

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

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P.O. Box 1589  
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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**

73

#### 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.

97  
98 **Section D. Transfer**

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

101  
102 **Section E. Termination of Membership**

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

105  
106 **Section F. Reinstatement**

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

109  
110 **Article IV**  
111 **Finance**

112  
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.

121  
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

- 127 3. Honorary Fee  
 128 The initiating unit of the Society shall pay a lifetime fee for each honorary  
 129 member at the time of initiation.  
 130

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

- 132 1. A member shall pay annual dues and fees no later than October 31 of each  
 133 year. On November 1, a member shall be dropped for non-payment of dues  
 134 and fees.  
 135 2. A member initiated on or after July 1 and before April 1 shall pay initiation  
 136 fee, dues, and scholarship fee at the time of initiation. A member reinstated  
 137 on or after July 1 and before April 1 shall pay dues and scholarship fee only.  
 138 Immediately thereafter, the state organization and international portions of  
 139 the dues and fees shall be sent to the state organization treasurer.  
 140 3. A member initiated on or after April 1 and before July 1 shall pay only  
 141 initiation fee at the time of initiation. Immediately thereafter, the state  
 142 organization and international portions of the fees shall be sent to the state  
 143 organization treasurer. A member reinstated on or after April 1 and before  
 144 July 1 shall pay no fees at the time of reinstatement. Dues and scholarship  
 145 fee for the ensuing year shall be paid no later than October 31.  
 146

147 **Section D. Financial Assessments**

148 Financial assessments may be levied only by the chapter.  
 149

150 **Section E. Other Income**

151 The Society shall receive and utilize income from sources other than dues and fees  
 152 – including but not limited to gifts, bequests, and royalties – in accordance with  
 153 policies in the *International Standing Rules* or as determined by the Administrative  
 154 Board.  
 155

156 **Section F. Funds**

- 157 The Delta Kappa Gamma Society International Funds  
 158 1. The Available Fund - *all levels*  
 159 At each level this fund shall be the operating fund and shall require a budget.  
 160 2. The Scholarship Fund - *all levels*  
 161 a. The Society and each state organization shall maintain a scholarship  
 162 fund for the benefit of members. A chapter may maintain a scholarship  
 163 fund.  
 164 b. The scholarship fee paid by a member shall be divided as follows:  
 165 (1) twenty percent (20%) to the international fund  
 166 (2) eighty percent (80%) to the state organization fund if the chapter  
 167 does not maintain a chapter scholarship fund or twenty percent  
 168



- 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.

251

252

- 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 purposes  
 327 of rendering better service to the membership including the  
 328 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 and  
 334 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 (10)  
 341 state organizations in the Southwest Region (Baja California, Costa  
 342 Rica, El Salvador, Guatemala, Jalisco, Mexico D. F., Nuevo Leon,  
 343 Panama, Puebla, San Luis Potosi), and represents members in one (1)  
 344 state organization in the Northeast Region (Puerto Rico).
- 345 5) A state organization, with the approval of its members, may apply to  
 346 the international Executive Board for assignment to another region.
- 347 b. Forums
- 348 The Delta Kappa Gamma Society International shall have forums as  
 349 designated in the *International Standing Rules*.
- 350 1) The plan for each forum shall be determined by its participants.  
 351 2) These forum units serve the interests of members.  
 352 3) The international president shall provide for appropriate orientation  
 353 of forum leaders during the president's planning meeting.  
 354 4) The Administrative Board shall provide for the following:  
 355 (a) the update and approval of the *Guidelines for Forum Planning*  
 356 which shall include both Society guidelines and operational  
 357 rules determined by each forum  
 358 (b) the resolution of conflicts involving breach of rules contained  
 359 in the *Constitution*, the *International Standing Rules*, and in the  
 360 *Guidelines for Forum Planning*.
- 361 5) At regional conferences and international conventions a definite time  
 362 for separate forums shall be scheduled for Canadian, European, Latin  
 363 American, and United States of America members to meet for the  
 364 purposes of discussing problems and concerns related to their areas.  
 365 6) Forums shall report as specified in the *International Standing Rules*.

## 366 **Article VI**

### 367 **Officers**

#### 369 **Section A. Officers**

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

379 (selected by the executive board), plus the option of a second vice-president  
380 and/or a corresponding secretary (both elected).

- 381 a. A state organization may add an executive secretary, if desired, to be  
382 selected by the executive board.
- 383 b. A state organization with an executive secretary may exclude the office  
384 of secretary and assign the duties of the office to the executive secretary,  
385 who shall serve as a member ex officio, without vote, of the executive  
386 board.

### 387 3. Chapter Officers

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

392

## 393 **Section B. Related Personnel**

### 394 1. International

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

### 399 2. State Organization

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

### 403 3. Chapter

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

407

## 408 **Section C. Duties**

### 409 1. President

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

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

463 The second vice-president shall serve as presiding officer in the absence  
464 of both the president and the first vice-president. In the event of the  
465 resignation or death of either the president or the first vice-president, she  
466 shall succeed to the office of first vice-president and serve until the next  
467 regular election of officers. The second vice-president shall perform such  
468 other duties as the president or the executive board shall assign to her.

469 3. Regional Directors - *international*

470 The regional directors shall be members of the Administrative Board and  
471 of the Executive Board. They shall serve as liaison officers between these  
472 boards and their respective regions. They shall communicate with state  
473 organizations in their region, conduct regional conferences, and encourage  
474 growth within the region. They shall perform such other duties as the  
475 president or the Executive Board shall assign to them.

476 4. Members-at-Large - *international*

477 The members-at-large shall be members of the Administrative Board and of  
478 the Executive Board. They shall provide liaison between these boards and  
479 the members. Each member-at-large shall perform such other duties as the  
480 president or Executive Board shall assign to her.

481 5. Area Representatives - *international*

482 The area representatives shall be members of the Administrative Board  
483 and of the Executive Board. They shall encourage and support the growth  
484 of state organizations within their respective areas and serve as liaisons  
485 between these areas and the Administrative Board. Each area representative  
486 shall fulfill additional duties as stated in the *Constitution* and the  
487 *International Standing Rules* and carry out any assignments delegated to her  
488 by the president.

489 6. Corporate Secretary - *international*

490 The corporate secretary shall

- 491 a. serve as the registered agent of The Delta Kappa Gamma Society  
492 International;
- 493 b. serve as a member ex officio, without vote, on the Administrative Board  
494 and on the Executive Board; and
- 495 c. be the executive department administrator (Society Headquarters).

496 7. Secretary - *state organization and chapter*

497 The secretary shall keep minutes of each meeting of the organization  
498 and furnish the president with a copy of such minutes. She shall serve as  
499 secretary to the Executive Board. She shall carry on such correspondence as  
500 may be delegated to her by the president.

501 8. Executive Secretary - *state organization (optional)*

502 The state organization executive secretary shall perform such duties as are  
503 prescribed in her contract and/or delegated by the executive board and  
504



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

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#### **Section D. Election and Term of Office**

##### **1. International**

- a. The president, the first vice-president, and the second vice-president shall be elected at the international convention by the state organization presidents.

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- b. Each of the regional directors shall be elected at the international convention by the state organization presidents within her region.
  - c. Members-at-large shall be elected at the international convention in the same manner as the president, the first vice-president, and the second vice-president. They shall not be designated as officers.
  - d. Each area representative shall be elected at the international convention by the state organization presidents within each respective area. They shall not be designated as officers.
  - e. Election of international elected personnel and trustees of The Delta Kappa Gamma Educational Foundation
    - (1) Each state organization president or official designee as she may name shall cast the ballot for the state organization after presenting proper identification to election officials appointed by the international president.
    - (2) The president from each state organization or her official designee shall be entitled to cast one (1) vote for each five (5) active and reserve members or major fraction thereof within the state organization. The vote of the state organization may be divided.
    - (3) Voting for all international officers, members-at-large, area representatives, and members of elected committees shall take place on the day preceding the last day of the convention at a time designated in the *International Standing Rules*.
    - (4) At the same time and place and on a separate ballot, each voting member of the international Executive Board shall cast one (1) vote for a nominee for each position to be filled on the Board of Trustees of The Delta Kappa Gamma Educational Foundation.
  - f. Terms of Office
    - (1) The term of each elected officer shall be two (2) years or until a successor is named. No officer may serve in the office longer than two (2) terms in succession. Officers shall take office immediately at the close of the international convention.
    - (2) The members-at-large shall be elected for a term of four (4) years or until a successor is named and shall not be eligible for re-election. The terms shall overlap, one (1) member being elected each biennium.
    - (3) The area representatives shall be elected for a term of two (2) years or until a successor is named.
2. State Organization
- a. The state organization officers, except the treasurer and the executive secretary, shall be elected by the state organization convention in odd-numbered years.
  - b. Election shall be in accordance with state organization bylaws.

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

604 **Section E. Vacancies**

605 1. International

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

610 2. State organization and chapter

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

615 **Article VII**  
 616 **Boards**

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 619 **Section A. International Boards**

620 1. Administrative Board

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

626 b. Duties of the Administrative Board

627 The board shall

- 628 (1) report to the international Executive Board;
- 629 (2) carry out the plans and policies adopted by the international
- 630 convention;

- 631 (3) have authority for Society property including management and  
 632 operations of Society Headquarters; [Article XI, Headquarters.]  
 633 (4) review the budget as presented by the Finance Committee before it  
 634 is submitted for adoption by the Executive Board;  
 635 (5) approve constitutional amendments to be submitted for vote by  
 636 the international convention; [See Article, XVI, A.2.e.]  
 637 (6) select and employ members of the Society Headquarters  
 638 professional staff whenever vacancies occur;  
 639 (7) engage financial, legal, or other consultants when the need arises,  
 640 and for as long as the need exists;  
 641 (8) adopt the annual audit report of the certified public accountant;  
 642 (9) act in the interim between conventions upon matters requiring  
 643 immediate decisions;  
 644 (10) provide for continued strategic planning and implementation;  
 645 (11) recommend year and hosting state organizations of international  
 646 meetings to the Executive Board;  
 647 (12) determine registration fees for regional conferences and for  
 648 international conventions; and  
 649 (13) review and approve sources of non-dues revenue to be generated at  
 650 the international level.
- 651 2. Executive Board - *international*
- 652 a. The members of the Executive Board shall be the president, the first  
 653 vice-president, the second vice-president, the regional directors, past  
 654 international presidents, the members-at-large, area representatives, and  
 655 the state organization presidents. Members of the Society Headquarters  
 656 professional staff, the parliamentarian, and the state organization  
 657 executive secretaries shall serve as members *ex officio*, without vote.
- 658 b. Duties of the International Executive Board
- 659 The Executive Board shall
- 660 (1) examine, modify if necessary, and adopt the available fund budget;  
 661 (2) elect trustees of The Delta Kappa Gamma Educational  
 662 Foundation;  
 663 (3) recommend policies and procedures for the consideration of the  
 664 convention;  
 665 (4) approve the year and hosting state organizations for international  
 666 meetings;  
 667 (5) define the number of regions and the constituent state  
 668 organizations of each;  
 669 (6) approve the establishment of new state organizations;  
 670 (7) establish procedures for the possible dissolution of a state  
 671 organization;  
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- 673 (8) select the recipient of the International Achievement Award by  
 674 preferential ballot which shall be submitted by mail (postal service);  
 675 and  
 676 (9) select the recipient(s) of international honorary membership.

### 677 **Section B. State Organization Executive Board**

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

### 700 **Section C. Chapter Executive Board**

- 701 1. The members of the chapter executive board shall be the elected officers of  
 702 the chapter, the immediate past president, and such other voting members  
 703 as shall be determined by the chapter. The treasurer and the parliamentarian  
 704 shall serve as members ex officio, the parliamentarian without vote, and the  
 705 treasurer also without vote if under remunerative contract for her services.
- 706 2. Duties of the Executive Board  
 707 The chapter executive board shall
- 708 a. select the treasurer for the biennium;
  - 709 b. act in matters requiring immediate action and decision;
  - 710 c. recommend policies and procedures for consideration by members; and
  - 711 d. establish rules for budget development and approval and for the  
 712 supervision of chapter finances.
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**Article VIII  
Committees**

**Section A. Committee Structure**

1. International

a. Standing committees

(1) Society Business

Communications and Publicity

Constitution\*

Constitution Interpretation\*

Expansion\*

Finance

Leadership Development

Membership

Nominations

Non-dues Revenue\*

(2) Society Mission and Purposes

Educational Excellence

Educators Award\*

Eunah Temple Holden Leadership Fund\*

Golden Gift Fund\*

International Speakers Fund\*

Scholarship

World Fellowship

b. Elected committees

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

Finance

Nominations

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

c. Appointed committees

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

Communications and Publicity

Constitution

Educational Excellence

Educators Award

Expansion

Golden Gift Fund

International Speakers Fund

Leadership Development

Membership

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

757 Non-dues Revenue  
 758 Scholarship  
 759 World Fellowship  
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761 Each appointed committee shall be composed of one (1)  
 762 member from each region, one of whom shall be appointed  
 763 chair unless otherwise specified in the committee description.  
 764 A member shall serve no more than two (2) consecutive terms  
 765 on the same committee.

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

772 d. Committees subject to endowment provisions  
 773 Committees may be established according to endowment provisions  
 774 only after acceptance by the international convention. The following  
 775 committees have been so established:

- 776 Educators Award Fund
- 777 Eunah Temple Holden Leadership Fund
- 778 Golden Gift Fund
- 779 International Speakers Fund
- 780 Scholarship

781 e. Committee responsibilities

- 782 (1) The work of each international committee is under the direction  
 783 of the committee chair who develops the agenda, orients the  
 784 committee to its responsibilities, presides at the meetings, and  
 785 keeps committee members informed of committee progress.
- 786 (2) Overall responsibilities of each committee shall be given in the  
 787 committee description. Detailed duties shall be specified in each  
 788 international committee's procedures manual.
- 789 (3) Proposed committee projects that require funding shall be  
 790 submitted to the Finance Committee for consideration in the  
 791 budget following approval by the Administrative Board.
- 792 (4) Statements of expenses incurred in the performance of committee  
 793 duties shall be submitted to the president for approval.
- 794 (5) Official committee meetings may be face-to-face or through  
 795 electronic communications. The international president shall  
 796 authorize the mode of each meeting.
- 797 (6) All members being notified, matters requiring immediate  
 798 committee action may be voted upon by mail (postal or electronic)

- 799 that provides a valid receipt of each responding committee
- 800 member's vote. A majority vote of committee members shall be
- 801 required for action.
- 802 (7) The international chairs shall summarize state organization reports.
- 803 (8) The president or her designee shall serve as a member ex officio,
- 804 with vote, of all committees except Nominations, unless otherwise
- 805 designated in the committee description.
- 806 (9) The Society Headquarters professional staff shall be assigned by the
- 807 Administrative Board to serve as members ex officio, without vote,
- 808 on committees according to staff functions and as designated in the
- 809 *Employee Handbook: Society Headquarters*.
- 810 2. State organization and chapter
- 811 a. State organizations and chapters shall be responsible, at their respective
- 812 levels, for any state organization and/or chapter duties represented by
- 813 the international committee descriptions. [*Constitution*, Article VIII,
- 814 Sections B and C]
- 815 b. State organizations and chapters may fulfill their constitutional
- 816 responsibilities by establishing committees as needed.
- 817 c. Reports of the work of state organizations and chapters shall be prepared
- 818 on forms supplied by Society Headquarters and submitted to the
- 819 persons designated on the forms.

**Section B. Society Business**

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- 822 1. Communications and Publicity Committee\* - *appointed*
- 823 a. The committee shall provide the linkage of member to member, chapter
- 824 to state organization, and state organization to international; encourage
- 825 communication with external groups; and suggest ways to market and
- 826 promote the Society.
- 827 b. The committee shall have responsibility for reviewing editorial policy.
- 828 c. The committee and the appropriate professional staff shall plan a training
- 829 session preceding each regional conference for state organization editors
- 830 and webmasters.
- 831 2. Constitution Committee - *appointed*
- 832 a. The committee shall receive all proposals for amending the *Constitution*
- 833 and the *International Standing Rules*, make recommendations for changes
- 834 to the Administrative Board, and present approved proposals to the
- 835 international convention for vote.
- 836 b. Notification of proposed changes to the *Constitution* and the
- 837 *International Standing Rules* shall be published no later than the March/
- 838 April issue of the *DKG NEWS* and published on the Society website.
- 839 After each international convention, the committee shall ascertain
- 840

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



- 841 that the *Constitution, International Standing Rules and Handbook* are in  
 842 concordance.
- 843 c. The parliamentarian shall serve as a consultant.
- 844 3. Constitution Interpretation Committee - *mandated international only*  
 845 The committee shall be composed of the international president as chair,  
 846 the Constitution Committee chair, and the international parliamentarian.  
 847 The committee shall review, interpret and rule by mail (postal service)  
 848 on constitutional questions. The rulings shall be binding until the next  
 849 international convention when they are presented to the convention for  
 850 voting.
- 851 4. Expansion Committee - *appointed*  
 852 a. The committee, in consultation with the international president and  
 853 corporate secretary, shall be responsible for continued international  
 854 expansion.  
 855 b. The committee shall recommend areas of expansion to the  
 856 Administrative Board prior to proceeding to study a new country, and to  
 857 the Executive Board for approval to establish a new state organization.  
 858 c. The committee shall follow the Criteria for International Expansion  
 859 according to the *International Standing Rules*. [SR 5.31]
- 860 5. Finance Committee\* - *elected*  
 861 a. The committee shall be composed of the president and five (5) members,  
 862 two (2) of whom shall be elected in one (1) international election for  
 863 a four-year (4) term and three (3) of whom shall be elected in the  
 864 subsequent international election for a four-year (4) term. The president  
 865 shall appoint as chair for the biennium one (1) of the continuing  
 866 members.  
 867 b. The committee shall propose guidelines for international Executive  
 868 Board approval with respect to the investment of funds, prepare the  
 869 Available Fund budget for adoption by the international Executive Board  
 870 and provide for an annual audit. The budget shall be submitted to the  
 871 Administrative Board for review.  
 872 c. The committee and appropriate professional staff shall plan a training  
 873 session preceding each regional conference for state organization  
 874 treasurers.
- 875 6. Leadership Development Committee - *appointed*  
 876 a. The committee shall be composed of one (1) member from each region  
 877 plus a chair.  
 878 b. The committee shall be responsible for leadership development at the  
 879 international level.  
 880 (1) The committee and appropriate professional staff shall plan a  
 881 training session preceding each regional conference for incoming  
 882 state organization presidents and new executive secretaries.

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

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

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

(4) The committee shall present its report of nominees for trustees of The Delta Kappa Gamma Educational Foundation to the international Executive Board. Nominations may be made from the floor.

(5) The committee shall follow the eligibility, qualifications, and guidelines for selecting nominees. [SR 8.082]

9. Non-dues Revenue Committee - *appointed*

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

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

1. Educational Excellence Committee\* - *appointed*

- a. The committee shall be composed of thirteen (13) members: a chair, two (2) members from each region, the primary NGO\*\* representative, and a music representative.
- b. The committee shall be organized to function as a committee of the whole or, at the discretion of the chair, in groups, to accomplish its responsibilities for personal and professional growth.
- c. The committee shall promote programs and projects for excellence in education.
- d. The committee shall identify long-term and short-term programs and projects that focus upon topics adopted by the Society. The committee shall transmit suggestions for study and action to state organizations and chapters.
- e. The committee shall support programs of action that promote the personal well-being, intellectual growth, and global awareness of women educators; encourage a focus on the arts at international conventions, regional conferences, and state organization conventions; and develop strategies that will enable chapters to encourage members to become leaders.
- f. The committee shall encourage state organizations and chapters to participate in programs that promote professional growth of women educators.
- g. The committee shall study and recommend action on professional issues and shall urge the state organizations to initiate, endorse, and

\* 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 support desirable legislation or other suitable endeavors in the interest of  
968 education and of women educators.
- 969 h. At the direction of the international president, the international music  
970 representative shall facilitate the music for the international convention.
- 971 i. The committee and appropriate professional staff shall plan a training  
972 session preceding each regional conference for incoming state  
973 organization educational excellence chairs.
- 974 2. Educators Award Committee - *appointed*
- 975 a. The committee shall select the recipient(s) of the Educator's Book Award  
976 given in recognition of educational research and writing, subject to  
977 guidelines approved by the Executive Board.
- 978 b. The committee shall follow the award guidelines as approved by the  
979 Administrative Board. [*Constitution*, Article XIII, C.1, SR 4.64, and SR  
980 13.2]
- 981 3. Eunah Temple Holden Leadership Fund Committee - *endowed*
- 982 a. The Eunah Temple Holden Leadership Fund Committee, named in  
983 accordance with the will of Eunah Temple Holden, shall administer the  
984 fund income after Executive Board approval of recommended projects.  
985 (SR 4.66)
- 986 b. A vacancy on the committee named by the testatrix shall be filled by a  
987 vote of the committee members and approved by the Executive Board.  
988 Succeeding vacancies on the committee shall be filled and approved in  
989 the same manner.
- 990 c. The international president shall serve as a member *ex officio*, with vote,  
991 and the international corporate secretary shall serve as a member *ex*  
992 *officio*, without vote.
- 993 4. Golden Gift Fund Committee - *appointed*
- 994 a. The committee shall select recipients of the Golden Gift Awards.
- 995 b. The committee shall determine the criteria for selection of participants  
996 and guidelines for the use of the fund.
- 997 c. The committee shall administer the fund after Executive Board approval  
998 of recommended projects.
- 999 d. The committee shall use the fund according to the *Constitution* and  
1000 *International Standing Rules*. [*Constitution*, Article XIII, B.3, SR 4.67, and  
1001 SR 13.4]
- 1002 5. International Speakers Fund Committee - *appointed*
- 1003 The committee shall be composed of a United States of America member  
1004 appointed by the international president; the Europe regional director; the  
1005 area representatives for Canada and Latin America; and the international  
1006 president, member *ex officio*, with vote. One (1) member selected by  
1007 the committee shall be the chair. The committee shall administer the  
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\* State organizations and/or chapters are responsible to international for the work of this committee.

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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.

**Section B. State Organization Meetings**

- 1. State Organization Executive Board
  - a. Meetings of the executive board shall be held annually.
  - b. Chapter presidents who are unable to attend their state organization executive board meeting may appoint an official designee who shall have full privileges of participation.

- 1051 c. A quorum shall be a majority of voting members of the board. Each  
 1052 voting member shall be entitled to one (1) vote. There shall be no proxy  
 1053 voting.  
 1054 d. The executive board may transact business by mail (postal or electronic).  
 1055 2. State Organization Conventions  
 1056 a. Each state organization shall hold a state organization convention in the  
 1057 odd-numbered years, the date and site to be determined by the executive  
 1058 board. State organization conventions in even-numbered years shall be  
 1059 optional.  
 1060 b. A quorum shall be a majority of the members who have registered at the  
 1061 convention.  
 1062 c. Any member attending a state organization convention may make  
 1063 motions, enter discussions, and vote (except in cases where a roll-call  
 1064 vote is taken).  
 1065 (1) A roll-call vote shall be taken when sustained by a majority vote of  
 1066 those present or when requested by five (5) chapter presidents.  
 1067 (2) The chapter president or her official representative shall cast a vote  
 1068 for the chapter, one (1) vote for each five (5) active and reserve  
 1069 members or major fraction thereof within the chapter. The vote may  
 1070 be divided.

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### Section C. International Meetings

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#### 1. Meetings of the Administrative Board

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- a. Meetings shall be held twice a year, the time and place to be determined  
 1075 by the president. The board may meet at other times upon the call of the  
 1076 president.

1077

- b. A minimum of ten (10) days notice shall be given prior to the day of the  
 1078 meeting.

1079

- c. There shall be no proxy voting.

1080

- d. The business delegated to the Administrative Board by the *Constitution*  
 1081 may be transacted by mail (postal or electronic).

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- e. A quorum shall be a majority of the voting members of the board. Each  
 1083 voting member shall be entitled to one (1) vote.

1084

- f. The Administrative Board may meet through electronic communication  
 1085 as long as all the members may simultaneously hear one another and  
 1086 participate during the meeting.

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#### 2. Meetings of the International Executive Board

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- a. Meetings of the Executive Board shall be held biennially, at least one  
 1089 (1) day in advance of the international convention. The board may meet  
 1090 at other times upon call of the international president. A minimum of  
 1091 thirty (30) days notice shall be given prior to the date of the international  
 1092 Executive Board meeting.

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

### International Conventions and Regional Conferences

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#### Section A. International Conventions and Regional Conferences

##### 1. Logistics

- a. Any conference or convention site shall be selected with the approval of the host state organization.
- b. Contracts for regional conferences and international conventions shall be signed by the corporate secretary and the international president at least two (2) years in advance of the date of said convention or regional conference.
- c. The international president and the corporate secretary shall review the financial considerations (pricing, accessibility, location, and total suitability) prior to final approval by the Executive Board.
- d. Fidelity bonds shall be provided for international convention and regional conference treasurers from Society convention or conference funds.
- e. Each state organization hosting an international convention shall receive funds from International to offset expenses accrued by the host for state organization night. Additional funds shall be advanced to the convention steering committee, maintained in a special convention account, and disbursed only for authorized expenses. Any funds remaining in the convention account shall be returned to the international Available Fund.
- f. The Headquarters staff and the international president shall be consulted and informed of tours arranged in connection with regional conferences and international conventions before the information is publicized.
- g. After each international convention or regional conference, the records of the treasurer shall be submitted for financial review as determined by the Administrative Board. The records, receipts, and fund balances from each international convention and regional conference shall be sent to Society Headquarters.
- h. Collections shall be taken that have been previously approved by the Administrative Board and announced.

##### 2. Registration

- a. A registration fee charged by credit card or paid in the currency of the host country must accompany each registration.
- b. Registration fees established by the Administrative Board may include reduced fees for assigned host state organization members.
- c. All registration fees will be increased fifty percent (50%) thirty (30) days prior to the official opening day of the convention or conference.
- d. A person who cancels will receive a refund provided a written request is postmarked or electronically dated fifteen (15) days prior to the opening



- 1177 day of the convention or conference. Special consideration will be given  
 1178 in extreme emergencies.
- 1179 e. A processing charge approved by the Administrative Board shall be  
 1180 retained on all cancellations regardless of when they are received.
- 1181 3. On-Site Sales
- 1182 a. Favors and decorations or items officially approved by the Administrative  
 1183 Board or the Executive Board may be sold at international conventions  
 1184 or regional conferences. State organizations desiring to sell their  
 1185 Society items at conventions and regional conferences shall follow the  
 1186 *International Guidelines for Sale of Items*.
- 1187 b. A fee in the amount determined by the Administrative Board shall  
 1188 be charged to any state organization, chapter, or other vendors who  
 1189 receive permission from the board to sell items at regional conferences  
 1190 or international conventions. A list of all approved vendors shall be  
 1191 forwarded to the convention/conference steering committee.
- 1192 c. International committee members selling official Society documents shall  
 1193 not be charged a fee.

### 1194 Section B. International Conventions

- 1196 1. The international convention of the Society shall be held biennially in even-  
 1197 numbered years, the year and host state organization to be determined by  
 1198 the Executive Board. A minimum of thirty (30) days notice shall be given  
 1199 prior to the date of the convention.
- 1200 2. Authority in all matters not otherwise specifically delegated by the  
 1201 *Constitution* shall reside in the international convention.
- 1202 3. A quorum shall be a majority of the members who have registered at the  
 1203 convention.
- 1204 4. Time and placement of business sessions shall provide members with a  
 1205 reasonable opportunity to have a voice in the business proceedings.
- 1206 5. Any member attending an international convention may make motions, enter  
 1207 discussions and vote except in cases when a roll-call vote is taken. There shall  
 1208 be no proxy voting at any level of the Society.
- 1209 6. Roll-call vote
- 1210 a. A roll-call vote shall be taken when sustained by a majority vote of those  
 1211 present or when requested by five (5) state organization presidents.
- 1212 b. The state organization president or her official designee shall cast the  
 1213 vote for the state organization, one (1) vote for each five (5) active and  
 1214 reserve members or major fraction thereof within the state organization.  
 1215 The vote may be divided.

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- 1219 **Section C. Regional Conferences**
- 1220 1. Pre-conference Sessions
- 1221 a. The international Leadership Development Committee shall present a
- 1222 two-day (2) leadership development conference prior to each regional
- 1223 conference to give the newly elected state organization presidents and
- 1224 first-term executive secretaries a more thorough knowledge of the
- 1225 Society's traditions, Purposes, policies, programs of work, and committee
- 1226 structure and to augment their leadership skills and techniques.
- 1227 Continuing state organization executive secretaries may be invited by
- 1228 the international Leadership Development Committee to attend at the
- 1229 expense of their state organizations or of the individual.
- 1230 b. A session for incoming state organization educational excellence
- 1231 committee chairs shall be held concurrently with the leadership
- 1232 development conference to provide information about and suggestions
- 1233 for programs and projects that focus on long-term and short-term
- 1234 topics. The workshop shall be planned by the Educational Excellence
- 1235 Committee and the appropriate professional staff.
- 1236 c. A session for incoming state organization membership committee chairs
- 1237 shall be held preceding each regional conference simultaneously with the
- 1238 leadership development conference and educational excellence committee
- 1239 workshops. The workshop shall be planned by the Membership
- 1240 Committee and the appropriate professional staff.
- 1241 d. Sessions for state organization editors and web masters shall be planned
- 1242 by the Communications and Publicity Committee and the appropriate
- 1243 professional staff. The session shall include lunch and shall be held before
- 1244 the opening evening meeting of each regional conference.
- 1245 e. A session for state organization treasurers shall be planned by the
- 1246 international Finance Committee and the appropriate professional staff.
- 1247 The session shall begin with lunch and be held the afternoon before the
- 1248 opening evening meeting of each regional conference
- 1249 2. Regional Conference Sessions
- 1250 a. Regional conferences shall be held biennially in odd-numbered years.
- 1251 The year and the host state organization for each conference shall be
- 1252 recommended by the state organization presidents within a region,
- 1253 following an invitation from a state organization executive board.
- 1254 b. Regional conferences are held to provide educational workshops and
- 1255 leadership training and to disseminate information regarding Society
- 1256 activities. Sessions may be conducted electronically or by the regional
- 1257 representative of the related committee.
- 1258 c. The regional conference schedule and program are the responsibility of
- 1259 the regional director.
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**Article XI  
Headquarters**

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**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;
  - c. serve as a member ex officio, without vote, on the Administrative Board and Executive Board;
  - d. furnish the information necessary for a fidelity bond for an amount to be determined by the Executive Board, the cost of such bond to be paid by the Society;

\* Title is an Administrative Board decision

- 1303 e. provide for all financial accounting at the international level, including  
 1304 the following:  
 1305 (1) receive all moneys, pay expenses, and manage investments;  
 1306 (2) maintain accurate financial records;  
 1307 (3) prepare necessary reports;  
 1308 (4) file required tax reports; and  
 1309 (5) provide for the annual audit of the financial records of the  
 1310 international office by an external certified public accountant.  
 1311 f. perform such other duties as are stated in her contract with the Society,  
 1312 the *Constitution*, the *International Standing Rules*, by the *Employee*  
 1313 *Handbook: Society Headquarters* and/or delegated to her by the  
 1314 international president.

1315 **Article XII**  
 1316 **Publications**  
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 1319 **Section A. Publications**

- 1320 1. International Publications  
 1321 a. The Delta Kappa Gamma Society International shall publish a news  
 1322 periodical, a juried international professional journal and a collegial  
 1323 magazine.  
 1324 b. The Society shall publish its *Constitution*, *International Standing Rules*,  
 1325 and such other publications as are vital to the Society as determined by  
 1326 the Administrative Board and recommended to the Executive Board for  
 1327 approval.  
 1328 c. The Society may publish such materials as may be sponsored by  
 1329 committees or recommended by the Communications and Publicity  
 1330 Committee and approved by the president. These publications shall go  
 1331 to the assigned professional staff for suggestions on production. The  
 1332 Executive Board shall authorize financing.  
 1333 d. The effectiveness of Society publications shall be evaluated by the  
 1334 Communications and Publicity Committee and reported to the  
 1335 Administrative Board each biennium.  
 1336 e. *The Policy for International Society Publications* shall be reviewed by the  
 1337 Administrative Board annually. Proposed changes shall be submitted to  
 1338 the Executive Board for approval.  
 1339 f. The editorial policy shall be subject to review biennially by the  
 1340 Communications and Publicity Committee and by the Administrative  
 1341 Board. Proposed changes shall be submitted to the Executive Board for  
 1342 approval.  
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- 1345 g. The Delta Kappa Gamma Society International will maintain a  
 1346 presence on the World Wide Web and use other forms of electronic  
 1347 communication.  
 1348 2. State organizations and chapters may use a variety of communications.  
 1349 3. The president at each level shall approve publications.

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

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

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1. *The Delta Kappa Gamma Bulletin* shall be published three (3) times a year  
 online.  
 2. Purposes of *The Delta Kappa Gamma Bulletin*  
 a. to publish manuscripts and other professional contributions submitted  
 by members and recipients of world fellowships or other projects  
 supported by the Society  
 b. to provide a juried international professional journal that promotes the  
 professional and personal growth of members through publication of  
 their writings  
 c. to promote excellence in education through the publication of  
 theoretical and philosophical position papers, applied research, and  
 articles based on topics of interest to educators.  
 3. International dues shall include a subscription to *The Delta Kappa Gamma  
 Bulletin*.  
 4. Manuscripts submitted for publication in *The Delta Kappa Gamma Bulletin*  
 shall be peer reviewed by members of the Editorial Board. For the purpose  
 of scholarly integrity, external reviewers may be consulted.  
 5. The Editorial Board shall  
 a. consist of four (4) appointed members, the editor, and the assigned  
 professional staff, ex officio, with vote;

- 1387 b. be appointed by the international president upon recommendation of  
 1388 the assigned professional staff and the editor;  
 1389 c. work with the editor and be responsible for selecting manuscripts,  
 1390 developing editorial policy, selecting style guidelines, and establishing  
 1391 themes for *The Delta Kappa Gamma Bulletin* in collaboration with the  
 1392 Communications and Publicity Committee; and  
 1393 d. uphold standards of high quality in evaluating manuscripts for *The*  
 1394 *Delta Kappa Gamma Bulletin*.
- 1395 6. Application forms shall be completed and submitted by members desiring  
 1396 appointment to the Editorial Board.
- 1397 7. The expenses of one (1) Editorial Board meeting in the first year of a  
 1398 biennium to review the manuscript selection procedure shall be paid in full  
 1399 by the Society.
- 1400 8. Actions of the Editorial Board shall be reviewed by the Communications  
 1401 and Publicity Committee and referred to the Administrative Board.

1402  
 1403 **Section D. Collegial Magazine (adopted at 2014 convention)**

- 1404 1. The Delta Kappa Gamma collegial magazine shall be published two (2)  
 1405 times a year. Print versions will be mailed to members.
- 1406 2. Purposes of The Delta Kappa Gamma collegial magazine  
 1407 a. to publish articles and personal works submitted by members and  
 1408 related to the purposes of the Society;  
 1409 b. to provide an informal magazine that promotes the professional and  
 1410 personal growth of members through publication of their writings;  
 1411 c. to promote excellence in education through the publication of practical  
 1412 teaching information, chapter program and development ideas; and  
 1413 personal reflections on topics of interest to women and women  
 1414 educators.
- 1415 3. International dues shall include a subscription to The Delta Kappa Gamma  
 1416 collegial magazine.
- 1417 4. Articles and personal works submitted for publication in The Delta Kappa  
 1418 Gamma collegial magazine shall be reviewed by members of the Editorial  
 1419 Board and/or recommended by the Arts & Humanities Jury.
- 1420 5. The Editorial Board shall be the same as constituted for *The Delta Kappa*  
 1421 *Gamma Bulletin* and complete the same tasks relative to the collegial  
 1422 magazine.

1423  
 1424 **Section E. Rituals and Ceremonies**

1425 The Society shall provide examples of initiation and installation ceremonies. These  
 1426 may be adapted to meet needs at the chapter, state organization, or international  
 1427 level.

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1429 **Section F. Electronic Communications**

1430 The Society at all levels may establish and maintain various types of electronic  
1431 communications to facilitate meetings and to communicate with members.

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**Article XIII**  
**Awards**

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1436 **Section A. International Awards**

1437 The Society provides awards for members and for non-members.

- 1438 1. The International Achievement Award, international scholarships, Golden  
1439 Gift Awards (seminar), Emergency Fund Awards, doctoral recognition,  
1440 and the International Speakers Fund Awards are granted to members.  
1441 2. The Educators Book Award and grants-in-aid are granted to members or  
1442 non-members.  
1443 3. World Fellowships are granted to non-members.

1444

1445

**Section B. Awards Granted to Members**

1446

1. International Achievement Awards

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a. The gold medallion and chain known as the International Achievement  
1448 Award is given annually by the Society to a leader who has merited  
1449 recognition for her distinguished record in the Society. The medallion  
1450 shall be worn only by members who have been voted that honor and  
1451 privilege by the international Executive Board.

1452

b. The International Achievement Award shall be presented at an  
1453 international convention or at a regional conference. An announcement  
1454 of the award shall be published in the *DKG NEWS*.

1455

c. An International Achievement Award medallion returned to the Society  
1456 shall be presented to a future recipient.

1457

d. The international president shall act in conjunction with the corporate  
1458 secretary and another member of the Society Headquarters staff  
1459 annually to review recommendations made by members, chapters, or  
1460 state organizations on forms provided by Society Headquarters. Names  
1461 of eligible candidates shall be submitted to the Executive Board for vote.  
1462 The recipient shall be selected by the Executive Board using preferential  
1463 ballot. If there be but one (1) nominee, election shall be by four-fifths  
1464 (4/5) vote.

1465

2. Emergency Fund Awards

1466

a. The Society shall maintain a fund to provide assistance to members who  
1467 have sustained loss due to natural catastrophic disasters.

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b. The fund shall be maintained by voluntary contributions.

1469

c. Recipients of the award are recommended by chapter and state  
1470 organization presidents.

- 1471 3. Golden Gift Awards
- 1472 a. The Golden Gift Fund Awards provide opportunities for selected
- 1473 members to develop leadership, communication, and management
- 1474 skills and to meet specific educational and professional needs.
- 1475 b. The Golden Gift Fund Committee shall select recipients of the Golden
- 1476 Gift Awards.
- 1477 4. Recognition of Members Who Have Earned Doctorates
- 1478 a. Members who have earned doctorates shall be recognized each
- 1479 biennium at the international convention.
- 1480 b. Copies of a list containing the names of the members who have earned
- 1481 doctorates during the biennium, along with the title and date of their
- 1482 dissertations, shall be distributed at each international convention.
- 1483 c. The list shall be announced in the *DKG NEWS*, published on the
- 1484 Society website, and mailed (postal) to each person listed.
- 1485 d. A permanent file of awardees shall be maintained at Society
- 1486 Headquarters.
- 1487 5. Scholarship Awards
- 1488 a. The Society offers up to twenty-nine (29) annual international
- 1489 scholarships for graduate study:
- 1490 (1) The Annie Webb Blanton Scholarship
- 1491 (2) The Berneta Minkwitz Scholarship
- 1492 (3) The M. Margaret Stroh Scholarship
- 1493 (4) The Eula Lee Carter Scholarship
- 1494 (5) The Maycie K. Southall Scholarship
- 1495 (6) The Norma Bristow Salter Scholarship
- 1496 (7) The Founders Scholarship
- 1497 (8) The A. Margaret Boyd Scholarship
- 1498 (9) The Edna McGuire Boyd Scholarship
- 1499 (10) The Zora Ellis Scholarship
- 1500 (11) The Ola B. Hiller Scholarship
- 1501 (12) The Eunah Temple Holden Scholarship
- 1502 (13) The Alida W. Parker Scholarship
- 1503 (14) The Carolyn Guss Scholarship
- 1504 (15) The Catherine Nutterville Scholarship
- 1505 (16) The J. Maria Pierce Scholarship
- 1506 (17) The Lois and Marguerite Morse Scholarship
- 1507 (18) The Blanton Centennial Scholarship
- 1508 (19) The Golden Anniversary Scholarship
- 1509 (20) The Mary Frances White Scholarship
- 1510 (21) The Lettie P. Trefz Scholarship
- 1511 (22) The Sixtieth Anniversary Scholarship
- 1512 (23) The Mamie Sue Bastian Scholarship



- 1513 (24) The Emma Reinhart Scholarship  
 1514 (25) The Emma Giles Scholarship  
 1515 (26) The Seventieth Anniversary Scholarship  
 1516 (27) The Marjorie Jeanne Allen Scholarship  
 1517 (28) The Dr. Evelyn L. Milam 1 Scholarship  
 1518 (29) The Dr. Evelyn L. Milam 2 Scholarship  
 1519 b. The Society offers two (2) biennial international scholarships:  
 1520 (1) The Hazel Johnson Memorial Scholarship given in the even-  
 1521 numbered year.  
 1522 (2) The Mary Katherine Shoup Scholarship given in the odd-  
 1523 numbered year.  
 1524 6. International Speakers Awards  
 1525 a. The award pays travel expenses for the exchange of Society speakers  
 1526 among member countries at Delta Kappa Gamma functions.  
 1527 b. Members may apply to be an international speaker.  
 1528 c. State organizations may apply to receive an international speaker.  
 1529  
 1530 **Section C. Awards Granted to Members or Non-members**  
 1531 1. Educators Book Award  
 1532 a. The Educators Book Award recognizes outstanding women authors  
 1533 whose work may influence the direction of thought and action  
 1534 necessary to meet the needs of today's complex society. The content  
 1535 must be of more than local interest with relationship, direct or implied,  
 1536 to education everywhere.  
 1537 b. The book must be copyrighted in its first edition during the period  
 1538 of January 1 through December 31 of the year preceding the award.  
 1539 A book in a language other than English shall be considered by the  
 1540 Educators Award Committee in the year following its first publication  
 1541 in English.  
 1542 c. A book may be submitted by the author or the publisher.  
 1543 2. Grant-in-Aid Awards  
 1544 a. The term *grant-in-aid* shall represent the general category of awards  
 1545 granted by state organizations and chapters that are supported by  
 1546 funds other than the scholarship fee.  
 1547 b. The specific title of a grant-in-aid award is the choice of the presenter.  
 1548  
 1549 **Section D. Awards That May be Granted Only to Non-members**  
 1550 World Fellowships  
 1551 World Fellowships may be awarded to non-member women educators who  
 1552 are not citizens or permanent residents of the United States of America  
 1553 and Canada.  
 1554

## Article XIV Affiliates

### Section A. Affiliates

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

### Section B. Institute of International Education (IIE)

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

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

### Section C. United Nations

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

## Article XV Parliamentary Authority

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

1597 organization and its chapters in all instances in which the authority is not  
 1598 inconsistent with this *Constitution* or other adopted Society rules.

1599  
 1600 **Article XVI**  
 1601 **Amendments**

1602  
 1603 **Section A. Amendments to the *Constitution***

- 1604 1. Proposals for amending the *Constitution* may be considered every four (4)  
 1605 years.
- 1606 2. Proposals for amending
- 1607 a. may be submitted to the chair of the Constitution Committee by any  
 1608 member, committee, board, chapter, or state organization;
- 1609 b. shall be submitted on forms provided by the Constitution Committee;
- 1610 c. shall be accompanied by a statement of fiscal impact on current and  
 1611 future budgets confirmed by the Finance Committee;
- 1612 d. shall be studied by the Constitution Committee and recommendations  
 1613 for changes submitted to the Administrative Board for approval before  
 1614 they are submitted to a vote at the international convention; and
- 1615 e. that have been rejected by the Administrative Board shall be submitted  
 1616 to a vote of the convention when such a request is made in writing by  
 1617 one-third (1/3) or more of the state organization presidents. Such a  
 1618 request shall be submitted to the international president no later than  
 1619 January 20 of the convention year and shall be published no later than  
 1620 the March/April issue of the *DKG NEWS*.
- 1621 3. Notification of proposed amendments
- 1622 All amendments to be voted upon by the convention shall be presented to  
 1623 the membership in print form no later than the March/April issue of the  
 1624 *DKG NEWS*.
- 1625 4. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall  
 1626 be required for the adoption of an amendment to the *Constitution*.
- 1627 5. The adopted amendments take effect immediately upon adoption unless a  
 1628 proviso states otherwise.

1629  
 1630 **Section B. Amendments to the *International Standing Rules***

- 1631 1. Proposals for amending the *International Standing Rules* may be considered  
 1632 at each international convention.
- 1633 2. Proposals may be submitted to the chair of the Constitution Committee  
 1634 by any member, committee, board, chapter, or state organization on forms  
 1635 provided by the Constitution Committee.
- 1636 3. Proposals submitted to the Constitution Committee shall be accompanied  
 1637 by a statement of fiscal impact on current and future budgets confirmed by  
 1638 the Finance Committee.

- 1639 4. Proposals will be studied and edited for correct form by the committee
- 1640 before presentation to the Administrative Board for review.
- 1641 5. All proposed amendments will be published no later than the March/April
- 1642 issue of the *DKG NEWS* with the recommendation of the Administrative
- 1643 Board to adopt or not to adopt.
- 1644 6. Vote for adoption
- 1645 a. A standing rule may be amended or rescinded by a majority vote, a
- 1646 quorum being present, if the notice of the proposed change has been
- 1647 published in the *DKG NEWS*.
- 1648 b. An amendment that has not been published will require a two-thirds
- 1649 (2/3) vote, a quorum being present, to be adopted or rescinded.
- 1650 7. The adopted amendments will take effect immediately upon adoption unless
- 1651 a proviso states otherwise.

1652  
1653 **Section C. Revision**

1654 The *Constitution* may be revised only upon authorization by the international  
1655 convention.

- 1656 1. Preparing and presenting an authorized revision shall be the duty of an ad
- 1657 hoc Revision Committee appointed by the international president. The
- 1658 committee shall include members of the Constitution Committee.
- 1659 2. The proposed revision shall be mailed to the members no later than the
- 1660 March/April issue of the *DKG NEWS*.
- 1661 3. If a revision is authorized, there shall be no other amendments proposed to
- 1662 the existing *Constitution*.

1663  
1664 **Article XVII**  
1665 **Indemnification**

1666  
1667 Any director, officer, employee, or agent of The Delta Kappa Gamma Society  
1668 International who has been or is threatened to be made a party to any threatened,  
1669 pending, or completed action, suit, or proceedings, shall be indemnified for all  
1670 expenses and liabilities actually and reasonably incurred in connection therewith to  
1671 the extent permitted by Chapter 8 of the Texas Business Organizations Code, as  
1672 amended.

1673  
1674 **Article XVIII**  
1675 **Conflict of Interest\***

1676  
1677 The purpose of this conflict of interest policy is to protect the interests of The  
1678 Delta Kappa Gamma Society International (*The Society*) when the Society is  
1679 contemplating entering into a transaction or arrangement that might benefit the  
1680 private interest of a member of the Administrative Board, an international officer, a

\* Check Society website for complete Conflict of Interest document.

1681 state organization officer, a chapter officer or a member of a committee with powers  
 1682 delegated by the Administrative Board or an international, state organization or  
 1683 chapter executive board (any such person is referred to in the conflict of interest  
 1684 policy as an *interested person*). This policy is intended to supplement but not replace  
 1685 any applicable state and federal laws governing conflicts of interest applicable to  
 1686 non-profit and charitable organizations.

1687

1688 The components of the policy are as follows:  
 1689 Conflict of Interest, Direct or Indirect Interest, Family Members, Duty to Self  
 1690 Disclose, Duty to Disclose Conflicts of Others, Determining Whether Conflict of  
 1691 Interests Exists, Disciplinary Action, Record of Proceedings, Compensation Matters,  
 1692 Annual Affirmation, Periodic Reviews and Outside Experts.

1693

1694

**Article XIX  
 Dissolution**

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1697 In the event of a dissolution of the Society, the net assets of the corporation shall be  
 1698 distributed as follows:

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1. International

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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.

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2. State organization

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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.

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3. Each state organization shall provide in its bylaws for possible chapter dissolution which shall include the following:

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- a. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.
- b. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
- c. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the available fund.

- 1723 d. Chapter paraphernalia, Society publications, and chapter records shall be  
1724 retained in the state organization archives and made available for use.  
1725 e. The charter must be returned to the state organization to be forwarded  
1726 to the Society Headquarters.  
1727 f. The state organization executive board shall decide whether the Greek  
1728 name shall be reused.

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**Section A.**

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**Section B.**

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**Section C.**

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**Section D.**

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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.







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**International Standing Rules**

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**of The Delta Kappa**

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**Gamma Society**

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**International**

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

Revised 2014



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

### **3.2 Reserve Membership**

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

### **3.3 Honorary Membership**

- 3.31 In the selection of an honorary member, *service* shall be
  - a. of local significance in the case of a chapter honorary member;
  - b. of statewide significance in the case of a state organization honorary member; and
  - c. of national or international significance in the case of an international honorary member.
- 3.32 Any member, chapter, or state organization of the Society may submit a name for honorary membership.
- 3.33 An honorary member may participate in the activities of the Society except holding office.
- 3.34 An honorary member may serve as parliamentarian since the position of parliamentarian is not an office.

### **3.4 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 October 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 October 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.
- 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.