

International Standing Rules
of The Delta Kappa
Gamma Society International
2018



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Austin, TX 78701-1817

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1. Name

1.0 Name – General

- 1.01 The name of the Society in any form shall be used on printed materials for commercial purposes only with the permission of the international president and the corporate secretary of the Society.
- 1.02 The Delta Kappa Gamma Society International may also be known as the Society, Delta Kappa Gamma, ΔΚΓ, or DKG.
- 1.03 Platform flags owned by the Society shall be used for international conventions. Use at other international functions is determined by the Administrative Board.

3. Membership

3.0 Membership - General

- 3.01 A member may submit a recommendation for membership to any chapter.
- 3.02 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state organization active or a state organization reserve member. Status as a state organization member must be requested. State organization membership refers to the unit to which the member belongs.

3.1 Active Membership

- 3.11 The word *employed* as used in the *Constitution*, Article III B.1. is defined as *currently hired by an employer and/or paid a salary or fee for specific educational services*.
- 3.12 In the selection of a member, the definition of *professional educator* is interpreted to include one-to-one instruction as well as group instruction.
- 3.13 An active member who lives in an area where no chapter exists may be connected to a chapter through technology.
- 3.14 An active member who is no longer engaged in educational work shall retain her rights, privileges, and responsibilities as outlined in the *Constitution*.

3.2 Reserve Membership

- 3.21 A reserve member may participate in the activities of the Society except holding office.

3.3 Honorary Membership

- 3.31 In the selection of an honorary member, *service* shall be
 - a. of local significance in the case of a chapter honorary member;
 - b. of statewide significance in the case of a state organization honorary member; and
 - c. of national or international significance in the case of an international honorary member.
- 3.32 Any member, chapter, or state organization of the Society may submit a name for honorary membership.
- 3.33 An honorary member may participate in the activities of the Society except

- holding office.
- 3.34 An honorary member may serve as parliamentarian since the position of parliamentarian is not an office.

3.4 Collegiate Membership

- 3.41 A collegiate member may participate in the activities of the Society except holding office.
- 3.42 A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

3.5 Attendance

- 3.51 Members who are traveling or who live away from their home chapters have the privilege of attending meetings of other chapters, state organizations, and regions.

3.6 Termination

- 3.61 The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

4. Finance

4.0 Finance - General

4.1 Dues

- 4.11 International active dues shall be forty dollars (U.S. \$40.00) and international reserve and collegiate dues shall be twenty dollars (U.S. \$20.00). Beginning in 2012 international active and international reserve and collegiate dues may be adjusted each biennium based on the United States of America Social Security Administration's Cost Of Living Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest whole dollar.
- 4.12 The amount of international dues may be set by the Executive Board and approved by the convention.
- 4.13 The amount of international dues to be voted upon by the convention shall be presented to the membership in print form no later than the March/April issue of the *DKG NEWS* in the year of the convention.

4.2 Fees

4.21 Induction Fee

- a. The induction fee shall be ten dollars (U.S. \$10).
- b. The induction fee shall be allocated:
- Chapter U.S. \$7.50
 - State Organization . . . U.S. \$2.50

4.22 Scholarship Fee

- a. The scholarship fee shall be one dollar (U.S. \$1).
- b. The fee shall be divided as prescribed by the *Constitution*, Article IV F.2.b.

4.23 Honorary Fee

The honorary membership fee shall be forty-nine dollars and fifty cents (U.S. \$49.50).

4.3 Financial Assessments

- 4.31 Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project.
- 4.32 A reserve member shall be exempt from paying chapter financial assessments.

4.4 Other Income

- 4.41 Non-dues revenue shall be deposited into Society funds as determined by the Administrative Board unless placement is specified in the *International Standing Rules*.
- 4.42 Income from sales of *Our Heritage* shall be deposited into the Permanent Fund.
- 4.43 A representative of the Society who makes contacts and requests contributions of funds for the support of Society activities must have authorization from the Administrative Board. Such moneys contributed for the support of Society activities must be deposited into and expended from a Society account.
- 4.44 The Administrative Board shall act as the agent of The Delta Kappa Gamma Society International to review each restriction or condition which may be put on any gift or bequest and to accept or to reject the gift. If the board determines that the restriction or condition does not conform to the Mission and Purposes of the Society, the board will so inform the donor or representative.
- 4.45 When undesignated monetary gifts in excess of one thousand dollars (U.S. \$1,000) are given to the international Society, the international president, corporate secretary, and assigned professional staff shall recommend to the Administrative Board where the money should be placed. If the undesignated funds are one thousand dollars (U.S. \$1,000) or less, the international president, corporate secretary, and assigned professional staff shall determine the placement.

4.5 International Funds

- 4.51 Available Fund
 - a. A reserve account shall be maintained in the Available Fund equal to at least one (1) year's operating expenses.
 - b. The expenses incurred in the administration of Society funds shall be budgeted in the Available Fund unless the adopted rules of the fund state otherwise.
 - c. Investment of Society funds shall follow the *Investment Policy for International Funds* as approved by the international Executive Board.
- 4.52 Scholarship Fund (changed in 2012 in NYC)
 - a. The sources of funds for international scholarships are fees, bequests, contributions, and income from investments of the Scholarship Fund.
 - b. Each international scholarship award shall be ten thousand dollars (U.S. \$10,000) for doctoral studies; and six thousand dollars (U.S. \$6,000) for other graduate studies.
 - c. The Scholarship Fund investment principal shall be maintained at an amount no less than one million dollars (U.S. \$1,000,000).
- 4.53 Permanent Fund
 - a. At the international level, the amount necessary to maintain the Permanent Fund at its required level shall be transferred from the Available Fund to the

- Permanent Fund.
- b. The amount transferred from the Available Fund to the Permanent Fund shall be no less than five percent (5%) of the annual income from dues and fees unless the required level has been reached.
- 4.54 Educators Award Fund
- a. The endowment for the fund shall be twenty-five thousand dollars (U.S. \$25,000). The excess amount in the fund shall be used for awards.
 - b. The amount of the Educators Book Award shall be two thousand five hundred dollars (U.S. \$2,500).
- 4.55 Emergency Fund
- Awards from the fund are five hundred dollars (U.S. \$500) each to members recommended by chapter and state organization presidents.
- 4.56 Eunah Temple Holden Leadership Fund
- a. The invested principal of the fund shall remain no less than one hundred thousand dollars (U.S. \$100,000).
 - b. Investment income from the fund shall be used for programs for members for development of professional and Society leadership.
 - c. Recommendations for specific uses of income from the fund shall be made to the international Executive Board by the Holden Fund Committee.
 - d. Expenses incurred in the administration of the fund shall be paid from the investment income earned.
- 4.57 Golden Gift Fund
- a. Income from the fund shall be used as recommended by the Golden Gift Fund Committee and approved by the international Executive Board.
 - b. The fund shall be used to finance
 - (1) projects, including the offering of leadership/management seminars intended to develop the leadership, communication, and management skills of members; and
 - (2) seminars to meet special needs of members to be offered whenever funds are available.
 - c. The fund principal shall be maintained at an amount no less than one million dollars (U.S. \$1,000,000).
- 4.58 International Speakers Fund
- a. The fund provides opportunities for increased international understanding, program enrichment, and personal growth for individual members through the exchange of Society speakers among member countries.
 - b. The fund is supported by voluntary contributions.
 - c. Investment income from this fund shall be used according to the guidelines in the *International Standing Rules*.
 - d. The fund shall be used only for travel and related professional expenses approved by the International Speakers Fund Committee.
 - e. The principal of the fund shall be kept as a Society investment with only the investment income available for use.
- 4.59 Loretta Halek Memorial Fund for program resources
- a. Investment income from the fund shall be used for program resources. The appropriate professional staff shall recommend to the Finance Committee expenditures from the fund.

- b. The principal of the fund shall be kept as a Society investment with only the investment income available for use.
- 4.510 World Fellowship Fund
- a. Income to the fund is derived from voluntary contributions, bequests, and income from investments of the fund.
 - b. To safeguard the future of the program, a minimum amount of twenty percent (20%) of the unencumbered fund balance as of June 30 of the preceding fiscal year shall be retained in the fund.
 - c. The initial grant for a World Fellowship Award shall be four thousand dollars (U.S. \$4,000). Extensions not to exceed a total of three thousand dollars (U.S. \$3,000) per recipient may be granted in subsequent years.

4.6 Financial Accounting

- 4.61 The Available Fund budget shall include allocations for maintaining and staffing a headquarters facility and carrying out the business operations of the Society.
- 4.62 The Available Fund budget shall provide funding for Society administrative expenses to support publications, international meetings, forums, and the work of international officers and committees.
- 4.63 The Administrative Board may approve necessary expenditures not to exceed a total of ten thousand dollars (\$10,000) without seeking international Executive Board authorization for a budget amendment. This provision may be used for the same purpose only once and used no more than three (3) times in a fiscal year. The Finance Committee shall be consulted before any action is taken.
- 4.64 Travel for Society Business
- a. Unless the applicable rule specifies a different rate, reimbursement for official private automobile travel expenses shall be at the business rate approved by the United States Internal Revenue Service for the current federal tax year. The rate shall be applied effective July 1 each year.
 - b. Travelers on international Society business may make a request to the international president for reimbursement for airline tickets immediately after purchase.
- 4.65 Meetings
- a. International Conventions
 - (1) Administrative Board members, international committee chairs, and the fine arts coordinator for a convention shall be reimbursed for their expenses to attend an international convention.
 - (2) Each past international president shall be reimbursed one-half (1/2) her convention expenses.
 - (3) The following expenses shall be considered for reimbursement:
 - (a) the lesser amount between the lowest airline fare and automobile travel;
 - (b) fee for first piece of checked luggage;
 - (c) transportation to and from the airport;
 - (d) airport parking;
 - (e) gratuities;
 - (f) lodging, not to exceed one-half (1/2) the double-occupancy room rate;

- (g) event meals; and
- (h) the convention registration fee.
- (4) Expense vouchers for the international convention must be verified and signed by the international president. Expense vouchers may be electronically signed.
- (5) If a member qualifies for reimbursement under more than one (1) rule, only the greater amount shall be paid.
- b. International Conferences
 - (1) The international president shall be reimbursed for her international conference expenses.
 - (2) The international president may make special assignments to members who shall be reimbursed for conference expenses.
 - (3) The Society shall pay up to the budgeted amount for the Canadian area representative to attend one (1) international conference other than her own.
- c. State Organization Conventions and Workshops
 - Administrative Board members and past international presidents assigned by the international president to state organization conventions/workshops shall be reimbursed for transportation only.
- d. Administrative Board Meetings
 - Members of the Administrative Board shall be reimbursed for transportation and meals.
- e. International Executive Board Meetings
 - The Society pays the travel expenses for each state organization president or her official designee at thirty cents (U.S. \$.30) per air mile round trip from the capital of the state/province/country to the Executive Board meeting site or the actual airfare, whichever is less. If the Executive Board meeting is held in the capital of the state/province/country, travel at thirty cents (U.S. \$.30) per mile round trip from the president's or official designee's home to the meeting site or the actual airfare, whichever is less, will be reimbursed.
- f. International Committee Meetings
 - Committee members shall be reimbursed for transportation and meals.
- g. International Leadership Development Conference
 - (1) Incoming state organization presidents or their official designees attending the leadership development conference shall be reimbursed for two (2) nights at one-half (1/2) the double-occupancy room rate and for transportation at thirty cents (U.S. \$.30) per air mile round-trip from the capital of the state/province/country to the conference meeting site or the actual airfare, whichever is less. If the conference is held in the capital of the state/province/country, travel at thirty cents (U.S. \$.30) per mile round trip from the president's or official designee's home to the meeting site or actual airfare, whichever is less, will be reimbursed. Four (4) group meals will be provided.
 - (2) New state organization executive secretaries attending the leadership development conference shall be reimbursed for two (2) nights at one-half (1/2) the double-occupancy room rate. Four (4) group meals will be provided.

- (3) The chair of the Leadership Development Committee shall be reimbursed for transportation and lodging expenses to attend the leadership development conference preceding each international conference. Four (4) group meals will be provided at each conference.
 - (4) The regional representative on the Leadership Development Committee shall be reimbursed for two (2) nights at one-half (1/2) the double-occupancy room rate. Four (4) group meals will be provided.
 - h. International Pre-conference Sessions
 - (1) State organization treasurers or their representatives, state organization membership committee chairs or their representatives, assigned International Finance Committee members and assigned to International Membership Committee members attending their respective training shall be reimbursed for one (1) night at one-half (1/2) the double occupancy room rate and will be provided two (2) group meals.
 - (2) Incoming state organization educational excellence chairs or their representatives shall be provided one (1) group meal.
 - i. Orientation of International Leaders
 - Members of the Administrative Board and international committee chairs attending the orientation of international leaders meeting shall be reimbursed for transportation expenses.
- 4.66 Expense Vouchers
- Receipts for transportation, lodging, and meal expenses shall be attached to an international expense report and submitted to the international president within fourteen (14) days of the last day of the official meeting. Expense vouchers may be submitted electronically.

5. Organization

5.0 Organization – General

5.1 Coordinating Council Organization (Optional)

- 5.11 Each coordinating council shall adopt rules that are consistent with the *Constitution* and its state organization bylaws.
- 5.12 Each participating chapter shall be represented on the coordinating council by the chapter president and at least one (1) other chapter member.
- 5.13 Participating chapters shall approve the activities of the coordinating council.
- 5.14 Activities of coordinating councils shall be financed as approved by the state organization executive board.

5.2 State Organization

- 5.21 Membership of a new state organization should have broad representation of the geographic area.
- 5.22 The state organization shall provide support for its chapters that includes
 - a. monitoring chapter progress;
 - b. providing leadership training for chapter leaders;
 - c. sharing/demonstrating strategies for strengthening chapters; and
 - d. implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

5.3 International Expansion

- 5.31 Budgeted funds shall be used for
- a. expansion into countries where no unit of the Society exists;
 - b. strengthening existing state organizations in member countries; and
 - c. monitoring and assisting in the development of bylaws for each new state organization. An English translation of the bylaws for each new state organization shall be filed at Society Headquarters.

5.4 International Regions

- 5.41 Five (5) regions have been designated: Northeast, Northwest, Southeast, Southwest, and Europe.

State organizations within each region:

- a. Northeast - Connecticut, Delaware, District of Columbia, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, New Brunswick, New Hampshire, New Jersey, New York, Ohio, Ontario, Pennsylvania, Puerto Rico, Quebec, Rhode Island, Vermont, West Virginia
- b. Northwest - Alaska, Alberta, British Columbia, Idaho, Iowa, Manitoba, Minnesota, Montana, Nebraska, North Dakota, Oregon, Saskatchewan, South Dakota, Washington, Wisconsin, Wyoming
- c. Southeast - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia
- d. Southwest - Arizona, Baja California, California, Colorado, Costa Rica, El Salvador, Guatemala, Hawaii, Jalisco, Japan, Kansas, Mexico City (name designated in Mexico City *Constitution*), Missouri, Nevada, New Mexico, Nuevo Leon, Oklahoma, Panama, Puebla, San Luis Potosi, Texas, Utah
- e. Europe - Estonia, Finland, Germany, Great Britain, Iceland, The Netherlands, Norway, Sweden.

5.5 Forums

- 5.51 Annual planning meeting costs and communication expenses for the Canadian, European, Latin American, and United States forums shall be funded in the Available Fund budget. The Canadian, the European, and the Latin American forums shall each be funded at three thousand dollars (U.S. \$3,000) per year. The United States Forum shall be funded at ten thousand dollars (U.S. \$10,000) per year. Annual budgets and accounting reports of funds shall be submitted to the president and to the assigned professional staff.
- 5.52 The funds shall be used to communicate with state organizations and members in the forum unit and to allow each forum unit to have meetings of representative groups for the purposes of planning and may be used to take action on educational activities that are of concern to the forum unit.
- 5.53 At international conventions and conferences, a two (2)-hour block of time shall be planned as a working session for each forum unit.
- 5.54 Each forum shall
- a. submit a financial statement to the international president by April 1 annually;
 - b. submit a written report of planning session(s) and forum activities to the international president within two (2) weeks following each meeting;
 - c. submit a biennium report to be included with the international convention

- biennium reports;
- d. present a brief oral report at a general meeting during the international conference; and
- e. present a brief oral report at a general meeting during the international convention.

6. Officers

6.0 Officers - General

- 6.01 A past international president serving as corporate secretary or international parliamentarian shall relinquish her voting privilege during her term of service except during a ballot vote.
- 6.02 A past state organization president or founder serving as executive secretary or treasurer, if under remunerative contract, or parliamentarian at the state organization level shall relinquish her voting privilege during her term of service except during a ballot vote.
- 6.03 Co-presidents are not advised. Only one name at state organization or chapter level may be submitted to Society Headquarters for communication purposes.
- 6.04 The international president shall serve as liaison with the Canadian, European, Latin American and U.S. forums for the following responsibilities:
 - a. To convey information and expectations pertinent to all forums;
 - b. To participate in the orientation of the forum chairs;
 - c. To receive and archive forum budgets and financial accounting;
 - d. To remind forum chairs of appropriate deadlines; and
 - e. To be a conduit between forums for questions and needs from Society Headquarters.
- 6.05 The international president shall serve as liaison with the Nominations Committee for the following responsibilities:
 - a. To convey information and expectations pertinent to all committees;
 - b. To participate in the orientation of the Nomination Committee;
 - c. To remind the chair of appropriate deadlines; and
 - d. To be a conduit between the committee for questions and needs from Society Headquarters.

6.1 Regional Directors

- 6.11 Following each Administrative Board meeting, the regional directors shall report to the state organization presidents.

6.2 Area Representatives

- 6.21 Duties of an area representative include
 - a. assisting with expansion when requested by the international Expansion Committee;
 - b. preparing oral and written reports for the Administrative Board and the international convention;
 - c. communicating relevant information to the state organizations within their respective areas; and

- d. assisting the members of her respective area(s) attending the international convention and one (1) international conference to participate effectively in the activities.

7. Boards

7.0 Boards – General

7.1 Administrative Board

- 7.11 The Administrative Board shall act in accordance with the rules and actions of international conventions.
- 7.12 The Administrative Board may invite for consultation any international committee chair or member of the Society.
- 7.13 A committee appointed by the international president shall approve the minutes of the Administrative Board. Following approval by the committee, the minutes will be sent to the international Executive Board and electronically to all international committees.
- 7.14 The Administrative Board shall publish a report on its actions in the *DKG NEWS* following each meeting of the board.

7.2 Executive Board

- 7.21 A committee appointed by the international president shall approve the minutes of the international Executive Board. Following approval by the committee, minutes will be sent to the members of the Executive Board.
- 7.22 A state organization president who is unable to attend the international Executive Board meeting shall notify the international president in writing of her appointed official designee.

8. Committees

8.0 Committees – General

- 8.01 No two (2) members of any state organization may serve simultaneously on the same international standing committee.
- 8.02 Materials developed for distribution by international committees must have the prior approval of the international president. Funding from the Society must be authorized in the budget(s) and must also be approved by the international president.
- 8.03 Standing committees shall report biennially.
- 8.04 Each standing and special committee shall report in writing to the international president no later than April 1 of the convention year. The report shall include the recommendations which the committee will present to the convention. Those recommendations that require approval by the international Executive Board shall be transmitted electronically or sent by postal service from Society Headquarters to the board members at least thirty (30) days prior to the meeting of the board.
- 8.05 Each standing committee shall prepare a list of duties/procedures supported by the governing documents and approved by the Administrative Board.

- 8.06 Committee programs and projects begin and end consistent with the dates of the biennium for which the committees were appointed or elected.-
- 8.1 Communications and Marketing Committee**
- 8.11 The committee shall recommend to the Administrative Board guidelines that provide accountability for internet and other electronic communication, including guidelines for state organization and chapter websites.
- 8.12 The committee shall recommend to the Administrative Board general guidelines for conduction electronic meetings that provide accurate and authentic official actions, including the taking of votes. These guidelines shall be applied to all international committees and boards of the Society.
- 8.2 Constitution Committee**
- 8.21 Following an international convention, the committee is authorized to
- a. correct article and section designations;
 - b. make editorial changes as required in punctuation, numbering, cross referencing; and
 - c. make such other technical or conforming changes as may be necessary to reflect the intent of the convention decisions in connection with the adopted amendments to the *Constitution* and *International Standing Rules*.
- 8.22 State organizations shall take prompt action to keep their bylaws current as well as consistent with the *Constitution* in its most recent revision.
- 8.23 The committee shall review the most recent state organization bylaws in order that any inconsistencies with the most recent edition of the *Constitution* may be brought to the attention of the state organization and state organization officers.
- 8.3 Constitution Interpretation Committee**
- 8.31 The committee rulings shall be published in the *DKG NEWS* and on the Society website.
- 8.4 Expansion Committee**
- 8.41 The committee shall be permitted to use budgeted funds for
- a. expanding into countries where no unit of the Society exists;
 - b. supporting state organizations;
 - c. monitoring and assisting in the development of bylaws for each new state organization; and
 - d. confirming that an English translation of the bylaws for each new state organization is on file at Society Headquarters.
- 8.5 Finance Committee**
- 8.51 The committee shall hold three (3) meetings each biennium, one (1) during the first year and two (2) during the second year.
- 8.6 Leadership Development Committee**
- 8.61 The international Leadership Development Committee shall present a two-day (2) leadership development conference prior to each international conference to give the newly elected state organization presidents and first-term executive secretaries a more thorough knowledge of the Society's traditions, Purposes,

policies, programs, and committee structure and to augment their leadership skills and techniques. Continuing state organization executive secretaries may be invited by the international Leadership Development Committee to attend at the expense of their state organizations or of the individual.

- 8.62 Each state organization shall have the opportunity to send an official designee to the leadership development conference if the state organization president is unable to attend.
- 8.63 The leadership development program for state organization and chapter presidents shall be extended into the second year of the biennium, in conjunction with the international convention, to include such areas as improving communication skills, group involvement, and strategies for implementing goals and action programs of the Society.
- 8.64 The Leadership Development Committee shall provide for leadership training opportunities for state organization and chapter parliamentarians during international conferences and international conventions.
- 8.65 Each state organization president shall be responsible for providing leadership development within her state organization.
- 8.66 Chapter presidents shall assume the responsibility of encouraging chapter activities which develop the leadership potential of each chapter member.

8.7 Membership Committee

- 8.71 The committee shall create or review and recommend to the international president materials to recruit members and promote active membership at all levels.
- 8.72 The committee shall conduct a memorial for deceased members at each international convention.

8.8 International Nominations Committee

- 8.81 Nominations from the floor
 - a. The name of a candidate shall be placed on the election ballot after the Nominations Committee has nominated her or she has been nominated from the floor.
 - b. Following the report of the Nominations Committee to the convention, the president shall call for nominations from the floor for each elected position.
 - c. Any member who is registered and in attendance may make a nomination from the floor subsequent to the report of the Nominations Committee.
 - d. An individual, chapter, or state organization making an early decision to nominate a candidate from the floor may
 - (1) present to the international president by December 1, in election years, the name, photograph, and brief summary of the proposed candidate's qualifications for a selected office for publication in the January/February *DKG NEWS* and published on the Society website. The name of a proposed candidate must have previously been submitted to the Nominations Committee and not selected for the current election;
 - (2) place the candidate's name in nomination at the convention when the president calls for nominations from the floor.
 - e. There shall be no nomination or seconding speeches.

8.82 Eligibility, Qualifications, and Guidelines for International Nominations

- a. The name of a member may be submitted for nomination for any international elective position by an individual member, a chapter, or a state organization. Permission of that member must be secured before she is recommended for nomination. The responsibility for chapter-supported or state organization-supported recommendations rests with the respective executive boards.
- b. An official application form must be completed for each applicant. If a member is applying for more than one position, a separate application form must be completed for each position.
- c. A member of the Nominations Committee shall complete her term before she may be considered by the Nominations Committee for another international elective position.
- d. A member serving in an international position, other than on the Nominations Committee, may be nominated to another elective position in the final year of her term of office.
- e. Geographic location should be considered in the selection of international officers and members for boards and committees.
- f. Qualifications for international nominees
All nominees for international positions shall be able to communicate in English, shall have time for Society work and shall have participated in at least one (1) international convention and/or international conference. She shall have organizational ability, experience, and be computer literate.
 - (1) It is recommended that the president has served as a state organization president, has international committee experience, and has served on the Administrative Board.
 - (2) It is recommended that the vice-presidents have served as state organization presidents and have international committee experience.
 - (3) It is recommended that the regional directors have served as state organization presidents, know their regions and are able to represent the state organizations therein, and have served on an international committee.
 - (4) The area representatives shall hold membership as residents of the areas being represented. It is recommended that they have served as state organization presidents, know their areas, and are able to represent the member countries therein.
 - (5) The members-at-large shall have international committee experience.
 - (6) Members of elected committees and trustees of The Delta Kappa Gamma Educational Foundation have some chapter and state organization experience in the areas for which they are nominated.
 - (7) Trustees of The Delta Kappa Gamma Educational Foundation should have state organization leadership experience, be computer literate, and be prepared to administer the financial, marketing, fund raising and legal issues associated with the foundation.
- g. Guidelines for the submission of applications to the Nominations Committee
 - (1) An official application form must be completed for each person applying, with careful attention given to the following points:

- (a) The office for which the person is applying shall be stated.
 - (b) The applicant shall be qualified for the work of the position.
 - (c) The member's Society experience shall be accurately stated, including specific positions and dates served.
 - (d) Evidence of the member's leadership and personal qualities fitting her for the position shall be shown.
 - (e) The application form shall be sent to the chair of the Nominations Committee with a postmark or the date of the electronically submitted form no later than September 15.
 - (f) The name of the person submitting the application shall be clearly indicated in the space provided.
- (2) Endorsement forms supporting the official applications are acceptable and helpful only if they provide pertinent additional information and are submitted on official endorsement forms with a postmark or the date of the electronically submitted form no later than September 15.
 - (3) The committee reserves the right to place a name in nomination for a position other than that stated on the application.

8.9 Non-dues Revenue Committee

- 8.91 The committee shall be proactive in identifying advertisers, sponsors, and vendors for international conferences and conventions.
- 8.92 The committee shall explore and propose partnerships that benefit members.
- 8.93 Partnership proposals shall be submitted to the Administrative Board for approval.

8.10 Educational Excellence Committee - Legislation

- 8.101 Legislative programs are encouraged at all levels of the Society.
- 8.102 Guidelines for initiating, endorsing, and supporting legislation:
- a. All levels of the Society may cooperate with other organizations when their legislative activities help to promote the Purposes of the Society.
 - b. An individual may represent the organization on legislative issues only after receiving authorization from the president, executive board or membership of the particular level of the Society which she is representing.
 - c. Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
 - d. Legislative activity shall be concerned with educational issues, not with candidates or political parties. The Society shall not endorse a candidate nor spend money for a candidate's campaign.
 - e. Expenditures for legislative activities shall not exceed a nominal portion of the Society's income at any level.
 - f. The Society may initiate, endorse, or support legislation relating to the improvement of education or the status of educators.

8.11 International Speakers Fund Committee

Guidelines of the International Speakers Fund Committee:

- a. The fund shall be used only to finance a member who is designated by the committee to speak in a member country other than her own.

- b. The committee shall provide forms and timelines to presidents of state organizations.
- c. Presidents of state organizations shall be responsible for encouraging members to become speakers, collecting and signing applications, evaluating speakers, and forwarding pertinent documentation to Society Headquarters with a postmark or electronic date stamp no later than the advertised dates.
- d. Suggested categories for speakers are all areas and levels of education, performing arts, cultural diversity, national customs, and specific areas of interest to educators. The speaker's application shall be for a two-year (2) term.
- e. The committee shall revise the list of available speakers annually.
- f. Presidents of state organizations shall submit requests for an international speaker to Society Headquarters with electronic date no later than May 1 or November 1 of each year.
- g. The committee shall select the state organizations to receive speakers on the basis of the funds available.

8.12 Scholarship Committee

- 8.121 The Scholarship Committee shall encourage members in all stages of graduate study to apply for international scholarships.

9. Meetings

9.0 Meetings – General

9.1 Chapter Meetings

- 9.11 Regular meetings are meetings where chapter business is conducted.
- 9.12 Additional meetings may be held as scheduled by the chapter.
- 9.13 The quorum for all regular meetings shall be established in the chapter rules.

9.2 State Organization Meetings

- 9.21 Additional meetings of the state organization executive board shall be authorized in accordance with the state organization bylaws.
- 9.22 The state organization president may delegate to committees or individuals the authority to select favors, plan entertainment, etc. for the state organization convention, but the state organization president is the final authority, and her decision takes precedence over any other.

9.3 International Meetings

- 9.31 Latin American Conference
The conference shall be funded at three thousand dollars (U.S. \$3,000) per biennium.

10. International Conventions and Conferences

10.0 International Conventions and Conferences – General

10.1 Financial Record

- 10.11 Records of the treasurer shall be submitted for financial review within six (6) months of the conclusion of the international convention or international conference.

10.2 International Conventions

10.21 Convention Materials

- a. International reports shall be available for all members on the Society website.
- b. The proposed Society budget shall be included in the convention material distributed to members at the international convention.
- c. A report of Executive Board actions shall be given at the beginning of the first convention business meeting.
- d. When the *Constitution* and/or *International Standing Rules* are being amended, the original rule shall be included when published in the *DKG NEWS*.
- e. Except for courtesy resolutions, proposed resolutions shall be presented to the international president in writing by the first day of registration at the international convention and distributed to all members in attendance.

- 10.22 The voting for the elected positions of the Society shall be held at a time specified in the agenda adopted for the convention.

- 10.23 A committee appointed by the international president shall approve the minutes of the meetings of the convention. Following approval by the committee, minutes will be sent to the members of the Executive Board.

- 10.24 At all business meetings of an international convention, the Society, within the framework of the *Constitution*, may lend support to issues pertaining to education and to issues pertaining to women and children in its member countries.

- 10.25 The international president may delegate to committees or individuals the authority to select favors, plan entertainment, etc., for the international convention, but the international president is the final authority, and her decision takes precedence over any other.

10.3 International Conferences

- 10.31 Conference and planning expenses of the regional director, the general chair, treasurer, registrar, and other committee personnel approved by the regional director and conference chair are paid from the conference account and shall be included in the steering committee budget.

- 10.32 Workshops should encourage the sharing of educational practice where theory can be explored, tested, and illuminated both by discussion and by practical involvement of participants.

- 10.33 The regional director may delegate to committees or individuals the authority to select favors, plan entertainment, etc., for the international conference, but the regional director is the final authority, and her decision takes precedence over any other.

11. Headquarters

11.0 Headquarters – General

11.1 Property

- 11.11 In the Society Headquarters building, there shall be only one portrait — that of Dr. Annie Webb Blanton.
- 11.12 The only jewelry and emblems that shall be displayed in the Society Headquarters are those of The Founders.

11.2 Management

- 11.21 The organizational plan for Society Headquarters shall be the most recent organizational chart adopted by the Administrative Board.
- 11.22 Each professional staff member shall perform such duties as are prescribed in the contract with the Society, in the *International Standing Rules*, and in the *Employee Handbook: Society Headquarters*.

12. Publications

12.0 Publications – General

- 12.01 Publications of the Society shall follow the *Policies for International Publications* as recommended by the Administrative Board and approved by the international Executive Board.
- 12.02 The Communications and Marketing committee shall keep a list of Society publications to be evaluated and shall create guidelines for evaluating them.
- 12.03 The Administrative Board shall evaluate the effectiveness of Society publications each biennium.
- 12.04 The Communications and Marketing Committee, corporate secretary, assigned professional staff, and editor shall adopt a standard of style, e.g. *The Associated Press Style Book, current edition*.
- 12.05 When there is a new edition of the *Constitution*, a complimentary copy will be mailed (postal) to each member of the international Executive Board. The definitive version of the *Constitution* shall be the one maintained digitally on the Society website.
- 12.06 English shall be the official language of communication of the Society. The Society shall translate at its expense the *Constitution* and the *International Standing Rules* into the language of a new state organization upon its official request.
- 12.07 Publications of the Society may be used to assist The Delta Kappa Gamma Educational Foundation in promotional efforts.

12.1 Periodical - DKG NEWS

- 12.11 The *DKG NEWS* may include
 - a. the international president's message;
 - b. Administrative Board and international Executive Board reports;
 - c. the corporate secretary's message;
 - d. state organization action on important issues;

- e. factual information and statistics regarding education and the status of women educators;
 - f. articles from international committees;
 - g. news from The Delta Kappa Gamma Educational Foundation;
 - h. a calendar of approaching international events and deadlines; and
 - i. obituaries of
 - (1) current Administrative and international Executive Board members;
 - (2) past international presidents;
 - (3) those currently serving the Society at the international level;
 - (4) international honorary members; and
 - (5) International Achievement Award recipients.
- 12.12 The *DKG NEWS* may only publicize accomplishments of individual members who have achieved national or international recognition.
- 12.13 News of international conferences will be balanced among the regions. Items for inclusion will be submitted by the regional director and/or her designee.
- 12.14 Only the international president's message and columns by professional staff shall have a byline.
- 12.2 The Delta Kappa Gamma Bulletin: Journal and Magazine**
- 12.21 The Editorial Board of *The Delta Kappa Gamma Bulletin* will publish guidelines regarding the process and types of submissions, content and themes (as applicable).
- 12.22 As part of the mission to promote educational excellence, the *Bulletin* shall be an open access publication. For those desiring hard copies of the journal format and for non-members desiring hard copies of the magazine format, the annual subscription rate shall be recommended by the Editorial Board to the Administrative Board and approved by the Executive Board.
- 12.23 According to agreed procedures, the assigned professional staff shall make copies of manuscripts available to Editorial Board members simultaneously for rating and selection.
- 12.3 Magazine**
- 12.31 The Delta Kappa Gamma magazine may include
- a. articles on classroom practices and initiatives;
 - b. articles on DKG chapter practices and initiatives;
 - c. viewpoints on current issues, including
 - (1) educational issues;
 - (2) women's and children's issues; and
 - (3) DKG issues.
 - d. reviews of books, including
 - (1) texts and instructional materials;
 - (2) books related to educational or women's topics;
 - e. reviews of technology, including
 - (1) educational applications, programs, and hardware used in the classroom
 - (2) applications, programs, and hardware useful in the life of a woman educator.
 - f. letters to the editor; and

g. members' poetry and/or literary pieces.

12.32 The annual subscription rate for non-members for the two (2) issues of The Delta Kappa Gamma Magazine shall be ten dollars (U.S. \$10). Single copy rates shall be five dollars (U.S. \$5).

12.4 Editorial Board

12.41 There may be flexible geographic distribution of members of the board.

12.42 Each biennium two (2) members shall be appointed for four-year (4) terms.

12.43 An Editorial Board member may be appointed to no more than two (2) successive terms.

12.44 The international president shall fill, by interim appointment, any vacancy on the Editorial Board to complete the remainder of the term.

12.45 Editorial policy, style guidelines, and themes developed by the Editorial Board shall be reviewed by the Administrative Board and approved by the Executive Board.

12.5 Editorial Board - Application Process

a. Application forms may be obtained from Society Headquarters and shall be returned to the assigned professional staff. Application deadlines shall be the same as the deadline of recommendations for appointments to international committees each biennium.

b. All applications for Editorial Board members shall be retained for four (4) years for consideration should interim replacement appointments be necessary.

12.6 Arts & Humanities Jury

12.61 An Arts & Humanities Jury shall rate and select members' artwork for online publication and/or display, including sound and motion, in

a. two- and three-dimensional art;

b. performance art;

c. literary efforts;

d. photography; and

e. crafts.

12.62 There may be flexible geographic distribution of Jury members, representing different areas of the arts.

12.63 The Jury shall consist of four (4) members. Each biennium two (2) members shall be appointed for four-year terms.

12.64 An Arts & Humanities Jury member may be appointed to no more than two (2) successive terms.

12.65 The international president shall fill, by interim appointment, any vacancy on the Arts & Humanities Jury to complete the remainder of the term.

12.66 Publication policy and guidelines developed by the Arts & Humanities Jury shall be reviewed by the Administrative Board and approved by the Executive Board.

12.7 Arts & Humanities Jury - Application Process

a. Application forms may be obtained from Society Headquarters and shall be returned to the assigned administrative staff. Application deadlines shall be the same as the deadline for recommendations for appointments to

international committees each biennium.

- b. All applications for Arts & Humanities Jury members shall be retained for four (4) years for consideration should interim replacement appointments be necessary.

12.8 Electronic Communications

- 12.81 *The International Policy for Use of Electronic Communications* shall be reviewed annually by the Administrative Board. Proposed changes shall be submitted to the Executive Board for approval.
- 12.82 State organizations and chapters that establish methods of electronic communications are encouraged to adhere to the *International Policy for Use of Electronic Communications*.

13. Awards

13.0 Awards – General

13.1 International Achievement Award

- 13.11 Guidelines for International Achievement Award
 - a. Members who hold active membership in the Society and who have given or are presently rendering distinguished service to the Society at the international level shall be eligible for the International Achievement Award.
 - b. A member may receive the International Achievement Award only once.
 - c. An international president is not eligible for the International Achievement Award during her term.
 - d. A member of the Society Headquarters staff is not eligible for the International Achievement Award during her employment by the Society.

13.2 Educators Book Award

- 13.21 The Educators Book Award of two thousand five hundred dollars (U.S. \$2,500) is given annually for a book written by one (1) or two (2) women who are citizens of any country in which the Society is organized.
- 13.22 Each member of the Educators Award Committee shall be supplied with a copy of the publication, accompanied by a letter to indicate that the book is being nominated for the award.
- 13.23 The Educators Award Committee may grant more than one (1) award provided funds are available. The award may be withheld if the committee decides that no meritorious work has been submitted.

13.3 Emergency Fund Award

- 13.31 Awards from the Emergency Fund shall be five hundred dollars (U.S. \$500) for each member.

13.4 Golden Gift Awards

- 13.41 The leadership/management seminars will be held in alternate years if funds are available.

13.5 Recognition of Members Who Have Earned Doctorates

- 13.51 Each member who has earned a doctorate is responsible for notifying Society

- Headquarters, and also naming the school where the doctorate was conferred.
- 13.52 Documentation for recognition is required: a copy of the dissertation inside cover page with the appropriate faculty signatures; plus a copy of the inside cover giving the name of the author, the title of the dissertation, the particular degree earned, and the date it was conferred.
- 13.53 The Administrative Board and the professional staff assigned to receive the information shall set a postmark deadline and publish the procedure and the deadline appropriately.
- 13.54 The professional staff assigned to receive the information shall prepare a list of persons who have earned doctorates, including the titles and dates of their dissertations.

13.6 Scholarship Award

- 13.61 International scholarship awards shall be in two tiers:
- a. ten thousand dollars (U.S. \$10,000) for doctoral studies; and
 - b. six thousand dollars (U.S. \$6,000) for other graduate studies.
- 13.62 The applicant is required to
- a. be an active member of the Society for a minimum of three (3) years if pursuing doctoral studies, and be an active member of the Society for a minimum of one (1) year at the time of application if pursuing other graduate studies;
 - b. have completed a bachelor's degree or equivalent;
 - c. be accepted and enrolled in a graduate program of a nationally accredited institution of higher education, preferably pursuing a doctoral degree;
 - d. provide evidence of active participation and demonstrated leadership in the Society;
 - e. provide evidence of excellence in scholarship;
 - f. provide evidence of service to the community; and
 - g. be a first-time recipient of an international scholarship.
- 13.63 Applicants for international scholarships must submit their applications on current forms that are available on the Society website or by request from Society Headquarters.
- 13.64 The application, supporting data, and credentials must reach Society Headquarters with a postmark or electronic date stamp no later than February 1.
- 13.65 The scholarship awards shall be published in the *DKG NEWS*.
- 13.66 Each scholarship recipient is requested to submit an abstract of the thesis/project or a transcript to Society Headquarters when she completes her work. Each doctoral recipient is requested to submit a copy of the dissertation inside cover page with the appropriate faculty signatures; plus a copy of the inside cover giving the name of the author, the title of the dissertation, the particular degree earned, and the date conferred.

13.7 World Fellowship Award

- 13.71 Women applying through the Institute of International Education (I.I.E.) must first contact their home country screening committees.
- 13.72 Women studying in Canada apply through approved universities in Canada.
- 13.73 Any Canadian university recommended by the World Fellowship Committee and approved by the Administrative Board may become a place of study for World

- Fellowship recipients when it satisfactorily completes a screening process.
- 13.74 The initial grant for World Fellowship recipients shall be four thousand dollars (U.S. \$4,000). Extensions not to exceed a total of three thousand dollars (U.S. \$3,000) per recipient may be granted in subsequent years.
the recipient was accepted for the initial grant.

14. Affiliates

14.0 Affiliates

14.1 General

- 14.11 The international president shall appoint, in consultation with the appropriate professional staff, representatives to the United Nations Department of Public Information (UN/DPI) and the United Nations Economic and Social Council (ECOSOC).
- 14.12 The primary Non-Governmental Organization (NGO) representative shall manage the NGO budget, under membership services, for each year of the biennium.