

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



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Article I
Name and Emblems

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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 Delta Kappa Gamma Society International shall be designated by a Greek letter, a combination of Greek letters, a geographic area, or by a country name. Each chapter shall be named by the state organization.

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

Section C. Emblem

1. The key is the official symbol of membership.
2. The key shall be a vertical ellipse. Across its center the DKG shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge.
3. The official seal of the Society shall be a circle. On the circle the DKG shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge. The name of the Society shall be on the perimeter of the seal.
4. The coat of arms consists of a red shield with a band of gold. Three Tudor roses on the band symbolize the Society's ideals of friendship, loyalty, and helpfulness. The flaming lamp and the open book on the shield signify scholarship and knowledge. The laurel sprays are the traditional symbols of achievement. The official coat of arms is displayed on the Society flag.

Section D. Anthem

The song composed by Dr. Annie Webb Blanton and Mrs. Cora M. Martin is the official anthem of The Delta Kappa Gamma Society International.

Section E. Official Jewelry

Official jewelry shall be the keypin; international, state organization, and chapter president's pin; founder's pin, and International Achievement Award medallion.

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

43 *conferring distinction upon women members of the teaching profession.* (Charter of
44 Delta Kappa Gamma Society, August 16, 1929)

45

46 **Section B. Mission Statement**

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

49

50 **Section C. Vision Statement**

51 Leading Women Educators Impacting Education Worldwide

52

53 **Section D. Purposes**

54 The Purposes of The Delta Kappa Gamma Society International shall be

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

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71 **Article III** 72 **Membership**

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74 **Section A. Membership**

- 75 1. Membership in The Delta Kappa Gamma Society International shall be
76 by invitation. A member initiated into the Society becomes a member of a
77 chapter, a state organization, and the international Society.
- 78 2. An individual becomes a member of the Society when she is initiated. She is
79 initiated only once.

80

81 **Section B. Classification**

- 82 1. An active member shall be a woman who is employed as a professional
83 educator at the time of her election or has been retired from an educational
84 position. 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.

- 85 a. Reserve status shall be granted by a majority vote of the chapter.
- 86 b. A reserve member, so requesting, shall be restored to active membership.
- 87 3. An honorary member shall be a woman not eligible for active membership
- 88 who has rendered notable service to education or to women, and is elected to
- 89 honorary membership in recognition of such service.

90
91 **Section C. Election**

- 92 1. A candidate for active membership shall be voted upon at a chapter meeting
- 93 in a manner to be determined by the chapter.
- 94 2. A candidate for honorary membership at the chapter, state organization,
- 95 or international level shall be elected by the method established by the
- 96 respective executive board.

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98 **Section D. Transfer**

99 A member in good standing may transfer from one chapter to another upon
100 notification to Society Headquarters.

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102 **Section E. Termination of Membership**

103 Membership in the Society is terminated for non-payment of dues and fees,
104 resignation, or death.

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106 **Section F. Reinstatement**

107 A former member shall be reinstated to membership by the chapter receiving the
108 request.

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110 **Article IV**
111 **Finance**

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113 **Section A. Annual Dues**

- 114 Each active and reserve member shall pay annual dues.
- 115 1. International dues shall be an amount recommended by the Executive Board
 - 116 and approved by the international convention.
 - 117 2. State organization dues shall be an amount determined in accordance with
 - 118 state organization bylaws.
 - 119 3. Chapter dues shall be an amount determined in accordance with the rules
 - 120 set by the chapter.

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122 **Section B. Fees**

- 123 1. Initiation Fee
- 124 An active member shall pay an initiation fee at the time of initiation
- 125 2. Scholarship Fee
- 126 Each active and reserve member shall pay a scholarship fee annually

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3. Honorary Fee

The initiating unit of the Society shall pay a lifetime fee for each honorary member at the time of initiation.

Section C. Payment of Dues and Fees

1. A member shall pay annual dues and fees no later than October 31 of each year. On November 1, a member shall be dropped for non-payment of dues and fees.
2. A member initiated on or after July 1 and before April 1 shall pay initiation fee, dues, and scholarship fee at the time of initiation. A member reinstated on or after July 1 and before April 1 shall pay dues and scholarship fee only. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state organization treasurer.
3. A member initiated on or after April 1 and before July 1 shall pay only initiation fee at the time of initiation. Immediately thereafter, the state organization and international portions of the fees shall be sent to the state organization treasurer. A member reinstated on or after April 1 and before July 1 shall pay no fees at the time of reinstatement. Dues and scholarship fee for the ensuing year shall be paid no later than October 31.

Section D. Financial Assessments

Financial assessments may be levied only by the chapter.

Section E. Other Income

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

Section F. Funds

The Delta Kappa Gamma Society International Funds

1. The Available Fund - *all levels*
At each level this fund shall be the operating fund and shall require a budget.
2. The Scholarship Fund - *all levels*
 - a. The Society and each state organization shall maintain a scholarship fund for the benefit of members. A chapter may maintain a scholarship fund.
 - b. The scholarship fee paid by a member shall be divided as follows:
 - (1) twenty percent (20%) to the international fund
 - (2) eighty percent (80%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent

- 169 (20%) to the state organization fund if the chapter does maintain a
170 chapter scholarship fund
- 171 (3) sixty percent (60%) retained by the chapter having a chapter
172 scholarship fund
- 173 c. Rules governing international scholarships shall be recommended by the
174 Scholarship Committee and approved by the Executive Board. Rules
175 governing state organization scholarships shall be approved by the state
176 organization executive board.
- 177 3. The Permanent Fund - *international and state organization*
- 178 a. The Society and each state organization shall maintain a permanent fund.
- 179 b. The Society shall set aside for its Permanent Fund twenty-five percent
180 (25%) of its initiation fees and annual dues until the total of the current
181 assets in its Permanent Fund is not less than thirty percent (30%) of its
182 Available Fund annual income, at which time further allocations shall be
183 made as provided in the *International Standing Rules*.
- 184 c. Each state organization shall follow this formula for building its
185 permanent fund until the total of the current assets in its permanent
186 fund is not less than thirty percent (30%) of its available fund annual
187 income, at which time the state organization executive board may reduce
188 or discontinue further allocations.
- 189 d. Investment income from the international Permanent Fund shall be
190 allocated to the international Available Fund when received. Proceeds
191 from the sale of international Permanent Fund assets shall be added to
192 the principal of the international Permanent Fund. Investment income
193 from the state organization permanent fund may be allocated to the state
194 organization available fund by vote of the state organization executive
195 board.
- 196 e. The principal of the permanent fund shall be used for the following:
197 (1) purchasing initiation paraphernalia;
198 (2) purchasing articles and equipment of a permanent nature;
199 (3) renting office space;
200 (4) constructing a headquarters building; and
201 (5) furnishing a headquarters building.
- 202 f. International expenditures shall be reviewed by the Finance Committee
203 and authorized by the Executive Board. Expenditures from the state
204 organization fund shall be authorized by the state organization executive
205 board.
- 206 4. The Educators Award Fund - *international only*
- 207 This fund shall be maintained for the stimulation of educational research
208 and writing. Awards from this fund may be given annually by the Educators
209 Award Committee according to guidelines adopted by the Executive Board
210

- 211 5. The Emergency Fund - *international only*
 212 This fund shall be for assistance to members who sustain major losses from
 213 floods, tornadoes, hurricanes, and other natural, catastrophic disasters. The
 214 fund shall be maintained by voluntary contributions. Awards shall be made
 215 as directed in the *International Standing Rules and Administrative Board*
 216 *Policies*.
- 217 6. The Eunah Temple Holden Leadership Fund - *international only*
 218 The bequest of Ninety-Six Thousand Nine Hundred Fifty-Nine and
 219 No/100 Dollars (\$96,959.00) of Mrs. Eunah Temple Holden to The Delta
 220 Kappa Gamma Society International was established in 1978 as the Eunah
 221 Temple Holden Leadership Fund.
- 222 7. The Golden Gift Fund - *international only*
 223 The Golden Gift Fund commemorates the fiftieth anniversary of the Society
 224 celebrated in 1979.
- 225 8. The International Speakers Fund - *international only*
 226 The International Speakers Fund commemorates the first international
 227 expansion of The Delta Kappa Gamma Society International in 1952. The
 228 fund was established in 1982 to mark the Society's thirty (30) years as an
 229 international organization.
- 230 9. The Loretta Halek Memorial Fund - *international only*
 231 The Loretta Halek Memorial Fund for Program Resources is a memorial
 232 established in 1974 to Mrs. Loretta Halek, first program coordinator of The
 233 Delta Kappa Gamma Society International.
- 234 10. The World Fellowship Fund - *international only*
 235 The World Fellowship Fund shall be used to grant fellowships to non-
 236 member women educators who are not citizens or permanent residents of
 237 the United States of America or Canada. Rules governing fellowships shall
 238 be recommended by the World Fellowship Committee and approved by the
 239 Executive Board.

240

241 **Section G. Financial Accounting**

242 1. Fiscal Year

243 The fiscal year of the Society shall be July 1 – June 30 inclusive.

244 2. Budget

245 a. The Finance Committee shall prepare the Available Fund budget

246 biennially. The budget shall enumerate sources of dues and non-

247 dues revenue and shall include expenditure categories for Society

248 Headquarters operational expenses and Society administrative expenses.

249 b. The budget shall be reviewed by the Administrative Board and adopted

250 by the Executive Board.

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

261 Article V 262 Organization 263

264 Section A. Levels of Organization

265 The business of the Society shall be conducted by the organization on three (3)
 266 levels. The three (3) levels of organization shall be chapter, state organization, and
 267 international.
 268

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

276 Section B. Chapter Level

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

289 Section C. State Organization Level

- 290 1. A state organization shall be organized by the international Expansion
 291 Committee with the approval of the international Executive Board.
 292 2. Founders of the newly organized state organization shall be members who
 293 have accepted the responsibilities inherent to the successful functioning of
 294 the new state organization.

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

307 **Section D. International Level**

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

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

370 **Article VI**

371 **Officers**

372 **Section A. Officers**

373 **1. International Officers**

374 International officers, all of whom must be members of the Society, shall
 375 be a president, a first vice-president, a second vice-president, one (1)
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379 regional director from each region (all elected), and the corporate secretary
380 (employed).

381 2. State Organization Officers

382 State organization officers, all of whom must be members of the Society,
383 shall be a president, a vice-president, a secretary (all elected), a treasurer
384 (selected by the executive board), plus the option of a second vice-president
385 and/or a corresponding secretary (both elected).

386 a. A state organization may add an executive secretary, if desired, to be
387 selected by the executive board.

388 b. A state organization with an executive secretary may exclude the office
389 of secretary and assign the duties of the office to the executive secretary,
390 who shall serve as a member *ex officio*, without vote, of the executive
391 board.

392 3. Chapter Officers

393 Chapter officers, all of whom must be members of the Society, shall be a
394 president, a vice-president, a secretary (all elected), a treasurer (selected by
395 the executive board), plus the option of a second vice-president and/or a
396 corresponding secretary (both elected).

397

398 **Section B. Related Personnel**

399 1. International

400 International related personnel shall be two (2) elected members-at-
401 large, two (2) elected area representatives, all of whom must be members
402 of the Society, and an appointed parliamentarian. It is desired that the
403 parliamentarian be a member.

404 2. State Organization

405 State organization personnel, all of whom must be members of the Society,
406 shall be defined in the state organization bylaws or standing rules. It is
407 desired that the appointed parliamentarian be a member.

408 3. Chapter

409 Chapter personnel, all of whom must be members of the Society, shall be
410 defined in the chapter rules. It is desired that the appointed parliamentarian
411 be a member.

412

413 **Section C. Duties**

414 1. President

- 415 a. The president at each level shall
- 416 (1) act as presiding officer at regular and called meetings and direct the
417 activities of the organization;
 - 418 (2) act as chair of the respective executive board;
 - 419 (3) appoint a parliamentarian;
 - 420 (4) appoint standing and special committees (e.g., ad hoc, task force);

- 421 (5) serve as member ex officio, with vote, on all committees except
 422 nominations;
- 423 (6) approve for payment all expense claims;
- 424 (7) approve publications;
- 425 (8) fill by appointment all vacancies;
- 426 (9) represent the Society at meetings, conferences, and other events;
- 427 and
- 428 (10) take action, with the advice and approval of the Administrative
 429 Board or of the respective executive board, on matters that cannot
 430 be deferred until the next convention or meeting.
- 431 b. The international president shall
- 432 (1) act as chair of the Administrative Board and the Constitution
 433 Interpretation Committee;
- 434 (2) execute all legal documents of the Society and affix the seal thereto,
 435 in conjunction with the corporate secretary. A legal document may
 436 be executed only when it has been authorized by an international
 437 convention or by the respective board that has the authority to act;
- 438 (3) arrange for Administrative Board and international committee
 439 members to be instructed in the use of online tools and best
 440 practices for electronic meetings;
- 441 (4) assign Administrative Board members, Society Headquarters
 442 professional staff, and past international presidents to state
 443 conventions and workshops, as requested; and
- 444 (5) oversee development of and procedures for the international
 445 convention.
- 446 c. The state organization presidents shall
- 447 (1) serve as members of the international Executive Board; and
- 448 (2) be responsible for updating continuing executive secretaries
 449 immediately following leadership development training.
- 450 d. The state organization and chapter presidents shall
- 451 (1) serve ex officio, with vote, on the respective levels in the process of
 452 budget development and supervision; and
- 453 (2) execute, with their respective executive secretary or treasurer,
 454 legal documents pertaining to their level of organization. A legal
 455 document may be executed only when it has been authorized by a
 456 state organization convention or the respective executive board.
- 457 e. Chapter presidents shall serve as members of the state organization
 458 executive board.
- 459 2. Vice-presidents
- 460 a. First vice-president - *all levels*
- 461 The first vice-president at each level shall serve as presiding officer in the
 462 absence of the president. In the event of the resignation or death of the

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

- 505 secretary to the Executive Board. She shall carry on such correspondence as
 506 may be delegated to her by the president.
- 507 8. Executive Secretary - *state organization (optional)*
 508 The state organization executive secretary shall perform such duties as are
 509 prescribed in her contract and/or delegated by the executive board and
 510 the president and shall serve as a member ex officio, without vote, on the
 511 international and state organization executive boards.
- 512 9. Treasurer - *state organization and chapter*
 513 a. The treasurer at each level shall
 514 (1) receive and pay out all moneys belonging to the organization;
 515 (2) keep an accurate account of receipts and expenditures;
 516 (3) maintain a record of receipts, bills, and bank statements;
 517 (4) present a report at each regular meeting;
 518 (5) file required tax reports;
 519 (6) submit for annual audit/financial review the accounts of the
 520 organization;
 521 (7) serve as a member ex officio, without vote if under remunerative
 522 contract for her services, on the respective executive board; and
 523 (8) serve as a consultant in the process of budget development and
 524 supervision of finances.
- 525 b. State organization treasurers shall provide information necessary for a
 526 fidelity bond, for an amount specified by the state organization bylaws
 527 and/or standing rules, the cost to be paid by the state organization.
- 528 c. The chapter treasurer shall follow appropriate procedures to ensure
 529 the safety and proper handling of chapter moneys as established by the
 530 chapter finance committee.
- 531 10. Parliamentarian - *appointed*
 532 a. The parliamentarian at each level shall
 533 (1) act as advisor to the officers and the members of her organization
 534 in matters pertaining to interpretation of the *Constitution* and to
 535 parliamentary usage; and
 536 (2) serve as a member ex officio, without vote, on the respective
 537 executive board.
- 538 b. The international parliamentarian shall
 539 (1) serve as a consultant on the Constitution Committee;
 540 (2) serve as a member of the Constitution Interpretation Committee;
 541 (3) update Sharing DKG Administrative Board Responsibilities
 542 biennially;
 543 (4) and serve as a member ex officio, without vote, on the
 544 Administrative Board.
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547 **Section D. Election and Term of Office**

548 1. International

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

- 589 2. State Organization
- 590 a. The state organization officers, except the treasurer and the executive
- 591 secretary, shall be elected by the state organization convention in odd-
- 592 numbered years.
- 593 b. Election shall be in accordance with state organization bylaws.
- 594 c. The term of each elected officer shall be two (2) years or until a successor
- 595 is named. No officer except the treasurer and the executive secretary may
- 596 serve in the same office longer than two (2) terms in succession. Officers
- 597 shall take office on July 1 following their election.
- 598 d. The treasurer and the executive secretary shall be selected by the
- 599 executive board.
- 600 3. Chapter
- 601 a. The chapter officers, except the treasurer, shall be elected in even-
- 602 numbered years.
- 603 b. The term of each elected officer shall be two (2) years or until a successor
- 604 is named. No officer except the treasurer may serve in the same office
- 605 longer than two (2) terms in succession. Officers shall take office on July
- 606 1 following their election.
- 607 c. The treasurer shall be selected by the executive board each biennium.

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609 **Section E. Vacancies**

610 1. International

611 The president shall fill by appointment all vacancies in office. In the event

612 that a member holding an elective or appointed position at the international

613 level is unable to perform her duties, the position shall be declared vacant by

614 the Administrative Board, and a successor named by the president.

615 2. State organization and chapter

616 In the event that a member holding an elective or appointed position at

617 the state organization or chapter level is unable to perform her duties, the

618 position shall be declared vacant by the respective officers, and a successor

619 named by the state organization or chapter president.

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621 **Article VII**

622 **Boards**

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624 **Section A. International Boards**

625 1. Administrative Board

626 a. The members of the Administrative Board shall be the president, the first

627 vice-president, the second vice-president, the immediate past president,

628 the regional directors, the two (2) members-at-large, and the area

629 representatives from Canada and Latin America. The corporate secretary

630 and the parliamentarian shall be members ex-officio, without vote.

- 631 b. Duties of the Administrative Board
632 The board shall
633 (1) report to the international Executive Board;
634 (2) carry out the plans and policies adopted by the international
635 convention;
636 (3) have authority for Society property including management and
637 operations of Society Headquarters; [Article XI, Headquarters.]
638 (4) review the budget as presented by the Finance Committee before it
639 is submitted for adoption by the Executive Board;
640 (5) approve constitutional amendments to be submitted for vote by the
641 international convention; [See Article, XVI, A.2.e.]
642 (6) select and employ members of the Society Headquarters
643 professional staff whenever vacancies occur;
644 (7) engage financial, legal, or other consultants when the need arises,
645 and for as long as the need exists;
646 (8) adopt the annual audit report of the certified public accountant;
647 (9) act in the interim between conventions upon matters requiring
648 immediate decisions;
649 (10) provide for continued strategic planning and implementation;
650 (11) recommend year and hosting state organizations of international
651 meetings to the Executive Board;
652 (12) determine registration fees for regional conferences and for
653 international conventions; and
654 (13) review and approve sources of non-dues revenue to be generated at
655 the international level.
- 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
662 executive 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
667 Foundation;
668 (3) recommend policies and procedures for the consideration of the
669 convention;
670 (4) approve the year and hosting state organizations for international
671 meetings;
672

- 673 (5) define the number of regions and the constituent state
- 674 organizations of each;
- 675 (6) approve the establishment of new state organizations;
- 676 (7) establish procedures for the possible dissolution of a state
- 677 organization;
- 678 (8) select the recipient of the International Achievement Award by
- 679 preferential ballot which shall be submitted by mail (postal service);
- 680 and
- 681 (9) select the recipient(s) of international honorary membership.

682
683 **Section B. State Organization Executive Board**

- 684 1. The members of the state organization executive board shall be the elected
- 685 officers, the immediate past state organization president, the chapter
- 686 presidents, and such other voting or non-voting members as shall be
- 687 determined by the state organization. The treasurer and the parliamentarian
- 688 shall be members ex officio, the parliamentarian without vote, and the
- 689 treasurer also without vote if under remunerative contract for her services.
- 690 2. Duties of the State Organization Executive Board
- 691 The state organization executive board shall
- 692 a. recommend policies and procedures for consideration by the state
- 693 organization convention or the chapters;
- 694 b. examine, modify if necessary, and adopt the state organization budget;
- 695 c. select an executive secretary (if state organization bylaws include this
- 696 officer), the treasurer, and such other personnel as may be needed, and
- 697 prescribe their duties, fix their salaries, and determine their terms of
- 698 office;
- 699 d. establish the procedures for budget development and approval and for
- 700 the supervision of state organization finances;
- 701 e. approve dates and sites of state organization meetings; and
- 702 f. act in the interim between conventions upon matters requiring
- 703 immediate decision.
- 704 3. State organizations may have an executive committee composed of the
- 705 elected officers to act for the executive board between board meetings.

706
707 **Section C. Chapter Executive Board**

- 708 1. The members of the chapter executive board shall be the elected officers of
- 709 the chapter, the immediate past president, and such other voting members
- 710 as shall be determined by the chapter. The treasurer and the parliamentarian
- 711 shall serve as members ex officio, the parliamentarian without vote, and the
- 712 treasurer also without vote if under remunerative contract for her services.
- 713 2. Duties of the Executive Board
- 714 The chapter executive board shall

- 715 a. select the treasurer for the biennium;
- 716 b. act in matters requiring immediate action and decision;
- 717 c. recommend policies and procedures for consideration by members; and
- 718 d. establish rules for budget development and approval and for the
- 719 supervision of chapter finances.

720 **Article VIII**

721 **Committees**

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724 **Section A. Committee Structure**

725 1. International

726 a. Standing committees

727 (1) Society Business

728 Communications and Publicity

729 Constitution*

730 Constitution Interpretation*

731 Expansion*

732 Finance

733 Leadership Development

734 Membership

735 Nominations

736 Non-dues Revenue*

737 (2) Society Mission and Purposes

738 Educational Excellence

739 Educators Award*

740 Eunah Temple Holden Leadership Fund*

741 Golden Gift Fund*

742 International Speakers Fund*

743 Scholarship

744 World Fellowship

745 b. Elected committees

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

748 Finance

749 Nominations

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

753 c. Appointed committees

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

755 Communications and Publicity

756 Constitution

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

- 757 Educational Excellence
- 758 Educators Award
- 759 Expansion
- 760 Golden Gift Fund
- 761 International Speakers Fund
- 762 Leadership Development
- 763 Membership
- 764 Non-dues Revenue
- 765 Scholarship
- 766 World Fellowship

767
 768 Each appointed committee shall be composed of one (1)
 769 member from each region, one of whom shall be appointed
 770 chair unless otherwise specified in the committee description.
 771 A member shall serve no more than two (2) consecutive terms
 772 on the same committee.

773 (2) Special committees (e.g., ad hoc, task force) may be appointed by
 774 the president at any time with the written authorization of the
 775 Executive Board. This authorization may be given at any time
 776 during the biennium. Members will be appointed on the basis of
 777 expertise as determined by the needs of the committee; therefore,
 778 regional representation will not be a requirement.

779 d. Committees subject to endowment provisions
 780 Committees may be established according to endowment provisions
 781 only after acceptance by the international convention. The following
 782 committees have been so established:

- 783 Educators Award Fund
- 784 Eunah Temple Holden Leadership Fund
- 785 Golden Gift Fund
- 786 International Speakers Fund
- 787 Scholarship

788 e. Committee responsibilities
 789 (1) The work of each international committee is under the direction
 790 of the committee chair who develops the agenda, orients the
 791 committee to its responsibilities, presides at the meetings, and
 792 keeps committee members informed of committee progress.
 793 (2) Overall responsibilities of each committee shall be given in the
 794 committee description. Detailed duties shall be specified in each
 795 international committee’s procedures manual.
 796 (3) Proposed committee projects that require funding shall be
 797 submitted to the Finance Committee for consideration in the
 798 budget following approval by the Administrative Board.

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

Section B. Society Business

- 829 1. Communications and Publicity Committee* - *appointed*
- 830 a. The committee shall provide the linkage of member to member, chapter
- 831 to state organization, and state organization to international; encourage
- 832 communication with external groups; and suggest ways to market and
- 833 promote the Society.
- 834 b. The committee shall have responsibility for reviewing editorial policy.
- 835 c. The committee and the appropriate professional staff shall plan a training
- 836 session preceding each regional conference for state organization editors
- 837 and webmasters.
- 838 2. Constitution Committee - *appointed*
- 839 a. The committee shall receive all proposals for amending the *Constitution*
- 840 and the *International Standing Rules*, make recommendations for changes

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

- 841 to the Administrative Board, and present approved proposals to the
- 842 international convention for vote.
- 843 b. Notification of proposed changes to the *Constitution* and the
- 844 *International Standing Rules* shall be published no later than the March/
- 845 April issue of the *DKG NEWS* and published on the Society website.
- 846 After each international convention, the committee shall ascertain
- 847 that the *Constitution*, *International Standing Rules* and *Handbook* are in
- 848 concordance.
- 849 c. The parliamentarian shall serve as a consultant.
- 850 3. Constitution Interpretation Committee - *mandated international only*
- 851 The committee shall be composed of the international president as chair,
- 852 the Constitution Committee chair, and the international parliamentarian.
- 853 The committee shall review, interpret and rule by mail (postal service)
- 854 on constitutional questions. The rulings shall be binding until the next
- 855 international convention when they are presented to the convention for
- 856 voting.
- 857 4. Expansion Committee - *appointed*
- 858 a. The committee, in consultation with the international president and
- 859 corporate secretary, shall be responsible for continued international
- 860 expansion.
- 861 b. The committee shall recommend areas of expansion to the
- 862 Administrative Board prior to proceeding to study a new country, and to
- 863 the Executive Board for approval to establish a new state organization.
- 864 c. The committee shall follow the Criteria for International Expansion
- 865 according to the *International Standing Rules*. [SR 5.31]
- 866 5. Finance Committee* - *elected*
- 867 a. The committee shall be composed of the president and five (5) members,
- 868 two (2) of whom shall be elected in one (1) international election for
- 869 a four-year (4) term and three (3) of whom shall be elected in the
- 870 subsequent international election for a four-year (4) term. The president
- 871 shall appoint as chair for the biennium one (1) of the continuing
- 872 members.
- 873 b. The committee shall propose guidelines for international Executive
- 874 Board approval with respect to the investment of funds, prepare the
- 875 Available Fund budget for adoption by the international Executive Board
- 876 and provide for an annual audit. The budget shall be submitted to the
- 877 Administrative Board for review.
- 878 c. The committee and appropriate professional staff shall plan a training
- 879 session preceding each regional conference for state organization
- 880 treasurers.
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* State organizations and/or chapters are responsible to international for the work of this committee.

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

- 6. Leadership Development Committee - *appointed*
 - a. The committee shall be composed of one (1) member from each region plus a chair.
 - b. The committee shall be responsible for leadership development at the international level.
 - (1) The committee and appropriate professional staff shall plan a training session preceding each regional conference for incoming state organization presidents and new executive secretaries.
 - (2) The committee shares responsibility with the state organizations for leadership development of state organization and chapter leaders.
 - c. The committee is responsible for promoting leadership development at all levels of the Society.
- 7. Membership Committee* - *appointed*
 - a. The committee shall study and make recommendations related to membership issues and challenges. Necrology and membership reports shall be responsibilities of the committee. The committee shall receive and evaluate the recommendations of persons proposed for honorary membership and submit the names of qualified candidates to the international Executive Board for vote.
 - b. The committee and the appropriate professional staff shall plan a training session preceding each regional conference for incoming state organization membership chairs.
- 8. Nominations Committee - *elected*
 - a. The committee shall be composed of two (2) elected members from each region. Each biennium one (1) member from each region shall be elected for a term of four (4) years. The president shall appoint one (1) of the continuing members as chair for the biennium.
 - b. Duties
 - (1) The Nominations Committee shall solicit nominees by print and electronic means for the positions to be filled at the subsequent international convention.
 - (2) The Nominations Committee shall present in election years the report of nominees for publication no later than the January/February issue of the *DKG NEWS* and published on the Society website. The report shall contain the name of at least one (1) nominee for each of the following:
 - president
 - first vice-president
 - second vice-president
 - regional directors, one from each of the respective regions
 - one (1) member-at-large

- 925 area representatives, one from each of the respective areas
- 926 vacancies occurring on elected committees—finance and
- 927 nominations
- 928 trustees of The Delta Kappa Gamma Educational Foundation
- 929 as specified by the bylaws of said Foundation.
- 930 (3) The committee shall present its report of nominees for elective
- 931 positions of the Society to the international convention.
- 932 Nominations may be made from the floor. Regional and area
- 933 nominations must be made by members from the region or area
- 934 involved.
- 935 (4) The committee shall present its report of nominees for trustees
- 936 of The Delta Kappa Gamma Educational Foundation to the
- 937 international Executive Board. Nominations may be made from the
- 938 floor.
- 939 (5) The committee shall follow the eligibility, qualifications, and
- 940 guidelines for selecting nominees. [SR 8.082]

941 9. Non-dues Revenue Committee - *appointed*

- 942 a. The committee shall explore, review and recommend to the
- 943 Administrative Board possible sources of non-dues revenue that will
- 944 both serve members and benefit the Society.
- 945 b. The committee shall work in cooperation with insurance representatives
- 946 and other non-dues revenue providers, as appropriate, on ways to obtain
- 947 alternative financing for Society work.

948 **Section C. Society Mission and Purposes Committees**

949 1. Educational Excellence Committee* - *appointed*

- 950 a. The committee shall be composed of thirteen (13) members: a chair, two
- 951 (2) members from each region, the primary NGO** representative, and a
- 952 music representative.
- 953 b. The committee shall be organized to function as a committee of the
- 954 whole or, at the discretion of the chair, in groups, to accomplish its
- 955 responsibilities for personal and professional growth.
- 956 c. The committee shall promote programs and projects for excellence in
- 957 education.
- 958 d. The committee shall identify long-term and short-term programs and
- 959 projects that focus upon topics adopted by the Society. The committee
- 960 shall transmit suggestions for study and action to state organizations and
- 961 chapters.
- 962 e. The committee shall support programs of action that promote the
- 963 personal well-being, intellectual growth, and global awareness of women
- 964 educators; encourage a focus on the arts at international conventions,
- 965 regional conferences, and state organization conventions; and develop
- 966

* 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.

- 967 strategies that will enable chapters to encourage members to become
968 leaders.
- 969 f. The committee shall encourage state organizations and chapters to
970 participate in programs that promote professional growth of women
971 educators.
- 972 g. The committee shall study and recommend action on professional
973 issues and shall urge the state organizations to initiate, endorse, and
974 support desirable legislation or other suitable endeavors in the interest of
975 education and of women educators.
- 976 h. At the direction of the international president, the international music
977 representative shall facilitate the music for the international convention.
- 978 i. The committee and appropriate professional staff shall plan a training
979 session preceding each regional conference for incoming state
980 organization educational excellence chairs.
- 981 2. Educators Award Committee - *appointed*
- 982 a. The committee shall select the recipient(s) of the Educator's Book Award
983 given in recognition of educational research and writing, subject to
984 guidelines approved by the Executive Board.
- 985 b. The committee shall follow the award guidelines as approved by the
986 Administrative Board. [*Constitution*, Article XIII, C.1, SR 4.64, and SR
987 13.2]
- 988 3. Eunah Temple Holden Leadership Fund Committee - *endowed*
- 989 a. The Eunah Temple Holden Leadership Fund Committee, named in
990 accordance with the will of Eunah Temple Holden, shall administer the
991 fund income after Executive Board approval of recommended projects.
992 (SR 4.66)
- 993 b. A vacancy on the committee named by the testatrix shall be filled by a
994 vote of the committee members and approved by the Executive Board.
995 Succeeding vacancies on the committee shall be filled and approved in
996 the same manner.
- 997 c. The international president shall serve as a member *ex officio*, with vote,
998 and the international corporate secretary shall serve as a member *ex*
999 *officio*, without vote.
- 1000 4. Golden Gift Fund Committee - *appointed*
- 1001 a. The committee shall select recipients of the Golden Gift Awards.
- 1002 b. The committee shall determine the criteria for selection of participants
1003 and guidelines for the use of the fund.
- 1004 c. The committee shall administer the fund after Executive Board approval
1005 of recommended projects.
- 1006 d. The committee shall use the fund according to the *Constitution* and
1007 *International Standing Rules*. [*Constitution*, Article XIII, B.3, SR 4.67, and
1008 SR 13.4]

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

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- 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 4.68 and SR 8.110]
- 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. A quorum for chapter business shall be determined by the chapter.
 - c. There shall be no proxy voting.
- 2. Meetings of the Executive Board
 - a. Meetings of the executive board shall be held at least twice annually. The board may meet at other times upon the call of the president.
 - b. A quorum shall be a majority of the voting members of the board.
 - c. The chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

1051 Section B. State Organization Meetings

- 1052 1. State Organization Executive Board
- 1053 a. Meetings of the executive board shall be held annually.
- 1054 b. Chapter presidents who are unable to attend their state organization
- 1055 executive board meeting may appoint an official designee who shall have
- 1056 full privileges of participation.
- 1057 c. A quorum shall be a majority of voting members of the board. Each
- 1058 voting member shall be entitled to one (1) vote. There shall be no proxy
- 1059 voting.
- 1060 d. The executive board may transact business by mail (postal or electronic).
- 1061 2. State Organization Conventions
- 1062 a. Each state organization shall hold a state organization convention in the
- 1063 odd-numbered years, the date and site to be determined by the executive
- 1064 board. State organization conventions in even-numbered years shall be
- 1065 optional.
- 1066 b. A quorum shall be a majority of the members who have registered at the
- 1067 convention.
- 1068 c. Any member attending a state organization convention may make
- 1069 motions, enter discussions, and vote (except in cases where a roll-call
- 1070 vote is taken).
- 1071 (1) A roll-call vote shall be taken when sustained by a majority vote of
- 1072 those present or when requested by five (5) chapter presidents.
- 1073 (2) The chapter president or her official representative shall cast a vote
- 1074 for the chapter, one (1) vote for each five (5) active and reserve
- 1075 members or major fraction thereof within the chapter. The vote
- 1076 may be divided.
- 1077

1078 Section C. International Meetings

- 1079 1. Meetings of the Administrative Board
- 1080 a. Meetings shall be held twice a year, the time and place to be determined
- 1081 by the president. The board may meet at other times upon the call of the
- 1082 president.
- 1083 b. A minimum of ten (10) days notice shall be given prior to the day of the
- 1084 meeting.
- 1085 c. There shall be no proxy voting.
- 1086 d. The business delegated to the Administrative Board by the *Constitution*
- 1087 may be transacted by mail (postal or electronic).
- 1088 e. A quorum shall be a majority of the voting members of the board. Each
- 1089 voting member shall be entitled to one (1) vote.
- 1090 f. The Administrative Board may meet through electronic communication
- 1091 as long as all the members may simultaneously hear one another and
- 1092 participate during the meeting.

- 1093 2. Meetings of the International Executive Board
1094 a. Meetings of the Executive Board shall be held biennially, at least one
1095 (1) day in advance of the international convention. The board may meet
1096 at other times upon call of the international president. A minimum of
1097 thirty (30) days notice shall be given prior to the date of the international
1098 Executive Board meeting.
1099 b. A state organization president who is unable to attend the international
1100 Executive Board meeting may appoint an official designee who shall have
1101 full privileges of participation.
1102 c. A quorum shall be a majority of the voting members of the board. Each
1103 voting member shall be entitled to one (1) vote.
1104 d. There shall be no proxy voting.
1105 e. The business delegated to the Executive Board by the *Constitution* may
1106 be transacted by mail (postal or electronic).
1107 3. Meetings of the International Convention
1108 Members of The Delta Kappa Gamma Society International shall meet in
1109 convention biennially for the purpose of making decisions which direct the
1110 activities of the Society. [*Constitution*, Article X]
1111 4. Meetings of the Regional Conferences
1112 A regional conference shall be held biennially in each geographic area
1113 designated as a region. [*Constitution*, Article X]
1114 5. Meetings of International Committees
1115 a. Two (2) meetings per biennium are budgeted for each committee unless
1116 otherwise stated in the committee description or by convention action.
1117 b. The schedule of international committee meetings is the responsibility of
1118 the international president in consultation with the corporate secretary.
1119 c. International committee meetings may be face-to-face or through
1120 electronic communication as long as all of the members may
1121 simultaneously hear one another and participate during the meeting.
1122 The international president shall authorize the mode of any committee
1123 meeting.
1124 d. The work of each international committee is under the direction of the
1125 committee chair.
1126 6. International President's Planning Meeting
1127 a. A president's planning meeting shall be scheduled for the Administrative
1128 Board, the committee chairs, the forum chairs, and the Society
1129 Headquarters professional staff.
1130 b. In even-numbered years the president's planning meeting shall be held at
1131 the beginning of the new biennium.
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- 1135 7. Latin American Conference
 1136 A Latin American member information conference shall be held biennially in
 1137 a Latin American country. The conference shall be presented in Spanish and
 1138 conducted by the area representative for Latin America.

1139 **Article X**

1140 **International Conventions and Regional Conferences**

1141 **Section A. International Conventions and Regional Conferences**

- 1142
- 1143 1. Logistics
- 1144 a. Any conference or convention site shall be selected with the approval of
- 1145 the host state organization.
- 1146 b. Contracts for regional conferences and international conventions shall
- 1147 be signed by the corporate secretary and the international president at
- 1148 least two (2) years in advance of the date of said convention or regional
- 1149 conference.
- 1150 c. The international president and the corporate secretary shall review
- 1151 the financial considerations (pricing, accessibility, location, and total
- 1152 suitability) prior to final approval by the Executive Board.
- 1153 d. Fidelity bonds shall be provided for international convention and
- 1154 regional conference treasurers from Society convention or conference
- 1155 funds.
- 1156 e. Each state organization hosting an international convention shall receive
- 1157 funds from International to offset expenses accrued by the host for state
- 1158 organization night. Additional funds shall be advanced to the convention
- 1159 steering committee, maintained in a special convention account, and
- 1160 disbursed only for authorized expenses. Any funds remaining in the
- 1161 convention account shall be returned to the international Available Fund.
- 1162 f. The Headquarters staff and the international president shall be
- 1163 consulted and informed of tours arranged in connection with regional
- 1164 conferences and international conventions before the information is
- 1165 publicized.
- 1166 g. After each international convention or regional conference, the records of
- 1167 the treasurer shall be submitted for financial review as determined by the
- 1168 Administrative Board. The records, receipts, and fund balances from each
- 1169 international convention and regional conference shall be sent to Society
- 1170 Headquarters.
- 1171 h. Collections shall be taken that have been previously approved by the
- 1172 Administrative Board and announced.
- 1173
- 1174 2. Registration
- 1175 a. A registration fee charged by credit card or paid in the currency of the
- 1176 host country must accompany each registration.

- 1177 b. Registration fees established by the Administrative Board may include
 1178 reduced fees for assigned host state organization members.
 1179 c. All registration fees will be increased fifty percent (50%) thirty (30) days
 1180 prior to the official opening day of the convention or conference.
 1181 d. A person who cancels will receive a refund provided a written request is
 1182 postmarked or electronically dated fifteen (15) days prior to the opening
 1183 day of the convention or conference. Special consideration will be given
 1184 in extreme emergencies.
 1185 e. A processing charge approved by the Administrative Board shall be
 1186 retained on all cancellations regardless of when they are received.
 1187 3. On-Site Sales
 1188 a. Favors and decorations or items officially approved by the Administrative
 1189 Board or the Executive Board may be sold at international conventions
 1190 or regional conferences. State organizations desiring to sell their
 1191 Society items at conventions and regional conferences shall follow the
 1192 *International Guidelines for Sale of Items*.
 1193 b. A fee in the amount determined by the Administrative Board shall
 1194 be charged to any state organization, chapter, or other vendors who
 1195 receive permission from the board to sell items at regional conferences
 1196 or international conventions. A list of all approved vendors shall be
 1197 forwarded to the convention/conference steering committee.
 1198 c. International committee members selling official Society documents shall
 1199 not be charged a fee.
 1200

1201 Section B. International Conventions

- 1202 1. The international convention of the Society shall be held biennially in even-
 1203 numbered years, the year and host state organization to be determined by
 1204 the Executive Board. A minimum of thirty (30) days notice shall be given
 1205 prior to the date of the convention.
 1206 2. Authority in all matters not otherwise specifically delegated by the
 1207 *Constitution* shall reside in the international convention.
 1208 3. A quorum shall be a majority of the members who have registered at the
 1209 convention.
 1210 4. Time and placement of business sessions shall provide members with a
 1211 reasonable opportunity to have a voice in the business proceedings.
 1212 5. Any member attending an international convention may make motions,
 1213 enter discussions and vote except in cases when a roll-call vote is taken.
 1214 There shall be no proxy voting at any level of the Society.
 1215 6. Roll-call vote
 1216 a. A roll-call vote shall be taken when sustained by a majority vote of those
 1217 present or when requested by five (5) state organization presidents.
 1218

- 1219 b. The state organization president or her official designee shall cast the
 1220 vote for the state organization, one (1) vote for each five (5) active and
 1221 reserve members or major fraction thereof within the state organization.
 1222 The vote may be divided.
 1223

1224 **Section C. Regional Conferences**

- 1225 1. Pre-conference Sessions
- 1226 a. The international Leadership Development Committee shall present a
 1227 two-day (2) leadership development conference prior to each regional
 1228 conference to give the newly elected state organization presidents and
 1229 first-term executive secretaries a more thorough knowledge of the
 1230 Society's traditions, Purposes, policies, programs of work, and committee
 1231 structure and to augment their leadership skills and techniques.
 1232 Continuing state organization executive secretaries may be invited by
 1233 the international Leadership Development Committee to attend at the
 1234 expense of their state organizations or of the individual.
- 1235 b. A session for incoming state organization educational excellence
 1236 committee chairs shall be held concurrently with the leadership
 1237 development conference to provide information about and suggestions
 1238 for programs and projects that focus on long-term and short-term
 1239 topics. The workshop shall be planned by the Educational Excellence
 1240 Committee and the appropriate professional staff.
- 1241 c. A session for incoming state organization membership committee chairs
 1242 shall be held preceding each regional conference simultaneously with the
 1243 leadership development conference and educational excellence committee
 1244 workshops. The workshop shall be planned by the Membership
 1245 Committee and the appropriate professional staff.
- 1246 d. Sessions for state organization editors and web masters shall be planned
 1247 by the Communications and Publicity Committee and the appropriate
 1248 professional staff. The session shall include lunch and shall be held before
 1249 the opening evening meeting of each regional conference.
- 1250 e. A session for state organization treasurers shall be planned by the
 1251 international Finance Committee and the appropriate professional staff.
 1252 The session shall begin with lunch and be held the afternoon before the
 1253 opening evening meeting of each regional conference
- 1254 2. Regional Conference Sessions
- 1255 a. Regional conferences shall be held biennially in odd-numbered years.
 1256 The year and the host state organization for each conference shall be
 1257 recommended by the state organization presidents within a region,
 1258 following an invitation from a state organization executive board.
- 1259 b. Regional conferences are held to provide educational workshops and
 1260 leadership training and to disseminate information regarding Society

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- activities. Sessions may be conducted electronically or by the regional representative of the related committee.
- c. The regional conference schedule and program are the responsibility of the regional director.

**Article XI
Headquarters**

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 the *Employee Handbook: 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;

* Title is an Administrative Board decision

- 1303 c. serve as a member *ex officio*, without vote, on the Administrative Board
 1304 and Executive Board;
 1305 d. furnish the information necessary for a fidelity bond for an amount to be
 1306 determined by the Executive Board, the cost of such bond to be paid by
 1307 the Society;
 1308 e. provide for all financial accounting at the international level, including
 1309 the following:
 1310 (1) receive all moneys, pay expenses, and manage investments;
 1311 (2) maintain accurate financial records;
 1312 (3) prepare necessary reports;
 1313 (4) file required tax reports; and
 1314 (5) provide for the annual audit of the financial records of the
 1315 international office by an external certified public accountant.
 1316 f. perform such other duties as are stated in her contract with the Society,
 1317 the *Constitution*, the *International Standing Rules*, by the *Employee*
 1318 *Handbook: Society Headquarters* and/or delegated to her by the
 1319 international president.

Article XII Publications

Section A. Publications

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 1325 1. International Publications
 1326 a. The Delta Kappa Gamma Society International shall publish a news
 1327 periodical, a juried international professional journal and a collegial
 1328 magazine.
 1329 b. The Society shall publish its *Constitution*, *International Standing Rules*,
 1330 and such other publications as are vital to the Society as determined by
 1331 the Administrative Board and recommended to the Executive Board for
 1332 approval.
 1333 c. The Society may publish such materials as may be sponsored by
 1334 committees or recommended by the Communications and Publicity
 1335 Committee and approved by the president. These publications shall go
 1336 to the assigned professional staff for suggestions on production. The
 1337 Executive Board shall authorize financing.
 1338 d. The effectiveness of Society publications shall be evaluated by the
 1339 Communications and Publicity Committee and reported to the
 1340 Administrative Board each biennium.
 1341 e. *The Policy for International Society Publications* shall be reviewed by the
 1342 Administrative Board annually. Proposed changes shall be submitted to
 1343 the Executive Board for approval.
 1344

- 1345 f. The editorial policy shall be subject to review biennially by the
 1346 Communications and Publicity Committee and by the Administrative
 1347 Board. Proposed changes shall be submitted to the Executive Board for
 1348 approval.
 1349 g. The Delta Kappa Gamma Society International will maintain a
 1350 presence on the World Wide Web and use other forms of electronic
 1351 communication.
 1352 2. State organizations and chapters may use a variety of communications.
 1353 3. The president at each level shall approve publications.
 1354

1355 **Section B. Periodical - *DKG NEWS***

- 1356 1. The Society shall publish a news periodical, *DKG NEWS*, six (6) times a
 1357 year. Print versions will be mailed to members.
 1358 2. Purposes of the *DKG NEWS*
 1359 a. To provide members with timely information on issues of concern based
 1360 on the Society's seven Purposes and including:
 1361 (1) constitutional interpretations/explanatory notes
 1362 (2) proposed and effected changes in the *Constitution* and the
 1363 *International Standing Rules*
 1364 (3) constitutional amendments
 1365 (4) Nominations Committee reports
 1366 b. To promote communication within the Society.
 1367 c. To focus on Delta Kappa Gamma as an action organization.
 1368 3. International dues shall include subscription to the *DKG NEWS*.
 1369

1370 **Section C. Journal - *The Delta Kappa Gamma Bulletin***

- 1371 1. *The Delta Kappa Gamma Bulletin* shall be published three (3) times a year
 1372 online.
 1373 2. Purposes of *The Delta Kappa Gamma Bulletin*
 1374 a. to publish manuscripts and other professional contributions submitted
 1375 by members and recipients of world fellowships or other projects
 1376 supported by the Society
 1377 b. to provide a juried international professional journal that promotes the
 1378 professional and personal growth of members through publication of
 1379 their writings
 1380 c. to promote excellence in education through the publication of theoretical
 1381 and philosophical position papers, applied research, and articles based on
 1382 topics of interest to educators.
 1383 3. International dues shall include a subscription to *The Delta Kappa Gamma*
 1384 *Bulletin*.
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- 1387 4. Manuscripts submitted for publication in *The Delta Kappa Gamma Bulletin*
 1388 shall be peer reviewed by members of the Editorial Board. For the purpose
 1389 of scholarly integrity, external reviewers may be consulted.
 1390 5. The Editorial Board shall
 1391 a. consist of four (4) appointed members, the editor, and the assigned
 1392 professional staff, ex officio, with vote;
 1393 b. be appointed by the international president upon recommendation of
 1394 the assigned professional staff and the editor;
 1395 c. work with the editor and be responsible for selecting manuscripts,
 1396 developing editorial policy, selecting style guidelines, and establishing
 1397 themes for *The Delta Kappa Gamma Bulletin* in collaboration with the
 1398 Communications and Publicity Committee; and
 1399 d. uphold standards of high quality in evaluating manuscripts for *The Delta*
 1400 *Kappa Gamma Bulletin*.
 1401 6. Application forms shall be completed and submitted by members desiring
 1402 appointment to the Editorial Board.
 1403 7. The expenses of one (1) Editorial Board meeting in the first year of a
 1404 biennium to review the manuscript selection procedure shall be paid in full
 1405 by the Society.
 1406 8. Actions of the Editorial Board shall be reviewed by the Communications
 1407 and Publicity Committee and referred to the Administrative Board.
 1408

1409 **Section D. Collegial Magazine (adopted at 2014 convention)**

- 1410 1. The Delta Kappa Gamma collegial magazine shall be published two (2)
 1411 times a year. Print versions will be mailed to members.
 1412 2. Purposes of The Delta Kappa Gamma collegial magazine
 1413 a. to publish articles and personal works submitted by members and related
 1414 to the purposes of the Society;
 1415 b. to provide an informal magazine that promotes the professional and
 1416 personal growth of members through publication of their writings;
 1417 c. to promote excellence in education through the publication of practical
 1418 teaching information, chapter program and development ideas; and
 1419 personal reflections on topics of interest to women and women educators.
 1420 3. International dues shall include a subscription to The Delta Kappa Gamma
 1421 collegial magazine.
 1422 4. Articles and personal works submitted for publication in The Delta Kappa
 1423 Gamma collegial magazine shall be reviewed by members of the Editorial
 1424 Board and/or recommended by the Arts & Humanities Jury.
 1425 5. The Editorial Board shall be the same as constituted for *The Delta Kappa*
 1426 *Gamma Bulletin* and complete the same tasks relative to the collegial
 1427 magazine.
 1428

1429 **Section E. Rituals and Ceremonies**

1430 The Society shall provide examples of initiation and installation ceremonies. These
 1431 may be adapted to meet needs at the chapter, state organization, or international
 1432 level.

1433
 1434 **Section F. Electronic Communications**

1435 The Society at all levels may establish and maintain various types of electronic
 1436 communications to facilitate meetings and to communicate with members.

1437
 1438 **Article XIII**
 1439 **Awards**

1440
 1441 **Section A. International Awards**

1442 The Society provides awards for members and for non-members.

- 1443 1. The International Achievement Award, international scholarships, Golden
 1444 Gift Awards (seminar), Emergency Fund Awards, doctoral recognition, and
 1445 the International Speakers Fund Awards are granted to members.
- 1446 2. The Educators Book Award and grants-in-aid are granted to members or
 1447 non-members.
- 1448 3. World Fellowships are granted to non-members.

1449
 1450 **Section B. Awards Granted to Members**

- 1451 1. International Achievement Awards
 - 1452 a. The gold medallion and chain known as the International Achievement
 1453 Award is given annually by the Society to a leader who has merited
 1454 recognition for her distinguished record in the Society. The medallion
 1455 shall be worn only by members who have been voted that honor and
 1456 privilege by the international Executive Board.
 - 1457 b. The International Achievement Award shall be presented at an
 1458 international convention or at a regional conference. An announcement
 1459 of the award shall be published in the *DKG NEWS*.
 - 1460 c. An International Achievement Award medallion returned to the Society
 1461 shall be presented to a future recipient.
 - 1462 d. The international president shall act in conjunction with the corporate
 1463 secretary and another member of the Society Headquarters staff
 1464 annually to review recommendations made by members, chapters, or
 1465 state organizations on forms provided by Society Headquarters. Names
 1466 of eligible candidates shall be submitted to the Executive Board for vote.
 1467 The recipient shall be selected by the Executive Board using preferential
 1468 ballot. If there be but one (1) nominee, election shall be by four-fifths
 1469 (4/5) vote.

1470

- 1471 2. Emergency Fund Awards
1472 a. The Society shall maintain a fund to provide assistance to members who
1473 have sustained loss due to natural catastrophic disasters.
1474 b. The fund shall be maintained by voluntary contributions.
1475 c. Recipients of the award are recommended by chapter and state
1476 organization presidents.
- 1477 3. Golden Gift Awards
1478 a. The Golden Gift Fund Awards provide opportunities for selected
1479 members to develop leadership, communication, and management skills
1480 and to meet specific educational and professional needs.
1481 b. The Golden Gift Fund Committee shall select recipients of the Golden
1482 Gift Awards.
- 1483 4. Recognition of Members Who Have Earned Doctorates
1484 a. Members who have earned doctorates shall be recognized each biennium
1485 at the international convention.
1486 b. Copies of a list containing the names of the members who have earned
1487 doctorates during the biennium, along with the title and date of their
1488 dissertations, shall be distributed at each international convention.
1489 c. The list shall be announced in the *DKG NEWS*, published on the
1490 Society website, and mailed (postal) to each person listed.
1491 d. A permanent file of awardees shall be maintained at Society
1492 Headquarters.
- 1493 5. Scholarship Awards
1494 a. The Society offers up to twenty-nine (29) annual international
1495 scholarships for graduate study:
1496 (1) The Annie Webb Blanton Scholarship
1497 (2) The Berneta Minkwitz Scholarship
1498 (3) The M. Margaret Stroh Scholarship
1499 (4) The Eula Lee Carter Scholarship
1500 (5) The Maycie K. Southall Scholarship
1501 (6) The Norma Bristow Salter Scholarship
1502 (7) The Founders Scholarship
1503 (8) The A. Margaret Boyd Scholarship
1504 (9) The Edna McGuire Boyd Scholarship
1505 (10) The Zora Ellis Scholarship
1506 (11) The Ola B. Hiller Scholarship
1507 (12) The Eunah Temple Holden Scholarship
1508 (13) The Alida W. Parker Scholarship
1509 (14) The Carolyn Guss Scholarship
1510 (15) The Catherine Nutterville Scholarship
1511 (16) The J. Maria Pierce Scholarship
1512 (17) The Lois and Marguerite Morse Scholarship

- 1513 (18) The Blanton Centennial Scholarship
 1514 (19) The Golden Anniversary Scholarship
 1515 (20) The Mary Frances White Scholarship
 1516 (21) The Lettie P. Trefz Scholarship
 1517 (22) The Sixtieth Anniversary Scholarship
 1518 (23) The Mamie Sue Bastian Scholarship
 1519 (24) The Emma Reinhart Scholarship
 1520 (25) The Emma Giles Scholarship
 1521 (26) The Seventieth Anniversary Scholarship
 1522 (27) The Marjorie Jeanne Allen Scholarship
 1523 (28) The Dr. Evelyn L. Milam 1 Scholarship
 1524 (29) The Dr. Evelyn L. Milam 2 Scholarship
 1525 b. The Society offers two (2) biennial international scholarships:
 1526 (1) The Hazel Johnson Memorial Scholarship given in the even-
 1527 numbered year.
 1528 (2) The Mary Katherine Shoup Scholarship given in the odd-
 1529 numbered year.
 1530 6. International Speakers Awards
 1531 a. The award pays travel expenses for the exchange of Society speakers
 1532 among member countries at Delta Kappa Gamma functions.
 1533 b. Members may apply to be an international speaker.
 1534 c. State organizations may apply to receive an international speaker.
 1535

1536 Section C. Awards Granted to Members or Non-members

- 1537 1. Educators Book Award
 1538 a. The Educators Book Award recognizes outstanding women authors
 1539 whose work may influence the direction of thought and action necessary
 1540 to meet the needs of today's complex society. The content must be of
 1541 more than local interest with relationship, direct or implied, to education
 1542 everywhere.
 1543 b. The book must be copyrighted in its first edition during the period of
 1544 January 1 through December 31 of the year preceding the award. A book
 1545 in a language other than English shall be considered by the Educators
 1546 Award Committee in the year following its first publication in English.
 1547 c. A book may be submitted by the author or the publisher.
 1548 2. Grant-in-Aid Awards
 1549 a. The term *grant-in-aid* shall represent the general category of awards
 1550 granted by state organizations and chapters that are supported by funds
 1551 other than the scholarship fee.
 1552 b. The specific title of a grant-in-aid award is the choice of the presenter.
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1555 **Section D. Awards That May be Granted Only to Non-members**
 1556 World Fellowships
 1557 World Fellowships may be awarded to non-member women educators who are not
 1558 citizens or permanent residents of the United States of America and Canada.

1559 **Article XIV** 1560 **Affiliates**

1562 **Section A. Affiliates**

- 1564 1. An *affiliate* is defined as an organizational partnership with The Delta Kappa
 1565 Gamma Society International providing opportunities for members and
 1566 the Society to further the organization's Mission and Purposes through
 1567 worthwhile activities.
- 1568 2. The Society seeks to establish positive alliances with organizations that
 1569 share a common philosophy as reflected in the Mission and Purposes.

1570 **Section B. Institute of International Education (IIE)**

1571 The Society affiliation with the Institute of International Education (IIE) was
 1572 established during the 1958-60 biennium.

- 1574 1. The IIE is a private non-profit organization that administers the student
 1575 portion of the Fulbright Program.
- 1576 2. The Society's affiliation with IIE provides the screening process and testing
 1577 results for the World Fellowship Committee to select recipients to study in
 1578 the United States of America.

1579 **Section C. United Nations**

- 1581 1. The Delta Kappa Gamma Society International was granted Non-
 1582 Governmental Organization (NGO) status with the United Nations
 1583 Department of Public Information (UN/DPI) in 1995.
- 1584 2. The Delta Kappa Gamma Society International was granted consultative
 1585 status with the United Nations Economic and Social Council (ECOSOC)
 1586 in 2003.

1587 **Article XV** 1588 **Parliamentary Authority**

- 1591 1. International
 1592 The rules contained in *Robert's Rules of Order Newly Revised* (current
 1593 edition) shall govern international proceedings in all cases to which they
 1594 are applicable and in which this authority is not inconsistent with the
 1595 *Constitution*, the *International Standing Rules*, or other adopted Society rules,
 1596

- 1597 and any statutes applicable to this organization that do not authorize the
 1598 provisions of the *Constitution* to take precedence.
 1599 2. State organization and chapter
 1600 State organizations shall designate in state organization bylaws a recognized
 1601 manual of parliamentary procedure for the governance of the state
 1602 organization and its chapters in all instances in which the authority is not
 1603 inconsistent with this *Constitution* or other adopted Society rules.

1604 **Article XVI** 1605 **Amendments** 1606

1607 **Section A. Amendments to the *Constitution***

- 1608 1. Proposals for amending the *Constitution* may be considered every four (4)
 1609 years.
 1610 2. Proposals for amending
 1611 a. may be submitted to the chair of the Constitution Committee by any
 1612 member, committee, board, chapter, or state organization;
 1613 b. shall be submitted on forms provided by the Constitution Committee;
 1614 c. shall be accompanied by a statement of fiscal impact on current and
 1615 future budgets confirmed by the Finance Committee;
 1616 d. shall be studied by the Constitution Committee and recommendations
 1617 for changes submitted to the Administrative Board for approval before
 1618 they are submitted to a vote at the international convention; and
 1619 e. that have been rejected by the Administrative Board shall be submitted
 1620 to a vote of the convention when such a request is made in writing by
 1621 one-third (1/3) or more of the state organization presidents. Such a
 1622 request shall be submitted to the international president no later than
 1623 January 20 of the convention year and shall be published no later than
 1624 the March/April issue of the *DKG NEWS*.
 1625 3. Notification of proposed amendments
 1626 All amendments to be voted upon by the convention shall be presented to
 1627 the membership in print form no later than the March/April issue of the
 1628 *DKG NEWS*.
 1629 4. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall
 1630 be required for the adoption of an amendment to the *Constitution*.
 1631 5. The adopted amendments take effect immediately upon adoption unless a
 1632 proviso states otherwise.
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1635 **Section B. Amendments to the *International Standing Rules***

- 1636 1. Proposals for amending the *International Standing Rules* may be considered
 1637 at each international convention.
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- 1639 2. Proposals may be submitted to the chair of the Constitution Committee
- 1640 by any member, committee, board, chapter, or state organization on forms
- 1641 provided by the Constitution Committee.
- 1642 3. Proposals submitted to the Constitution Committee shall be accompanied
- 1643 by a statement of fiscal impact on current and future budgets confirmed by
- 1644 the Finance Committee.
- 1645 4. Proposals will be studied and edited for correct form by the committee
- 1646 before presentation to the Administrative Board for review.
- 1647 5. All proposed amendments will be published no later than the March/April
- 1648 issue of the *DKG NEWS* with the recommendation of the Administrative
- 1649 Board to adopt or not to adopt.
- 1650 6. Vote for adoption
- 1651 a. A standing rule may be amended or rescinded by a majority vote, a
- 1652 quorum being present, if the notice of the proposed change has been
- 1653 published in the *DKG NEWS*.
- 1654 b. An amendment that has not been published will require a two-thirds
- 1655 (2/3) vote, a quorum being present, to be adopted or rescinded.
- 1656 7. The adopted amendments will take effect immediately upon adoption unless
- 1657 a proviso states otherwise.
- 1658

1659 **Section C. Revision**

1660 The *Constitution* may be revised only upon authorization by the international
 1661 convention.

- 1662 1. Preparing and presenting an authorized revision shall be the duty of an ad
- 1663 hoc Revision Committee appointed by the international president. The
- 1664 committee shall include members of the Constitution Committee.
- 1665 2. The proposed revision shall be mailed to the members no later than the
- 1666 March/April issue of the *DKG NEWS*.
- 1667 3. If a revision is authorized, there shall be no other amendments proposed to
- 1668 the existing *Constitution*.

1669 **Article XVII**
 1670 **Indemnification**
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 1673 Any director, officer, employee, or agent of The Delta Kappa Gamma Society
 1674 International who has been or is threatened to be made a party to any threatened,
 1675 pending, or completed action, suit, or proceedings, shall be indemnified for all
 1676 expenses and liabilities actually and reasonably incurred in connection therewith to
 1677 the extent permitted by Chapter 8 of the Texas Business Organizations Code, as
 1678 amended.

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* Check Society website for complete Conflict of Interest document.

**Article XVIII
Conflict of Interest***

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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 taxation under the Internal Revenue Code of 1954 or any subsequent Internal Revenue law. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.
2. State organization
Each state organization shall provide in its bylaws for its own possible dissolution in accordance with the incorporation statutes of the political entity by which the state organization was chartered.
3. Each state organization shall provide in its bylaws for possible chapter dissolution which shall include the following:

- 1723 a. Before a chapter is dissolved, the approval of the state organization
1724 executive board must be obtained.
- 1725 b. Careful consideration shall be given to the manner in which
1726 those desiring to maintain membership transfer to other chapters.
1727 International procedures must be followed.
- 1728 c. Any remaining funds in the chapter account shall be sent to the state
1729 organization treasurer and deposited in the available fund.
- 1730 d. Chapter paraphernalia, Society publications, and chapter records shall be
1731 retained in the state organization archives and made available for use.
- 1732 e. The charter must be returned to the state organization to be forwarded
1733 to the Society Headquarters.
- 1734 f. The state organization executive board shall decide whether the Greek
1735 name shall be reused.

Article XX

The Delta Kappa Gamma Society Educational Foundation An Enabling Act

Section A.

1742
1743 As a means of furthering the educational purposes of The Delta Kappa Gamma
1744 Society, consent is given to the establishment and operation of an educational
1745 corporation under the Texas Non-Profit Corporation Act, to be named, "The
1746 Delta Kappa Gamma Educational Foundation," for such purposes and to be
1747 formed and operated in such way that said Foundation will be exempt from
1748 federal income taxation under the Internal Revenue Code now or which shall
1749 hereafter be in effect; and the proper officers of The Delta Kappa Gamma
1750 Society are authorized to advise the Secretary of State of Texas that The Delta
1751 Kappa Gamma Society approves and consents to the use of such name by said
1752 Foundation.

Section B.

1753
1754 Such officers of The Delta Kappa Gamma Society as are or may be designated in
1755 the bylaws of said Foundation are authorized to act as officers and trustees of The
1756 Delta Kappa Gamma Educational Foundation, and the International Executive
1757 Board of the Society is authorized to elect trustees of said Foundation, according
1758 to the bylaws of said Foundation.

Section C.

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1762 Consent is given to the use by The Delta Kappa Gamma Educational Foundation
1763 of the office of The Delta Kappa Gamma Society in Austin, Texas, as its office.
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Section D.

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

**International Standing Rules
of The Delta Kappa
Gamma Society International**



P.O. Box 1589
Austin, TX 78767-1589

Revised 2010
Amended 2012, 2014, 2016

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1. Name and Emblems

1.0 Name and Emblems – 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 The official seal of the Society is used only by the Society Headquarters.
- 1.04 The key of the Society may be used on official Society materials such as stationery, yearbooks, websites, and programs.
- 1.05 Platform flags owned by the Society shall be used for international conventions. Use at other international functions is determined by the Administrative Board.

1.1 Jewelry

- 1.11 Official jewelry and paraphernalia are purchased from the authorized supplier.
- 1.12 The keypin signifying membership in the Society shall include the key as described in the *Constitution* Article I,C.
- 1.13 The international, state organization, and chapter president's pin shall be presented by the respective organization at the time of installation.
- 1.14 At the discretion of the chapter executive board, returned keypins may be given or sold to initiates or to members who have lost their keypins.
- 1.15 Presidents' pins returned to International, state organizations, or chapters may be given or sold by the respective organization to presidents in office or to past presidents.
- 1.16 The official jewelry may be worn on a ribbon or other manner as desired by the member.

3. Membership

3.0 Membership - General

- 3.01 A candidate elected for active or honorary membership at any level shall be initiated within a period of one (1) year from the time of election.
- 3.02 A member may submit a recommendation for a candidate's election to membership to any chapter.
- 3.03 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.I. 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 Attendance**
- 3.41 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.
- 3.5 Termination**
- 3.51 The chapter shall keep a record of members terminated, including the reason and date of termination. A report of members terminated shall be a part of the minutes of a chapter executive board and/or chapter meeting.

4. Finance

4.0 Finance - General

4.1 Dues

- 4.11 International active dues shall be U.S. Forty and No/100 Dollars (\$40.00) and international reserve dues shall be U.S. Twenty and No/100 Dollars (\$20.00). Beginning in 2012 international active and international reserve 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 shall be set biennially by the Executive Board and approved by the convention.
- 4.13 The Administrative Board may make adjustments in dues and other required payments for chapters or state organizations impacted by major political upheavals, severe natural disasters, or penalty exchanges between the monetary units of member countries and the United States dollar.
- 4.14 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 Initiation Fee

- a. The initiation fee shall be U.S. Ten and No/100 Dollars (\$10.00).
- b. The initiation fee shall be allocated:
 - Chapter U.S. \$5.00
 - State Organization . . . U.S. \$2.50
 - International U.S. \$2.50

4.22 Scholarship Fee

- a. The scholarship fee shall be U.S. One Dollar and No/100 (\$1.00).
- 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 U.S. Forty-Nine and 50/100 Dollars (\$49.50).

4.3 Payment of Dues and Fees

- 4.31 A member pays dues and fees to the chapter treasurer, who sends international and state organization dues and fees to the state organization treasurer.
- 4.32 The state organization treasurer sends international dues and fees to Society Headquarters.

4.4 Financial Assessments

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

4.5 Other Income

- 4.51 Non-dues revenue shall be deposited into Society funds as determined by the Administrative Board unless placement is specified in the *International Standing Rules*.
- 4.52 Income from sales of *Our Heritage* shall be deposited into the Permanent Fund.
- 4.53 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.
- 4.54 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.

- 4.55 When undesignated monetary gifts in excess of U.S. One Thousand and No/100 Dollars (\$1,000.00) 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 U.S. One Thousand Dollars (\$1,000.00) or less, the international president, corporate secretary, and assigned professional staff shall determine the placement.

4.6 International Funds

4.61 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.

4.62 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 U.S. Ten Thousand and No/100 Dollars (\$10,000.00) for doctoral studies; and U.S. Six Thousand and No/100 Dollars (\$6,000.00) for other graduate studies.
- c. The Scholarship Fund investment principal shall be maintained at an amount no less than U.S. One Million and No/100 Dollars (\$1,000,000.00).

4.63 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 each year.
- 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.

4.64 Educators Award Fund

- a. The endowment for the fund shall be U.S. Twenty-Five Thousand and No/100 Dollars (\$25,000.00). The excess amount in the fund shall be used for awards.
- b. The amount of the Educators Book Award shall be U.S. Two Thousand Five Hundred and No/100 Dollars (\$2,500.00).

4.65 Emergency Fund

Awards from the fund are U.S. Five Hundred and No/100 Dollars (\$500.00) each to members recommended by chapter and state organization presidents.

4.66 Eunah Temple Holden Leadership Fund

- a. The invested principal of the fund shall remain no less than U.S. One Hundred Thousand and No/100 Dollars (\$100,000.00).
 - 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 Eunah Temple Holden Leadership Fund Committee.
 - d. Expenses incurred in the administration of the fund shall be paid from the investment income earned.
- 4.67 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 U.S. One Million and No/100 Dollars (\$1,000,000.00).
- 4.68 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.
- 4.69 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.
- 4.70 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 U.S. Four Thousand and No/100 Dollars (\$4,000.00). Extensions not to exceed

a total of U.S. Three Thousand and No/100 Dollars (\$3,000.00) per recipient may be granted in subsequent years.

4.8 Financial Accounting

- 4.81 The Available Fund budget shall include allocations for maintaining and staffing a headquarters facility and carrying out the business operations of the Society.
- 4.82 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.
- 4.83 The Administrative Board may approve necessary expenditures not to exceed a total of U.S. Ten Thousand and No/100 Dollars (\$10,000.00) 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.
- 4.84 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.
- 4.85 Meetings
 - a. International Conventions
 - (1) Administrative Board members, international committee chairs, and the music representative 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 outgoing and incoming international presidents. 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. Regional Conferences
 - (1) The international president shall be reimbursed for her regional conference expenses.
 - (2) The international president may make special assignments to members who shall be reimbursed for conference expenses.
 - (3) The Society shall pay the expenses of an area representative to attend one (1) regional 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 U.S. Thirty Cents (\$.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 U.S. Thirty Cents (\$.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 (\$.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 (\$.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 regional 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) Incoming state organization educational excellence committee chairs or their representatives, state organization membership committee chairs or their representatives, assigned international Educational Excellence Committee members and assigned international Membership Committee members attending their respective workshops 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) State organization treasurers, state organization editors, and state organization webmasters, or their representatives, attending their respective workshops shall be provided one (1) group meal.
 - i. International President's Planning Meeting
 - Members of the Administrative Board, international committee chairs, and forum chairs attending the president's planning meeting shall be reimbursed for transportation expenses.
- 4.86 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 Criteria for International Expansion

- a. In consultation with the international president and the corporate secretary, the Expansion Committee shall recommend areas of expansion to the Administrative Board for study. The study of the country shall be made by the Expansion Committee with assistance from the appropriate area representative, the appropriate regional director, and/or members who are knowledgeable about the region and who have served at the international level. Essential elements of analyses will include
 - (1) the investigation of the necessity, feasibility, and benefits of registration with a government as a non-profit educational organization;
 - (2) the requirements for legal recognition by the state organization political division;
 - (3) the needs and interests of women educators in the region;
 - (4) the potential for constructive international dialogue about educational issues; and
 - (5) the identification of sufficient prospective members to ensure a viable chapter - the number and professional characteristics of the women educators being a reflection of local demographics and geographical consideration.
- b. The results of the study and the recommendations for expansion into a new country shall be submitted to the international Executive Board for approval.
- c. Selection of members, their orientation, and the organization of a state organization or a chapter shall follow approval by the Executive Board.
- d. Adequate ongoing budgetary support for expansion efforts, with prior approval of the international president and the corporate secretary, may include
 - (1) translation of key documents and materials, utilizing the services of professional translators, and providing cultural, legal, and conceptual accuracy of translations; translators may include the chair of the Expansion Committee, the area representative and/or the regional director, consultants from the region and other bilingual members;
 - (2) organization of chapters, including orientation of founders and/or charter members;
 - (3) installation and initiation costs for the state organization and chapter(s) established when the new organization is formed, including keypins and initiation fees for founders and/or charter members, membership certificates, copies of the governing documents, plus travel expenses of the organizer(s) and the international president;
 - (4) periodic assessment of the need for leadership development training;
 - (5) input from area representatives, regional directors, and chapter officers/ members into the functioning of the Society in their areas; and
 - (6) the area and/or regional workshops.

- 5.32 The Expansion Committee shall be permitted to use budgeted funds for
 - a. expansion into countries where no unit of the Society exists;

- b. strengthening existing state organizations in member countries other than the United States of America; 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 D.F., 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 U.S. Three Thousand and No/100 Dollars (\$3,000.00) per year. The United States Forum shall be funded at U.S. Twelve Thousand and No/100 Dollars (\$12,000.00) per year. Annual budgets and accounting reports of funds shall be submitted 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 The chairs of forums shall be members other than elected officers at the international level and shall be selected by the members of each forum. Each forum determines its method of election.

5.54 At international conventions and regional conferences, a two (2)-hour block of time shall be planned as a working session for each forum unit at a time not conflicting with other activities. Rooms should be of adequate size.

5.55 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 regional 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;
 - 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) regional conference to participate effectively in the activities.

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) regional 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

8.000 Committees – General

- 8.001 No two (2) members of any state organization may serve simultaneously on the same international standing committee.
- 8.002 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.
- 8.003 Standing committees shall report biennially.
- 8.004 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.
- 8.005 Each standing committee shall prepare a list of duties/procedures supported by the governing documents and approved by the Administrative Board. All standing committee procedural documents shall be placed in each international committee's procedures manual, distributed to committee members, maintained at Society Headquarters, and passed on to successive committees.
- 8.006 Committee programs and projects begin and end consistent with the dates of the biennium for which the committees were appointed or elected.

8.010 Communications and Publicity Committee

- 8.011 The committee shall provide support to assist state organizations and chapters in effectively communicating with members and external groups.
- 8.012 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.
- 8.013 The committee shall recommend to the Administrative Board general guidelines for conducting 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.
- 8.014 Technology groups may be appointed by the international president to assist members in electronic communication applications, electronic publications, online courses, and other areas.

8.020 Constitution Committee

- 8.021 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*.

- 8.022 State organizations shall take prompt action to keep their bylaws current as well as consistent with the *Constitution* in its most recent revision.
- 8.023 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.
- 8.030 Constitution Interpretation Committee**
- 8.031 The committee rulings shall be published in the *DKG NEWS* and on the Society website.
- 8.040 Expansion Committee**
- 8.041 The committee shall be permitted to use budgeted funds for expansion into countries where no unit of the Society exists and/or for strengthening existing state organizations in member countries other than the United States of America.
- 8.042 The committee shall monitor and assist 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.
- 8.050 Finance Committee**
- 8.051 The committee shall hold three (3) meetings each biennium, one (1) during the first year and two (2) during the second year.
- 8.060 Leadership Development Committee**
- 8.061 The international Leadership Development Committee shall present a two-day (2) leadership development conference prior to each regional 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.
- 8.062 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.
- 8.063 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.
- 8.064 The Leadership Development Committee shall provide for leadership training opportunities for state organization and chapter parliamentarians during regional conferences and international conventions.
- 8.065 Each state organization president shall be responsible for providing leadership development within her state organization.

8.066 Chapter presidents shall assume the responsibility of encouraging chapter activities which develop the leadership potential of each chapter member.

8.070 Membership Committee

8.071 The committee shall create or review and recommend to the international president materials to recruit members and promote active membership at all levels.

8.072 The committee shall conduct a memorial for deceased members at each international convention.

8.080 International Nominations Committee

8.081 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.

8.082 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 recommendation form must be completed for each person recommended. If a member is recommended for more than one position, a separate recommendation 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 regional conference. She shall have organizational ability and experience.
 - (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 recommendations to the international Nominations Committee
 - (1) An official recommendation form must be completed for each person recommended, with careful attention given to the following points:
 - (a) The office for which the person is being recommended shall be stated.
 - (b) The person recommended 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 recommendation 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 making the recommendation shall be clearly indicated in the space provided.

- (2) Endorsement forms supporting the official recommendations 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 Nominations Committee reserves the right to place a name in nomination for a position other than that recommended.

8.090 Non-dues Revenue Committee

8.091 The committee shall assist the Administrative Board in identifying advertisers, sponsors, and vendors for regional conferences and international conventions.

8.100 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.

8.110 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 10 or November 10 of each year.
- g. The committee shall select the state organizations to receive speakers on the basis of the funds available.

8.120 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 U.S. Three Thousand and No/100 Dollars (\$3,000.00) per biennium.

10. International Conventions and Regional Conferences

10.0 International Conventions and Regional 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 regional conference.

10.2 International Conventions

10.21 Convention Materials

- a. Sufficient copies of the international reports shall be available for each member attending the international convention, for members of the international Executive Board, for state organization treasurers, for chapter presidents, and for members who request them.

- 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 Voting for all international officers, members-at-large, area representatives, and members of elected committees shall be held on the day preceding the last day of the convention between the hours of 6:30 a.m. and 9:00 a.m.
- 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 Regional Conferences**
- 10.34 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.
- 10.35 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.
- 10.36 The regional director may delegate to committees or individuals the authority to select favors, plan entertainment, etc., for the regional 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 Publicity 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 Publicity 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.

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
 - (1) of current Administrative and international Executive Board members;
 - (2) of past international presidents;

- (3) of those currently serving the Society at the international level;
 - (4) of international honorary members; and
 - (5) of 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 regional 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 Journal - *The Delta Kappa Gamma Bulletin*

- 12.21 *The Delta Kappa Gamma Bulletin* may include
- a. articles on the selected theme;
 - b. message from the international president;
 - c. viewpoints on current educational and/or legislative issues;
 - d. book reviews, including
 - 1. Educators Book Award winner(s)
 - 2. Educators Book Award honorable mention selection(s);
 - e. selected and edited research findings;
 - f. letters to the editor;
 - g. reports of international award recipients;
 - h. a cumulative author, title, and subject index in each volume; and
 - i. members' poetry and/or artwork.
 - j. abstracts printed in languages other than English.
- 12.22 The annual subscription rate for non-members for the three (3) issues of *The Delta Kappa Gamma Bulletin* shall be U.S. Twenty-One and No/100 Dollars (\$21). Single copy rates shall be U.S. Seven and No/100 Dollars (\$7).
- 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 U.S. Ten and No/100 Dollars (\$10). Single copy rates shall be U.S. Five and No/100 Dollars (\$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 U.S. Two Thousand Five Hundred and No/100 Dollars (\$2,500.00) 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 U.S. Five Hundred and No/100 Dollars (\$500.00) 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. U.S. Ten Thousand and No/100 Dollars (\$10,000.00) for doctoral studies; and
- b. U.S. Six Thousand and No/100 Dollars (\$6,000.00) 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 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 U.S. Four Thousand and No/100 Dollars (\$4,000.00). Extensions not to exceed a total of U. S. Three Thousand and No/100 Dollars (\$3,000.00) per recipient may be granted in subsequent years.
- 13.75 Guidelines for the World Fellowship Committee
- a. The committee selects women educators applying for study in the United States of America by using dossiers supplied by the Institute of International Education (I.I.E.).
 - b. The committee selects women educators applying for study in member countries other than the United States of America using dossiers comparable to those from I.I.E. The dossiers are supplied by the World Fellowship committees in the approved member countries.
 - c. Member countries offering graduate degree programs for World Fellowship recipients must be approved by the Executive Board.
 - d. Residents of member countries approved for graduate degree programs for World Fellowship recipients may not apply for World Fellowship grants.
 - e. Delta Kappa Gamma members may not apply for World Fellowship grants.
 - f. The number of grants, initial and extension, to any one (1) World Fellowship recipient shall not exceed the number of years indicated by the college or university as reasonable for completion of the degree for which 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.