

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

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P.O. Box 1589  
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Revised 2010



# Table of Contents

<b>I. Name and Emblems</b> .....	1
<b>II. Mission and Purposes</b> .....	1
<b>III. Membership</b>	
Membership .....	2
Classification .....	2
Election .....	3
Transfer .....	3
Termination of Membership .....	3
Reinstatement .....	3
<b>IV. Finance</b>	
Annual Dues .....	3
Fees .....	3
Payment of Dues and Fees .....	4
Financial Assessments .....	4
Other Income .....	4
Funds .....	4
Financial Accounting .....	6
<b>V. Organization</b>	
Levels of Organization .....	7
Chapter Level .....	7
State Organization Level .....	7
International Level .....	8
<b>VI. Officers</b>	
Officers .....	9
Related Personnel .....	10
Duties .....	10
Election and Term of Office .....	13
Vacancies .....	15
<b>VII. Boards</b>	
International Boards .....	15
State Organization Executive Board .....	16
Chapter Executive Board .....	17
<b>VIII. Committees</b>	
Committee Structure .....	17
Society Business .....	20
Communications and Publicity .....	20
Constitution .....	20
Constitution Interpretation .....	20
Expansion .....	21
Finance .....	21
Leadership Development .....	21
Membership .....	21
Nominations .....	22
Non-dues Revenue .....	22
Society Mission and Purposes .....	23

Educational Excellence.....	23
Educators Award .....	23
Eunah Temple Holden Leadership Fund .....	24
Golden Gift Fund.....	24
International Speakers Fund.....	24
Scholarship .....	24
World Fellowship .....	24
<b>IX. Meetings</b>	
Chapter Meetings .....	25
State Organization Meetings.....	25
International Meetings .....	26
<b>X. International Conventions and Regional Conferences</b>	
International Conventions and Regional Conferences.....	27
International Conventions .....	29
Regional Conferences .....	29
<b>XI. Headquarters</b>	
Property .....	30
Management.....	30
Administrative Operations.....	31
<b>XII. Publications</b>	
Publications .....	31
Periodical - <i>DKG NEWS</i> .....	32
Journal - <i>The Delta Kappa Gamma Bulletin</i> .....	33
Rituals and Ceremonies .....	33
Electronic Communications.....	34
<b>XIII. Awards</b>	
International Awards.....	34
Awards Granted to Members.....	34
Awards Granted to Members or Non-members .....	36
Awards That May be Granted Only to Non-members .....	36
<b>XIV. Affiliates</b>	
Affiliates .....	37
Institute of International Education (IIE).....	37
United Nations .....	37
<b>XV. Parliamentary Authority</b> .....	37
<b>XVI. Amendments</b>	
Amendments to the <i>Constitution</i> .....	38
Amendments to the <i>International Standing Rules</i> .....	38
Revision .....	39
<b>XVII. Indemnification</b> .....	39
<b>XVIII. Conflict of Interest*</b> .....	39
<b>XIX. Dissolution</b> .....	40
<b>XX. The Delta Kappa Gamma Educational Foundation</b> .....	41

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**Article I**  
**Name and Emblems**

**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, 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 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

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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

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encourage their participation in appropriate programs of action; and

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7. to inform the members of current economic, social, political, and educational

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issues so that they may participate effectively in a world society.

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68

69 **Article III**

70 **Membership**

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72 **Section A. Membership**

73

1. Membership in The Delta Kappa Gamma Society International shall be  
74 by invitation. A member initiated into the Society becomes a member of a  
chapter, a state organization, and the international Society.

75

2. An individual becomes a member of the Society when she is initiated. She is  
76 initiated only once.

77

78 **Section B. Classification**

79

1. An active member shall be a woman who is employed as a professional  
80 educator at the time of her election or has been retired from an educational  
81 position. An active member shall participate in the activities of the Society.

82

2. Reserve membership shall be granted only to a member who is unable to  
83 participate fully in the activities of the chapter because of physical disability  
84 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 **Section A. Annual Dues**

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

### 121 **Section B. Fees**

- 122           1. Initiation Fee  
 123           An active member shall pay an initiation fee at the time of initiation.  
 124           2. Scholarship Fee  
 125           Each active and reserve member shall pay a scholarship fee annually.  
 126           3. Honorary Fee  
 127           The initiating unit of the Society shall pay a lifetime fee for each honorary  
 128

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 and international portions of the dues and  
139 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 and  
142 international portions of the fees shall be sent to the state organization  
143 treasurer. A member reinstated on or after April 1 and before July 1 shall  
144 pay no fees at the time of reinstatement. Dues and scholarship fee for the  
145 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 (20%) to the state organization fund if the chapter does maintain a  
169 chapter scholarship fund  
170 (3) sixty percent (60%) retained by the chapter having a chapter  
171  
172



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

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

241

### 242 **Section G. Financial Accounting**

- 243 1. Fiscal Year  
 244 The fiscal year of the Society shall be July 1 – June 30 inclusive.
- 245 2. Budget  
 246 a. The Finance Committee shall prepare the Available Fund budget  
 247 biennially. The budget shall enumerate sources of dues and non-  
 248 dues revenue and shall include expenditure categories for Society  
 249 Headquarters operational expenses and Society administrative expenses.
- 250 b. The budget shall be reviewed by the Administrative Board and adopted  
 251 by the Executive Board.
- 252 3. Audit  
 253 a. The financial records of the Society shall be audited annually by an  
 254 external certified public accountant.
- 255 b. The audit report shall be reviewed and adopted by the Administrative  
 256 Board.

- 257 4. Reimbursement  
 258 Reimbursement shall be provided for specified international and state  
 259 organization personnel for participation in official Society activities.  
 260

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

### 275 **Section B. Chapter Level**

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

### 288 **Section C. State Organization Level**

- 289 1. A state organization shall be organized by the international Expansion  
 290 Committee with the approval of the international Executive Board.
- 291 2. Founders of the newly organized state organization shall be members who  
 292 have accepted the responsibilities inherent to the successful functioning of  
 293 the new state organization.
- 294 3. The new state organization shall have no fewer than thirty (30) members of  
 295 whom twelve (12) to sixteen (16) may be founders.
- 296 4. The founders of state organizations shall be known as state founders.  
 297 The twelve (12) original members of The Delta Kappa Gamma Society  
 298 International shall be known as The Founders.

- 299 5. The Society shall grant the charter.  
 300 6. Each state organization shall consist of chapters within the state and  
 301 members holding membership within the state.  
 302 7. Each state organization shall have bylaws which are consistent with the  
 303 *Constitution* for the governance of the state organization and its chapters.  
 304

#### 305 Section D. International Level

- 306 1. The Delta Kappa Gamma Society International shall consist of all state  
 307 organizations.  
 308 2. The international organization shall initiate and sponsor units of the Society  
 309 in countries where no organization of the Society exists.  
 400 3. Organization of new state organizations shall be totally planned and  
 401 financed by the Society.  
 402 4. The Expansion Committee shall recommend areas of expansion to the  
 403 Administrative Board prior to proceeding to study a new country and to  
 404 the international Executive Board for approval to establish a new state  
 405 organization.  
 406 5. The Society shall give financial assistance to organized state organizations as  
 407 needs are determined by the Expansion Committee.  
 408 6. In the event that a state organization has no members of record, the  
 409 Administrative Board has the authority to recommend to the Executive  
 410 Board that the state organization be dissolved. By a majority vote of the  
 411 Executive Board, the state organization will be dissolved.  
 412 7. Components of the International Level  
 413 a. Regions  
 414 1) The state organizations shall be formed into regions for the purposes  
 415 of rendering better service to the membership including the  
 416 following:  
 417 (a) presenting regional conferences  
 418 (b) offering leadership development pre-conference training at the  
 419 site of the regional conferences  
 420 (c) selecting representatives for international committees.  
 421 2) The international Executive Board defines the number of regions and  
 422 the constituent state organizations of each.  
 423 3) Area Representative (Canada) represents members in four (4) state  
 424 organizations in the Northeast Region (New Brunswick, Ontario,  
 425 Prince Edward Island, Quebec), and represents members in four  
 426 (4) state organizations in the Northwest Region (Alberta, British  
 427 Columbia, Manitoba, Saskatchewan).  
 428 4) Area Representative (Latin America) represents members in ten (10)  
 429 state organizations in the Southwest Region (Baja California, Costa  
 430 Rica, El Salvador, Guatemala, Jalisco, Mexico D. F., Nuevo Leon,

- 431 Panama, Puebla, San Luis Potosi), and represents members in one  
 432 (1) state organization in the Northeast Region (Puerto Rico).  
 433 5) A state organization, with the approval of its members, may apply to  
 434 the international Executive Board for assignment to another region.
- 435 b. Forums
- 436 The Delta Kappa Gamma Society International shall have forums as  
 437 designated in the *International Standing Rules*.
- 438 1) The plan for each forum shall be determined by its participants.  
 439 2) These forum units serve the interests of members.  
 440 3) The international president shall provide for appropriate orientation  
 441 of forum leaders during the president's planning meeting.  
 442 4) The Administrative Board shall provide for the following:  
 443 (a) the update and approval of the *Guidelines for Forum Planning*  
 444 which shall include both Society guidelines and operational  
 445 rules determined by each forum  
 446 (b) the resolution of conflicts involving breach of rules contained  
 447 in the *Constitution*, the *International Standing Rules*, and in the  
 448 *Guidelines for Forum Planning*.  
 449 5) At regional conferences and international conventions a definite time  
 450 for separate forums shall be scheduled for Canadian, European, Latin  
 451 American, and United States of America members to meet for the  
 452 purposes of discussing problems and concerns related to their areas.  
 453 6) Forums shall report as specified in the *International Standing Rules*.  
 454

## 455 Article VI

### 456 Officers

#### 457 Section A. Officers

- 458 1. International Officers
- 459 International officers, all of whom must be members of the Society, shall  
 460 be a president, a first vice-president, a second vice-president, one (1)  
 461 regional director from each region (all elected), and the corporate secretary  
 462 (employed).  
 463
- 464 2. State Organization Officers
- 465 State organization officers, all of whom must be members of the Society,  
 466 shall be a president, a vice-president, a secretary (all elected), a treasurer  
 467 (selected by the executive board), plus the option of a second vice-president  
 468 and/or a corresponding secretary (both elected).  
 469 a. A state organization may add an executive secretary, if desired, to be  
 470 selected by the executive board.  
 471 b. A state organization with an executive secretary may exclude the office  
 472 of secretary and assign the duties of the office to the executive secretary,

473                   who shall serve as a member ex officio, without vote, of the executive  
474                   board.

475           3. Chapter Officers

476           Chapter officers, all of whom must be members of the Society, shall be a  
477           president, a vice-president, a secretary (all elected), a treasurer (selected by  
478           the executive board), plus the option of a second vice-president and/or a  
479           corresponding secretary (both elected).  
480

481   **Section B. Related Personnel**

482           1. International

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

487           2. State Organization

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

491           3. Chapter

492           Chapter personnel, all of whom must be members of the Society, shall be  
493           defined in the chapter rules. It is desired that the appointed parliamentarian  
494           be a member.  
495

496   **Section C. Duties**

497           1. President

498           a. The president at each level shall

499                   (1) act as presiding officer at regular and called meetings and direct the  
500                   activities of the organization;

501                   (2) act as chair of the respective executive board;

502                   (3) appoint a parliamentarian;

503                   (4) appoint standing and special committees (e.g., ad hoc, task force);

504                   (5) serve as member ex officio, with vote, on all committees except  
505                   nominations;

506                   (6) approve for payment all expense claims;

507                   (7) approve publications;

508                   (8) fill by appointment all vacancies in office;

509                   (9) represent the Society at meetings, conferences, and other events; and

510                   (10) take action, with the advice and approval of the Administrative  
511                   Board or of the respective executive board, on matters that cannot be  
512                   deferred until the next convention or meeting.

513           b. The international president shall

514                   (1) act as chair of the Administrative Board and the Constitution  
515

- 516 Interpretation Committee;
- 517 (2) execute all legal documents of the Society and affix the seal thereto,
- 518 in conjunction with the corporate secretary. A legal document may
- 519 be executed only when it has been authorized by an international
- 520 convention or by the respective board that has the authority to act;
- 521 (3) arrange for Administrative Board and international committee
- 522 members to be instructed in the use of online tools and best practices
- 523 for electronic meetings;
- 524 (4) assign Administrative Board members, Society Headquarters
- 525 professional staff, and past international presidents to state
- 526 conventions and workshops, as requested; and
- 527 (5) oversee development of and procedures for the international
- 528 convention.
- 529 c. The state organization presidents shall
- 530 (1) serve as members of the international Executive Board; and
- 531 (2) be responsible for updating continuing executive secretaries
- 532 immediately following leadership development training.
- 533 d. The state organization and chapter presidents shall
- 534 (1) serve *ex officio*, with vote, on the respective levels in the process of
- 535 budget development and supervision; and
- 536 (2) execute, with their respective executive secretary or treasurer, legal
- 537 documents pertaining to their level of organization. A legal document
- 538 may be executed only when it has been authorized by a state
- 539 organization convention or the respective executive board.
- 540 e. Chapter presidents shall serve as members of the state organization
- 541 executive board.
- 542 2. Vice-presidents
- 543 a. First vice-president - *all levels*
- 544 The first vice-president at each level shall serve as presiding officer in the
- 545 absence of the president. In the event of the resignation or death of the
- 546 president, she shall succeed to the presidency and serve until the next
- 547 regular election of officers. The first vice-president shall perform such
- 548 other duties as the president or the executive board shall assign to her.
- 549 b. Second vice-president - *international (state organizations and chapters*
- 550 *optional)*
- 551 The second vice-president shall serve as presiding officer in the absence
- 552 of both the president and the first vice-president. In the event of the
- 553 resignation or death of either the president or the first vice-president, she
- 554 shall succeed to the office of first vice-president and serve until the next
- 555 regular election of officers. The second vice-president shall perform such
- 556 other duties as the president or the executive board shall assign to her.
- 557

- 558 3. *Regional Directors - international*  
559 The regional directors shall be members of the Administrative Board and  
560 of the Executive Board. They shall serve as liaison officers between these  
561 boards and their respective regions. They shall communicate with state  
562 organizations in their region, conduct regional conferences, and encourage  
563 growth within the region. They shall perform such other duties as the  
564 president or the Executive Board shall assign to them.
- 565 4. *Members-at-Large - international*  
566 The members-at-large shall be members of the Administrative Board and of  
567 the Executive Board. They shall provide liaison between these boards and  
568 the members. Each member-at-large shall perform such other duties as the  
569 president or Executive Board shall assign to her.
- 570 5. *Area Representatives - international*  
571 The area representatives shall be members of the Administrative Board and  
572 of the Executive Board. They shall encourage and support the growth of  
573 state organizations within their respective areas and serve as liaisons between  
574 these areas and the Administrative Board. Each area representative shall  
575 fulfill additional duties as stated in the *Constitution* and the *International*  
576 *Standing Rules* and carry out any assignments delegated to her by the  
577 president.
- 578 6. *Corporate Secretary - international*  
579 The corporate secretary shall  
580 a. serve as the registered agent of The Delta Kappa Gamma Society  
581 International;  
582 b. serve as a member ex officio, without vote, on the Administrative Board  
583 and on the Executive Board; and  
584 c. be the executive department administrator (Society Headquarters).
- 585 7. *Secretary - state organization and chapter*  
586 The secretary shall keep minutes of each meeting of the organization  
587 and furnish the president with a copy of such minutes. She shall serve as  
588 secretary to the Executive Board. She shall carry on such correspondence as  
589 may be delegated to her by the president.
- 590 8. *Executive Secretary - state organization (optional)*  
591 The state organization executive secretary shall perform such duties as are  
592 prescribed in her contract and/or delegated by the executive board and  
593 the president and shall serve as a member ex officio, without vote, on the  
594 international and state organization executive boards.
- 595 9. *Treasurer - state organization and chapter*  
596 a. The treasurer at each level shall  
597 (1) receive and pay out all moneys belonging to the organization;  
598 (2) keep an accurate account of receipts and expenditures;  
599 (3) maintain a record of receipts, bills, and bank statements;



- 600 (4) present a report at each regular meeting;
- 601 (5) file required tax reports;
- 602 (6) submit for annual audit/financial review the accounts of the
- 603 organization;
- 604 (7) serve as a member ex officio, without vote if under remunerative
- 605 contract for her services, on the respective executive board; and
- 606 (8) serve as a consultant in the process of budget development and
- 607 supervision of finances.
- 608 b. State organization treasurers shall provide information necessary for a
- 609 fidelity bond, for an amount specified by the state organization bylaws
- 610 and/or standing rules, the cost to be paid by the state organization.
- 611 c. The chapter treasurer shall follow appropriate procedures to ensure
- 612 the safety and proper handling of chapter moneys as established by the
- 613 chapter finance committee.
- 614 10. Parliamentarian - *appointed*
- 615 a. The parliamentarian at each level shall
- 616 (1) act as advisor to the officers and the members of her organization
- 617 in matters pertaining to interpretation of the *Constitution* and to
- 618 parliamentary usage; and
- 619 (2) serve as a member ex officio, without vote, on the respective
- 620 executive board.
- 621 b. The international parliamentarian shall
- 622 (1) serve as a consultant on the Constitution Committee;
- 623 (2) serve as a member of the Constitution Interpretation Committee;
- 624 and
- 625 (3) serve as a member ex officio, without vote, on the Administrative
- 626 Board.

627  
628 **Section D. Election and Term of Office**

- 629 1. International
- 630 a. The president, the first vice-president, and the second vice-president
- 631 shall be elected at the international convention by the state organization
- 632 presidents.
- 633 b. Each of the regional directors shall be elected at the international
- 634 convention by the state organization presidents within her region.
- 635 c. Members-at-large shall be elected at the international convention in the
- 636 same manner as the president, the first vice-president, and the second
- 637 vice-president. They shall not be designated as officers.
- 638 d. Each area representative shall be elected at the international convention
- 639 by the state organization presidents within each respective area. They
- 640 shall not be designated as officers.
- 641 e. Election of international elected personnel and trustees of The Delta

- 642 Kappa Gamma Educational Foundation
- 643 (1) Each state organization president or official designee as she
- 644 may name shall cast the ballot for the state organization after
- 645 presenting proper identification to election officials appointed by the
- 646 international president.
- 647 (2) The president from each state organization or her official designee
- 648 shall be entitled to cast one (1) vote for each five (5) active and reserve
- 649 members or major fraction thereof within the state organization. The
- 650 vote of the state organization may be divided.
- 651 (3) Voting for all international officers, members-at-large, area
- 652 representatives, and members of elected committees shall take
- 653 place on the day preceding the last day of the convention at a time
- 654 designated in the *International Standing Rules*.
- 655 (4) At the same time and place and on a separate ballot, each voting
- 656 member of the international Executive Board shall cast one (1) vote
- 657 for a nominee for each position to be filled on the Board of Trustees
- 658 of The Delta Kappa Gamma Educational Foundation.
- 659 f. Terms of Office
- 660 (1) The term of each elected officer shall be two (2) years or until a
- 661 successor is named. No officer may serve in the office longer than two
- 662 (2) terms in succession. Officers shall take office immediately at the
- 663 close of the international convention.
- 664 (2) The members-at-large shall be elected for a term of four (4) years
- 665 or until a successor is named and shall not be eligible for re-
- 666 election. The terms shall overlap, one (1) member being elected each
- 667 biennium.
- 668 (3) The area representatives shall be elected for a term of two (2) years or
- 669 until a successor is named.
- 670 2. State Organization
- 671 a. The state organization officers, except the treasurer and the executive
- 672 secretary, shall be elected by the state organization convention in odd-
- 673 numbered years.
- 674 b. Election shall be in accordance with state organization bylaws.
- 675 c. The term of each elected officer shall be two (2) years or until a successor
- 676 is named. No officer except the treasurer and the executive secretary may
- 677 serve in the same office longer than two (2) terms in succession. Officers
- 678 shall take office on July 1 following their election.
- 679 d. The treasurer and the executive secretary shall be selected by the
- 680 executive board.
- 681 3. Chapter
- 682 a. The chapter officers, except the treasurer, shall be elected in even-
- 683 numbered years.

- 684 b. The term of each elected officer shall be two (2) years or until a successor  
 685 is named. No officer except the treasurer may serve in the same office  
 686 longer than two (2) terms in succession. Officers shall take office on July  
 687 1 following their election.  
 688 c. The treasurer shall be selected by the executive board each biennium.

689

690 **Section E. Vacancies**

## 691 1. International

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

## 696 2. State organization and chapter

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

701

702 **Article VII**  
 703 **Boards**

704

705 **Section A. International Boards**

## 706 1. Administrative Board

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

## 712 b. Duties of the Administrative Board

713 The board shall

- 714 (1) report to the international Executive Board;  
 715 (2) carry out the plans and policies adopted by the international  
 716 convention;  
 717 (3) have authority for Society property including management and  
 718 operations of Society Headquarters; [Article XI, Headquarters.]  
 719 (4) review the budget as presented by the Finance Committee before it  
 720 is submitted for adoption by the Executive Board;  
 721 (5) approve constitutional amendments to be submitted for vote by  
 722 the international convention; [See Article, XVI, A.2.e.]  
 723 (6) select and employ members of the Society Headquarters  
 724 professional staff whenever vacancies occur;  
 725 (7) engage financial, legal, or other consultants when the need arises,

- 726 and for as long as the need exists;
- 727 (8) adopt the annual audit report of the certified public accountant;
- 728 (9) act in the interim between conventions upon matters requiring
- 729 immediate decisions;
- 730 (10) provide for continued strategic planning and implementation;
- 731 (11) recommend year and hosting state organizations of international
- 732 meetings to the Executive Board; and
- 733 (12) review and approve sources of non-dues revenue to be generated at
- 734 the international level.

735 2. Executive Board - *international*

- 736 a. The members of the Executive Board shall be the president, the first
- 737 vice-president, the second vice-president, the regional directors, past
- 738 international presidents, the members-at-large, area representatives, and
- 739 the state organization presidents. Members of the Society Headquarters
- 740 professional staff, the parliamentarian, and the state organization
- 741 executive secretaries shall serve as members *ex officio*, without vote.
- 742 b. Duties of the International Executive Board
- 743 The Executive Board shall
- 744 (1) examine, modify if necessary, and adopt the available fund budget;
- 745 (2) elect trustees of The Delta Kappa Gamma Educational
- 746 Foundation;
- 747 (3) recommend policies and procedures for the consideration of the
- 748 convention;
- 749 (4) approve the year and hosting state organizations for international
- 750 meetings;
- 751 (5) define the number of regions and the constituent state
- 752 organizations of each;
- 753 (6) approve the establishment of new state organizations;
- 754 (7) establish procedures for the possible dissolution of a state
- 755 organization;
- 756 (8) select the recipient of the International Achievement Award by
- 757 preferential ballot which shall be submitted by mail (postal service);
- 758 and
- 759 (9) select the recipient(s) of international honorary membership.

760

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

- 762 1. The members of the state organization executive board shall be the elected
- 763 officers, the immediate past state organization president, the chapter
- 764 presidents, and such other voting or non-voting members as shall be
- 765 determined by the state organization. The treasurer and the parliamentarian
- 766 shall be members *ex officio*, the parliamentarian without vote, and the
- 767 treasurer also without vote if under remunerative contract for her services.

- 768 2. Duties of the State Organization Executive Board
- 769 The state organization executive board shall
- 770 a. recommend policies and procedures for consideration by the state
- 771 organization convention or the chapters;
- 772 b. examine, modify if necessary, and adopt the state organization budget;
- 773 c. select an executive secretary (if state organization bylaws include this
- 774 officer), the treasurer, and such other personnel as may be needed, and
- 775 prescribe their duties, fix their salaries, and determine their terms of
- 776 office;
- 777 d. establish the procedures for budget development and approval and for
- 778 the supervision of state organization finances;
- 779 e. approve dates and sites of state organization meetings; and
- 780 f. act in the interim between conventions upon matters requiring
- 781 immediate decision.
- 782 3. State organizations may have an executive committee composed of the
- 783 elected officers to act for the executive board between board meetings.

784

785 **Section C. Chapter Executive Board**

- 786 1. The members of the chapter executive board shall be the elected officers of
- 787 the chapter, the immediate past president, and such other voting members
- 788 as shall be determined by the chapter. The treasurer and the parliamentarian
- 789 shall serve as members ex officio, the parliamentarian without vote, and the
- 790 treasurer also without vote if under remunerative contract for her services.
- 791 2. Duties of the Executive Board
- 792 The chapter executive board shall
- 793 a. select the treasurer for the biennium;
- 794 b. act in matters requiring immediate action and decision;
- 795 c. recommend policies and procedures for consideration by members; and
- 796 d. establish rules for budget development and approval and for the
- 797 supervision of chapter finances.

798

799

800 **Article VIII**  
801 **Committees**

802

803 **Section A. Committee Structure**

- 803 1. International
- 804 a. Standing committees
- 805 (1) Society Business
- 806 Communications and Publicity
- 807 Constitution\*
- 808 Constitution Interpretation\*
- 809 Expansion\*

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

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

- 810 Finance
- 811 Leadership Development
- 812 Membership
- 813 Nominations
- 814 Non-dues Revenue\*
- 815 (2) Society Mission and Purposes
- 816 Educational Excellence
- 817 Educators Award\*
- 818 Eunah Temple Holden Leadership Fund\*
- 819 Golden Gift Fund\*
- 820 International Speakers Fund\*
- 821 Scholarship
- 822 World Fellowship
- 823 b. Elected committees
- 824 (1) The following international committees shall be elected at the
- 825 international convention by the state organization presidents:
- 826 Finance
- 827 Nominations
- 828 (2) The composition of each elected committee shall be specified in the
- 829 committee description. A member shall serve no more than two (2)
- 830 consecutive terms on the same committee.
- 831 c. Appointed committees
- 832 (1) The following committees shall be appointed by the president:
- 833 Communications and Publicity
- 834 Constitution
- 835 Educational Excellence
- 836 Educators Award
- 837 Expansion
- 838 Golden Gift Fund
- 839 International Speakers Fund
- 840 Leadership Development
- 841 Membership
- 842 Non-dues Revenue
- 843 Scholarship
- 844 World Fellowship
- 845
- 846 Each appointed committee shall be composed of one (1)
- 847 member from each region, one of whom shall be appointed
- 848 chair unless otherwise specified in the committee description.
- 849 A member shall serve no more than two (2) consecutive terms
- 850 on the same committee.
- 851 (2) Special committees (e.g., ad hoc, task force) may be appointed by

- 852 the president at any time with the written authorization of the  
 853 Executive Board. This authorization may be given at any time during  
 854 the biennium. Members will be appointed on the basis of expertise  
 855 as determined by the needs of the committee; therefore, regional  
 856 representation will not be a requirement.
- 857 d. Committees subject to endowment provisions  
 858 Committees may be established according to endowment provisions  
 859 only after acceptance by the international convention. The following  
 860 committees have been so established:
- 861 Educators Award Fund
  - 862 Eunah Temple Holden Leadership Fund
  - 863 Golden Gift Fund
  - 864 International Speakers Fund
  - 865 Scholarship
- 866 e. Committee responsibilities
- 867 (1) The work of each international committee is under the direction  
 868 of the committee chair who develops the agenda, orients the  
 869 committee to its responsibilities, presides at the meetings, and  
 870 keeps committee members informed of committee progress.
  - 871 (2) Overall responsibilities of each committee shall be given in the  
 872 committee description. Detailed duties shall be specified in each  
 873 international committee's procedures manual.
  - 874 (3) Proposed committee projects that require funding shall be  
 875 submitted to the Finance Committee for consideration in the  
 876 budget following approval by the Administrative Board.
  - 877 (4) Statements of expenses incurred in the performance of committee  
 878 duties shall be submitted to the president for approval.
  - 879 (5) Official committee meetings may be face-to-face or through  
 880 electronic communications. The international president shall  
 881 authorize the mode of each meeting.
  - 882 (6) All members being notified, matters requiring immediate  
 883 committee action may be voted upon by mail (postal or electronic)  
 884 that provides a valid receipt of each responding committee  
 885 member's vote. A majority vote of committee members shall be  
 886 required for action.
  - 887 (7) The international chairs shall summarize state organization reports.
  - 888 (8) The president or her designee shall serve as a member ex officio,  
 889 with vote, of all committees except Nominations, unless otherwise  
 890 designated in the committee description.
  - 891 (9) The Society Headquarters professional staff shall be assigned by  
 892 the Administrative Board to serve as members ex officio, without  
 893 vote, on committees according to staff functions and as designated

- 894 in the *Employee Handbook: International Headquarters*.  
 895 2. State organization and chapter  
 896 a. State organizations and chapters shall be responsible, at their respective  
 897 levels, for any state organization and/or chapter duties represented by  
 898 the international committee descriptions. [*Constitution*, Article VIII,  
 899 Sections B and C]  
 900 b. State organizations and chapters may fulfill their constitutional  
 901 responsibilities by establishing committees as needed.  
 902 c. Reports of the work of state organizations and chapters shall be prepared  
 903 on forms supplied by Society Headquarters and submitted to the  
 904 persons designated on the forms.  
 905

906 **Section B. Society Business**

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

- 907 1. Communications and Publicity Committee\* - *appointed*  
 908 a. The committee shall provide the linkage of member to member, chapter  
 909 to state organization, and state organization to international; encourage  
 910 communication with external groups; and suggest ways to market and  
 911 promote the Society.  
 912 b. The committee shall have responsibility for reviewing editorial policy.  
 913 c. The committee shall evaluate the effectiveness of Society publications  
 914 and report its findings to the Administrative Board each biennium.  
 915 d. The committee and the appropriate professional staff shall plan a training  
 916 session preceding each regional conference for state organization editors  
 917 and webmasters.  
 918 2. Constitution Committee - *appointed*  
 919 a. The committee shall receive all proposals for amending the *Constitution*  
 920 and the *International Standing Rules*, make recommendations for changes  
 921 to the Administrative Board, and present approved proposals to the  
 922 international convention for vote.  
 923 b. Notification of proposed changes to the *Constitution* and the  
 924 *International Standing Rules* shall be published no later than the March/  
 925 April issue of the *DKG NEWS* and published on the Society Web  
 926 site. After each international convention, the committee shall ascertain  
 927 that the *Constitution*, *International Standing Rules* and *Handbook* are in  
 928 concordance.  
 929 c. The parliamentarian shall serve as a consultant.  
 930 3. Constitution Interpretation Committee - *mandated international only*  
 931 The committee shall be composed of the international president as chair,  
 932 the Constitution Committee chair, and the international parliamentarian.  
 933 The committee shall review, interpret and rule by mail (postal service)  
 934 on constitutional questions. The rulings shall be binding until the next  
 935 international convention when they are presented to the convention for  
 936



- 937 voting.
- 938 4. Expansion Committee - *appointed*
- 939 a. The committee, in consultation with the international president and
- 940 corporate secretary, shall be responsible for continued international
- 941 expansion.
- 942 b. The committee shall recommend areas of expansion to the
- 943 Administrative Board prior to proceeding to study a new country, and to
- 944 the Executive Board for approval to establish a new state organization.
- 945 c. The committee shall follow the Criteria for International Expansion
- 946 according to the *International Standing Rules*. [SR 5.31]
- 947 5. Finance Committee\* - *elected*
- 948 a. The committee shall be composed of the president and five (5) members,
- 949 two (2) of whom shall be elected in one (1) international election for
- 950 a four-year (4) term and three (3) of whom shall be elected in the
- 951 subsequent international election for a four-year (4) term. The president
- 952 shall appoint as chair for the biennium one (1) of the continuing
- 953 members.
- 954 b. The committee shall propose guidelines for international Executive
- 955 Board approval with respect to the investment of funds, prepare the
- 956 Available Fund budget for adoption by the international Executive Board
- 957 and provide for an annual audit. The budget shall be submitted to the
- 958 Administrative Board for review.
- 959 c. The committee and appropriate professional staff shall plan a training
- 960 session preceding each regional conference for state organization
- 961 treasurers.
- 962 6. Leadership Development Committee - *appointed*
- 963 a. The committee shall be composed of one (1) member from each region
- 964 plus a chair.
- 965 b. The committee shall be responsible for leadership development at the
- 966 international level.
- 967 (1) The committee and appropriate professional staff shall plan a
- 968 training session preceding each regional conference for incoming
- 969 state organization presidents and new executive secretaries.
- 970 (2) The committee shares responsibility with the state organizations for
- 971 leadership development of state and chapter leaders.
- 972 c. The committee is responsible for promoting leadership development at
- 973 all levels of the Society.
- 974 7. Membership Committee\* - *appointed*
- 975 a. The committee shall study and make recommendations related to
- 976 membership issues and challenges. Necrology and membership reports
- 977 shall be responsibilities of the committee. The committee shall receive
- 978 and evaluate the recommendations of persons proposed for honorary

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

- 979 membership and submit the names of qualified candidates to the  
 980 international Executive Board for vote.
- 981 b. The committee and the appropriate professional staff shall plan a  
 982 training session preceding each regional conference for incoming state  
 983 organization membership chairs.
- 984 8. Nominations Committee - *elected*
- 985 a. The committee shall be composed of two (2) elected members from each  
 986 region. Each biennium one (1) member from each region shall be elected  
 987 for a term of four (4) years. The president shall appoint one (1) of the  
 988 continuing members as chair for the biennium.
- 989 b. Duties
- 990 (1) The Nominations Committee shall solicit nominees by print and  
 991 electronic means for the positions to be filled at the subsequent  
 992 international convention.
- 993 (2) The Nominations Committee shall present in election years the  
 994 report of nominees for publication no later than the January/  
 995 February issue of the *DKG NEWS* and published on the Society  
 996 Web site. The report shall contain the name of at least  
 997 one (1) nominee for each of the following:
- 998 president  
 999 first vice-president  
 1000 second vice-president  
 1001 regional directors, one from each of the respective regions  
 1002 one (1) member-at-large  
 1003 area representatives, one from each of the respective areas  
 1004 vacancies occurring on elected committees—finance and  
 1005 nominations  
 1006 trustees of The Delta Kappa Gamma Educational Foundation  
 1007 as specified by the bylaws of said Foundation.
- 1008 (3) The committee shall present its report of nominees for elective  
 1009 positions of the Society to the international convention.  
 1010 Nominations may be made from the floor. Regional and area  
 1011 nominations must be made by members from the region or area  
 1012 involved.
- 1013 (4) The committee shall present its report of nominees for trustees  
 1014 of The Delta Kappa Gamma Educational Foundation to the  
 1015 international Executive Board. Nominations may be made from the  
 1016 floor.
- 1017 (5) The committee shall follow the eligibility, qualifications, and  
 1018 guidelines for selecting nominees. [SR 8.082]
- 1019 9. Non-dues Revenue Committee - *appointed*
- 1020 a. The committee shall explore, review and recommend to the

1021 Administrative Board possible sources of non-dues revenue that will  
 1022 both serve members and benefit the Society.

1023 b. The committee shall work in cooperation with insurance representatives  
 1024 and other non-dues revenue providers, as appropriate, on ways to obtain  
 1025 alternative financing for Society work.  
 1026

1027 **Section C. Society Mission and Purposes Committees**

\* 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.

- 1028 1. Educational Excellence Committee\* - *appointed*  
 1029 a. The committee shall be composed of thirteen (13) members: a chair, two  
 1030 (2) members from each region, the primary NGO\*\* representative, and a  
 1031 music representative.  
 1032 b. The committee shall be organized to function as a committee of the  
 1033 whole or, at the discretion of the chair, in groups, to accomplish its  
 1034 responsibilities for personal and professional growth.  
 1035 c. The committee shall promote programs and projects for excellence in  
 1036 education.  
 1037 d. The committee shall identify long-term and short-term programs and  
 1038 projects that focus upon topics adopted by the Society. The committee  
 1039 shall transmit suggestions for study and action to state organizations and  
 1040 chapters.  
 1041 e. The committee shall support programs of action that promote the  
 1042 personal well-being, intellectual growth, and global awareness of women  
 1043 educators; encourage a focus on the arts at international conventions,  
 1044 regional conferences, and state organization conventions; and develop  
 1045 strategies that will enable chapters to encourage members to become  
 1046 leaders.  
 1047 f. The committee shall encourage state organizations and chapters to  
 1048 participate in programs that promote professional growth of women  
 1049 educators.  
 1050 g. The committee shall study and recommend action on professional  
 1051 issues and shall urge the state organizations to initiate, endorse, and  
 1052 support desirable legislation or other suitable endeavors in the interest of  
 1053 education and of women educators.  
 1054 h. At the direction of the international president, the international music  
 1055 representative shall facilitate the music for the international convention.  
 1056 i. The committee and appropriate professional staff shall plan a  
 1057 training session preceding each regional conference for incoming state  
 1058 organization educational excellence chairs.

- 1059 2. Educators Award Committee - *appointed*  
 1060 a. The committee shall select the recipient(s) of the Educator's Book Award  
 1061 given in recognition of educational research and writing, subject to  
 1062 guidelines approved by the Executive Board.

- 1063                    b. The committee shall follow the award guidelines as approved by the
- 1064                        Administrative Board. [*Constitution*, Article XIII, C.1, SR 4.64, and SR
- 1065                        13.2]
- 1066                    3. Eunah Temple Holden Leadership Fund Committee - *endowed*
- 1067                        a. The Eunah Temple Holden Leadership Fund Committee, named in
- 1068                        accordance with the will of Eunah Temple Holden, shall administer the
- 1069                        fund income after Executive Board approval of recommended projects.
- 1070                        (SR 4.66)
- 1071                        b. A vacancy on the committee named by the testatrix shall be filled by a
- 1072                        vote of the committee members and approved by the Executive Board.
- 1073                        Succeeding vacancies on the committee shall be filled and approved in
- 1074                        the same manner.
- 1075                        c. The international president shall serve as a member ex officio, with vote,
- 1076                        and the international corporate secretary shall serve as a member ex
- 1077                        officio, without vote.
- 1078                    4. Golden Gift Fund Committee - *appointed*
- 1079                        a. The committee shall select recipients of the Golden Gift Awards.
- 1080                        b. The committee shall determine the criteria for selection of participants
- 1081                        and guidelines for the use of the fund.
- 1082                        c. The committee shall administer the fund after Executive Board approval
- 1083                        of recommended projects.
- 1084                        d. The committee shall use the fund according to the *Constitution* and
- 1085                        *International Standing Rules*. [*Constitution*, Article XIII, B.3, SR 4.67, and
- 1086                        SR 13.4]
- 1087                    5. International Speakers Fund Committee - *appointed*
- 1088                        The committee shall be composed of a United States of America member
- 1089                        appointed by the international president; the Europe regional director; the
- 1090                        area representatives for Canada and Latin America; and the international
- 1091                        president, member ex officio, with vote. One (1) member selected by
- 1092                        the committee shall be the chair. The committee shall administer the
- 1093                        International Speakers Fund program according to the guidelines in the
- 1094                        *International Standing Rules*. [SR 4.68 and SR 8.110]
- 1095                    6. Scholarship Committee\* - *appointed*
- 1096                        a. The committee shall select the recipients of the international
- 1097                        scholarships for graduate study and promote interest in and support for
- 1098                        the scholarships.
- 1099                        b. The committee shall recommend rules to govern international
- 1100                        scholarships to the Executive Board for approval.
- 1101                        c. The committee shall follow the basic requirements for scholarship
- 1102                        applicants according to the *International Standing Rules*. [SR 13.6]
- 1103                    7. World Fellowship Committee\* - *appointed*
- 1104                        a. The committee shall grant world fellowships, when sufficient funds

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

- 1105 are available, to non-member women educators who are not citizens or  
 1106 permanent residents of the United States of America or Canada.  
 1107 b. Contributions from state organizations, chapters, and individual  
 1108 members support the work of this committee.  
 1109 c. The committee shall follow the guidelines according to the Constitution  
 1110 and *International Standing Rules*. [SR13.7]

## 1111 **Article IX**

### 1112 **Meetings**

#### 1113 **Section A. Chapter Meetings**

- 1114
- 1115 **Section A. Chapter Meetings**
- 1116 1. Regular Meetings
- 1117 a. Regular meetings of chapters shall be held at least four (4) times per year.
- 1118 b. A quorum for chapter business shall be determined by the chapter.
- 1119 c. There shall be no proxy voting.
- 1120 2. Meetings of the Executive Board
- 1121 a. Meetings of the executive board shall be held at least twice annually. The
- 1122 board may meet at other times upon the call of the president.
- 1123 b. A quorum shall be a majority of the voting members of the board.
- 1124 c. The chapter executive board may meet through electronic
- 1125 communication as long as all the members may simultaneously hear one
- 1126 another and participate during the meeting.

#### 1127 **Section B. State Organization Meetings**

- 1128
- 1129 1. State Organization Executive Board
- 1130 a. Meetings of the executive board shall be held annually.
- 1131 b. Chapter presidents who are unable to attend their state organization
- 1132 executive board meeting may appoint an official designee who shall have
- 1133 full privileges of participation.
- 1134 c. A quorum shall be a majority of voting members of the board. Each
- 1135 voting member shall be entitled to one (1) vote. There shall be no proxy
- 1136 voting.
- 1137 d. The executive board may transact business by mail (postal or electronic).
- 1138 2. State Organization Conventions
- 1139 a. Each state organization shall hold a state organization convention in the
- 1140 odd-numbered years, the date and site to be determined by the executive
- 1141 board. State organization conventions in even-numbered years shall be
- 1142 optional.
- 1143 b. A quorum shall be a majority of the members who have registered at the
- 1144 convention.
- 1145 c. Any member attending a state organization convention may make
- 1146

- 1147 motions, enter discussions, and vote (except in cases where a roll-call vote  
 1148 is taken).  
 1149 (1) A roll-call vote shall be taken when sustained by a majority vote of  
 1150 those present or when requested by five (5) chapter presidents.  
 1151 (2) The chapter president or her official representative shall cast a vote  
 1152 for the chapter, one (1) vote for each five (5) active and reserve  
 1153 members or major fraction thereof within the chapter. The vote may  
 1154 be divided.  
 1155

### 1156 Section C. International Meetings

- 1157 1. Meetings of the Administrative Board  
 1158 a. Meetings shall be held twice a year, the time and place to be determined  
 1159 by the president. The board may meet at other times upon the call of the  
 1160 president.  
 1161 b. A minimum of ten (10) days notice shall be given prior to the day of the  
 1162 meeting.  
 1163 c. There shall be no proxy voting.  
 1164 d. The business delegated to the Administrative Board by the *Constitution*  
 1165 may be transacted by mail (postal or electronic).  
 1166 e. A quorum shall be a majority of the voting members of the board. Each  
 1167 voting member shall be entitled to one (1) vote.  
 1168 f. The Administrative Board may meet through electronic communication  
 1169 as long as all the members may simultaneously hear one another and  
 1170 participate during the meeting.  
 1171 2. Meetings of the International Executive Board  
 1172 a. Meetings of the Executive Board shall be held biennially, at least one  
 1173 (1) day in advance of the international convention. The board may meet  
 1174 at other times upon call of the international president. A minimum of  
 1175 thirty (30) days notice shall be given prior to the date of the international  
 1176 Executive Board meeting.  
 1177 b. A state organization president who is unable to attend the international  
 1178 Executive Board meeting may appoint an official designee who shall have  
 1179 full privileges of participation.  
 1180 c. A quorum shall be a majority of the voting members of the board. Each  
 1181 voting member shall be entitled to one (1) vote.  
 1182 d. There shall be no proxy voting.  
 1183 e. The business delegated to the Executive Board by the *Constitution* may  
 1184 be transacted by mail (postal or electronic).  
 1185 3. Meetings of the International Convention  
 1186 Members of The Delta Kappa Gamma Society International shall meet in  
 1187 convention biennially for the purpose of making decisions which direct the  
 1188 activities of the Society. [*Constitution, Article X*]

- 1189 4. Meetings of the Regional Conferences  
 1190 A regional conference shall be held biennially in each geographic area  
 1191 designated as a region. [*Constitution, Article X*]  
 1192 5. Meetings of International Committees  
 1193 a. Two (2) meetings per biennium are budgeted for each committee unless  
 1194 otherwise stated in the committee description or by convention action.  
 1195 b. The schedule of international committee meetings is the responsibility of  
 1196 the international president in consultation with the corporate secretary.  
 1197 c. International committee meetings may be face-to-face or through  
 1198 electronic communication as long as all of the members may  
 1199 simultaneously hear one another and participate during the meeting.  
 1200 The international president shall authorize the mode of any committee  
 1201 meeting.  
 1202 d. The work of each international committee is under the direction of the  
 1203 committee chair.  
 1204 6. International President's Planning Meeting  
 1205 a. A president's planning meeting shall be scheduled for the Administrative  
 1206 Board, the committee chairs, the forum chairs, and the Society  
 1207 Headquarters professional staff.  
 1208 b. In even-numbered years the president's planning meeting shall be held at  
 1209 the beginning of the new biennium.  
 1210 7. Latin American Conference  
 1211 A Latin American member information conference shall be held biennially  
 1212 in a Latin American country. The conference shall be presented in Spanish  
 1213 and conducted by the area representative for Latin America.  
 1214

## Article X

### International Conventions and Regional Conferences

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

- 1219 1. Logistics  
 1220 a. Any conference or convention site shall be selected with the approval of  
 1221 the host state organization.  
 1222 b. Contracts for regional conferences and international conventions shall  
 1223 be signed by the corporate secretary and the international president at  
 1224 least two (2) years in advance of the date of said convention or regional  
 1225 conference.  
 1226 c. The international president and the corporate secretary shall review  
 1227 the financial considerations (pricing, accessibility, location, and total  
 1228 suitability) prior to final approval by the Executive Board.  
 1229 d. Fidelity bonds shall be provided for international convention and  
 1230 regional conference treasurers from Society convention or conference

- 1231 funds.
- 1232 e. Each state hosting an international convention or regional conference
- 1233 shall receive funds from International to offset expenses accrued by the
- 1234 host for state night. Additional funds shall be advanced to the convention
- 1235 steering committee, maintained in a special convention account, and
- 1236 disbursed only for authorized expenses. Any funds remaining in the
- 1237 convention account shall be returned to the international Available Fund.
- 1238 f. The Headquarters staff and the international president shall be consulted
- 1239 and informed of tours arranged in connection with regional conferences
- 1240 and international conventions before the information is publicized.
- 1241 g. After each international convention or regional conference, the records of
- 1242 the treasurer shall be submitted for financial review as determined by the
- 1243 Administrative Board. The records, receipts, and fund balances from each
- 1244 international convention and regional conference shall be sent to Society
- 1245 Headquarters.
- 1246 h. Collections shall be taken that have been previously approved by the
- 1247 Administrative Board and announced.
- 1248 2. Registration
- 1249 a. A registration fee charged by credit card or paid in the currency of the
- 1250 host country must accompany each registration.
- 1251 b. All registration fees will be increased fifty percent (50%) thirty (30) days
- 1252 prior to the official opening day of the convention or conference.
- 1253 c. A person who cancels will receive a refund provided a written request is
- 1254 postmarked or electronically dated fifteen (15) days prior to the opening
- 1255 day of the convention or conference. Special consideration will be given
- 1256 in extreme emergencies.
- 1257 d. A processing charge approved by the Administrative Board shall be
- 1258 retained on all cancellations regardless of when they are received.
- 1259 3. On-Site Sales
- 1260 a. Favors and decorations or items officially approved by the Administrative
- 1261 Board or the Executive Board may be sold at international conventions
- 1262 or regional conferences. State organizations desiring to sell their
- 1263 Society items at conventions and regional conferences shall follow the
- 1264 *International Guidelines for Sale of Items*.
- 1265 b. A fee in the amount determined by the Administrative Board shall
- 1266 be charged to any state organization, chapter, or other vendors who
- 1267 receive permission from the board to sell items at regional conferences
- 1268 or international conventions. A list of all approved vendors shall be
- 1269 forwarded to the convention/conference steering committee.
- 1270 c. International committee members selling official Society documents shall
- 1271 not be charged a fee.
- 1272



1273 **Section B. International Conventions**

- 1274 1. The international convention of the Society shall be held biennially in even-
- 1275 numbered years, the year and host state organization to be determined by
- 1276 the Executive Board. A minimum of thirty (30) days notice shall be given
- 1277 prior to the date of the convention.
- 1278 2. Authority in all matters not otherwise specifically delegated by the
- 1279 *Constitution* shall reside in the international convention.
- 1280 3. A quorum shall be a majority of the members who have registered at the
- 1281 convention.
- 1282 4. Time and placement of business sessions shall provide members with a
- 1283 reasonable opportunity to have a voice in the business proceedings.
- 1284 5. Any member attending an international convention may make motions,
- 1285 enter discussions and vote except in cases when a roll-call vote is taken.
- 1286 There shall be no proxy voting at any level of the Society.
- 1287 6. Roll-call vote
- 1288 a. A roll-call vote shall be taken when sustained by a majority vote of those
- 1289 present or when requested by five (5) state organization presidents.
- 1290 b. The state organization president or her official designee shall cast the
- 1291 vote for the state organization, one (1) vote for each five (5) active and
- 1292 reserve members or major fraction thereof within the state organization.
- 1293 The vote may be divided.
- 1294

1295 **Section C. Regional Conferences**

- 1296 1. Pre-conference Sessions
- 1297 a. The international Leadership Development Committee shall present a
- 1298 two-day (2) leadership development conference prior to each regional
- 1299 conference to give the newly elected state organization presidents and
- 1300 first-term executive secretaries a more thorough knowledge of the
- 1301 Society's traditions, Purposes, policies, programs of work, and committee
- 1302 structure and to augment their leadership skills and techniques.
- 1303 Continuing state organization executive secretaries may be invited by
- 1304 the international Leadership Development Committee to attend at the
- 1305 expense of their state organizations or of the individual.
- 1306 b. A session for incoming state organization educational excellence
- 1307 committee chairs shall be held concurrently with the leadership
- 1308 development conference to provide information about and suggestions
- 1309 for programs and projects that focus on long-term and short-term
- 1310 topics. The workshop shall be planned by the Educational Excellence
- 1311 Committee and the appropriate professional staff.
- 1312 c. A session for incoming state organization membership committee chairs
- 1313 shall be held preceding each regional conference simultaneously with the
- 1314 leadership development conference and educational excellence committee

- 1315 workshops. The workshop shall be planned by the Membership  
 1316 Committee and the appropriate professional staff.
- 1317 d. Sessions for state organization editors and web masters shall be planned  
 1318 by the Communications and Publicity Committee and the appropriate  
 1319 professional staff. The session shall include lunch and shall be held before  
 1320 the opening evening meeting of each regional conference.
- 1321 e. A session for state organization treasurers shall be planned by the  
 1322 international Finance Committee and the appropriate professional staff.  
 1323 The session shall begin with lunch and be held the afternoon before the  
 1324 opening evening meeting of each regional conference
- 1325 2. Regional Conference Sessions
- 1326 a. Regional conferences shall be held biennially in odd-numbered years.  
 1327 The year and the host state organization for each conference shall be  
 1328 recommended by the state organization presidents within a region,  
 1329 following an invitation from a state organization executive board.
- 1330 b. Regional conferences are held to disseminate information regarding  
 1331 Society activities and to provide educational workshops and leadership  
 1332 training. Sessions may be conducted electronically or by the regional  
 1333 representative of the related committee. A significant portion of the  
 1334 program should involve Society information at the chapter, state, and  
 1335 international levels.
- 1336 c. The regional conference schedule and program are the responsibility of  
 1337 the regional director.

## 1338 Article XI 1339 Headquarters

### 1340 Section A. Property

- 1341
- 1342 1. *The place of business of the central organization of the corporation [The Delta*  
 1343 *Kappa Gamma Society International] shall be in Austin, Texas. (Texas*  
 1344 *Supreme Court, March 22, 1950.)*
- 1345 2. The Headquarters of The Delta Kappa Gamma Society International shall  
 1346 be located at 416 W. Twelfth Street, Austin, Texas 78701.

### 1347 Section B. Management

1348 The Administrative Board shall

- 1349
- 1350 1. supervise the maintenance of all properties of the Society;
- 1351 2. provide for development and adoption of the Organizational Plan for  
 1352 Society Headquarters;
- 1353 3. determine the staff functions, job titles, terms of employment, and  
 1354 responsibilities of the Society Headquarters professional staff;
- 1355 4. select and employ the Society Headquarters professional staff ; and  
 1356

- 1357 5. provide for development and approval of policy manuals for Society
- 1358 Headquarters operations and for the development and adoption of the
- 1359 *Employee Handbook: International Headquarters*
- 1360

**Section C. Administrative Operations**

- 1361
- 1362 1. The conduct of business at the Society Headquarters shall be under the
- 1363 direction of the executive director\*.
- 1364 2. The executive director shall be employed by and report to the Administrative
- 1365 Board.
- 1366 3. The executive director shall consult with and be responsible to the
- 1367 international president between meetings of the Administrative Board.
- 1368 4. The executive director shall
- 1369 a. be the corporate secretary, the registered agent of The Delta Kappa
- 1370 Gamma Society International;
- 1371 b. be responsible, in consultation with the international president, for the
- 1372 employment of such support personnel as required to carry out the
- 1373 duties of the Society Headquarters provided that such employment falls
- 1374 within the constraints of the budget and by personnel policies established
- 1375 by the Administrative Board;
- 1376 c. serve as a member ex officio, without vote, on the Administrative Board
- 1377 and Executive Board;
- 1378 d. furnish the information necessary for a fidelity bond for an amount to be
- 1379 determined by the Executive Board, the cost of such bond to be paid by
- 1380 the Society;
- 1381 e. provide for all financial accounting at the international level, including
- 1382 the following:
- 1383 (1) receive all moneys, pay expenses, and manage investments
- 1384 (2) maintain accurate financial records
- 1385 (3) prepare necessary reports
- 1386 (4) file required tax reports
- 1387 (5) provide for the annual audit of the financial records of the
- 1388 international office by an external certified public accountant.
- 1389 f. perform such other duties as are stated in her contract with the Society,
- 1390 the *Constitution*, the *International Standing Rules*, by the *Employee*
- 1391 *Handbook: International Headquarters* and/or delegated to her by the
- 1392 international president.
- 1393

\* Title is an Administrative Board decision

**Article XII  
Publications**

**Section A. Publications**

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- 1397 1. International Publications
- 1398

- 1399 a. The Delta Kappa Gamma Society International shall publish a news  
 1400 periodical and a juried international professional journal.  
 1401 b. The Society shall publish its *Constitution, International Standing Rules,*  
 1402 and such other publications as are vital to the Society as determined by  
 1403 the Administrative Board and recommended to the Executive Board for  
 1404 approval.  
 1405 c. The Society may publish such materials as may be sponsored by  
 1406 committees or recommended by the Communications and Publicity  
 1407 Committee and approved by the president. These publications shall go  
 1408 to the assigned professional staff for suggestions on production. The  
 1409 Executive Board shall authorize financing.  
 1410 d. The effectiveness of Society publications shall be evaluated by the  
 1411 Communications and Publicity Committee and reported to the  
 1412 Administrative Board each biennium.  
 1413 e. *The Policy for International Society Publications* shall be reviewed by the  
 1414 Administrative Board annually. Proposed changes shall be submitted to  
 1415 the Executive Board for approval.  
 1416 f. The editorial policy shall be subject to review biennially by the  
 1417 Communications and Publicity Committee and by the Administrative  
 1418 Board. Proposed changes shall be submitted to the Executive Board for  
 1419 approval.  
 1420 g. The Delta Kappa Gamma Society International will maintain a  
 1421 presence on the World Wide Web and use other forms of electronic  
 1422 communication.  
 1423 h. State organizations and chapters may use a variety of communications.  
 1424 i. The president at each level shall approve publications.  
 1425

#### 1426 **Section B. Periodical - *DKG NEWS***

- 1427 1. The Society shall publish a news periodical, *DKG NEWS*, six (6) times a  
 1428 year. Print versions will be mailed to members.  
 1429 2. Purposes of the *DKG NEWS*  
 1430 a. To provide members with timely information on issues of concern based  
 1431 on the Society's seven Purposes and including:  
 1432 • constitutional interpretations/explanatory notes  
 1433 • proposed and effected changes in the *Constitution* and the  
 1434 *International Standing Rules*  
 1435 • constitutional amendments  
 1436 • Nominations Committee reports  
 1437 b. To promote communication within the Society  
 1438 c. To focus on Delta Kappa Gamma as an action organization.  
 1439 3. International dues shall include subscription to the *DKG NEWS*.  
 1440

1441 **Section C. Journal - *The Delta Kappa Gamma Bulletin***

- 1442 1. *The Delta Kappa Gamma Bulletin* shall be published four (4) times a year.  
 1443 Print versions will be mailed to members.
- 1444 2. Purposes of *The Delta Kappa Gamma Bulletin*
- 1445 a. to publish manuscripts and other professional contributions submitted  
 1446 by members and recipients of world fellowships or other projects  
 1447 supported by the Society
- 1448 b. to provide a juried international professional journal that promotes the  
 1449 professional and personal growth of members through publication of  
 1450 their writings
- 1451 c. to promote excellence in education through the publication of  
 1452 theoretical and philosophical position papers, applied research, and  
 1453 articles based on topics of interest to educators.
- 1454 3. International dues shall include a subscription to *The Delta Kappa Gamma*  
 1455 *Bulletin*.
- 1456 4. Manuscripts submitted for publication in *The Delta Kappa Gamma Bulletin*  
 1457 shall be peer reviewed by members of the Editorial Board. For the purpose  
 1458 of scholarly integrity, external reviewers may be consulted.
- 1459 5. The Editorial Board shall
- 1460 a. consist of four (4) appointed members, the editor, and the assigned  
 1461 professional staff, ex officio, with vote;
- 1462 b. be appointed by the international president upon recommendation of  
 1463 the assigned professional staff and the editor;
- 1464 c. work with the editor and be responsible for selecting manuscripts,  
 1465 developing editorial policy, selecting style guidelines, and establishing  
 1466 themes for *The Delta Kappa Gamma Bulletin* in collaboration with the  
 1467 Communications and Publicity Committee; and
- 1468 d. uphold standards of high quality in evaluating manuscripts for *The Delta*  
 1469 *Kappa Gamma Bulletin*.
- 1470 6. Application forms shall be completed and submitted by members desiring  
 1471 appointment to the Editorial Board.
- 1472 7. The expenses of one (1) Editorial Board meeting in the first year of a  
 1473 biennium to review the manuscript selection procedure shall be paid in full  
 1474 by the Society.
- 1475 8. Actions of the Editorial Board shall be reviewed by the Communications  
 1476 and Publicity Committee and referred to the Administrative Board.

1477  
 1478 **Section D. Rituals and Ceremonies**

1479 The Society shall provide examples of initiation and installation ceremonies. These  
 1480 may be adapted to meet needs at the chapter, state, or international level.

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1483 **Section E. Electronic Communications**

1484 The Society at all levels may establish and maintain various types of electronic  
1485 communications to facilitate meetings and to communicate with members.

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**Article XIII****Awards**

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1490 **Section A. International Awards**

1491 The Society provides awards for members and for non-members.

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

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**Section B. Awards Granted to Members**

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1. International Achievement Awards
  - a. The gold medallion and chain known as the International Achievement Award is given annually by the Society to a leader who has merited recognition for her distinguished record in the Society. The medallion shall be worn only by members who have been voted that honor and privilege by the international Executive Board.
  - b. The International Achievement Award shall be presented at an international convention or at a regional conference. An announcement of the award shall be published in the *DKG NEWS*.
  - c. An International Achievement Award medallion returned to the Society shall be presented to a future recipient.
  - d. The international president shall act in conjunction with the corporate secretary and another member of the Society Headquarters staff annually to review recommendations made by members, chapters, or state organizations on forms provided by Society Headquarters. Names of eligible candidates shall be submitted to the Executive Board for vote. The recipient shall be selected by the Executive Board using preferential ballot. If there be but one (1) nominee, election shall be by four-fifths (4/5) vote.
2. Emergency Fund Awards
  - a. The Society shall maintain a fund to provide assistance to members who have sustained loss due to natural catastrophic disasters.
  - b. The fund shall be maintained by voluntary contributions.
  - c. Recipients of the award are recommended by chapter and state

- 1525 organization presidents.
- 1526 3. Golden Gift Awards
- 1527 a. The Golden Gift Fund Awards provide opportunities for selected
- 1528 members to develop leadership, communication, and management skills
- 1529 and to meet specific educational and professional needs.
- 1530 b. The Golden Gift Fund Committee shall select recipients of the Golden
- 1531 Gift Awards.
- 1532 4. Recognition of Members Who Have Earned Doctorates
- 1533 a. Members who have earned doctorates shall be recognized each
- 1534 biennium at the international convention.
- 1535 b. Copies of a list containing the names of the members who have earned
- 1536 doctorates during the biennium, along with the title and date of their
- 1537 dissertations, shall be distributed at each international convention.
- 1538 c. The list shall be announced in the *DKG NEWS*, published on the
- 1539 Society Web site, and mailed (postal) to each person listed.
- 1540 d. A permanent file of awardees shall be maintained at Society
- 1541 Headquarters.
- 1542 5. Scholarship Awards
- 1543 a. The Society offers up to twenty-nine (29) annual international
- 1544 scholarships for graduate study:
- 1545 (1) The Annie Webb Blanton Scholarship
- 1546 (2) The Berneta Minkwitz Scholarship
- 1547 (3) The M. Margaret Stroh Scholarship
- 1548 (4) The Eula Lee Carter Scholarship
- 1549 (5) The Maycie K. Southall Scholarship
- 1550 (6) The Norma Bristow Salter Scholarship
- 1551 (7) The Founders Scholarship
- 1552 (8) The A. Margaret Boyd Scholarship
- 1553 (9) The Edna McGuire Boyd Scholarship
- 1554 (10) The Zora Ellis Scholarship
- 1555 (11) The Ola B. Hiller Scholarship
- 1556 (12) The Eunah Temple Holden Scholarship
- 1557 (13) The Alida W. Parker Scholarship
- 1558 (14) The Carolyn Guss Scholarship
- 1559 (15) The Catherine Nutterville Scholarship
- 1560 (16) The J. Maria Pierce Scholarship
- 1561 (17) The Lois and Marguerite Morse Scholarship
- 1562 (18) The Blanton Centennial Scholarship
- 1563 (19) The Golden Anniversary Scholarship
- 1564 (20) The Mary Frances White Scholarship
- 1565 (21) The Lettie P. Trefz Scholarship
- 1566 (22) The Sixtieth Anniversary Scholarship

- 1567 (23) The Mamie Sue Bastian Scholarship  
 1568 (24) The Emma Reinhart Scholarship  
 1569 (25) The Emma Giles Scholarship  
 1570 (26) The Seventieth Anniversary Scholarship  
 1571 (27) The Marjorie Jeanne Allen Scholarship  
 1572 (28) The Dr. Evelyn L. Milam 1 Scholarship  
 1573 (29) The Dr. Evelyn L. Milam 2 Scholarship  
 1574 b. The Society offers two (2) biennial international scholarships:  
 1575 (1) The Hazel Johnson Memorial Scholarship given in the even-  
 1576 numbered year.  
 1577 (2) The Mary Katherine Shoup Scholarship given in the odd-  
 1578 numbered year.  
 1579 6. International Speakers Awards  
 1580 a. The award pays travel expenses for the exchange of Society speakers  
 1581 among member countries at Delta Kappa Gamma functions.  
 1582 b. Members may apply to be an international speaker.  
 1583 c. State organizations may apply to receive an international speaker.  
 1584

### 1585 Section C. Awards Granted to Members or Non-members

- 1586 1. Educators Book Award  
 1587 a. The Educators Book Award recognizes outstanding women authors  
 1588 whose work may influence the direction of thought and action  
 1589 necessary to meet the needs of today's complex society. The content  
 1590 must be of more than local interest with relationship, direct or  
 1591 implied, to education everywhere.  
 1592 b. The book must be copyrighted in its first edition during the period  
 1593 of January 1 through December 31 of the year preceding the award.  
 1594 A book in a language other than English shall be considered by the  
 1595 Educators Award Committee in the year following its first publication  
 1596 in English.  
 1597 c. A book may be submitted by the author or the publisher.  
 1598 2. Grant-in-Aid Awards  
 1599 a. The term *grant-in-aid* shall represent the general category of awards  
 1600 granted by state organizations and chapters that are supported by  
 1601 funds other than the scholarship fee.  
 1602 b. The specific title of a grant-in-aid award is the choice of the presenter.  
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### 1604 Section D. Awards That May be Granted Only to Non-members

- 1605 World Fellowships  
 1606 World Fellowships may be awarded to non-member women educators who  
 1607 are not citizens or permanent residents of the United States of America  
 1608 and Canada.



1609

**Article XIV**

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**Affiliates**

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**Section A. Affiliates**

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

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**Section C. United Nations**

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**Article XV**

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**Parliamentary Authority**

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## 1. International

The rules contained in *Robert's Rules of Order Newly Revised* (current edition) shall govern international proceedings in all cases to which they are applicable and in which this authority is not inconsistent with the *Constitution*, the *International Standing Rules*, or other adopted Society rules, and any statutes applicable to this organization that do not authorize the provisions of the *Constitution* to take precedence.

## 2. State organization and chapter

State organizations shall designate in state organization bylaws a recognized manual of parliamentary procedure for the governance of the state organization and its chapters in all instances in which the authority is not

1651 | inconsistent with this *Constitution* or other adopted Society rules.

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## Article XVI Amendments

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### 1656 | Section A. Amendments to the Constitution

- 1657 | 1. Proposals for amending the *Constitution* may be considered every four (4)
- 1658 | years.
- 1659 | 2. Proposals for amending
- 1660 | a. may be submitted to the chair of the Constitution Committee by any
- 1661 | member, committee, board, chapter, or state organization;
- 1662 | b. shall be submitted on forms provided by the Constitution Committee;
- 1663 | c. shall be accompanied by a statement of fiscal impact on current and
- 1664 | future budgets confirmed by the Finance Committee;
- 1665 | d. shall be studied by the Constitution Committee and recommendations
- 1666 | for changes submitted to the Administrative Board for approval before
- 1667 | they are submitted to a vote at the international convention; and
- 1668 | e. that have been rejected by the Constitution Committee and/or the
- 1669 | Administrative Board shall be submitted to a vote of the convention
- 1670 | when such a request is made in writing by one-third (1/3) or more of the
- 1671 | state organization presidents. Such a request shall be submitted to the
- 1672 | international president no later than January 20 of the convention year
- 1673 | and shall be published no later than the March/April issue of the *DKG*
- 1674 | *NEWS*.
- 1675 | 3. Notification of proposed amendments
- 1676 | All amendments to be voted upon by the convention shall be presented to
- 1677 | the membership in print form no later than the March/April issue of the
- 1678 | *DKG NEWS*.
- 1679 | 4. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall
- 1680 | be required for the adoption of an amendment to the *Constitution*.
- 1681 | 5. The adopted amendments take effect immediately upon adoption unless a
- 1682 | proviso states otherwise.

1683

### 1684 | Section B. Amendments to the *International Standing Rules*

- 1685 | 1. Proposals for amending the *International Standing Rules* may be considered
- 1686 | at each international convention.
- 1687 | 2. Proposals may be submitted to the chair of the Constitution Committee
- 1688 | by any member, committee, board, chapter, or state organization on forms
- 1689 | provided by the Constitution Committee.
- 1690 | 3. Proposals submitted to the Constitution Committee shall be accompanied
- 1691 | by a statement of fiscal impact on current and future budgets confirmed by
- 1692 | the Finance Committee.

- 1693 4. Proposals will be studied and edited for correct form by the committee
- 1694 before presentation to the Administrative Board for review.
- 1695 5. All proposed amendments will be published no later than the March/April
- 1696 issue of the *DKG NEWS* with the recommendation of the Administrative
- 1697 Board to adopt, to not adopt, or no recommendation.
- 1698 6. Vote for adoption
- 1699 a. A standing rule may be amended or rescinded by a majority vote, a
- 1700 quorum being present, if the notice of the proposed change has been
- 1701 published in the *DKG NEWS*.
- 1702 b. An amendment that has not been published will require a two-thirds
- 1703 (2/3) vote, a quorum being present, to be adopted or rescinded.
- 1704 7. The adopted amendments will take effect immediately upon adoption unless
- 1705 a proviso states otherwise.
- 1706

**Section C. Revision**

1707 The *Constitution* may be revised only upon authorization by the international  
 1708 convention.

- 1710 1. Preparing and presenting an authorized revision shall be the duty of an ad
- 1711 hoc Revision Committee appointed by the international president. The
- 1712 committee shall include members of the Constitution Committee.
- 1713 2. The proposed revision shall be mailed to the members no later than the
- 1714 March/April issue of the *DKG NEWS*.
- 1715 3. If a revision is authorized, there shall be no other amendments proposed to
- 1716 the existing *Constitution*.

**Article XVII  
 Indemnification**

1721 Any director, officer, employee, or agent of The Delta Kappa Gamma Society  
 1722 International who has been or is threatened to be made a party to any threatened,  
 1723 pending, or completed action, suit, or proceedings, shall be indemnified for all  
 1724 expenses and liabilities actually and reasonably incurred in connection therewith to  
 1725 the extent permitted by Chapter 8 of the Texas Business Organizations Code, as  
 1726 amended.

**Article XVIII  
 Conflict of Interest\***

1731 The purpose of this conflict of interest policy is to protect the interests of The  
 1732 Delta Kappa Gamma Society International (*The Society*) when the Society is  
 1733 contemplating entering into a transaction or arrangement that might benefit the  
 1734 private interest of a member of the Administrative Board, an international officer, a

\* Check Society Web  
 site for complete  
Conflict of Interest  
 document.

1735 state organization officer, a chapter officer or a member of a committee with powers  
 1736 delegated by the Administrative Board or an international, state or chapter executive  
 1737 board (any such person is referred to in the conflict of interest policy as an *interested*  
 1738 *person*). This policy is intended to supplement but not replace any applicable  
 1739 state and federal laws governing conflicts of interest applicable to non-profit and  
 1740 charitable organizations.

1741

1742 The components of the policy are as follows:

1743 Conflict of Interest, Direct or Indirect Interest, Family Members, Duty to Self  
 1744 Disclose, Duty to Disclose Conflicts of Others, Determining Whether Conflict  
 1745 of Interests Exists, Disciplinary Action, Record of Proceedings, Compensation  
 1746 Matters, Annual Affirmation, Periodic Reviews and Outside Experts.

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1748

## Article XIX

1749

### Dissolution

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1751 In the event of a dissolution of the Society, the net assets of the corporation shall be  
 1752 distributed as follows:

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1. International

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2. State organization

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

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.

- 1777 d. Chapter paraphernalia, Society publications, and chapter records shall be
- 1778 retained in the state organization archives and made available for use.
- 1779 e. The charter must be returned to the state organization to be forwarded
- 1780 to the Society Headquarters.
- 1781 f. The state organization executive board shall decide whether the Greek
- 1782 name shall be reused.

1783

1784

**Article XX**

1785

**The Delta Kappa Gamma Society**

1786

**Educational Foundation**

1787

**An Enabling Act**

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1789

**Section A.**

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

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**Section B.**

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

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**Section C.**

1809

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

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1812

**Section D.**

1813

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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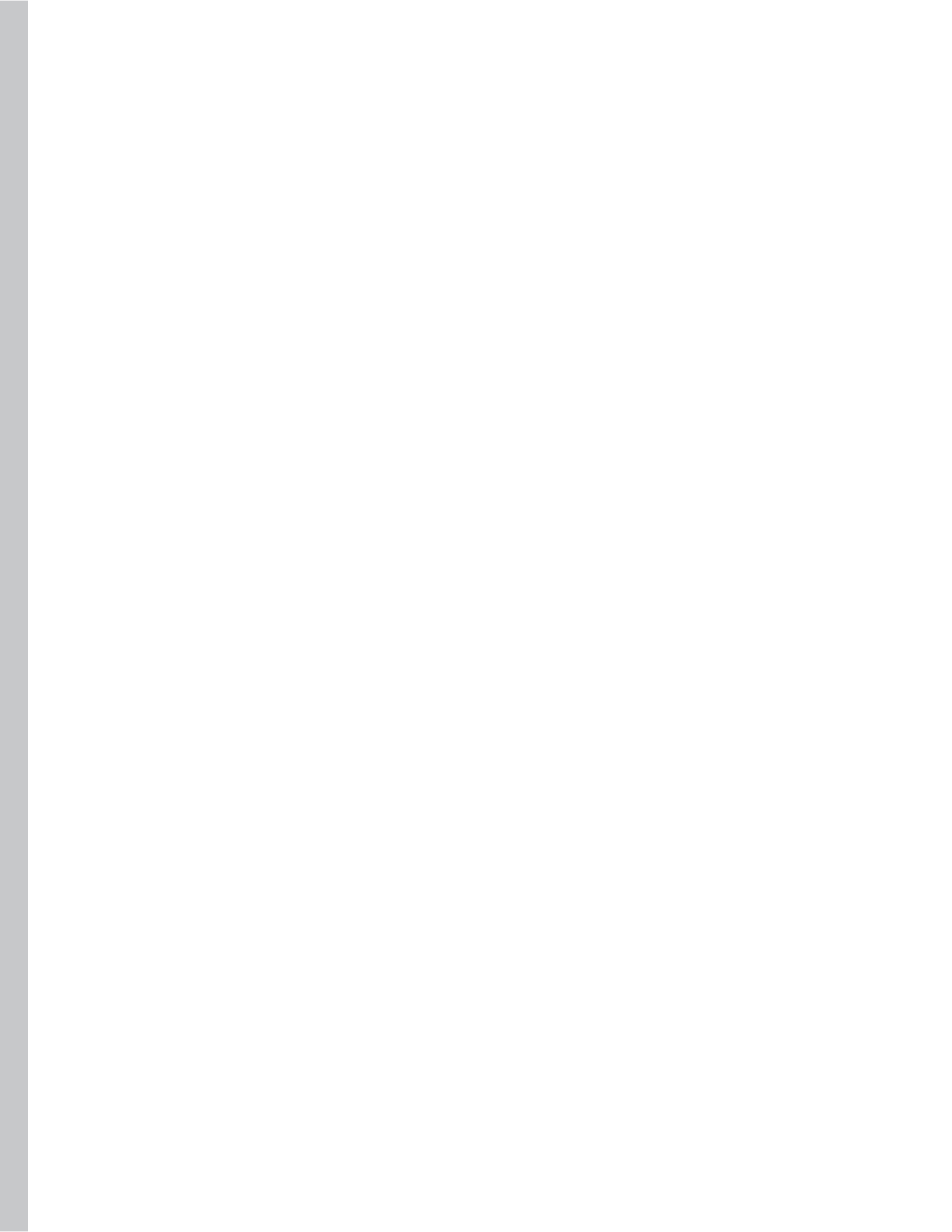
**International**

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

Revised 2012





# Table of Contents

## 1. Name and Emblems

1.0 Name and Emblems - General .....	1
1.1 Jewelry.....	1

## 3. Membership

3.0 Membership - General .....	1
3.1 Active Membership.....	2
3.2 Reserve Membership .....	2
3.3 Honorary Membership .....	2
3.4 Attendance.....	2
3.5 Termination .....	2

## 4. Finance

4.0 Finance - General .....	2
4.1 Dues .....	2
4.2 Fees .....	3
4.3 Payment of Dues and Fees.....	3
4.4 Financial Assessments .....	3
4.5 Other Income .....	3
4.6 International Funds .....	4
4.8 Financial Accounting .....	6

## 5. Organization

5.0 Organization - General .....	8
5.1 Coordinating Council Organization .....	8
5.2 State Organization .....	8
5.3 International Expansion.....	9
5.4 International Regions.....	10
5.5 Forums .....	10

## 6. Officers

6.0 Officers - General .....	11
6.1 Regional Directors .....	11
6.2 Area Representatives .....	11

## 7. Boards

7.0 Boards - General.....	12
7.1 Administrative Board .....	12
7.2 Executive Board.....	12

## 8. Committees

8.000 Committees - General .....	12
8.010 Communications and Publicity Committee.....	13
8.020 Constitution Committee.....	13
8.030 Constitution Interpretation Committee .....	13
8.040 Expansion Committee.....	13
8.050 Finance Committee .....	14
8.060 Leadership Development Committee .....	14

8.070 Membership Committee . . . . .	14
8.080 International Nominations Committee. . . . .	14
8.090 Non-dues Revenue Committee . . . . .	16
8.100 Educational Excellence Committee-Legislation. . . . .	16
8.110 International Speakers Fund Committee . . . . .	16
8.120 Scholarship Committee . . . . .	16
<b>9. Meetings</b>	
9.0 Meetings - General . . . . .	17
9.1 Chapter Meetings . . . . .	17
9.2 State Organization Meetings. . . . .	17
9.3 International Meetings . . . . .	17
<b>10. International Conventions and Regional Conferences</b>	
10.0 International Conventions and Regional Conferences - General . . . . .	18
10.1 Financial Record . . . . .	18
10.2 International Conventions . . . . .	18
10.3 Regional Conferences . . . . .	18
<b>11. Headquarters</b>	
11.0 Headquarters - General . . . . .	19
11.1 Property . . . . .	19
11.2 Management . . . . .	19
<b>12. Publications</b>	
12.0 Publications-General . . . . .	19
12.1 Periodical - <i>DKG NEWS</i> . . . . .	19
12.2 Journal - <i>The Delta Kappa Gamma Bulletin</i> . . . . .	20
12.3 Editorial Board . . . . .	20
12.4 Editorial Board - Application Process . . . . .	21
12.5 Electronic Communications . . . . .	21
<b>13. Awards</b>	
13.0 Awards - General . . . . .	21
13.1 International Achievement Award . . . . .	21
13.2 Educators Book Award . . . . .	21
13.3 Emergency Fund Award. . . . .	22
13.4 Golden Gift Awards . . . . .	22
13.5 Recognition of Members Who Have Earned Doctorates . . . . .	22
13.6 Scholarship Award . . . . .	22
13.7 World Fellowship Award . . . . .	23
<b>14. Affiliates</b>	
14.0 Affiliates . . . . .	24
14.1 General . . . . .	24

## 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, Web sites, 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, 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 active or a state reserve member. Status as a state member must be requested. State 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 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. Fifty and No/100 Dollars (\$50.00).

#### **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**

- 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. Six Thousand and No/100 Dollars (\$6,000.00).
- 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 expenses of speakers designated 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, Prince Edward Island, 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, Kansas, Mexico D.F., Missouri, Nevada, New Mexico, Nuevo Leon, Oklahoma, Panama, Puebla, San Luis Potosi, Texas, Utah
- e. Europe - Denmark, 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 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 states 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 and chapter Web sites.
- 8.013 The committee shall keep a list of Society publications to be evaluated and shall create guidelines for evaluating them.
- 8.014 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.
- 8.015 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 Web site.
- 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 Web site. 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 should be able to communicate in English, should have time for Society work, should have participated in at least one (1) international convention and/or regional conference. She should have organizational ability and experience:
    - (1) The president should have served as a state organization president, should have international committee experience, and should have served on the Administrative Board.
    - (2) The vice-presidents should have served as state organization presidents and should have international committee experience.
    - (3) The regional directors should have served as state organization presidents, should know their regions and be able to represent the state organizations therein, and should have served on an international committee.
    - (4) The area representatives should hold membership as residents of the areas being represented, should have served as state organization presidents, should know their areas, and be able to represent the member countries therein.
    - (5) The members-at-large should have international committee experience.
    - (6) Members of elected committees and trustees of The Delta Kappa Gamma Educational Foundation should have some chapter and state organization experience in the areas for which they are nominated.
  - 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 electronic date stamp 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 electronic date stamp 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. Two Thousand Five Hundred and No/100 Dollars (\$2,500.00) 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: International Headquarters*.

## 12. Publications

### 12. Publications – General

- 12.01 Publications of the Society shall follow the *Policies for International Publications* as recommended by the Communications and Publicity Committee and approved by the international Executive Board.
- 12.02 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*.
- 12.03 When there is a new edition of the *Constitution*, a complimentary copy will be mailed (postal) to each member of the international Executive Board.
- 12.04 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.
- 12.05 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 four (4) issues of *The Delta Kappa Gamma Bulletin* shall be U.S. Twenty and No/100 Dollars (\$20). Single copy rates shall be U.S. Five and No/100 Dollars (\$5).

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 Editorial Board**

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

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

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

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

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

## **12.4 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.

## **12.5 Arts & Humanities Jury**

12.51 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.

- 12.52 There may be flexible geographic distribution of Jury members, representing different areas of the arts.
- 12.53 The Jury shall consist of four (4) members. Each biennium two (2) members shall be appointed for four-year terms.
- 12.54 An Arts & Humanities Jury member may be appointed to no more than two (2) successive terms.
- 12.55 The international president shall fill, by interim appointment, any vacancy on the Arts & Humanities Jury to complete the remainder of the term.
- 12.56 Publication policy and guidelines developed by the Arts & Humanities Jury shall be reviewed by the Administrative Board and approved by the Executive Board.

#### **12.6 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.

#### **12.7 Electronic Communications**

- 12.71 *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.
- 12.72 State organizations and chapters that establish methods of electronic communications are encouraged to adhere to the *International Policy for Use of Electronic Communications*.

Proviso: If approved, application deadline will be November 1, 2012. Four members will be appointed by the International president, two of whom shall serve a two-year term [2012-2014 biennium] and two of whom shall serve a four-year term [2012-2016].

## **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 at the time of application;

- 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 Web site 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.



## International Standing Rules

