliamentarian, and the state organization executive
 662 secretaries shall serve as members *ex officio*, without vote.
- 663 b. Duties of the International Executive Board
- 664 The Executive Board shall
- 665 (1) examine, modify if necessary, and adopt the available fund budget;
- 666 (2) elect trustees of The Delta Kappa Gamma Educational Foundation;
- 667 (3) recommend policies and procedures for the consideration of the
 668 convention;
- 669 (4) approve the year and hosting state organizations for international
 670 meetings;
- 671 (5) define the number of regions and the constituent state organizations
 672 of each;

- 673 (6) approve the establishment of new state organizations;
- 674 (7) establish procedures for the possible dissolution of a state
- 675 organization;
- 676 (8) select the recipient of the International Achievement Award by
- 677 preferential ballot with ballots submitted in the most expedient
- 678 manner possible to accommodate deadlines; and
- 679 (9) select the recipient(s) of international honorary membership.

680

681 **Section B. State Organization Executive Board**

682 1. The members of the state organization executive board shall be the elected

683 officers, the immediate past state organization president, the chapter

684 presidents, and such other voting or non-voting members as shall be

685 determined by the state organization. The treasurer and the parliamentarian

686 shall be members ex officio, the parliamentarian without vote, and the

687 treasurer also without vote if under remunerative contract for her services.

688 2. Duties of the State Organization Executive Board

689 The state organization executive board shall

- 690 a. recommend policies and procedures for consideration by the state
- 691 organization convention or the chapters;
- 692 b. examine, modify if necessary, and adopt the state organization budget;
- 693 c. select an executive secretary (if state organization bylaws include this
- 694 officer), the treasurer, and such other personnel as may be needed, and
- 695 prescribe their duties, fix their salaries, and determine their terms of office;
- 696 d. establish the procedures for budget development and approval and for the
- 697 supervision of state organization finances;
- 698 e. approve dates and sites of state organization meetings; and
- 699 f. act in the interim between conventions upon matters requiring immediate
- 700 decision.

701 3. State organizations may have an executive committee composed of the elected

702 officers to act for the executive board between board meetings.

703

704 **Section C. Chapter Executive Board**

705 1. The members of the chapter executive board shall be the elected officers of

706 the chapter, the immediate past president, and such other voting members

707 as shall be determined by the chapter. The treasurer and the parliamentarian

708 shall serve as members ex officio, the parliamentarian without vote, and the

709 treasurer also without vote if under remunerative contract for her services.

710 2. Duties of the Executive Board

711 The chapter executive board shall

- 712 a. select the treasurer for the biennium;
- 713 b. act in matters requiring immediate action and decision;
- 714 c. recommend policies and procedures for consideration by members; and

715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756

- d. establish rules for budget development and approval and for the supervision of chapter finances.

Article VIII Committees

Section A. Committee Structure

1. International

a. Standing committees

(1) Society Business

- Communications and Marketing
- Constitution*
- Constitution Interpretation*
- Expansion*
- Finance
- Leadership Development
- Membership
- Nominations
- Non-dues Revenue*

(2) Society Mission and Purposes

- Educational Excellence
- Educators Book Award*
- Holden Fund*
- Golden Gift Fund*
- International Speakers Fund*
- Scholarship
- World Fellowship

b. Elected committees

- (1) The following international committees shall be elected at the international convention by the state organization presidents:

- Finance
- Nominations

- (2) The composition of each elected committee shall be specified in the committee description. A member shall serve no more than two (2) consecutive terms on the same committee.

c. Appointed committees

- (1) The following committees shall be appointed by the president:

- Communications and Marketing
- Constitution
- Educational Excellence
- Educators Book Award
- Expansion

*The work of this committee is international in nature and may be omitted at the state organization and chapter levels.

*The work of this committee is international in nature and may be omitted at the state organization and chapter levels.

- 757 Golden Gift Fund
- 758 International Speakers Fund
- 759 Leadership Development
- 760 Membership
- 761 Non-dues Revenue
- 762 Scholarship
- 763 World Fellowship

764

765 Each appointed committee shall be composed of one (1)

766 member from each region at the time of her selection, one of

767 whom shall be appointed chair unless otherwise specified in the

768 committee description. A member shall serve no more than two

769 (2) consecutive terms on the same committee.

770 (2) Special committees (e.g., ad hoc, task force) may be appointed

771 by the president at any time with the written authorization of the

772 Executive Board. This authorization may be given at any time during

773 the biennium. Members will be appointed on the basis of expertise

774 as determined by the needs of the committee; therefore, regional

775 representation will not be a requirement.

776 d. Committees subject to convention-restricted provisions

777 Committees may be established according to provisions only after

778 acceptance by the international convention. The following committees

779 have been so established:

- 780 Educators Book Award
- 781 Holden Fund
- 782 Golden Gift Fund
- 783 International Speakers Fund
- 784 Scholarship

785 e. Committee responsibilities

786 (1) The work of each international committee is under the direction of

787 the committee chair who develops the agenda, orients the committee

788 to its responsibilities, presides at the meetings, and keeps committee

789 members informed of committee progress.

790 (2) Overall responsibilities of each committee shall be given in the

791 committee description. The committee will review with its assigned

792 professional staff liaison the committee's duties and procedures.

793 (3) Proposed committee projects that require funding shall be submitted

794 to the Finance Committee for consideration in the budget following

795 approval by the Administrative Board.

796 (4) Statements of expenses incurred in the performance of committee

797 duties shall be submitted to the president for approval.

798

- 799 (5) Official committee meetings may be face-to-face or through
- 800 electronic communications. The international president shall
- 801 authorize the mode of each meeting.
- 802 (6) All members being notified, matters requiring immediate committee
- 803 action may be voted upon by mail (postal or electronic) that
- 804 provides a valid receipt of each responding committee member’s
- 805 vote. A majority vote of committee members shall be required for
- 806 action.
- 807 (7) The international chairs shall summarize state organization reports.
- 808 (8) The president or her designee shall serve as a member ex officio,
- 809 with vote, of all committees except Nominations, unless otherwise
- 810 designated in the committee description.
- 811 (9) The Society Headquarters professional staff shall be assigned by the
- 812 Administrative Board to serve as members ex officio, without vote,
- 813 on committees.
- 814 2. State organization and chapter
- 815 a. State organizations and chapters shall be responsible, at their respective
- 816 levels, for any state organization and/or chapter duties represented by the
- 817 international committee descriptions. [Article VIII, Sections B and C]
- 818 b. State organizations and chapters may fulfill their constitutional
- 819 responsibilities by establishing committees as needed.
- 820 c. Reports requested from state organizations and chapters shall be submitted
- 821 in the format specified by Society Headquarters.

Section B. Society Business

- 824 1. Communications and Marketing Committee* - *appointed*
- 825 a. The committee shall promote and stimulate effective communication
- 826 between and among members at all levels of the Society.
- 827 b. The committee shall promote effective internal and external marketing.
- 828 c. The committee shall provide training for state organization editors and
- 829 webmasters.
- 830 d. The committee shall recommend editorial policy to the Administrative
- 831 Board.
- 832 2. Constitution Committee - *appointed*
- 833 a. The committee shall receive all proposals for amending the *Constitution*
- 834 and the *International Standing Rules*, make recommendations for changes
- 835 to the Administrative Board, and present approved proposals to the
- 836 international convention for vote.
- 837 b. Notification of proposed changes to the *Constitution* and the *International*
- 838 *Standing Rules* shall be published no later than the March/April
- 839 issue of the *DKG NEWS* and published on the Society website. After
- 840 each international convention, the committee shall ascertain that

* State organizations and/or chapters are responsible to international for the work of this committee.

- 841 the *Constitution, International Standing Rules and Handbook* are in
 842 concordance.
- 843 c. The parliamentarian shall serve as a consultant.
- 844 3. Constitution Interpretation Committee - *mandated international only*
 845 The committee shall be composed of the international president as chair,
 846 the Constitution Committee chair, and the international parliamentarian.
 847 The committee shall review, interpret and rule in writing on constitutional
 848 questions. The rulings shall be binding until the next international convention
 849 when they are presented to the convention for voting.
- 850 4. Expansion Committee - *appointed*
 851 a. The committee, in consultation with the international president and
 852 corporate secretary, shall be responsible for international expansion.
 853 b. The committee shall recommend areas of expansion to the Administrative
 854 Board prior to proceeding to study a new country, and to the Executive
 855 Board for approval to establish a new state organization.
 856 c. The committee shall follow the criteria for international expansion.
- 857 5. Finance Committee* - *elected*
 858 a. The committee shall be composed of the president and five (5) members,
 859 two (2) of whom shall be elected in one (1) international election for a
 860 four-year (4) term and three (3) of whom shall be elected in the subsequent
 861 international election for a four-year (4) term. The president shall appoint
 862 as chair for the biennium one (1) of the continuing members.
 863 b. The committee shall propose guidelines for international Executive
 864 Board approval with respect to the investment of funds, prepare the
 865 Available Fund budget for adoption by the international Executive Board
 866 and provide for an annual audit. The budget shall be submitted to the
 867 Administrative Board for review.
 868 c. The committee and appropriate professional staff shall plan a training
 869 session preceding each international conference for state organization
 870 treasurers.
- 871 6. Leadership Development Committee - *appointed*
 872 a. The committee shall be composed of one (1) member from each region
 873 plus a chair.
 874 b. The committee shall be responsible for leadership development at the
 875 international level.
 876 (1) The committee and appropriate professional staff shall plan a
 877 training session preceding each international conference for
 878 incoming state organization presidents and new executive secretaries.
 879 (2) The committee shares responsibility with the state organizations for
 880 leadership development of state organization and chapter leaders.
 881 c. The committee is responsible for promoting leadership development at all
 882 levels of the Society.

* State organizations and/or chapters are responsible to international for the work of this committee.

- 883 7. Membership Committee* - *appointed*
884 a. The committee shall study and make recommendations related to
885 membership issues and challenges. Necrology and membership reports
886 shall be responsibilities of the committee. The committee shall receive
887 and evaluate the recommendations of persons proposed for honorary
888 membership and submit the names of qualified candidates to the
889 international Executive Board for vote.
890 b. The committee and the appropriate professional staff shall provide training
891 for incoming state organization membership chairs.
- 892 8. Nominations Committee - *elected*
893 a. The committee shall be composed of two (2) elected members from each
894 region. Each biennium one (1) member from each region shall be elected
895 for a term of four (4) years. The president shall appoint one (1) of the
896 continuing members as chair for the biennium.
897 b. Duties
898 (1) The Nominations Committee shall solicit nominations for the
899 positions to be filled.
900 (2) The Nominations Committee shall present in election years the
901 report of nominees for publication no later than the January/
902 February issue of the *DKG NEWS* and published on the Society
903 website. The report shall contain the name of at least one (1)
904 nominee for each of the following:
905 president
906 first vice president
907 second vice president
908 regional directors, one from each of the respective regions
909 one (1) member-at-large
910 area representatives, one from each of the respective areas
911 vacancies occurring on elected committees—finance and
912 nominations
913 trustees of The Delta Kappa Gamma Educational Foundation
914 as specified by the bylaws of said Foundation.
915 (3) The committee shall present its report of nominees for elective
916 positions of the Society to the international convention. Nominations
917 may be made from the floor. Regional and area nominations must be
918 made by members from the region or area involved.
919 (4) The committee shall present its report of nominees for trustees
920 of The Delta Kappa Gamma Educational Foundation to the
921 international Executive Board. Nominations may be made from the
922 floor.
923 (5) The committee shall follow the eligibility, qualifications, and
924 guidelines for selecting nominees. [SR 8.82]

- 925 9. Non-dues Revenue Committee - *appointed*
- 926 a. The committee shall explore, review and recommend to the Administrative
- 927 Board possible sources of non-dues revenue that will both serve members
- 928 and benefit the Society.
- 929 b. The committee shall work in cooperation with non-dues revenue providers
- 930 to obtain benefits for members as well as alternative funding for Society
- 931 work.
- 932

Section C. Society Mission and Purposes

* State organizations
and/or chapters
are responsible to
international for
the work of this
committee.

**NGO is the
non-governmental
organization's
representative to
the United Nations
Department of
Public Information
or Economic and
Social Council.

- 933 1. Educational Excellence Committee* - *appointed*
- 934 a. The committee shall be composed of six (6) members including one (1)
- 935 serving as chair, and the primary NGO** representative.
- 936 b. The committee shall support excellence in education through programs of
- 937 action that encourage leadership, personal and professional development,
- 938 global involvement, educational law and policy, and projects.
- 939 c. The committee shall identify programs and projects that focus upon
- 940 topics adopted by the Society and communicate that information to state
- 941 organizations and chapters.
- 942 d. The committee shall encourage a focus on the arts at international
- 943 conventions and conferences and state organization conventions.
- 944 e. The committee shall promote participation in programs that promote
- 945 professional growth of women educators.
- 946 f. The committee shall urge state organizations to initiate, endorse, and
- 947 support desirable legislation or other suitable endeavors in the interest of
- 948 education and of women educators.
- 949 g. The committee shall provide training for state organization educational
- 950 excellence chairs.
- 951
- 952 2. Educators Book Award Committee - *appointed*
- 953 a. The committee shall select the recipient(s) of the Educator's Book Award
- 954 given in recognition of educational research and writing, subject to
- 955 guidelines approved by the Administrative Board.
- 956 3. Holden Fund Committee - *endowed*
- 957 a. The Holden Fund Committee, named in accordance with the will of Eunah
- 958 Temple Holden, shall administer the fund income after Executive Board
- 959 approval of recommended projects. (SR 4.56)
- 960 b. A vacancy on the committee named by the testatrix shall be filled by a
- 961 vote of the committee members and approved by the Executive Board.
- 962 Succeeding vacancies on the committee shall be filled and approved in the
- 963 same manner.
- 964 c. The international president shall serve as a member ex officio, with vote,
- 965 and the international corporate secretary shall serve as a member ex
- 966 officio, without vote.

967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000
1001
1002
1003
1004
1005
1006
1007
1008

* State organizations and/or chapters are responsible to international for the work of this committee.

- 4. Golden Gift Fund Committee - *appointed*
 - a. The committee shall select recipients of the Golden Gift Awards.
 - b. The committee shall determine the criteria for selection of participants and guidelines for the use of the fund.
 - c. The committee shall administer the fund after Executive Board approval of recommended projects.
 - d. The committee shall use the fund according to the *Constitution and International Standing Rules*. [Article XIII, B.3, SR 4.57, and SR 13.4]
- 5. International Speakers Fund Committee - *appointed*
The committee shall be composed of a United States of America member appointed by the international president; the Europe regional director; the area representatives for Canada and Latin America; and the international president, member ex officio, with vote. One (1) member selected by the committee shall be the chair. The committee shall administer the International Speakers Fund program according to the guidelines in the *International Standing Rules*. [SR 4.58 and SR 8.11]
- 6. Scholarship Committee* - *appointed*
 - a. The committee shall select the recipients of the international scholarships for graduate study and promote interest in and support for the scholarships.
 - b. The committee shall recommend rules to govern international scholarships to the Executive Board for approval.
 - c. The committee shall follow the basic requirements for scholarship applicants according to the *International Standing Rules*. [SR 13.6]
- 7. World Fellowship Committee* - *appointed*
 - a. The committee shall grant world fellowships, when sufficient funds are available, to non-member women educators who are not citizens or permanent residents of the United States of America or Canada.
 - b. Contributions from state organizations, chapters, and individual members support the work of this committee.
 - c. The committee shall follow the guidelines according to the *Constitution and International Standing Rules*. [SR13.7]

**Article IX
Meetings**

Section A. Chapter Meetings

- 1. Regular Meetings
 - a. Regular meetings of chapters shall be held at least four (4) times per year.
 - b. All members being notified, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.

- 1009 c. A quorum for chapter business shall be determined by the chapter.
- 1010 d. All members being notified, matters requiring immediate chapter action
- 1011 may be voted upon by mail (postal or electronic) that provides a valid
- 1012 receipt of each responding chapter member’s vote. A majority vote of
- 1013 chapter members shall be required for action.
- 1014 e. Ratification of all voting by mail (postal or electronic) must be made at the
- 1015 next face-to-face meeting of the chapter.
- 1016 f. There shall be no proxy voting.

1017 2. Meetings of the Executive Board

- 1018 a. Meetings of the executive board shall be held at least twice annually. The
- 1019 board may meet at other times upon the call of the president.
- 1020 b. A quorum shall be a majority of the voting members of the board.
- 1021 c. The chapter executive board may meet through electronic communication
- 1022 as long as all the members may simultaneously hear one another and
- 1023 participate during the meeting.
- 1024

1025 **Section B. State Organization Meetings**

1026 1. State Organization Executive Board

- 1027 a. Meetings of the executive board shall be held annually.
- 1028 b. Chapter presidents who are unable to attend their state organization
- 1029 executive board meeting may appoint an official designee who shall have
- 1030 full privileges of participation.
- 1031 c. A quorum shall be a majority of voting members of the board. Each voting
- 1032 member shall be entitled to one (1) vote. There shall be no proxy voting.
- 1033 d. The executive board may transact business by mail (postal or electronic).

1034 2. State Organization Conventions

- 1035 a. Each state organization shall hold at least one (1) state organization
- 1036 convention each biennium. The date and site shall be determined by the
- 1037 state organization executive board.
- 1038 b. A quorum shall be a majority of the members who have registered at the
- 1039 convention.
- 1040 c. Any member attending a state organization convention may make motions,
- 1041 enter discussions, and vote (except in cases where a roll-call vote is taken).
- 1042 (1) A roll-call vote shall be taken when sustained by a majority vote of
- 1043 those present or when requested by five (5) chapter presidents.
- 1044 (2) The chapter president or her official representative shall cast a vote
- 1045 for the chapter, one (1) vote for each five (5) active and reserve
- 1046 members or major fraction thereof within the chapter. The vote may
- 1047 be divided.
- 1048
- 1049
- 1050

1051
1052
1053
1054
1055
1056
1057
1058
1059
1060
1061
1062
1063
1064
1065
1066
1067
1068
1069
1070
1071
1072
1073
1074
1075
1076
1077
1078
1079
1080
1081
1082
1083
1084
1085
1086
1087
1088
1089
1090
1091
1092

Section C. International Meetings

- 1. Meetings of the Administrative Board
 - a. Meetings shall be held twice a year, the time and place to be determined by the president. The board may meet at other times upon the call of the president.
 - b. A minimum of ten (10) days notice shall be given prior to the day of the meeting.
 - c. There shall be no proxy voting.
 - d. The business delegated to the Administrative Board by the *Constitution* may be transacted by mail (postal or electronic).
 - e. A quorum shall be a majority of the voting members of the board. Each voting member shall be entitled to one (1) vote.
 - f. The Administrative Board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.
- 2. Meetings of the International Executive Board
 - a. Meetings of the Executive Board shall be held biennially, at least one (1) day in advance of the international convention. The board may meet at other times upon call of the international president. A minimum of thirty (30) days notice shall be given prior to the date of the international Executive Board meeting.
 - b. A state organization president who is unable to attend the international Executive Board meeting may appoint an official designee who shall have full privileges of participation.
 - c. A quorum shall be a majority of the voting members of the board. Each voting member shall be entitled to one (1) vote.
 - d. There shall be no proxy voting.
 - e. The business delegated to the Executive Board by the *Constitution* may be transacted by mail (postal or electronic).
- 3. Meetings of the International Convention

Members of The Delta Kappa Gamma Society International shall meet in convention biennially for the purpose of making decisions which direct the activities of the Society. [Article X]
- 4. Meetings of the International Conferences

International conferences shall be held in odd numbered years. Regions may collaborate on international conferences.
- 5. Meetings of International Committees
 - a. Two (2) meetings per biennium are budgeted for each committee unless otherwise stated in the committee description or by convention action.
 - b. The schedule of international committee meetings is the responsibility of the international president in consultation with the corporate secretary.

- 1093 c. International committee meetings may be face-to-face or through
- 1094 electronic communication as long as all of the members may
- 1095 simultaneously hear one another and participate during the meeting. The
- 1096 international president shall authorize the mode of any committee meeting.
- 1097 d. The work of each international committee is under the direction of the
- 1098 committee chair.
- 1099 6. international President’s Planning Meeting
- 1100 a. A president’s planning meeting shall be scheduled for the Administrative
- 1101 Board, the committee chairs, the forum chairs, and the Society
- 1102 Headquarters professional staff.
- 1103 b. In even-numbered years the president’s planning meeting shall be held at
- 1104 the beginning of the new biennium.
- 1105 7. Latin American Conference
- 1106 A Latin American member information conference shall be held biennially in
- 1107 a Latin American country. The conference shall be presented in Spanish and
- 1108 conducted by the area representative for Latin America.

Article X
International Conventions and Conferences

Section A. International Conventions and Conferences

- 1111 1. Logistics
- 1112
- 1113 a. Any conference or convention site shall be selected with the approval of
- 1114 the host state organization.
- 1115 b. Contracts for international conferences and international conventions shall
- 1116 be signed by the corporate secretary and the international president at least
- 1117 two (2) years in advance of the date of said convention or international
- 1118 conference.
- 1119 c. The international president and the corporate secretary shall review
- 1120 the financial considerations (pricing, accessibility, location, and total
- 1121 suitability) prior to final approval by the Executive Board.
- 1122 d. Fidelity bonds shall be provided for international convention and
- 1123 international conference treasurers from Society convention or conference
- 1124 funds.
- 1125 e. Each state organization hosting an international convention shall receive
- 1126 funds from International to offset expenses accrued by the host for state
- 1127 organization night. Additional funds shall be advanced to the convention
- 1128 steering committee, maintained in a special convention account, and
- 1129 disbursed only for authorized expenses. Any funds remaining in the
- 1130 convention account shall be returned to the international Available Fund.
- 1131 f. The Headquarters staff and the international president shall be consulted
- 1132 and informed of tours arranged in connection with international
- 1133
- 1134

- 1135 conferences and international conventions before the information is
 1136 publicized.
- 1137 g. After each international convention or international conference, the
 1138 records of the treasurer shall be submitted for financial review as
 1139 determined by the Administrative Board. The records, receipts, and fund
 1140 balances from each international convention and international conference
 1141 shall be sent to Society Headquarters.
- 1142 h. Collections shall be taken that have been previously approved by the
 1143 Administrative Board and announced.
- 1144 2. Registration
- 1145 a. Registration fees established by the Administrative Board may include
 1146 reduced fees for assigned host state organization members.
- 1147 b. All registration fees will be increased fifty percent (50%) thirty (30) days
 1148 prior to the official opening day of the convention or conference.
- 1149 c. A person who cancels will receive a refund provided a written request is
 1150 postmarked or electronically dated fifteen (15) days prior to the opening
 1151 day of the convention or conference. Special consideration will be given
 1152 in extreme emergencies.
- 1153 d. A processing charge approved by the Administrative Board shall be
 1154 retained on all cancellations regardless of when they are received.
- 1155 3. On-Site Sales
- 1156 a. A state organization desiring to sell items at conventions and conferences
 1157 shall follow the international guidelines for sale of items.
- 1158 b. Each vendor/exhibitor approved to sell items at conventions and
 1159 conferences shall pay a fee determined by the Administrative Board.
 1160 A list of approved vendors/exhibitors shall be provided to appropriate
 1161 convention/conference personnel.

1162 **Section B. International Conventions**

- 1164 1. The international convention of the Society shall be held biennially in even-
 1165 numbered years, the year and host state organization to be determined by the
 1166 Executive Board. A minimum of thirty (30) days notice shall be given prior to
 1167 the date of the convention.
- 1168 2. A quorum shall be a majority of the members who have registered at the
 1169 convention.
- 1170 3. Time and placement of business sessions shall provide members with a
 1171 reasonable opportunity to have a voice in the business proceedings.
- 1172 4. Any member attending an international convention may make motions, enter
 1173 discussions and vote except in cases when a roll-call vote is taken. There shall
 1174 be no proxy voting at any level of the Society.
- 1175 5. Roll-call vote
- 1176

- 1177 a. A roll-call vote shall be taken when sustained by a majority vote of those
 1178 present or when requested by five (5) state organization presidents.
 1179 b. The state organization president or her official designee shall cast the vote
 1180 for the state organization, one (1) vote for each five (5) active and reserve
 1181 members or major fraction thereof within the state organization. The vote
 1182 may be divided.
 1183

1184 **Section C. International Conferences**

- 1185 1. Training
- 1186 a. State Organization Presidents and Executive Secretaries
 1187 The International Leadership Development Committee shall collaborate
 1188 with appropriate professional staff to present DKG-focused leadership
 1189 training and information for incoming state organization presidents and
 1190 first-term executive secretaries. Continuing/returning state organization
 1191 executive secretaries may attend at the expense of their state organizations
 1192 or of the individual.
- 1193 b. State Organization Educational Excellence Chairs
 1194 Training will be provided for state organization educational excellence
 1195 chairs.
- 1196 c. State Organization Membership Chairs
 1197 Training will be provided for incoming state organization membership
 1198 chairs.
- 1199 d. State Organization Treasurers
 1200 The International Finance Committee shall collaborate with appropriate
 1201 professional staff to present training and information for state organization
 1202 treasurers.
- 1203 e. Additional training sessions for state organization presidents, executive
 1204 secretaries, treasurers, and committee chairs may be delivered at other
 1205 times and in other ways.
- 1206 2. International Conference Sessions
- 1207 a. International conferences shall be held biennially in odd-numbered
 1208 years. The year and the host state organization for each conference shall
 1209 be recommended by the state organization presidents within a region,
 1210 following an invitation from a state organization executive board.
- 1211 b. International conferences are held to provide educational workshops and
 1212 leadership training and to disseminate information regarding Society
 1213 activities. Sessions may be conducted electronically or by the regional
 1214 representative of the related committee.
- 1215 c. The international conference schedule and program are the responsibility
 1216 of the regional director.
 1217
 1218

**Article XI
Headquarters**

1219
1220
1221
1222
1223
1224
1225
1226
1227
1228
1229
1230
1231
1232
1233
1234
1235
1236
1237
1238
1239
1240
1241
1242
1243
1244
1245
1246
1247
1248
1249
1250
1251
1252
1253
1254
1255
1256
1257
1258
1259
1260

Section A. Property

- 1. *The place of business of the central organization of the corporation [The Delta Kappa Gamma Society International] shall be in Austin, Texas. (Texas Supreme Court, March 22, 1950.)*
- 2. The Headquarters of The Delta Kappa Gamma Society International shall be located at 416 W. Twelfth Street, Austin, Texas 78701.

Section B. Management

The Administrative Board shall:

- 1. supervise the maintenance of all properties of the Society;
- 2. provide for development and adoption of the Organizational Plan for Society Headquarters;
- 3. determine the staff functions, job titles, terms of employment, and responsibilities of the Society Headquarters professional staff;
- 4. select and employ the Society Headquarters professional staff ; and
- 5. provide for development and approval of policy manuals for Society Headquarters operations and for the development and adoption of an employee handbook for Society Headquarters.

Section C. Administrative Operations

- 1. The conduct of business at the Society Headquarters shall be under the direction of the executive director*.
- 2. The executive director shall be employed by and report to the Administrative Board.
- 3. The executive director shall consult with and be responsible to the international president between meetings of the Administrative Board.
- 4. The executive director shall:
 - a. be the corporate secretary, the registered agent of The Delta Kappa Gamma Society International;
 - b. be responsible, in consultation with the international president, for the employment of such support personnel as required to carry out the duties of the Society Headquarters provided that such employment falls within the constraints of the budget and by personnel policies established by the Administrative Board;
 - c. serve as a member ex officio, without vote, on the Administrative Board and Executive Board;
 - d. furnish the information necessary for a fidelity bond for an amount to be determined by the Executive Board, the cost of such bond to be paid by the Society;

* Title is an Administrative Board decision

- 1261 e. provide for all financial accounting at the international level, including the
 1262 following:
 1263 (1) receive all moneys, pay expenses, and manage investments;
 1264 (2) maintain accurate financial records;
 1265 (3) prepare necessary reports;
 1266 (4) file required tax reports; and
 1267 (5) provide for the annual audit of the financial records of the
 1268 international office by an external certified public accountant.
 1269 f. perform such other duties as are stated in her contract with the Society,
 1270 the *Constitution*, the *International Standing Rules*, by the *Employee*
 1271 *Handbook: Society Headquarters* and/or delegated to her by the
 1272 international president.

Article XII Publications

Section A. Publications

- 1277 1. International Publications
 1278
 1279 a. The Delta Kappa Gamma Society International shall publish a news
 1280 periodical, a juried international professional journal and a collegial
 1281 magazine.
 1282 b. The Society shall publish its *Constitution*, *International Standing Rules*,
 1283 and such other publications as are vital to the Society as determined by
 1284 the Administrative Board and recommended to the Executive Board for
 1285 approval.
 1286 c. The Society may publish such materials as may be sponsored by
 1287 committees or recommended by the Communications and Marketing
 1288 Committee and approved by the president. These publications shall go
 1289 to the assigned professional staff for suggestions on production. The
 1290 Executive Board shall authorize financing.
 1291 d. The effectiveness of Society publications shall be evaluated by the
 1292 Administrative Board.
 1293 e. *The Policy for International Society Publications* shall be reviewed by the
 1294 Administrative Board annually. Proposed changes shall be submitted to the
 1295 Executive Board for approval.
 1296 f. The editorial policy shall be subject to review biennially by the
 1297 Communications and Publicity Committee and by the Administrative
 1298 Board. Proposed changes shall be submitted to the Executive Board for
 1299 approval.
 1300 g. The Delta Kappa Gamma Society International will maintain a presence
 1301 on the World Wide Web and use other forms of electronic communication.
 1302 2. State organizations and chapters may use a variety of communications.

1303 3. The president at each level shall approve publications.
 1304

1305 **Section B. Periodical - *DKG NEWS***

1306 1. The Society shall publish a news periodical, *DKG NEWS*, six (6) times a year.
 1307 Print versions will be mailed to members.

1308 2. Purposes of the *DKG NEWS*

1309 a. To provide members with timely information on issues of concern based
 1310 on the Society's seven Purposes and including:

1311 (1) constitutional interpretations/explanatory notes

1312 (2) proposed and effected changes in the *Constitution* and the
 1313 *International Standing Rules*

1314 (3) constitutional amendments

1315 (4) Nominations Committee reports

1316 b. To promote communication within the Society.

1317 c. To focus on Delta Kappa Gamma as an action organization.

1318 3. International dues shall include subscription to the *DKG NEWS*.
 1319

1320 **Section C. *The Delta Kappa Gamma Bulletin: Journal and Magazine***

1321 1. *The Delta Kappa Gamma Bulletin* includes two formats: a scholarly journal
 1322 and a magazine.

1323 a. The journal is published online three times per year.

1324 b. The magazine is published in print two times per year.

1325 2. Purposes of *The Delta Kappa Gamma Bulletin*

1326 a. To promote the professional and personal growth of members through
 1327 publication of their writings.

1328 b. To promote excellence in education through peer-reviewed publications.

1329 c. The purpose of the journal is to publish theoretical and philosophical
 1330 position papers, applied research, and articles based on themes and topics
 1331 of interest to international educators.

1332 d. The purpose of the magazine is to explore and share educational practices,
 1333 chapter programs and development ideas, and personal reflections on
 1334 topics of interest to educators.

1335 3. International dues shall include a subscription to *The Delta Kappa Gamma*
 1336 *Bulletin*.

1337 4. Manuscripts submitted for publication in *The Delta Kappa Gamma Bulletin:*
 1338 *Journal and Magazine* shall be peer reviewed by members of the Editorial
 1339 Board. For the purpose of scholarly integrity, external reviewers may be
 1340 consulted.

1341 5. The Editorial Board shall

1342 a. consist of four (4) appointed members, the editor, and the assigned
 1343 professional staff, ex officio, with vote;

1344

- 1345 b. be appointed by the international president upon recommendation of the
- 1346 assigned professional staff and the editor;
- 1347 c. work with the editor and be responsible for selecting manuscripts,
- 1348 developing editorial policy, selecting style guidelines, and establishing
- 1349 themes for *The Delta Kappa Gamma Bulletin* in collaboration with the
- 1350 Communications and Marketing Committee; and
- 1351 d. uphold standards of high quality in evaluating manuscripts for *The Delta*
- 1352 *Kappa Gamma Bulletin*.
- 1353 6. Application forms shall be completed and submitted by members desiring
- 1354 appointment to the Editorial Board.
- 1355 7. The expenses of one (1) Editorial Board meeting in the first year of a
- 1356 biennium to review the manuscript selection procedure shall be paid in full by
- 1357 the Society.
- 1358 8. Actions of the Editorial Board shall be reviewed by the Administrative Board,
- 1359 as needed.

1360

Section D. Rituals and Ceremonies

1361 The Society shall provide examples of induction and installation ceremonies. These

1362 may be adapted to meet needs at the chapter, state organization, or international

1363 level.

1364

Section E. Electronic Communications

1365 The Society at all levels may establish and maintain various types of electronic

1366 communications to facilitate meetings and to communicate with members.

1367

Article XIII
Awards

1368

Section A. International Awards

- 1369 The Society provides awards for members and for non-members.
- 1370 1. The International Achievement Award, international scholarships, Golden Gift
 - 1371 Awards (seminar), Emergency Fund Awards, doctoral recognition, and the
 - 1372 International Speakers Fund Awards are granted to members.
 - 1373 2. The Educators Book Award and grants-in-aid are granted to members or non-
 - 1374 members.
 - 1375 3. World Fellowships are granted to non-members.

1376

Section B. Awards Granted to Members

- 1377 1. International Achievement Awards
- 1378 a. The gold medallion and chain known as the International Achievement
- 1379 Award is given annually by the Society to a leader who has merited
- 1380 recognition for her distinguished record in the Society. The medallion
- 1381 and chain shall be given to the member.

1382

- 1387 shall be worn only by members who have been voted that honor and
 1388 privilege by the international Executive Board.
- 1389 b. The International Achievement Award shall be presented at an
 1390 international convention or conference.
- 1391 c. An International Achievement Award medallion returned to the Society
 1392 shall be presented to a future recipient.
- 1393 d. The international president shall act in conjunction with the corporate
 1394 secretary and another member of the Society Headquarters staff annually
 1395 to review recommendations made by members, chapters, or state
 1396 organizations on forms provided by Society Headquarters. Names of
 1397 eligible candidates shall be submitted to the Executive Board for vote. The
 1398 recipient shall be selected by the Executive Board using preferential ballot.
 1399 If there be but one (1) nominee, election shall be by four-fifths (4/5) vote.
- 1400 2. Emergency Fund Awards
- 1401 a. The Society shall maintain a fund to provide assistance to members who
 1402 have sustained loss due to natural catastrophic disasters.
- 1403 b. The fund shall be maintained by voluntary contributions.
- 1404 c. Recipients of the award are recommended by chapter and state
 1405 organization presidents.
- 1406 3. Golden Gift Awards
- 1407 a. The Golden Gift Fund Awards provide opportunities for selected members
 1408 to develop leadership, communication, and management skills and to meet
 1409 specific educational and professional needs.
- 1410 b. The Golden Gift Fund Committee shall select recipients of the Golden
 1411 Gift Awards.
- 1412 4. Recognition of Members Who Have Earned Doctorates
- 1413 a. Members who have earned doctorates shall be recognized each biennium
 1414 at the international convention.
- 1415 b. Copies of a list containing the names of the members who have earned
 1416 doctorates during the biennium, along with the title and date of their
 1417 dissertations, shall be distributed at each international convention.
- 1418 c. The list shall be announced.
- 1419 d. A permanent file of awardees shall be maintained at Society Headquarters.
- 1420 5. Scholarship Awards
- 1421 a. The Society offers up to twenty-nine (29) annual international
 1422 scholarships for graduate study:
- 1423 (1) The Annie Webb Blanton Scholarship
- 1424 (2) The Berneta Minkwitz Scholarship
- 1425 (3) The M. Margaret Stroh Scholarship
- 1426 (4) The Eula Lee Carter Scholarship
- 1427 (5) The Maycie K. Southall Scholarship
- 1428 (6) The Norma Bristow Salter Scholarship

- 1429 (7) The Founders Scholarship
 1430 (8) The A. Margaret Boyd Scholarship
 1431 (9) The Edna McGuire Boyd Scholarship
 1432 (10) The Zora Ellis Scholarship
 1433 (11) The Ola B. Hiller Scholarship
 1434 (12) The Eunah Temple Holden Scholarship
 1435 (13) The Alida W. Parker Scholarship
 1436 (14) The Carolyn Guss Scholarship
 1437 (15) The Catherine Nutterville Scholarship
 1438 (16) The J. Maria Pierce Scholarship
 1439 (17) The Lois and Marguerite Morse Scholarship
 1440 (18) The Blanton Centennial Scholarship
 1441 (19) The Golden Anniversary Scholarship
 1442 (20) The Mary Frances White Scholarship
 1443 (21) The Lettie P. Trefz Scholarship
 1444 (22) The Sixtieth Anniversary Scholarship
 1445 (23) The Mamie Sue Bastian Scholarship
 1446 (24) The Emma Reinhart Scholarship
 1447 (25) The Emma Giles Scholarship
 1448 (26) The Seventieth Anniversary Scholarship
 1449 (27) The Marjorie Jeanne Allen Scholarship
 1450 (28) The Dr. Evelyn L. Milam 1 Scholarship
 1451 (29) The Dr. Evelyn L. Milam 2 Scholarship
 1452 b. The Society offers two (2) biennial international scholarships:
 1453 (1) The Hazel Johnson Memorial Scholarship given in the even-
 1454 numbered year.
 1455 (2) The Mary Katherine Shoup Scholarship given in the odd-numbered
 1456 year.
 1457 6. International Speakers Awards
 1458 a. The award pays travel expenses for the exchange of Society speakers
 1459 among member countries at Delta Kappa Gamma functions.
 1460 b. Members may apply to be an international speaker.
 1461 c. State organizations may apply to receive an international speaker.
 1462
 1463 **Section C. Awards Granted to Members or Non-members**
 1464 1. Educators Book Award
 1465 a. The Educators Book Award recognizes outstanding women authors whose
 1466 work may influence the direction of thought and action necessary to meet
 1467 the needs of today's complex society. The content must be of more than
 1468 local interest with relationship, direct or implied, to education everywhere.
 1469 b. The book must be copyrighted in its first edition during the period of
 1470 January 1 through December 31 of the year preceding the award. A book

- 1471 in a language other than English shall be considered by the Educators
 1472 Award Committee in the year following its first publication in English.
 1473 c. A book may be submitted by the author or the publisher.
 1474 2. Grant-in-Aid Awards
 1475 a. The term *grant-in-aid* shall represent the general category of awards
 1476 granted by state organizations and chapters that are supported by funds
 1477 other than the scholarship fee.
 1478 b. The specific title of a grant-in-aid award is the choice of the presenter.
 1479

1480 **Section D. Awards Granted Only to Non-members**

1481 World Fellowships

1482 World Fellowships may be awarded to non-member women educators who are not
 1483 citizens or permanent residents of the United States of America and Canada.
 1484

1485 **Article XIV** 1486 **Affiliates** 1487

1488 **Section A. Affiliates**

- 1489 1. An *affiliate* is defined as an organizational partnership with The Delta
 1490 Kappa Gamma Society International providing opportunities for members
 1491 and the Society to further the organization's Mission and Purposes through
 1492 worthwhile activities.
 1493 2. The Society seeks to establish positive alliances with organizations that share
 1494 a common philosophy as reflected in the Mission and Purposes.
 1495

1496 **Section B. Institute of International Education (IIE)**

1497 The Society affiliation with the Institute of International Education (IIE) was
 1498 established during the 1958-60 biennium.

- 1499 1. The IIE is a private non-profit organization that administers the student
 1500 portion of the Fulbright Program.
 1501 2. The Society's affiliation with IIE provides the screening process and testing
 1502 results for the World Fellowship Committee to select recipients to study in the
 1503 United States of America.
 1504

1505 **Section C. United Nations**

- 1506 1. The Delta Kappa Gamma Society International was granted Non-
 1507 Governmental Organization (NGO) status with the United Nations
 1508 Department of Public Information (UN/DPI) in 1995.
 1509 2. The Delta Kappa Gamma Society International was granted consultative
 1510 status with the United Nations Economic and Social Council (ECOSOC) in
 1511 2003.
 1512

1513
 1514
 1515
 1516
 1517
 1518
 1519
 1520
 1521
 1522
 1523
 1524
 1525
 1526
 1527
 1528
 1529
 1530
 1531
 1532
 1533
 1534
 1535
 1536
 1537
 1538
 1539
 1540
 1541
 1542
 1543
 1544
 1545
 1546
 1547
 1548
 1549
 1550
 1551
 1552
 1553
 1554

**Article XV
 Parliamentary Authority**

1. International
 The rules contained in *Robert’s Rules of Order Newly Revised* (current edition) shall govern international proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution*, the *International Standing Rules*, or other adopted Society rules, and any statutes applicable to this organization that do not authorize the provisions of the *Constitution* to take precedence.
2. State organization and chapter
 State organizations shall designate in state organization bylaws a recognized manual of parliamentary procedure for the governance of the state organization and its chapters in all instances in which the authority is not inconsistent with this *Constitution* or other adopted Society rules.

**Article XVI
 Amendments**

Section A. Amendments to the *Constitution*

1. Proposals for amending the *Constitution* may be considered every two (2) years.
2. Proposals for amending
 - a. may be submitted to the chair of the Constitution Committee by any member, committee, board, chapter, or state organization;
 - b. shall be submitted on forms provided by the Constitution Committee;
 - c. shall be accompanied by a statement of fiscal impact on current and future budgets confirmed by the Finance Committee;
 - d. shall be studied by the Constitution Committee and recommendations for changes submitted to the Administrative Board for approval before they are submitted to a vote at the international convention; and
 - e. that have been rejected by the Administrative Board shall be submitted to a vote of the convention when such a request is made in writing by one-third (1/3) or more of the state organization presidents. Such a request shall be submitted to the international president no later than January 20 of the convention year and shall be published no later than the March/April issue of the *DKG NEWS*.
3. Notification of proposed amendments
 All amendments to be voted upon by the convention shall be presented to the membership no later than four (4) months prior to the opening day of the convention.

- 1555 4. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall
 1556 be required for the adoption of an amendment to the *Constitution*.
 1557 5. The adopted amendments take effect immediately upon adoption unless a
 1558 proviso states otherwise.
 1559

1560 **Section B. Amendments to the *International Standing Rules***

- 1561 1. Proposals for amending the *International Standing Rules* may be considered at
 1562 each international convention.
 1563 2. Proposals may be submitted to the chair of the Constitution Committee by any
 1564 member, committee, board, chapter, or state organization on forms provided
 1565 by the Constitution Committee.
 1566 3. Proposals submitted to the Constitution Committee shall be accompanied by
 1567 a statement of fiscal impact on current and future budgets confirmed by the
 1568 Finance Committee.
 1569 4. Proposals will be studied and edited for correct form by the committee before
 1570 presentation to the Administrative Board for review.
 1571 5. All proposed amendments will be published no later than the March/April
 1572 issue of the *DKG NEWS* with the recommendation of the Administrative
 1573 Board to adopt or not to adopt.
 1574 6. Vote for adoption
 1575 a. A standing rule may be amended or rescinded by a majority vote, a
 1576 quorum being present, if the notice of the proposed change has been
 1577 published in the *DKG NEWS*.
 1578 b. An amendment that has not been published will require a two-thirds (2/3)
 1579 vote, a quorum being present, to be adopted or rescinded.
 1580 7. The adopted amendments will take effect immediately upon adoption unless a
 1581 proviso states otherwise.
 1582

1583 **Section C. Revision**

- 1584 The *Constitution* may be revised only upon authorization by the international
 1585 convention.
 1586 1. Preparing and presenting an authorized revision shall be the duty of an ad hoc
 1587 Revision Committee appointed by the international president. The committee
 1588 shall include members of the Constitution Committee.
 1589 2. The proposed revision shall be mailed to the members no later than the March/
 1590 April issue of the *DKG NEWS*.
 1591 3. If a revision is authorized, there shall be no other amendments proposed to the
 1592 existing *Constitution*.
 1593
 1594
 1595
 1596

1597
 1598
 1599
 1600
 1601
 1602
 1603
 1604
 1605
 1606
 1607
 1608
 1609
 1610
 1611
 1612
 1613
 1614
 1615
 1616
 1617
 1618
 1619
 1620
 1621
 1622
 1623
 1624
 1625
 1626
 1627
 1628
 1629
 1630
 1631
 1632
 1633
 1634
 1635
 1636
 1637
 1638

* Check Society website for complete Conflict of Interest document.

**Article XVII
 Indemnification**

Any director, officer, employee, or agent of The Delta Kappa Gamma Society International who has been or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceedings, shall be indemnified for all expenses and liabilities actually and reasonably incurred in connection therewith to the extent permitted by Chapter 8 of the Texas Business Organizations Code, as amended.

**Article XVIII
 Conflict of Interest***

The purpose of this conflict of interest policy is to protect the interests of The Delta Kappa Gamma Society International (*The Society*) when the Society is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Administrative Board, an international officer, a state organization officer, a chapter officer or a member of a committee with powers delegated by the Administrative Board or an international, state organization or chapter executive board (any such person is referred to in the conflict of interest policy as an *interested person*). This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations.

The components of the policy are as follows:
 Conflict of Interest, Direct or Indirect Interest, Family Members, Duty to Self Disclose, Duty to Disclose Conflicts of Others, Determining Whether Conflict of Interests Exists, Disciplinary Action, Record of Proceedings, Compensation Matters, Annual Affirmation, Periodic Reviews and Outside Experts.

**Article XIX
 Dissolution**

In the event of a dissolution of the Society, the net assets of the corporation shall be distributed as follows:

1. International

Upon final dissolution or liquidation of the corporation, and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the corporation shall be conveyed, transferred, or assigned to a corporation or other organization qualified under the Internal Revenue Code to carry out the purposes and policies set forth in these Articles of Incorporation, and which corporation or other organization will be exempt from federal income

- 1639 taxation under the Internal Revenue Code of 1954 or any subsequent Internal
 1640 Revenue law. The Executive Board shall determine specific procedures for
 1641 liquidating remaining assets and shall supervise disbursement of funds.
- 1642 2. State organization
- 1643 Each state organization shall provide in its bylaws for its own possible
 1644 dissolution in accordance with the incorporation statutes of the political entity
 1645 by which the state organization was chartered.
- 1646 3. Each state organization shall provide in its bylaws for possible chapter
 1647 dissolution which shall include the following:
- 1648 a. Before a chapter is dissolved, the approval of the state organization
 1649 executive board must be obtained.
- 1650 b. Careful consideration shall be given to the manner in which those
 1651 desiring to maintain membership transfer to other chapters. International
 1652 procedures must be followed.
- 1653 c. Any remaining funds in the chapter account shall be sent to the state
 1654 organization treasurer and deposited in the available fund.
- 1655 d. Chapter paraphernalia, Society publications, and chapter records shall be
 1656 retained in the state organization archives and made available for use.
- 1657 e. The charter must be returned to the state organization to be forwarded to
 1658 the Society Headquarters.
- 1659 f. The state organization executive board shall decide whether the Greek
 1660 name shall be reused.

1661 **Article XX**
 1662 **The Delta Kappa Gamma Society**
 1663 **Educational Foundation**
 1664 **An Enabling Act**
 1665
 1666

1667 **Section A.**

1668 As a means of furthering the educational purposes of The Delta Kappa Gamma Society,
 1669 consent is given to the establishment and operation of an educational corporation
 1670 under the Texas Non-Profit Corporation Act, to be named, "The Delta Kappa Gamma
 1671 Educational Foundation," for such purposes and to be formed and operated in such
 1672 way that said Foundation will be exempt from federal income taxation under the
 1673 Internal Revenue Code now or which shall hereafter be in effect; and the proper
 1674 officers of The Delta Kappa Gamma Society are authorized to advise the Secretary of
 1675 State of Texas that The Delta Kappa Gamma Society approves and consents to the use
 1676 of such name by said Foundation.

1677
 1678 **Section B.**

1679 Such officers of The Delta Kappa Gamma Society as are or may be designated in the
 1680 bylaws of said Foundation are authorized to act as officers and trustees of The Delta

1681 Kappa Gamma Educational Foundation, and the International Executive Board of the
 1682 Society is authorized to elect trustees of said Foundation, according to the bylaws of
 1683 said Foundation.

1684

1685 **Section C.**

1686 Consent is given to the use by The Delta Kappa Gamma Educational Foundation of
 1687 the office of The Delta Kappa Gamma Society in Austin, Texas, as its office.

1688

1689 **Section D.**

1690 This enabling act shall not be subject to revision or amendment. The act shall
 1691 become void only upon the dissolution or liquidation of The Delta Kappa
 1692 Gamma Educational Foundation as provided for in Article VII of the Articles of
 1693 Incorporation of said Foundation.

1694

1695

1696

1697

1698

1699

1700

1701

1702

1703

1704

1705

1706

1707

1708

1709

1710

1711

1712

1713

1714

1715

1716

1717

1718

1719

1720

1721

1722