

**CONSTITUTION
OF
THE DELTA KAPPA GAMMA
SOCIETY INTERNATIONAL**

2006

**The Delta Kappa Gamma Society International
P.O. Box 1589
Austin, Texas 78767-1589**

Amended July 2006

Table of Contents

I.	NAME AND INSIGNIA.....	1
II.	PURPOSES AND MISSION STATEMENT	1
III.	MEMBERSHIP	
	Membership.....	2
	Classification	2
	Election.....	2
	Transfer.....	2
	Termination of Membership	2
	Reinstatement	2
IV.	FINANCES	
	Initiation Fee.....	2
	Annual Dues	3
	Honorary Fee.....	3
	Scholarship Fee	3
	Fiscal Year	3
	Payment of Dues and Fees.....	3
	Assessments	3
V.	ORGANIZATION	
	Levels of Organization.....	3
	Chapter Organization	4
	State Organization	4
	International Organization	4
VI.	OFFICERS AND RELATED PERSONNEL	
	Officers	4
	Related Personnel.....	5
	Duties.....	5
	Election and Term of Office.....	7
	Vacancies	8
	Professional Staff of the International Headquarters.....	9
VII.	BOARDS	
	International Boards	9
	State Organization Executive Board.....	10
	Chapter Executive Board	11
VIII.	COMMITTEES	
	Committee Structure.....	12
	Society Business	14
	Constitution	14
	Constitution Interpretation	14
	Expansion	14
	Finance	14
	Insurance.....	14
	Leadership Development	14
	Membership.....	15

	Nominations	15
	Personnel	15
	Program of Work	15
	Program	15
	Personal Growth and Services	16
	Professional Affairs	16
	Research	16
	International Music Representative	16
	Educational Services	16
	Communications	16
	Educator's Award	16
	Eunah Temple Holden Leadership Fund	16
	Golden Gift Fund	16
	International Speakers Fund	16
	Scholarships.....	17
	World Fellowships.....	17
IX.	AREAS OF ACTIVITY	
	Conventions, Conferences, and Meetings.....	17
	International Convention.....	17
	Regional Conferences	17
	State Organization Conventions	17
	Chapter Meetings	18
	Proxy Voting.....	18
	Publications.....	18
	Electronic Communications	18
	Awards	18
X.	FUNDS	
	Available Fund.....	18
	Educator's Award Fund	18
	Emergency Fund.....	19
	Eunah Temple Holden Leadership Fund.....	19
	Golden Gift Fund.....	19
	International Speakers Fund.....	19
	Loretta Halek Memorial Fund.....	19
	Permanent Fund.....	19
	Scholarship Fund	19
	World Fellowship Fund	20
XI.	AMENDMENTS	
	Amendments to the <i>Constitution</i>	20
	Amendments to the <i>International Standing Rules</i>	21
XII.	DISSOLUTION.....	21
XIII.	PARLIAMENTARY AUTHORITY	21
XIV.	THE DELTA KAPPA GAMMA EDUCATIONAL FOUNDATION	22

ARTICLE I

NAME AND INSIGNIA

Section A.

The name of this international organization shall be The Delta Kappa Gamma Society International.

Section B.

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

Section C. Insignia

1. The official insignia of The Delta Kappa Gamma Society International shall be a key.
2. The key shall be a vertical ellipse. Across its center the $\Delta K\Gamma$ shall signify key women educators. Above the letters a wreath of laurel leaves shall signify honor. Below the letters a cup shall signify knowledge.

ARTICLE II

PURPOSES AND MISSION STATEMENT

Section A. Purposes

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

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

Section B. Mission Statement

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

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

ARTICLE III

MEMBERSHIP

Section A. Membership

Membership in The Delta Kappa Gamma Society International shall be by invitation. Members initiated into the Society become members of chapters, state organizations, and the international Society.

Section B. Classification

1. Active members shall be women who are employed in educational work at the time of their election and have had three or more years of experience as professional educators or have been retired from an educational position no more than two years. They shall participate in the activities of the Society.
2. Reserve membership shall be granted only to those who are unable to participate fully in the activities of the chapter because of physical disability and/or geographic location. Reserve status shall be granted by a majority vote of the chapter. A reserve member, so requesting, may be restored to active membership by a majority vote of the chapter.
3. Honorary members shall be women not eligible for active membership who have rendered notable service to education or to women and are elected to honorary membership in recognition of such service. They shall be privileged to participate in all activities except that of holding office.

Section C. Election

1. Candidates for active membership shall be voted upon in a chapter meeting in a manner to be determined by the chapter.
2. Candidates for honorary membership at the chapter, state organization and international levels shall be elected by the method established by the respective executive board.

Section D. Transfer

A member in good standing may be transferred from one unit to another upon application to the International Headquarters.

Section E. Termination of Membership

Membership in the Society is terminated for one of three reasons: non-payment of dues and fees, resignation, or death.

Section F. Reinstatement

A former member may be restored to membership by a majority vote of the chapter receiving the request.

ARTICLE IV

FINANCES

Section A. Initiation Fee

An initiation fee of U.S. \$10 shall be required of all members except honorary members.

Section B. Annual Dues

Annual dues shall be required of active and reserve members on all levels of the Society.

1. International dues shall be an amount determined in accordance with the *International Standing Rules*.
2. State organization dues shall be an amount determined in accordance with state organization by-laws.
3. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.

Section C. Honorary Fee

A lifetime fee of U.S. \$50 for international publications shall be paid for each honorary member at the time of initiation. This fee shall be paid by the initiating unit of the Society.

Section D. Scholarship Fee

A scholarship fee of U.S. \$1 shall be paid annually by each active and reserve member.

Section E. Fiscal Year

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

Section F. Payment of Dues and Fees

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

Section G. Assessments

Assessments may be levied only by the chapter.

ARTICLE V ORGANIZATION

Section A. Levels of Organization

The three levels of organization shall be chapter, state organization, and international.

1. The term chapter shall designate the local unit.
2. The terms state and state organization shall designate states, territories, provinces, and comparable political divisions in countries where The Delta Kappa Gamma Society International is organized.
3. The terms international and Society shall designate the overall organization with the total membership.

Section B. Chapter Organization

1. Chapters shall be organized in accordance with state organization bylaws. Each chapter so organized shall have no fewer than twelve members. The Society shall grant the charter.
2. Charter members shall be those who become members of the chapter at the time of installation of the chapter. Any member who transfers her membership to the new chapter at the time of its installation becomes a charter member of the new chapter.
3. Each chapter shall have chapter rules which are consistent with the *Constitution* and its state organization bylaws.

Section C. State Organization

1. A state organization shall be organized by the International Expansion Committee with the approval of the International Executive Board. The state organization shall have no fewer than twelve nor more than sixteen founders. The Society shall grant the charter.
2. Each state organization shall consist of all chapters within the state and all members holding membership within the state.
3. Each state organization shall have bylaws which are consistent with the *Constitution* for the governance of the state organization and its chapters.

Section D. International Organization

1. The Delta Kappa Gamma Society International shall consist of all state organizations.
2. The international organization shall initiate and sponsor units of the Society in countries where no organization of the Society exists.
3. The state organizations shall be formed into regions for the purposes of rendering better service to the membership and of conducting regional conferences.
4. The Delta Kappa Gamma Society International shall have forums as designated in the *International Standing Rules*. The plan for each forum shall be determined by its participants. These forum units serve the interests of members, insofar as they reflect the Purposes of the Society.
5. The twelve original members of The Delta Kappa Gamma Society International shall be known as The Founders. The founders of state organizations shall be known as state founders.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section A. Officers

1. International Officers
International officers, all of whom must be members of the Society, shall be a president, a first vice-president, a second vice-president, one regional director from each region (all elected), and the corporate secretary (employed).
2. State Organization Officers
State organization officers, all of whom must be members of the Society, shall be a president, a vice-president, a secretary (all elected), a treasurer (selected by the executive board), plus the option of a second vice-president and/or a corresponding secretary (elected).
 - a. A state organization may add an executive secretary, if desired, to be selected by the executive board.

- b. A state organization with an executive secretary may exclude the office of secretary and assign the duties of the office to the executive secretary, who shall be an ex-officio member, without vote, of the executive board.
- 3. Chapter Officers
Chapter officers, all of whom must be members of the Society, shall be a president, a vice-president, a secretary (all elected), a treasurer (selected by the executive board), plus the option of a second vice-president and/or a corresponding secretary (elected).

Section B. Related Personnel

- 1. International
International related personnel, all of whom must be members of the Society, shall be two elected members-at-large, two elected area representatives, and an appointed parliamentarian.
- 2. State Organization
State organization personnel, all of whom must be members of the Society, shall be an appointed parliamentarian and such other personnel as defined in the state organization bylaws or standing rules.
- 3. Chapter
Chapter personnel, all of whom must be members of the Society, shall be an appointed parliamentarian and other personnel as defined in the chapter standing rules.

Section C. Duties

- 1. President
 - a. The president at each level shall:
 - (1) act as presiding officer at regular and called meetings and direct the activities of the organization
 - (2) act as chairman of the respective executive board
 - (3) appoint a parliamentarian from the membership
 - (4) appoint standing and special committees
 - (5) approve for payment all expense claims
 - (6) approve publications
 - (7) fill by appointment all vacancies in office
 - (8) represent the Society at meetings, conferences, and other events
 - (9) take action, with the advice and approval of the Administrative Board or of the respective executive board, on matters which cannot be deferred until the next convention or meeting.
 - b. The international president shall:
 - (1) act as chairman of the Administrative Board and the Constitution Interpretation Committee
 - (2) execute all legal documents of the Society and affix the seal thereto, in conjunction with the corporate secretary. A legal document may be executed only when it has been authorized by an international convention or by the respective board that has the authority to act.
 - c. The state organization presidents shall serve as members of the International Executive Board.
 - d. The state organization and chapter presidents shall:
 - (1) serve, ex officio, on the respective levels in the process of budget development and supervision of finances

Article VI

- (2) execute, with their respective executive secretary or treasurer, legal documents pertaining to their level of organization. A legal document may be executed only when it has been authorized by a state organization convention or the respective executive board.
- e. The chapter presidents shall serve as members of the state organization executive board.
2. Vice-presidents
 - a. First vice-president, all levels

The first vice-president at each level shall serve as presiding officer in the absence of the president and, in the event of the resignation or death of the president, shall succeed to the presidency and serve until the next regular election of officers. The first vice-president shall perform such other duties as the president or the executive board shall assign to her.
 - b. Second vice-president, international (state organizations and chapters optional)

The second vice-president shall serve as presiding officer in the absence of both the president and the first vice-president and, in the event of the resignation or death of either the president or the first vice-president, shall succeed to the office of first vice-president and serve until the next regular election of officers. The second vice-president shall perform such other duties as the president or the executive board shall assign to her.
3. Regional directors, international

The regional directors shall be members of the Administrative Board and of the Executive Board. They shall serve as liaison officers between these boards and their respective regions. They shall conduct regional conferences and shall perform such other duties as the president or the Executive Board shall assign to them.
4. Members-at-large, international

The members-at-large shall be members of the Administrative Board and of the Executive Board. They shall provide liaison between these boards and the members. Each member-at-large shall perform such other duties as the president or Executive Board shall assign to her.
5. Area representatives, international

The area representatives shall be members of the Administrative Board and of the International Executive Board. They shall encourage and support the growth of state organizations within the respective areas and serve as liaisons between these areas and the regional directors. Each area representative shall fulfill additional duties as stated in the *Constitution* and the *International Standing Rules* and carry out any assignments delegated to her by the international president.
6. Executive coordinator, international

The executive coordinator shall:

 - a. be the corporate secretary and shall serve as the registered agent of The Delta Kappa Gamma Society International and perform such duties as are prescribed in her contract with the Society and by the *Employee Handbook: International Headquarters* and/or delegated to her by the president
 - b. serve as an ex-officio member, without vote, on the Administrative Board and on the Executive Board
 - c. furnish the information necessary for a fidelity bond for an amount to be determined by the Executive Board, the cost of such bond to be paid by the Society
 - d. provide for all financial accounting at the international level, including the following:
 - (1) receive all moneys, pay expenses, and manage investments
 - (2) maintain accurate financial records
 - (3) prepare necessary reports
 - (4) file required tax reports

- (5) provide for the annual audit of the financial records of the international office by an external certified public accountant.
- 7. Secretary, state organization and chapter
The secretary shall keep minutes of each meeting of the organization and furnish the president with a copy of such minutes. She shall serve as secretary to the executive board. She shall carry on such correspondence as may be delegated to her by the president.
- 8. Executive Secretary, state organization (optional)
The state organization executive secretary shall perform such duties as are prescribed in her contract and/or delegated by the executive board and the president and shall serve as an ex-officio member, without vote, on the international and state organization executive boards.
- 9. Treasurer, state organization and chapter
 - a. The treasurer at each level shall:
 - (1) receive and pay out all moneys belonging to the organization
 - (2) keep an accurate account of receipts and expenditures
 - (3) keep a file of receipts, bills, canceled checks, and bank statements
 - (4) present a report at each regular meeting
 - (5) file required tax reports
 - (6) submit for annual audit/financial review the accounts of the organization
 - (7) serve as an ex-officio member, without vote if under remunerative contract for her services, on the respective executive board
 - (8) serve ex officio in the process of budget development and supervision of finances.
 - b. State organization treasurers shall provide information necessary for a fidelity bond, for an amount specified by the state organization bylaws and/or standing rules, the cost to be paid by the state organization.
 - c. The chapter treasurer shall follow appropriate procedures to ensure the safety and proper handling of chapter moneys as established by the chapter finance committee.
- 10. Parliamentarian, all levels—*appointed*
 - a. The parliamentarian at each level shall:
 - (1) act as advisor to the officers and the members of her organization in matters pertaining to interpretation of the *Constitution* and to parliamentary usage
 - (2) serve as an ex-officio member, without vote, on the respective executive board.
 - b. The international parliamentarian shall:
 - (1) serve as a member of the Constitution Interpretation Committee
 - (2) serve as an ex-officio member, without vote, on the Administrative Board
 - (3) serve on the Constitution Committee as a consultant.

Section D. Election and Term of Office

- 1. International
 - a. The president, the first vice-president, and the second vice-president shall be elected at the international convention by the state organization presidents.
 - b. Each of the regional directors shall be elected at the international convention by the state organization presidents within her region.
 - c. Members-at-large shall be elected at the international convention in the same manner as the president, the first vice-president and the second vice-president. They shall not be designated as officers.
 - d. Each area representative shall be elected at the international convention by the state organization presidents within each respective area. They shall not be designated as officers.

Article VI

- e. Election of international elected personnel and trustees of The Delta Kappa Gamma Educational Foundation
 - (1) Each state organization president or such alternate as she may designate shall cast the ballot for the state organization after presenting proper identification to election officials appointed by the international president.
 - (2) The president from each state organization or her official representative shall be entitled to cast one vote for each five active and reserve members or major fraction thereon within the state organization. The vote of the state organization may be divided.
 - (3) Voting for all international officers, members-at-large, area representatives, and members of elected committees shall take place on the day preceeding the last day of the convention at a time designated in the *International Standing Rules*.
 - (4) At the same time and place and on a separate ballot, each voting member of the International Executive Board shall cast one vote for a nominee for each position to be filled on the Board of Trustees of The Delta Kappa Gamma Educational Foundation.
- f. The term of each elected officer shall be two years or until a successor is named. No officer may serve in the office longer than two terms in succession. Officers shall take office immediately following the international convention.
- g. The members-at-large shall be elected for a term of four years and shall not be eligible for re-election. The terms shall overlap, one member being elected each biennium.
- h. The area representatives shall be elected for a term of two years.
- 2. State Organization
 - a. The state organization officers, except the treasurer and the executive secretary, shall be elected by the state organization convention in odd-numbered years.
 - b. Election shall be in accordance with state organization bylaws.
 - c. The term of each elected officer shall be two years or until a successor is named. No officer except the treasurer and the executive secretary may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following their election.
 - d. The treasurer and the executive secretary shall be selected by the executive board.
- 3. Chapter
 - a. The chapter officers, except the treasurer, shall be elected in even-numbered years.
 - b. The term of each elected officer shall be two years or until a successor is named. No officer except the treasurer may serve in the same office longer than two terms in succession. Officers shall take office on July 1 following their election.
 - c. The treasurer shall be selected by the executive board each biennium.

Section E. Vacancies

1. International

In the event that a member holding an elective or appointed position at the international level is unable to perform her duties, the position shall be declared vacant by the Administrative Board and a successor named by the president.

2. State organization and chapter

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

Section F. Professional Staff of the International Headquarters

1. Functions

Professional staff functions shall include administration, finance, membership, program services, and publications.

2. Selection and employment

The professional staff shall be selected and employed by the Administrative Board from recommendations made by the Personnel Committee. The terms of employment shall be determined by the Administrative Board.

3. Duties

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*.

ARTICLE VII

BOARDS

Section A. International Boards

1. Administrative Board

a. The members of the Administrative Board shall be the president, the first vice-president, the second vice-president, the immediate past president, the regional directors, the two members-at-large, and the area representatives from Canada and Latin America. The Executive Coordinator and the parliamentarian shall be ex-officio members, without vote.

b. Duties of the Administrative Board

The Administrative Board shall:

(1) report to the International Executive Board

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

(3) supervise the maintenance of all properties of the Society

(4) review the budget as presented by the Finance Committee before it is submitted for adoption by the Executive Board

(5) approve constitutional amendments to be submitted for vote by the international convention

(6) determine the terms of employment and responsibilities of the International Headquarters professional staff

(7) provide for development and approval of policy manuals for International Headquarters operations

(8) select and employ, from the recommendations made by the Personnel Committee, members of the International Headquarters professional staff whenever vacancies occur

(9) employ financial, legal, or other consultants when the need arises and for as long as the need exists

(10) adopt the annual audit report of the certified public accountant

(11) act in the interim between conventions upon matters requiring immediate decision

(12) provide for continued strategic planning and implementation.

c. Meetings of the Administrative Board

(1) Meetings shall be held twice a year, the time and place to be determined by the president. The Board may meet at other times upon the call of the president.

Article VII

- (2) A minimum of ten days notice shall be given prior to the date of the meeting.
 - (3) There shall be no proxy voting.
 - (4) The business delegated to the Administrative Board by the *Constitution* may be transacted by mail.
 - (5) A quorum shall be a majority of the voting members of the Board. Each voting member shall be entitled to one vote.
2. Executive Board
- a. The members of the International Executive Board shall be the president, the first vice-president, the second vice-president, the regional directors, all past international presidents, the members-at-large, area representatives, and the state organization presidents. Members of the International Headquarters professional staff, the parliamentarian, and the state organization executive secretaries shall be ex-officio members, without vote.
 - b. Duties of the International Executive Board
The International Executive Board shall:
 - (1) examine, modify if necessary, and adopt the international budget
 - (2) elect trustees of The Delta Kappa Gamma Educational Foundation
 - (3) recommend policies and procedures for the consideration of the international convention
 - (4) select dates and sites of international meetings
 - (5) define the number of regions and the constituent state organizations of each
 - (6) approve the establishment of new state organizations
 - (7) establish procedures for the possible dissolution of a state organization
 - (8) select by preferential ballot the recipient of the International Achievement Award
 - (9) select the recipient(s) of international honorary membership.
 - c. Meetings of the International Executive Board
 - (1) Meetings of the International Executive Board shall be held biennially, at least one day in advance of the international convention. The Board may meet at other times upon call of the president. A minimum of thirty days notice shall be given prior to the date of the International Executive Board meeting.
 - (2) A state organization president who is unable to attend the International Executive Board meeting may appoint an official representative who shall have full privileges of participation.
 - (3) A quorum shall be a majority of the voting members of the Board. Each voting member shall be entitled to one vote.
 - (4) There shall be no proxy voting.
 - (5) Vote by mail
 - (a) The business delegated to the Administrative Board and/or the Executive Board by the *Constitution* may be transacted by mail in the event an emergency makes the holding of a regular meeting impossible.
 - (b) The preferential ballot for the International Achievement Award shall be by mail.

Section B. State Organization Executive Board

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

2. Duties of the executive board

The state organization executive board shall:

- a. recommend policies and procedures for consideration by the state organization convention or the chapters
- b. examine, modify if necessary, and adopt the state organization budget
- c. select an executive secretary (if state organization bylaws include this officer), the treasurer, and such other personnel as may be needed, and prescribe their duties, fix their salaries, and determine their terms of office
- d. establish the procedures for budget development and approval and for the supervision of state organization finances (The president and the treasurer shall serve, ex officio, in this process.)
- e. determine dates and sites of state organization meetings
- f. act in the interim between conventions upon matters requiring immediate decision.

3. Meetings of the executive board

- a. Meetings of the executive board shall be held annually. The board may meet at other times upon the call of the president.
- b. Chapter presidents who are unable to attend their state organization executive board meeting may appoint an official representative who shall have full privileges of participation.
- c. A quorum shall be a majority of the voting members of the board. Each voting member shall be entitled to one vote.

4. State organizations may have an executive committee composed of the elected officers to act for the executive board between board meetings.

5. Vote by mail

The business delegated to the executive board may be transacted by mail in the event an emergency makes the holding of a meeting impossible.

Section C. Chapter Executive Board

1. The members of the chapter executive board shall be the elected officers of the chapter, the immediate past president, and such other voting members as shall be determined by the chapter. The treasurer and the parliamentarian shall be ex-officio members, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services.

2. Duties of the executive board

The chapter executive board shall:

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

3. Meetings of the executive board

- a. Meetings of the executive board shall be held at least twice annually. The board may meet at other times upon the call of the president.
- b. A quorum shall be a majority of the voting members of the board.

ARTICLE VIII

COMMITTEES

Section A. Committee Structure

1. International

a. Standing committees shall be:

(1) Society Business

Constitution*

Constitution Interpretation*

Expansion*

Finance

Insurance*

Leadership Development

Membership

Nominations

Personnel*

(2) Program of Work

Program

Personal Growth and Services

Professional Affairs

Research

(3) Educational Services

Communications

Educator's Award*

Eunah Temple Holden Leadership Fund*

Golden Gift Fund*

International Speakers Fund*

Scholarships

World Fellowships

b. Elected committees

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

Finance

Nominations

Personnel

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

c. Appointed committees

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

Communications

Constitution

Educator's Award

Expansion

Golden Gift Fund

Insurance

International Speakers Fund

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

Leadership Development
 Membership
 Personal Growth and Services
 Professional Affairs
 Program
 Research
 Scholarships
 World Fellowships

Each appointed committee shall be composed of one member from each region, one of whom shall be appointed chairman unless otherwise specified in the committee description. A member shall serve no more than two consecutive terms on the same committee.

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

d. Committees subject to endowment provisions

Committees may be established according to endowment provisions only after acceptance by the international convention. The following committees have been so established:

Educator's Award
 Eunah Temple Holden Leadership Fund
 Golden Gift Fund
 International Speakers Fund
 Scholarships

e. Committee responsibilities

- (1) Overall responsibilities of each committee shall be given in the committee description. Detailed duties shall be specified in the *Handbook* of the Delta Kappa Gamma Society International, latest edition.
- (2) Recommendations for committee projects that require funding shall be prepared and submitted to the Finance Committee for consideration in the budget.
- (3) Statements of expenses incurred in the performance of committee duties shall be submitted to the president for approval.
- (4) Two meetings per biennium are budgeted for each committee unless otherwise stated in the committee description or by convention action.
- (5) Committee meetings may be held by teleconference with the approval of the president.
- (6) Matters requiring immediate committee action may be voted upon by mail, all members being notified. A majority vote of committee members shall be required for action.
- (7) The international chairmen shall summarize state organization reports.
- (8) The president or her designee shall be an ex-officio member of all committees, except Nominations, unless otherwise designated in the committee description.
- (9) The International Headquarters professional staff personnel shall be assigned by the Administrative Board to serve as ex-officio members, without vote, on committees according to staff functions and as designated in the *Employee Handbook: International Headquarters*.

2. State organization and chapter

- a. State organizations and chapters shall be responsible, at their respective levels, for any state organization and/or chapter duties represented by the international committee descriptions,

Article VIII

Article VIII, Section B., Section C., and Section D.

- b. State organizations and chapters may establish standing committees to carry out these duties as well as special committees when needed.
- c. Reports of the work of state organizations and chapters shall be prepared on forms supplied by International Headquarters and submitted to the persons designated on the forms.

Section B. Society Business

1. Constitution—*appointed*

The Constitution Committee shall receive all proposals for amending the *Constitution* and the *International Standing Rules*, make recommendations for changes to the Administrative Board, and present approved proposals to the international convention for vote. Notification of proposed changes to the *Constitution* and the *International Standing Rules* shall be published no later than the March/April issue of the *ΔΚΓ NEWS*. After each international convention, the committee shall ascertain that the *Constitution*, *International Standing Rules*, and *Handbook* are in concordance. The parliamentarian shall serve as a consultant.

2. Constitution Interpretation—*mandated*

The Constitution Interpretation Committee shall be composed of the international president as chairman, the Constitution Committee chairman, and the international parliamentarian. The committee shall review, interpret, and rule by mail on constitutional questions. The rulings shall be binding until the next international convention when they are presented to the convention for voting.

3. Expansion—*appointed*

The International Expansion Committee, under the supervision of the president, shall be responsible for continued international expansion.

4. Finance*—*elected*

- a. The Finance Committee shall be composed of the president and five members, two of whom shall be elected in one international election for a four-year term and three of whom shall be elected in the subsequent international election for a four-year term. The president shall appoint as chairman for the biennium one of the continuing members.
- b. The Finance Committee shall establish guidelines for the corporate secretary with respect to the investment of all funds, prepare the Available Fund budget for adoption by the International Executive Board, and provide for an annual audit. The budget shall be submitted to the Administrative Board for review.

5. Insurance—*appointed*

- a. The Insurance Committee shall be composed of one United States member from each of the following regions: Northeast, Northwest, Southeast and Southwest. The president shall appoint one of the four members as chairman.
- b. The Insurance Committee shall work in cooperation with the insurance administrators on ways to obtain increased benefits under the Society's insurance programs.

6. Leadership Development—*appointed*

- a. The Leadership Development Committee shall be composed of one member from each region plus a chairman.
- b. The Leadership Development Committee shall plan a leadership development conference to be held for state organization presidents and new executive secretaries preceding each regional conference. Leadership sessions for state organization and chapter presidents shall be held at the international convention.

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

7. Membership*—*appointed*

The Membership Committee shall study and make recommendations related to membership problems. Necrology and membership reports shall be responsibilities of the committee. The committee shall receive and evaluate the recommendations of persons proposed for honorary membership and submit the names of qualified candidates for vote.

8. Nominations—*elected*

a. The Nominations Committee shall be composed of two elected members from each region. Each biennium one member from each region shall be elected for a term of four years. The president shall appoint one of the continuing members as chairman for the biennium.

b. Duties

(1) The committee shall present in election years the report of nominees for publication no later than the January/February issue of the *ΔΚΓ NEWS*. The report shall contain the name of one nominee for each of the following:

president

first vice-president

second vice-president

regional directors, from members within the respective regions

one member-at-large

area representatives, from members within the respective areas

vacancies occurring on elected committees: Finance, Nominations, and Personnel trustees of The Delta Kappa Gamma Educational Foundation as specified by the bylaws of said Foundation.

(2) The committee shall present its report of nominees for elective positions of the Society to the international convention. Nominations may be made from the floor. Regional and area nominations must be made by members from the region or area involved.

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

9. Personnel—*elected*

a. The Personnel Committee shall be composed of the president and four elected members. Members shall be elected each biennium for a term of four years so as to provide for overlapping terms. The president shall appoint one of the two continuing members as chairman for the biennium.

b. The committee shall study matters related to employed personnel of the Society and make recommendations concerning personnel policies to the Administrative Board. The committee shall screen applicants and recommend candidates to the Administrative Board whenever a vacancy occurs in any position on the professional staff of International Headquarters.

Section C. Program of Work1. Program*—*appointed*

a. The Program Committee shall be composed of a chairman, the chairman of Personal Growth and Services, the chairman of Professional Affairs, the chairman of Research, and a music representative.

b. The committee shall formulate a long-term program plan, identify the program focus, and develop a manual interpreting the program topics. Topics adopted by the Society shall be transmitted to state organizations and chapters for study and action.

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

Article VIII

2. Personal Growth and Services*—*appointed*

The Personal Growth and Services Committee shall develop and implement a program designed to enrich the personal lives of members and shall make recommendations to state organizations.

3. Professional Affairs*—*appointed*

The Professional Affairs Committee shall develop an action program designed to encourage mutual respect and cooperation within the profession and to promote women in education. The committee shall study and recommend action on professional issues and shall urge the state organizations to initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators.

4. Research*—*appointed*

The Research Committee shall conduct the research program of the Society and aid state organizations and chapters in the development of educational research.

5. The International Music Representative—*appointed*

The International Music Representative shall act as liaison and a resource to the Program of Work Committee, the regional conference music representative, and the state organization music representative. She shall facilitate and implement the music for the international convention under the direction of the international president.

Section D. Educational Services

1. Communications*—*appointed*

The purpose of the Communications Committee is to provide the linkage of member to member, chapter to state organization, state organization to international, and also to encourage communication with other constituents. Recommendations concerning publicity and publications of the Society shall be submitted to the Executive Board for approval.

2. Educator's Award—*appointed*

The Educator's Award Committee shall select the recipient(s) of the Educator's Award given in recognition of educational research and writing, subject to guidelines approved by the Executive Board.

3. Eunah Temple Holden Leadership Fund—*endowed*

a. The Eunah Temple Holden Leadership Fund Committee, named in accordance with the will of Eunah Temple Holden, shall administer the fund income after Executive Board approval of recommended projects. The committee shall recommend specific uses of the interest earned on the fund to the Executive Board for authorization.

b. A vacancy on the committee named by the testatrix shall be filled by a vote of the committee members and approved by the Executive Board. Succeeding vacancies on the committee shall be filled and approved in the same manner.

4. Golden Gift Fund—*appointed*

The Golden Gift Fund Committee shall administer the fund income after Executive Board approval of recommended projects.

5. International Speakers Fund—*appointed*

The International Speakers Fund Committee shall be composed of a United States member appointed by the international president; the Europe regional director; the area representatives for Canada, Latin America, and future areas; and the international president, ex officio. One member selected by the committee shall be the chairman. The committee shall administer the International Speakers Fund program according to the guidelines in the *International Standing Rules*.

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

6. Scholarships*—*appointed*

The Scholarships Committee shall select the recipients of the international scholarships for graduate study, promote interest in and support for the scholarships, and make recommendations to state organizations and chapters.

7. World Fellowships*—*appointed*

The World Fellowships Committee shall grant world fellowships, when sufficient funds are available, to women educators who are not members of The Delta Kappa Gamma Society International and who live in countries other than the United States of America and Canada.

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

ARTICLE IX

AREAS OF ACTIVITY

Section A. Conventions, Conferences, and Meetings

1. International

a. International convention

(1) The international convention of the Society shall be held biennially in even-numbered years, the dates and site to be determined by the Executive Board. A minimum of thirty days notice shall be given prior to the date of the convention.

(2) Authority in all matters not otherwise specifically delegated by the *Constitution* shall reside in the international convention.

(3) A quorum shall be a majority of the members who have registered at the convention.

(4) Any member attending an international convention may make motions, enter discussions, and vote except in cases when a roll call vote is taken.

(5) Roll call vote

(a) A roll call vote shall be taken when sustained by a majority vote of those present or when requested by five state organization presidents.

(b) The state organization president or her official representative shall cast the vote for the state organization, one vote for each five active and reserve members or major fraction thereon within the state organization. The vote may be divided.

b. Regional conferences

(1) Regional conferences shall be held biennially in odd-numbered years, the dates and site for each conference to be determined by the state organization presidents within a region, in consultation with the regional director, the international president, and the appropriate professional staff personnel.

(2) Regional conferences are held to disseminate information regarding Society activities and to provide educational workshops and leadership training.

2. State organization convention

a. Each state organization shall hold a state organization convention in the odd-numbered years, the date and site to be determined by the executive board. State organization conventions in the even-numbered years shall be optional.

b. A quorum shall be a majority of the members who have registered at the convention.

c. Any member attending a state organization convention may make motions, enter discussions, and vote except in cases where a roll call vote is taken.

Article IX, X

- (1) A roll call vote shall be taken when sustained by a majority vote of those present or when requested by five chapter presidents.
 - (2) The chapter president or her official representative shall cast the vote for the chapter, one vote for each five active and reserve members or major fraction thereon within the chapter. The vote may be divided.
3. Chapter meetings
Regular meetings of chapters shall be held at least four times per year. A quorum for chapter business shall be determined by the chapter.
 4. Proxy voting
There shall be no proxy voting at any level of the Society.

Section B. Publications

1. International
 - a. The Delta Kappa Gamma Society International shall publish a news periodical and a professional journal.
 - b. Policies concerning these publications shall be recommended by the Communications Committee and subject to the approval of the Executive Board.
 - c. The Society may publish such materials as may be sponsored by committees or recommended by the Communications Committee and approved by the president. These publications shall go to the appropriate professional staff personnel for suggestions on production. Financing shall be authorized by the Executive Board.
 - d. Upon recommendation of the communications services administrator, the international president shall appoint members to the Editorial Board who shall review manuscripts submitted for publication in the *Bulletin*. The board shall consist of four appointed members and the communications services administrator, ex officio, with vote.
2. State organization and chapter
State organizations and chapters may publish and circulate bulletins and studies of local interest.

Section C. Electronic Communications

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

Section D. Awards

The International Achievement Award is given annually to a member in recognition of distinguished service to the Society at the international level.

ARTICLE X
FUNDS

The funds of The Delta Kappa Gamma Society International shall be known as:

1. The Available Fund—*all levels*
At each level this fund shall be the operating fund and shall require a budget.
2. The Educator's Award Fund—*international only*
This fund shall be maintained for the stimulation of educational research and writing. The

income for the fund shall be derived from the income from investments assigned to the fund. Awards from this fund may be given annually by the Educator's Award Committee according to guidelines adopted by the Executive Board.

3. The Emergency Fund – *international only*
This fund shall be for assistance to members who sustain major losses from floods, tornadoes, hurricanes, and other catastrophic disasters. The fund shall be maintained by voluntary contributions. Awards shall be made as directed in the *International Standing Rules*.
4. The Eunah Temple Holden Leadership Fund—*international only*
Recommendations for specific uses of income from the fund shall be made to the Executive Board by the Eunah Temple Holden Leadership Fund Committee.
5. The Golden Gift Fund—*international only*
Interest from this fund shall be used as recommended by the Golden Gift Fund Committee and approved by the Executive Board.
6. The International Speakers Fund—*international only*
Interest from this fund shall be used according to the guidelines in the *International Standing Rules*.
7. The Loretta Halek Memorial Fund for Program Resources—*international only*
Interest from this fund shall be used for program resources. The appropriate professional staff personnel shall recommend to the Finance Committee expenditures from this fund.
8. The Permanent Fund—*international and state organization*
 - a. The Society and each state organization shall maintain a permanent fund.
 - b. The Society shall set aside for its permanent fund one-fourth (1/4) of its initiation fees and annual dues until the total of the current assets in its permanent fund is not less than 30 percent of its available fund annual income, at which time the executive board may reduce or discontinue further allocations. Each state organization shall follow this same formula for maintaining its permanent fund.
 - c. Investment income (interest, dividends, bond discounts) from the international permanent fund shall be allocated to the international available fund when received. Proceeds from the sale of international permanent fund assets (property and equipment) shall be added to the principal of the international permanent fund. Investment income from the state organization permanent fund may be allocated to the state organization available fund by vote of the state organization executive board.
 - d. The principal of the permanent fund shall be used for the purchase of initiation paraphernalia and articles and equipment of a permanent nature, and for rent of office space or erection and furnishing of a headquarters building. International expenditures shall be approved by the Finance Committee and authorized by the International Executive Board. Expenditures from the state organization fund shall be authorized by the state organization executive board.
9. The Scholarship Fund—*all levels*
 - a. The Society and each state organization shall maintain a scholarship fund. A chapter may maintain a scholarship fund by majority vote.
 - b. The International Scholarship Fund shall be derived from:
 - (1) one-fifth (1/5) of the scholarship fee
 - (2) royalties received from the sale of Delta Kappa Gamma paraphernalia
 - (3) moneys from such other sources as may be determined by the Executive Board.
 - c. The state organization scholarship fund shall be derived from:
 - (1) one-fifth (1/5) of the scholarship fee
 - (2) an annual U.S. \$5 fee from each chapter which maintains a scholarship fund

- (3) moneys from such other sources as may be determined by the executive board.
 - d. The chapter scholarship fund
 - (1) A chapter which votes to maintain a scholarship fund shall retain three-fifths (3/5) of the scholarship fee collected from its members. From this amount shall be paid the annual fee of U.S. \$5 to the state organization. The chapter may add to its fund from such other sources as it may determine.
 - (2) A chapter which does not maintain a scholarship fund shall send to the state organization treasurer the full amount of the scholarship fee collected from its members. The state organization treasurer shall retain four-fifths (4/5) of the fee in the state organization scholarship fund and send one-fifth (1/5) to the international fund.
 - e. Rules governing international scholarships shall be recommended by the Scholarships Committee and approved by the Executive Board. Rules governing state organization scholarships shall be approved by the state organization executive board.
10. The World Fellowship Fund—*international only*
- The World Fellowship Fund shall be used to grant fellowships to women educators who are not members of the Society and who live in countries other than the United States of America and Canada. The fund shall be maintained by voluntary contributions. Rules governing fellowships shall be recommended by the World Fellowships Committee and approved by the Executive Board.

ARTICLE XI

AMENDMENTS

Section A. Amendments to the *Constitution*

1. Proposals for amending the *Constitution* shall be considered every four years.
2. Proposals for amending
 - a. may be submitted to the chairman of the Constitution Committee by any member, committee, board, chapter, or state organization.
 - b. shall be studied by the International Constitution Committee and recommendations for changes submitted to the Administrative Board for approval before they are submitted to a vote at the international convention.
 - c. that have been rejected by the Constitution Committee and/or the Administrative Board shall be submitted to a vote of the convention when such a request is made in writing by one-third (1/3) or more of the state organization presidents. Such a request shall be submitted to the international president no later than January 20 of the convention year and shall be published no later than the March/April issue of the *ΔΚΓ NEWS*.
3. Notification of proposed amendments

All amendments to be voted upon by the convention shall be presented to the membership in printed form not later than the March/April issue of the *ΔΚΓ NEWS*.
4. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall be required for the adoption of an amendment to the *Constitution*.
5. The adopted amendments take effect immediately upon adoption unless a proviso states otherwise.

Section B. Amendments to the *International Standing Rules*

1. Proposals for amending the *International Standing Rules* shall be considered at each international convention.
2. Proposals may be submitted to the chairman of the Constitution Committee by any member, committee, board, chapter, or state organization.
3. Proposals will be studied and edited for correct form by the committee before presentation to the Administrative Board for review.
4. All proposed amendments will be published no later than the March/April issue of the *ΔΚΓ NEWS* with the recommendation of the Administrative Board to adopt, not to adopt, or no recommendation.
5. Vote for adoption
 - a. A standing rule may be amended or rescinded by a majority vote, a quorum being present, if the notice of the proposed change has been published in the *ΔΚΓ NEWS*.
 - b. An amendment that has not been published will require a two-thirds (2/3) vote, a quorum being present, to be adopted or rescinded.
6. The adopted amendments will take effect immediately upon adoption unless a proviso states otherwise.

**ARTICLE XII
DISSOLUTION**

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

1. International
 - a. All liabilities and obligations shall be paid and satisfied or adequate provision shall be made therefor.
 - b. The Executive Board shall determine specific procedures for liquidating remaining assets and shall supervise disbursement of funds.
2. State organization

Each state organization shall provide in its bylaws for its own possible dissolution and for possible chapter dissolution in accordance with the incorporation statutes of the political entity by which the state organization was chartered.

**ARTICLE XIII
PARLIAMENTARY AUTHORITY**

1. International

Robert's Rules of Order Newly Revised (current edition) shall govern international proceedings in instances in which this authority is not inconsistent with the *Constitution*, the *International Standing Rules*, or other adopted Society rules.
2. State organization and chapter

State organizations shall designate in state organization bylaws a recognized manual of parliamentary procedure for the governance of the state organization and its chapters in all instances in which the authority is not inconsistent with this *Constitution* or other adopted Society rules.

ARTICLE XIV
THE DELTA KAPPA GAMMA SOCIETY
EDUCATIONAL FOUNDATION
An Enabling Act

Section A.

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.

Section B.

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.

Section C.

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.

Section D.

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

**INTERNATIONAL
STANDING RULES**

OF

**THE DELTA KAPPA GAMMA
SOCIETY INTERNATIONAL**

2006, 2008, 2009

**The Delta Kappa Gamma Society International
P.O. Box 1589
Austin, Texas 78767-1589**

Amended July 2008 and May 2009

1. AFFILIATIONS

1.0 General

1.1 Educational

- 1.11 The Delta Kappa Gamma Society International shall hold Non-Governmental Organization (NGO) status with the Department of Public Information of the United Nations and consultative status with the Economic and Social Council of the United Nations.
- 1.12 Representatives at meetings sponsored by the United Nations shall be appointed by the international president in consultation with the program/membership services administrator and the chairman of the Program Committee. An amount to cover expenses shall be budgeted under Program Services for each year of the biennium.
- 1.13 The primary non-governmental organization representative shall serve on the International Personal Growth and Services Committee.

2. AWARDS

2.0 General

2.1 International Achievement Award

- 2.11 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.
- 2.12 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 *ΔKΓ NEWS*.
- 2.13 An International Achievement Award medallion returned to the Society upon death of an honoree shall be presented to a future recipient.
- 2.14 Guidelines for International Achievement Award
 - a. Members who hold active membership in the Society and who have given or are presently rendering distinguishing service to the Society at the international level shall be eligible for the International Achievement Award.
 - b. A member may not receive the International Achievement Award a second time.
 - c. An international president, during her term, is not eligible for the International Achievement Award.
 - d. Members in the same state organization may not receive the International Achievement Award in two successive years.
 - e. A member of the International Headquarters staff, during her employment by the Society, is not eligible for the International Achievement Award.
- 2.15 The international president shall act in conjunction with the executive coordinator and another member of the Headquarters staff annually to review recommendations made by members, chapters, or state organizations on forms provided by International Headquarters. Names of eligible candidates shall be submitted to the International Executive Board for vote. The recipient shall be selected by the Executive Board using preferential ballot. If there be but one nominee, election shall be by four-fifths (4/5) vote.

2.2 Citations

- 2.21 The Society may grant citations to women of distinction in education in countries where the Society is not organized.
- 2.22 A list of recipients of citations will be maintained at International Headquarters.

2.3 Educator's Award

- 2.31 The Educator's Award of U.S. \$2,500 is given annually for a book written by one or two women who are citizens of any country in which the Society is organized. The book must be copyrighted in its first edition during the period of January 1 through December 31 of the year preceding the award. A book in a language other than English shall be considered by the Educator's Award Committee in the year following its first publication in English. This award recognizes outstanding women authors whose work may influence the direction of thought and action necessary to meet the needs of today's complex society. The content must be of more than local interest with relationship, direct or implied, to education everywhere.
- 2.32 The Educator's Award Committee may grant more than one award provided funds are available. The award may be withheld if the committee decides that no meritorious work has been submitted.
- 2.33 A book may be submitted by the author or the publisher. Each of the Educator's Award Committee members shall be supplied with a copy of the publication, accompanied by a letter to indicate that the book is being nominated for the award.

2.4 Grant-in-Aid

- 2.41 The term grant-in-aid may be designated to identify funding of service projects at all levels of the Society or for providing financial aid to:
- outstanding high school graduates entering teacher preparation programs
 - worthy college students completing their professional preparation to become educators
 - non-members returning to the teaching profession.
- 2.42 Funds from the U.S. \$1 scholarship fee shall not be used for a grant-in-aid.

2.5 Scholarships

- 2.51 Awards
- The Society offers up to twenty-seven annual international scholarships:
 - The Annie Webb Blanton Scholarship
 - The Berneta Minkwitz Scholarship
 - The M. Margaret Stroh Scholarship
 - The Eula Lee Carter Scholarship
 - The Maycie K. Southall Scholarship
 - The Norma Bristow Salter Scholarship
 - The Founders Scholarship
 - The A. Margaret Boyd Scholarship
 - The Edna McGuire Boyd Scholarship
 - The Zora Ellis Scholarship
 - The Ola B. Hiller Scholarship
 - The Eunah Temple Holden Scholarship
 - The Alida W. Parker Scholarship
 - The Carolyn Guss Scholarship
 - The Catherine Nutterville Scholarship
 - The J. Maria Pierce Scholarship
 - The Lois and Marguerite Morse Scholarship
 - The Blanton Centennial Scholarship
 - The Golden Anniversary Scholarship
 - The Mary Frances White Scholarship

- (21) The Lettie P. Trefz Scholarship
- (22) The Sixtieth Anniversary Scholarship
- (23) The Mamie Sue Bastian Scholarship
- (24) The Emma Reinhart Scholarship
- (25) The Emma Giles Scholarship
- (26) The Seventieth Anniversary Scholarship
- (27) The Marjorie Jeanne Allen Scholarship
- (28) The Dr. Evelyn L. Milam Scholarship I
- (29) The Dr. Evelyn L. Milam Scholarship II

b. The Society offers two biennial international scholarships:

- (1) The Hazel Johnson Memorial Scholarship given in the even-numbered year.
- (2) The Mary Katherine Shoup Scholarship given in the odd-numbered year.

c. Each international scholarship award shall be U.S. \$6,000.

2.52 Basic Requirements

- a. The applicant must be an active member of The Delta Kappa Gamma Society International and must have been an active member for a minimum of three years at the time of application.
- b. The applicant must have completed a master's degree or equivalent.
- c. The applicant must be accepted and enrolled in a graduate program of a nationally accredited institution of higher education, preferably pursuing a doctoral degree.
- d. The applicant must provide evidence of active participation and demonstrated leadership in the Society.
- e. The applicant must provide evidence of excellence in scholarship.
- f. The applicant must provide evidence of service to the community.
- g. The applicant must not have received an international scholarship previously from the Society.

2.53 Applicants for international scholarships must submit their applications on current forms, which are available on request from International Headquarters.

2.54 The application, supporting data, and credentials must reach International Headquarters with a postmark no later than February 1.

2.55 The scholarship awards shall be published in the *DKG NEWS*.

2.56 Each scholarship recipient is requested to submit an abstract of the thesis/project to International 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,

2.6 World Fellowships

2.61 World Fellowship stipends shall be U.S. \$4,000 each. Interested women must first apply to their home country screening committees.

2.62 Any Canadian university approved by the International World Fellowships Committee may become a place of study for World Fellowship recipients when a unit of the Society formulates a satisfactory screening process that is approved by the International World Fellowships Committee.

2.63 Guidelines for the International World Fellowships Committee

- a. The International World Fellowships Committee selects women educators applying for study in the United States by using dossiers supplied by the Institute of International Education (I.I.E.).

- b. The International World Fellowships Committee selects women educators applying for study in member countries other than the United States by using dossiers comparable to those from I.I.E. The dossiers are supplied by the World Fellowships Committees in the approved member countries.
- c. Member countries offering graduate degree programs for World Fellowship recipients must be approved by the International 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. An extension grant may be made on the basis of merit for an amount determined by the World Fellowships Committee, not to exceed U.S. \$3,000.
- g. The number of grants, initial and extension, to any one World Fellowship recipient shall not exceed the number of years indicated by the college or university as reason able for completion of the degree for which the recipient was accepted for the initial grant.

2.7 Recognition of Members Who Have Earned Doctorates

- 2.71 Copies of a list containing the names of the members who have earned doctorates during the biennium, along with the title and date of each of their dissertations, shall be distributed at each international convention.
- 2.72 Each member who has earned a doctorate is responsible for notifying International Headquarters of that fact, also naming the school where it was conferred. Documentation is also 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.
- 2.73 The Administrative Board and the staff person assigned to receive the information shall set a postmark deadline and see that the procedure and the deadline are appropriately publicized.
- 2.74 The staff person who is assigned to receive the information shall make a list of persons who have received doctorates, with the titles and dates of their dissertations, and shall mail a copy of the list to each person whose name is on it and with announcement in the *ΔΚΓ* NEWS and on the website.

3. MEMBERSHIP

3.0 General

- 3.01 A candidate elected for active or honorary membership at any level shall be initiated within a period of one year from the time of election.
- 3.02 An individual is not a member of the Society until she has been initiated. She is initiated only once.
- 3.03 In the selection of members, “teaching” shall be interpreted to include one-to-one as well as group instruction.
- 3.04 Recommendations for invitation to membership, signed by Delta Kappa Gamma members, may be submitted to chapters in other areas.
- 3.05 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state active or reserve member. Status as a state member must be requested and approved by the state organization president. 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. shall mean “currently hired by an employer and/or paid a salary or fee for specific educational services.”
- 3.12 Active members who have retired from educational work shall retain their rights, privileges, and responsibilities as outlined in the *Constitution*.

3.2 Honorary Membership

- 3.21 In the selection of honorary members, service shall be:
 - a. of national or international significance in the case of international honorary members
 - b. of statewide significance in the case of state honorary members
 - c. of local significance in the case of chapter honorary members.
- 3.22 Any member, chapter, or state organization of the Society may submit a name for honorary membership.
- 3.23 An honorary member may serve as parliamentarian since the position of parliamentarian is not an office.
- 3.24 A retired educator to be eligible for invitation to honorary membership must be currently giving distinguished service to education or to women.
- 3.25 A candidate for chapter honorary membership must live within the chapter area.

3.3 Reserve Membership

- 3.31 Reserve members may attend meetings and participate in all of the activities of the chapter except that of holding 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 A complete record of members whose membership is terminated shall be kept by the chapter. The record shall include 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. FINANCES

4.0 General

- 4.01 Reimbursement for official private automobile travel expenses shall be at the per-mile rate approved by the United States Internal Revenue Service for the current federal tax year.
- 4.02 Travelers on International Society business may make a request to the international president for reimbursement for airline tickets immediately after purchase.
- 4.03 All proposals for amendments to the *Constitution* and the *International Standing Rules* and all recommendations for action by the Society shall be accompanied by a statement of fiscal impact on current and future budgets.

4.1 Dues

- 4.11 International active dues shall be U.S. **\$40** and international reserve dues shall be U.S. **\$20**.
- 4.12 **Eight** dollars of the annual dues allocated to international are for subscription to the *AKT NEWS* and *The Delta Kappa Gamma Bulletin*.

- 4.13 The Administrative Board may make adjustments in dues and other required payments when international monetary crises create penalty exchange rates between the monetary units of member countries and the United States dollar.
- 4.14 Financial crises shall be considered a perpetual term as it is applied to member countries internationally and their situation shall be reviewed annually by the Administrative Board.
- 4.15 The amount of international dues to be voted upon by the convention shall be presented to the membership in printed form the year of the convention no later than the March/April issue of the *ΔΚΓ* NEWS.
- 4.16 A member requesting transfer into another chapter must have the annual dues paid by October 31.

4.2 Fees

Fees shall be allocated as follows:

- 4.21 Initiation fee U.S. \$10.00
 - a. Chapter U.S. \$ 5.00
 - State Organization . . . U.S. \$ 2.50
 - International U.S. \$ 2.50
 - b. An honorary member whose status is changed to active by vote of the chapter must pay the initiation fee.
- 4.22 Scholarship fee U.S. \$1.00
 - a. The fee shall be divided as prescribed by the *Constitution*, Article X.9.
 - b. At the international level the currently received scholarship fees shall be used for current stipends.

4.3 Assessments

- 4.31 A reserve member shall be exempted from paying chapter assessments.

4.4 Other Income

- 4.41 All income from sales of *Our Heritage* shall be deposited into the Permanent Fund.
- 4.43 All royalties received from the Society's official jeweler shall be deposited into the Scholarship Fund.
- 4.44 At the end of each fiscal year, U.S. \$500 of royalties from the Society's official jeweler shall be transferred from the Scholarship Fund to the Available Fund.

4.5 Gifts

- 4.51 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 and accept or reject the gift. If the board determines that the restriction or condition does not conform to the Purposes of the Society, the board will so inform the donor so that the restriction or condition can be modified to conform to such Purposes and still effectuate, to the extent possible, the desires of the donor.

4.6 Meetings

- 4.61 International Conventions
 - a. Administrative Board members, international committee chairmen, and the international music representative for international conventions shall be reimbursed for the lesser amount between the lowest airline fare and automobile travel; bus and taxicab fare; transportation to and from the airport; airport parking; gratuities; lodging, not to exceed one-half (1/2) the double-occupancy room rate; planned meals; and registration fee.

- b. Each past international president shall be reimbursed one-half (1/2) her total convention expenses which include round-trip transportation to the convention city, planned meals, lodging, gratuities, airport parking, and convention registration fee.
- c. Expense vouchers for the international convention must be verified and signed by the outgoing and incoming international presidents.
- d. In the event that a member qualifies for reimbursement for the payment of expenses under more than one rule, only the greater amount will be paid.

4.62 Regional Conferences

- a. The international president shall be reimbursed for all of her regional conference expenses.
- b. The international president may make special assignments to members who shall be reimbursed for all of their conference expenses.
- c. The Society shall pay the expenses of an area representative to attend one regional conference.
- d. Each regional conference shall receive pre-conference funds to offset expenses accrued by the host state and kept in a separate account for state night. Additional funds shall be advanced to the host state, maintained in a special regional conference account and disbursed only for authorized expenses. Any funds remaining in the conference fund account after the regional conference shall be returned to the international Available Fund.
- e. Conference and planning expenses of the regional director, the general chairman, treasurer, registrar and other committee personnel approved by the regional director and conference general chairman are paid from the conference account and shall be included in the budget.

4.63 State Organization Conventions/Workshops Administrative Board members, the International Headquarters Professional Staff, and past international presidents shall be reimbursed for transportation only to state organization conventions/workshops as assigned by the international president.

4.64 Administrative Board Meetings

Members of the Administrative Board shall be reimbursed for transportation and meals.

4.65 International Executive Board Meetings

- a. Administrative Board members and international committee chairmen shall be reimbursed for transportation and meals.
- b. State Organization President
The Society pays the respective state organization treasury the travel expenses at **thirty** cents per air mile from the capital of the state/province/ country to the Executive Board meeting site or the actual airfare, whichever is less.

4.66 International Committee Meetings

Committee members will be reimbursed for transportation and meals.

4.67 Leadership Development Conference

The Leadership Development Conference shall be two full days.

- a. Incoming state organization presidents attending the Leadership Development Conference shall be reimbursed for two nights at one-half (1/2) the double-occupancy room rate, and for transportation at **thirty** cents 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. Four group meals will be provided.
- b. New state organization executive secretaries attending the Leadership Development Conference shall be reimbursed for two nights at one-half (1/2) the double-occupancy room rate. Four group meals will be provided.
- c. The chairman of the Leadership Development Committee shall be reimbursed for expenses

- to attend the Leadership Development Conference preceding each regional conference.
- d. The regional representative on the Leadership Development Committee shall be reimbursed for two nights at one-half (1/2) the double-occupancy room rate. Four group meals will be provided.

4.68 Pre-conference Sessions

- a. Incoming state organization program chairmen or their representatives, state organization membership chairmen or their representatives, International Program Committee members, and assigned International Membership Committee members attending their respective workshops shall be reimbursed for one night at one-half (1/2) the double-occupancy room rate and will be provided two group meals.
- b. State organization treasurers and state organization editors, or their representatives, attending their respective workshops shall be provided one group meal.

4.69 Planning Meeting

Members of the Administrative Board, international committee chairmen, forum chairmen, and International Headquarters Professional Staff attending the president's planning meeting shall be reimbursed for transportation expenses.

4.7 Expense Vouchers

- 4.71 Receipts for transportation, lodging, and meal expenses shall be attached to an International Expense Report Form and submitted to the international president within fourteen days of the last day of the official meeting.

4.8 Expansion

- 4.81 a. The Expansion 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.
- b. The Expansion 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 international headquarters.

5. ORGANIZATIONAL STRUCTURE

5.0 General

5.1 Chapter Organization

- 5.11 Chapters may be organized in retirement areas.

5.12 Chapter Dissolution

- 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 for state or international projects.
- d. The chapter's paraphernalia, the Society publications, and the chapter records shall be retained in the state organization archives and made available for use.
- e. The charter must be returned to the state organization to be forwarded to the International Headquarters.
- f. The state organization executive board shall decide whether the Greek name shall be reused or not.

5.2 Coordinating Council Organization

5.21 Coordinating councils may be organized in areas in which several chapters exist.

5.3 State Organization

5.31 Organization of new state organizations shall be totally planned and financed by the International Society.

5.32 The International Expansion Committee shall recommend policy and areas of expansion to the Administrative Board for information and to the International Executive Board for final approval.

5.33 Criteria for International Expansion

- a. In consultation with the international president and the executive coordinator, the study of a country may 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 needs and interests of women educators in the region
 - (2) the potential for constructive international dialogue about educational issues
 - (3) 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 shall be shared and serve as a basis for the recommendation of the committee to the Administrative Board for information and 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 executive coordinator, may include:
 - (1) translation of key documents and materials, utilizing the services of professional translators and providing cultural, legal, and conceptual accuracy of translations (The advisory group may include the chairman 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) initiation costs needed for organization of the first three chapters in the new country, including kit of chartering materials, keypins and initiation fees for founders and/or charter members, membership certificates, copies of the *Constitution*, *International Standing Rules*, *Handbook*, and Society information brochures, plus travel expenses of the organizer(s) and the international president
 - (4) periodic assessment of members' needs for training and leadership development
 - (5) input from area representatives, regional directors, and chapter officers/ members into the functioning of the Society in their areas
 - (6) the area and/or regional workshops.

5.34 State organizations shall investigate the necessity, feasibility, and benefit of registration with their governments as non-profit educational organizations.

5.35 When a state organization is formed, the Society shall assist that state organization in meeting the requirements for legal recognition by its political division.

5.36 The International Society shall give financial assistance in organized state organizations as needs are determined by the Expansion Committee.

5.37 In the event that a state organization has no members of record, the Administrative Board has the authority to recommend to the Executive Board that the state organization will be dissolved. By a majority vote of the Executive Board, the state organization will be dissolved.

5.4 Regions

- 5.41 Five regions have been designated: Northeast, Northwest, Southeast, Southwest and Europe. State organizations comprising each region are:
- Northeast—Connecticut, Delaware, District of Columbia, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, New Brunswick, **Newfoundland**, New Hampshire, New Jersey, New York, Ohio, Ontario, Pennsylvania, Prince Edward Island, Puerto Rico, Quebec, Rhode Island, Vermont, West Virginia
 - Northwest—Alaska, Alberta, British Columbia, Idaho, Iowa, Manitoba, Minnesota, Montana, Nebraska, North Dakota, Oregon, Saskatchewan, South Dakota, Washington, Wisconsin, Wyoming
 - Southeast—Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia
 - Southwest—Arizona, Baja California, California, Colorado, Costa Rica, El Salvador, Guatemala, Hawaii, Jalisco, Kansas, Mexico D.F., Missouri, Nevada, Nuevo Leon, New Mexico, Oklahoma, Puebla, San Luis Potosi, Texas, Utah
 - Europe—**Denmark**, **Estonia**, Finland, Germany, Great Britain, Iceland, The Netherlands, Norway, Sweden.
- 5.42 A state organization, with the approval of its members, may apply to the International Executive Board for assignment to another region.
- ## **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, European and Latin American Forums shall be funded at U.S. \$3,000 per year. The United States Forum shall be funded at U.S. \$12,000 per year. Annual budgets and accounting reports of funds shall be submitted to the Business Services Administrator.**
- 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 chairmen of forums shall be members other than elected officers of the International Society and shall be selected by members of each forum by a method they determine.

6. OFFICERS AND RELATED PERSONNEL

6.0 General

- 6.01 Any past state organization president or founder serving as executive secretary, treasurer (if under remunerative contract for her services), or parliamentarian at the state organization level shall relinquish her voting privilege during her term of service except for a ballot vote.
- 6.02 Co-president is neither a recognized office in the Society nor an accepted practice for covering the office of president at the state organization or chapter level.

6.1 Executive Coordinator

- 6.11 The executive coordinator shall be an international officer responsible for the duties of the corporate secretary as set forth in the *Constitution*.

6.2 Regional Directors

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

6.3 Area Representatives

6.31 Duties of the area representatives include the following:

- a. assist the International Expansion Committee at the request of the Expansion Committee
- b. prepare oral and written reports for the Administrative Board and the international convention
- c. communicate relevant information to the state organizations within the respective areas
- d. assist the members of the respective areas attending the international convention and one regional conference to participate effectively in the activities.

6.4 Nominations, International

6.41 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.

6.42 An official "Recommendation Form for Nominations" 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.

6.43 A member of the Nominations Committee shall complete her term before she may be considered by the Nominations Committee for another international elective position.

6.44 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.

6.45 Qualifications for international nominees.

All nominees for international positions should be able to communicate in English.

a. The president:

- (1) should have served as state organization president
- (2) should have international committee experience
- (3) should have served on the Administrative Board
- (4) should have time for Delta Kappa Gamma work.
- (5) **should have participated in at least one international convention and/or regional conference.**

b. The vice-presidents:

- (1) should have served as state organization president
- (2) should have international committee experience
- (3) should have time for Delta Kappa Gamma work.
- (4) **should have participated in at least one international convention and/or regional conference.**

c. The regional directors:

- (1) should have served as state organization president
- (2) should have organizational ability and experience
- (3) should know their regions and represent them
- (4) should have served on an international committee.
- (5) **should have participated in at least one international convention and/or regional conference.**

d. The area representatives:

- (1) should hold membership as residents of the areas being represented
- (2) should have organizational ability and experience
- (3) should have served as state organization president
- (4) should know their areas and be able to represent the member countries therein
- (5) should have participated in at least one international convention and/or regional conference.

e. The members-at-large:

- (1) should have international committee experience
- (2) should have time for Delta Kappa Gamma work.
- (3) **should have participated in at least one international convention and/or regional conference.**

f. Members of elected committees and trustees of The Delta Kappa Gamma Educational Foundation:

- (1) **should have some chapter and state organization experience in areas for which they are nominated**
- (2) **should have participated in at least one international convention and/or regional conference.**

- g. Geographical location should be considered in the selection of international officers and members for boards and committees.
- 6.46 Guidelines for the submission of recommendations to the International Nominations Committee (See Appendix II)
- a. The name of a member may be submitted for nomination for any elective position by an individual member, a chapter, or a state organization of The Delta Kappa Gamma Society International. Note: The responsibility for chapter-supported or state organization-supported recommendations rests with the respective executive boards.
 - b. Permission of the person must be secured before her name is recommended for nomination.
 - c. An official “Recommendation Form for Nominations” must be completed for each person recommended, with careful attention given to the following points:
 - (1) The office for which the person is being recommended should be stated.
 - (2) The person recommended should be qualified for the work of the position.
 - (3) The member’s Delta Kappa Gamma experience should be accurately stated, including specific positions and dates served.
 - (4) Evidence of the member’s leadership and personal qualities fitting her for the position should be shown.
 - (5) The recommendation form should be sent to the chairman of the International Nominations Committee with a postmark no later than October 15.
 - (6) A recent photograph of the person should accompany the form.
 - (7) It should be clearly indicated in the space provided by whom the person is recommended—by an individual member, by a chapter, by a state organization, or by more than one of these.
 - d. If a member is recommended for more than one position, a separate “Recommendation Form for Nominations” must be completed for each position.
 - e. 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 no later than October 15.

7. MEETINGS

7.0 General

7.01 Conference/Convention Policy

- a. In order for a registration to be processed, a registration fee must accompany it.
- b. All registration fees will be increased 50 percent thirty days prior to the official opening day of the convention or conference.
- c. A person having to cancel will receive a refund provided a written request is postmarked fifteen days prior to the opening day of the convention or conference. Special consideration will be given to extreme emergencies.
- d. A processing charge will be retained on all cancellations regardless of when they are received.

7.02 Sales Items

- a. Favors and decorations, or items officially approved by the Administrative Board or the Executive Board, may be sold at international conventions or regional conferences. Samples of Society materials may be on display.

- b. State organizations desiring to sell their Society items at conventions and regional conferences shall follow the Guidelines for Sale of Items. (See Appendix III)
 - c. A fee in the amount determined by the Administrative Board shall be charged to any state organization, chapter, or other vendors who receive permission from the Board to sell items at regional conferences or international conventions. A list of all approved vendors shall be forwarded to the convention/conference steering committee.
 - d. International committee members selling official Society documents shall not be charged a fee.
- 7.03 An international or state organization president or regional director may delegate to committees or individuals the authority to select favors, plan entertainment, etc. for the international or state organization convention or the regional conference, but the president or the regional director is the final authority, and her decision takes precedence over any other.
- 7.04 Fidelity bonds shall be provided for international convention and regional conference treasurers from convention or conference funds and shall be part of each convention or conference budget.
- 7.05 After each international convention or regional conference, the records of the treasurer shall be submitted for financial review as determined by the Administrative Board. The records, receipts, and fund balances from each international convention and regional conference shall be sent to International Headquarters.
- 7.06 At regional conferences and international conventions, a definite time for separate forums shall be scheduled for Canadian, European, Latin American, and United States members to meet for the purposes of discussing problems and concerns related to their areas.
- 7.07 The International Headquarters staff and the international president shall be consulted and informed of tours arranged in connection with regional conferences and international conventions before the information is publicized.
- 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 chairman or member of the Society.
- 7.13 The Administrative Board may approve necessary expenditures not to exceed \$10,000 without seeking Executive Board authorization for a budget amendment. This provision may be used for the same purpose only once and used no more than three times in a fiscal year. The Finance Committee shall be consulted before any action is taken.
- 7.14 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 Executive Board and to the Finance Committee.
- 7.15 The Administrative Board shall publish a report on its actions in the *AKF NEWS* following each meeting of the board.
- 7.2 Conventions**
- 7.21 Contracts for regional conferences and international conventions shall be signed at least two years in advance of the date of said convention or regional conference.
- 7.22 Any conference or convention site shall be selected with the approval of the host state organization.
- 7.23 Each state hosting an international convention shall receive funds to offset expenses accrued by the host state and shall be kept in a separate account for State Night. Additional funds shall be advanced to the host state, maintained in a special convention account and disbursed only for

authorized expenses. Any funds remaining in the convention account shall be returned to the international Available Fund.

7.24 Convention Materials

- a. Sufficient copies of the international report booklet 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. A copy of the proposed Society budget shall be included in the convention kit 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 *International Standing Rules* are being amended, the original rule shall be included in the report.
- e. Except for courtesy resolutions, proposed resolutions shall be presented in writing by the first day of registration at the international convention and distributed to all members.

7.25 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.

7.26 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.

7.27 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 in its member countries.

7.3 Executive Board

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

7.32 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 representative.

7.4 Pre-conference Sessions

7.41 A session for incoming state organization program chairmen shall be held concurrently with the Leadership Development Conference to provide intensive development of program planning skills. This workshop shall be planned by the Program Committee and the program/membership services administrator.

7.42 A session for incoming state organization membership chairmen shall be held preceding each regional conference simultaneously with the leadership development and program workshops. The workshop shall be planned by the Membership Committee and the program/membership services administrator.

7.43 A session for state organization editors shall be planned by the Communications Committee and the communications services administrator. The session shall include lunch and shall be held before the opening evening meeting of each regional conference.

7.44 A session for state organization treasurers shall be planned by the International Finance Committee and the business services administrator. The session shall begin with lunch and be held the afternoon before the opening evening meeting of each regional conference.

7.5 Planning Meeting

- 7.51 A President's Planning Meeting shall be scheduled for the Administrative Board, the committee chairmen, the forum chairmen, and the International Headquarters professional staff.

7.6 Regional Conferences

- 7.61 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.**

8. COMMITTEES

8.0 General

- 8.01 No two members of any state organization may serve simultaneously on the same international standing committee.
- 8.02 Materials developed for distribution by international committees must have the prior approval of the international president. Funding from the Society must be authorized in the budget(s) and must also be approved by the international president.
- 8.03 Standing committees shall report biennially.
- 8.04 Each standing and special committee shall report in writing to the international president by 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 mailed from International Headquarters to the board members at least thirty days prior to the meeting of the board.

8.1 Leadership Development

- 8.11 The International Leadership Development Committee shall present a two-day 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 of work, and committee structure and to augment their leadership skills and techniques.
- 8.12 Each state organization shall have the opportunity to send an official substitute to the Leadership Development Conference if the state organization president is unable to attend.
- 8.13 The leadership development program 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.
- 8.14 Each state organization president shall be responsible for providing leadership development within her state organization.
- 8.15 Chapter presidents shall assume the responsibility of encouraging chapter activities which develop the leadership potential of each chapter member.

8.2 Professional Affairs: Legislation

- 8.21 Legislative activities are the responsibility of the Professional Affairs Committee. One or more of its members shall be designated to assume the responsibility for heading the legislative program at the international, state organization, and chapter levels. A committee on legislation is optional for state organizations and chapters.

- 8.22 All levels of the Society shall cooperate with other organizations when their legislative activities help to promote the stated Purposes of the Society.
- 8.23 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.
- 8.24 Legislative action shall be based on a thorough understanding of the basic issues involved.
- 8.25 Legislative activity shall be concerned with educational issues, not with candidates or political parties.
- 8.26 Expenditures for legislative activities shall not exceed a nominal portion of the Society's income at any level.
- 8.27 The Society cannot endorse a candidate or spend money for a candidate's campaign.
- 8.28 The Society can initiate, endorse, or support legislation relating to the improvement of education or the status of educators.

8.3 Constitution

- 8.31 Following an international convention, the Constitution Committee is authorized to:
 - a. correct article and section designations
 - b. make editorial changes as required in punctuation, numbering, cross referencing
 - 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*.
- 8.32 State organizations shall take prompt action to keep their bylaws current as well as consistent with the *Constitution* in its most recent revision.
- 8.33 The Constitution 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.

8.4 International Speakers Fund

- 8.41 The International Speakers Fund will provide opportunities for increased international understanding, program enrichment and personal growth for individual members through the exchange of Society speakers among member countries.
- 8.42 Guidelines of the International Speakers Fund Committee
 - a. The International Speakers Fund shall be used only for international speakers designated by the committee.
 - 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 International Headquarters with a postmark 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 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 International Headquarters with a postmark no later than November 1 of each year.
 - g. The committee shall select the state organization to receive a speaker on the basis of the funds available.
 - h. Income to the International Speakers Fund is derived from contributions from chapters, state

organizations, interested persons, and the interest earned from the invested principal.

- i. The fund shall be used only to finance a Delta Kappa Gamma speaker who is designated by the Committee to speak in a member country other than her own.

8.5 Finance

- 8.51 The Finance Committee shall hold three meetings each biennium, one during the first year and two during the second year.

9. PUBLICATIONS

9.0 General

- 9.01 The Society shall publish its *Constitution*, *International Standing Rules*, and such other publications as are vital to the Society as determined by the Administrative Board and recommended to the Executive Board for approval.
- 9.02 Publications of the Society shall follow the Policies for International Publications. (See Appendix IV)
- 9.03 When there is a new edition of the *Constitution*, a complimentary copy will be mailed to each member of the International Executive Board.
- 9.04 English shall be the official language of communication of the Society. The Society shall translate at its expense the *Constitution*, the *International Standing Rules*, and Society information brochures into languages of member states upon their official request.
- 9.05 Publications of the Society may be used to assist The Delta Kappa Gamma Educational Foundation in promotional efforts.
- 9.06 The Society shall publish a news periodical, *ΔΚΓ NEWS*, six times a year and a professional journal, *The Delta Kappa Gamma Bulletin*, four times a year. International dues shall include subscriptions to the *ΔΚΓ NEWS* and *Bulletin*.
- 9.07 The Delta Kappa Gamma Society International will maintain a presence on the World Wide Web and other forms of electronic communication.

9.1 General Editorial Policy

- 9.11 The editorial policy shall be subject to review biennially by the Communications Committee and by the Administrative Board. Proposed changes shall be submitted to the Executive Board for approval.
- 9.12 The Communications Committee, executive coordinator, and international communications services administrator shall adopt a standard of style: for example, *The Chicago Manual of Style*, revised edition.
- 9.13 The Policy for International Society Publications shall be reviewed by the Administrative Board annually. Proposed changes shall be submitted to the Executive Board for approval.

9.2 Periodical: ΔΚΓ NEWS

- 9.21 Purposes of the *ΔΚΓ NEWS*
 - a. To provide members with timely information on issues of concern based on the Society's seven Purposes:
 - (1) constitutional interpretations/explanatory notes
 - (2) proposed and effected changes in the *Constitution* and the *International Standing Rules*
 - (3) constitutional amendments
 - (4) Nominations Committee reports

- b. To promote communication within the Society
 - c. To focus on Delta Kappa Gamma as an action organization.
- 9.22 The *ΔΚΓ* NEWS may include:
- a. Administrative Board and International Executive Board reports
 - b. international president's message
 - c. executive coordinator's message
 - d. state organization action on important issues
 - e. factual information and statistics regarding education and the status of women educators (Items may be submitted by committees.)
 - f. an article from each international committee on a rotating basis
 - g. news from The Delta Kappa Gamma Educational Foundation
 - h. a calendar of approaching international events and deadlines
 - 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
 - (5) of International Achievement Award recipients.
- 9.23 The *ΔΚΓ* NEWS may publicize accomplishments only of individual members who have achieved national or international recognition.
- 9.24 News of regional conferences will be balanced among the regions. Items for inclusion will be submitted by the regional director and/or her designee.
- 9.25 Only the international president's message and columns by professional staff members carry a byline.
- 9.3 **Journal: *The Delta Kappa Gamma Bulletin***
- 9.31 Purposes of the *Bulletin*
- a. To publish manuscripts and other professional contributions submitted by members and recipients of world fellowships or other projects supported by the Society
 - b. To provide a refereed journal that promotes the professional and personal growth of members through publication of their writings
 - c. To promote excellence in education through the publication of theoretical and philosophical position papers, applied research, and articles based on topics of interest to educators.
- 9.32 The *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) Educator's Award winner(s)
 - (2) Educator's Award honorable mention selection(s)
 - e. selected/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.
- 9.33 The annual subscription rate for the four issues of the *Bulletin* shall be U.S. \$20. Single copy rates shall be U.S. \$5.

9.4 Responsibilities

9.41 Communications Committee

- a. shall evaluate the effectiveness of Society publications
- b. shall review the editorial policy each biennium
- c. shall review the editorial policy, style guidelines, and themes developed by the Editorial Board each biennium
- d. shall consider suggestions from the Editorial Board.

9.42 Editorial Board

The Editorial Board shall be responsible for developing editorial policy, selecting style guidelines and establishing themes for *The Delta Kappa Gamma Bulletin*.

9.5 Editorial Board

9.51 Selection

- a. There may be flexible geographic distribution of members of the board.
- b. Application forms shall be filled out by Delta Kappa Gamma members desiring appointment to the Editorial Board.
- c. Application forms may be obtained from International Headquarters and shall be returned to the communications services administrator. Application deadlines shall be the same as the deadline of recommendations for appointments to international committees each biennium.
- d. All applications for Editorial Board members shall be retained for four years for consideration should interim replacement appointments be necessary.
- e. Each biennium two members shall be appointed for four-year terms.
- f. An Editorial Board member may be appointed to no more than two successive terms.
- g. Any vacancy on the Editorial Board shall be filled by interim appointment to complete the remainder of the term.

9.52 The expenses of one Editorial Board meeting in the first year of a biennium to review the manuscript selection procedure shall be paid in full by the Society.

9.53 The Editorial Board members will receive copies of manuscripts from the communications services administrator, simultaneously, for rating and selection according to agreed procedures.

9.54 The Editorial Board shall uphold standards of high quality in evaluating manuscripts for the *Bulletin*.

9.55 Actions of the Editorial Board shall be reviewed by the Communications Committee and referred to the Administrative Board.

9.6 Rituals/Ceremonies

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

9.62 Deceased international presidents shall be given special tribute during the Hour of Remembrance at the international convention.

9.63 Deceased International Headquarters professional staff shall be given special tribute during the Hour of Remembrance at the international convention.

9.64 The names of deceased members shall be listed in the Hour of Remembrance program booklet.

9.7 Electronic Communications

9.71 The Policy for Use of Electronic Communications shall be reviewed by the Administrative Board annually. Proposed changes shall be submitted to the Executive Board for approval.

9.72 State organizations and chapters that establish methods of electronic communications are encouraged to adhere to the International Policy for Use of Electronic Communications. (See Appendix V)

10. FUNDS

10.0 General

- 10.01 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.
- 10.02 Investment of Society funds shall follow the Investment Policy for International Funds. (See Appendix VI)

10.1 Educator's Award Fund

- 10.11 The endowment for the Educator's Award shall be U.S. \$25,000. The excess amount in the Educator's Award Fund shall be used for awards.

10.2 Emergency Fund

- 10.21 Gifts from the Emergency Fund are U.S. \$500 each to members recommended by chapter and state organization presidents.

10.3 Golden Gift Fund

- 10.31 The Golden Gift Fund interest shall be used to finance:
 - a. projects including the offering of leadership/management seminars intended to develop the leadership, communication, and management skills of members and special study stipends to provide financial assistance to members to develop skills and meet specific educational and professional needs
 - b. international seminars to meet the special needs of members in areas such as investments, retirement plans, use of leisure time, educational problems, etc., to be offered whenever funds are available.
- 10.32 The Leadership/Management Seminars will continue to be held in alternate years.
- 10.33 Special Stipends of U.S. \$800 shall continue to be offered to members on an annual basis.
- 10.34 The Golden Gift Fund Committee shall determine the criteria for selection of participants and guidelines for the use of the fund.
- 10.35 The Golden Gift Fund principal shall be maintained at an amount no less than U.S. \$1,000,000.

10.4 Eunah Temple Holden Leadership Fund

- 10.41 The bequest of \$96,959 from the estate of Mrs. Eunah Temple Holden to The Delta Kappa Gamma Society International shall be established as the Eunah Temple Holden Leadership Fund.
- 10.42 Only interest from the fund shall be used and the invested principal of the fund shall remain no less than \$100,000.
- 10.43 The principal of the Eunah Temple Holden Leadership Fund shall be invested in primary obligations of the government of the United States of America.
- 10.44 Interest from the fund shall be used for grants to members for development of professional and Society leadership.
- 10.45 Expenses incurred in the administration of the fund shall be paid from the interest earned.
- 10.46 The international president shall be an ex-officio member, and the international executive coordinator shall be an ex-officio member without vote.

10.5 Permanent Fund

- 10.51 At the international level, an amount equal to 5 percent of the annual income from dues and fees shall be transferred from the Available Fund to the Permanent Fund.

10.6 Scholarship Fund

- 10.61 The sources of funds for international scholarships are fees, bequests, contributions, and interest earned from investments of the Scholarship Fund.
- 10.62 The Scholarship Fund investment principal shall be maintained at an amount no less than U.S. \$1,000,000.

10.7 World Fellowship Fund

- 10.71 Income to the World Fellowship Fund is derived from voluntary contributions from members, chapters, state organizations, and interested persons and from interest earned on investment of the fund.
- 10.72 In order to safeguard the future of the program, a minimum amount of 20 percent of the unencumbered fund balance as of June 30 of the preceding fiscal year shall be retained in the fund.
- 10.73 The initial grant for World Fellowship recipients shall be U.S. \$4,000. The maximum grant for extensions shall be U.S. \$3,000.

10.8 International Speakers Fund

- 10.81 The International Speakers Fund commemorates the 1952 internationalization of The Delta Kappa Gamma Society International.
- 10.82 The fund is supported by voluntary contributions.
- 10.83 International Speakers Fund interest shall be used only for travel expenses of speakers designated by the International Speakers Fund Committee.
- 10.84 The principal of the International Speakers Fund shall be kept as a Society investment with only the interest income available for use.

11. INTERNATIONAL HEADQUARTERS

11.0 General

11.1 Display

- 11.11 In the International Headquarters building, there shall be only one portrait—that of Dr. Annie Webb Blanton.
- 11.12 The only jewelry and/or insignia that shall be displayed officially at the International Headquarters is that from The Founders.

11.2 Gifts

- 11.21 The executive coordinator, in consultation with members of the Society whom she chooses and with the approval of the international president, shall be authorized to accept or reject gifts offered to International Headquarters.
- 11.22 Only those gifts valued at U.S. \$1,000 or more shall have displayed plaques designating the donor and/or any recognition intended. Voluntary contributions from individuals, chapters, and state organizations shall be made to projects of the Society rather than to gifts for the International Headquarters building.

11.3 Professional Staff

- 11.31 The organizational plan for International Headquarters shall be as represented by the **most recent chart adopted by the Administrative Board.** (See Appendix VII)
- 11.32 *The Employee Handbook: International Headquarters* shall be adopted by the International Administrative Board.

11.4 Supplies

- 11.41 International Headquarters materials shall not be sent on consignment to state organization conventions and workshops.
- 11.42 No supplies shall be sent on consignment to state organizations or chapters.
- 11.43 All orders for supplies from International Headquarters must be accompanied by payment in full.
- 11.44 Refunds shall be made on Society items returned in resale condition within sixty days of date on which the order is mailed from International Headquarters. The communications services administrator shall determine whether or not items are in resale condition.

12. SYMBOLS

12.0 General

- 12.01 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 or the executive coordinator of the Society.
- 12.02 The official seal of the Society is used only by the International Headquarters office.
- 12.03 The song composed by Dr. Annie Webb Blanton and Mrs. Cora M. Martin is the official anthem of The Delta Kappa Gamma Society International.
- 12.04 Platform flags owned by the Society shall be used only for international conventions or any other international function as determined by the Administrative Board.
- 12.05 The key of the Society may be printed on official Society materials such as stationery, yearbooks, **websites**, and programs.

12.1 Jewelry

- 12.11 Official jewelry and paraphernalia may be purchased from the authorized supplier.
- 12.12 The keypin signifying membership in The Delta Kappa Gamma Society International shall include the key as described in the *Constitution* Article I.C.
- 12.13 The international/state/chapter president's pin shall be presented by the respective organization at the time of installation to office.
- 12.14 At the discretion of the chapter executive board, reclaimed keypins may be sold or given to initiates or to members who have lost their keypins.
- 12.15 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.
- 12.16 The key and other official pins may be worn on a ribbon.

13. THE DELTA KAPPA GAMMA EDUCATIONAL FOUNDATION

13.0 General

- 13.01 The Board of Trustees shall act as the agent of The Delta Kappa Gamma Educational Foundation to review each restriction or condition which may be put on any gifts and accept or reject the gift. If the board determines that the restriction or condition does not conform to the purposes of the Foundation, the Board will so inform the donor so that the restriction or condition can be modified to conform to such purposes and still effectuate, to the extent possible, the desires of the donor.
- 13.02 Publications of the Society may be used to assist The Delta Kappa Gamma Educational Foundation in promotional efforts.

- 13.03 The executive coordinator shall be listed with the Secretary of State, State of Texas, as the registered agent for The Delta Kappa Gamma Educational Foundation.

SOCIETY ENDORSEMENTS

1. The Delta Kappa Gamma Society International endorses the Equal Rights Amendment to the United States Constitution and lends its name to literature supporting the amendment. *(1974 Convention action)*
2. The Society reaffirms its deep commitment to the principle of equality for women, not only for its members in the thirteen member countries that comprise the Society, but for women in all countries. *(1982 Convention action)*
3. The Society expresses its grave concern over the threat to the education of our youth and urges teachers of each member country to reexamine their priorities, taking a long view toward the future of the children of their country and then doing all that is in their power to assure their youth a quality education that will enable them to realize their potential. It is in the children of the world that we place our hope for the future and our dream for all mankind. *(1982 Convention action)*
4. The Society goes on record in support of and promotion of the performing, literary, and visual arts as essential components of a quality educational program for all students. *(1986 Convention action)*
5. We, women educators, as members of The Delta Kappa Gamma Society International must provide students with critical thinking, conflict resolution, and cooperative learning skills necessary for them to become responsible and active citizens striving for positive change and a peaceful world. *(1986 Convention action)*
6. The Society is directed to contact and work with the American Library Association and other similar organizations in member countries to encourage the observance of Women's History Week each year. *(1986 Convention action)*
7. The Society goes on record in support of literacy as essential in a global society; the Society and its constituent divisions resolve to emphasize and to implement action programs which support literacy for adults as well as for children. *(1990 Convention action)*
8. All members of The Delta Kappa Gamma Society International continue to work with increased efforts to ensure a safe, peaceful environment where education can flourish for all. *(1992 Convention action)*

CONVENTION AND EXECUTIVE BOARD ACTIONS

General

1. The convention voted that Delta Kappa Gamma, in keeping with the unanimously adopted endorsement concerning literacy at the 1990 International Convention in New Orleans, Louisiana, collaborate with the Rotary Club International in its literacy project and that the Program/Membership Services Administrator be directed to coordinate our collaborative efforts. *(1996 action)*
2. The Executive Board voted that the Finance Committee investigate the most equitable methods of exchange of funds and transfer of funds among countries. *(1996 action)*
3. *The Executive Board authorized the executive coordinator and the business services administrator to investigate potential sites for international conventions for 2008/ 2010/2012 and request bids from hotels and other facilities. The results will be reported to the Executive Board for action. *(2002 action)*

* Statements in this color will be removed when document is reprinted.

4. The Executive Board approved establishment of the United Nations network —known as UN Network— within The Delta Kappa Gamma Society International wherein each state organization president will appoint a UN liaison at the state level to strengthen the lines of communication between the state organizations and the NGO (Non-Governmental Organizations) representative. (2002 action)
4. That the Executive Board support the recommendation of International Leadership Development Committee that a recurring Latin American Member Information Conference presented in Spanish and located in a Latin American country be created at a cost not to exceed \$1,500 U.S. for the first conference. “Recurring” shall be restricted to mean not more often than biennially. (2004 action)
5. **The convention adopted the motion that the actual amount of \$1,500.00 assigned to the Latin American Conference be increased to \$2,500.00. (2008 Convention action) [#4 and 5 represent a continuous program. Express as a standing rule in revision.**
6. “Passion for Learning: The Essence of Growth” was adopted as the program theme for 2006–2010. (2004 action)
7. The Executive Board approved the project to restore the Annie Webb Blanton gravesite at a cost not to exceed \$6,000.00 to be paid from the Permanent Fund. (2006 action) [TASK COMPLETED]
8. The convention adopted the motion that during **2008–2010**, the Society will publish four issues of *The Delta Kappa Gamma Bulletin* **annually** with two being mailed to the members**hip** and two being published online. During **2008–2010**, the Society will **annually** mail five issues of the *AKΓ NEWS* to the membership and publish the July/August issue online. (2008 Convention action)
9. The Executive Board supported the motion that the annual subscription rate for four issues of *The Delta Kappa Gamma Bulletin* shall be U.S. \$20; single copy rate shall be U.S. \$5.00. (2006 action)
10. The Executive Board endorsed the recommendation from the Educator’s Award Committee to increase the Educator’s Award from \$1,500 to \$2,500. (2006 action)
11. The convention voted that an ad hoc committee be appointed to study Society committees and recommend a restructuring plan for international committees which would reduce financial and time expenditures while continuing to be true to the Society mission. (2006 action)
12. **That after consultation with, and approval of the Administrative Board, The Constitution Committee may undertake a revision of the Constitution and International Standing Rules during 2008-2010 biennium. The revision will be voted on at the 2010 international convention. (2008 Convention action)**
13. The convention voted that a link be established on the Society website to Culture Xplorers as well as other carefully selected websites. (2006 action)
- 14. That the state organization of Newfoundland be dissolved. (2008 Ex. Brd. action).**

The Eunah Temple Holden Leadership Fund Committee

1. **An amount not to exceed \$10,000 shall be allocated from the Eunah Temple Holden Leadership Fund to provide for orientation sessions for the 2008–2010 Administrative Board and international headquarters Administrative staff to further the purposes and mission of the Society. (2008 Ex. Brd. action)**
2. **A total of \$5,000 shall be allocated from the Eunah Temple Holden Leadership Fund to partially underwrite a fee for a woman speaker or speakers who is not a Delta Kappa Gamma member who is recognized as an authority in management and/or educational issues at each of the 2009 regional conferences. The speaker at each conference will be selected by the respective regional director. (2008 Ex. Brd. action)**
3. **A total of \$500 is allocated from the Eunah Temple Holden Leadership Fund to be used as “start up” money for a February 2009 Parliamentary Procedure Seminar for members. (2008 Ex. Brd. action)**

Golden Gift Fund

1. The Pre-convention Seminar shall continue to be held prior to the international convention in **2010. The Leadership/Management Seminar shall be held in 2010. (2008 action)**
2. Golden Gift Fund I and Golden Gift Fund II shall be combined into Golden Gift Fund. (2002 action)
3. The Executive Board endorsed the recommendation of the Golden Gift Fund Committee to amend Standing Rule 10.31 a. to read:
10.31 The Golden Gift Fund interest shall be used to finance:
 - a. projects including the offering of leadership/management seminars intended to develop the leadership, communication, and management skills of members and special study stipends to provide financial assistance to members to develop skills and meet specific educational and professional needs. (2006 action)

International Headquarters

1. The Executive Board approved a scheduled replacement of electronic equipment at International Headquarters each fiscal year for ten years from the Permanent Fund at an amount not to exceed \$50,000, subject to the approval of the International Finance Committee and the International Administrative Board. This will begin with fiscal year 2000–2001. (2000 action)
2. The Executive Board approved the replacement, resurfacing, and repair of the marble walls at the entrance to the international headquarters building and adorning terrazzo floor at a cost not to exceed \$8,000.00 from the permanent fund. (2006 action)

Scholarship Fund

The Executive Board established The Dr. Evelyn L. Mylam Scholarship I and The Dr. Evelyn L. Mylam Scholarship II as scholarships for members pursuing a doctorate as directed in the Dr. Evelyn L. Mylam Bequest. (2006 action)

INVITATIONS

1. The invitation of Illinois State Organization to host the international convention in 2008 was accepted. (2004 Executive Board action)
2. The invitation of Washington State Organization to host the international convention in 2010 was accepted. (2004 Executive Board action)
3. The invitation of New York State Organization to host the international convention in 2012 was accepted. (2004 Executive Board action)
4. The invitation of Indiana State Organization to host the international convention in 2014 was accepted. (2006 Executive Board action)
5. **The invitation of Tennessee State Organization to host the international convention in 2016 was accepted. (2008 Executive Board Action).**

Appendix I

The Delta Kappa Gamma Society International Strategic Plan for Renewal

MISSION STATEMENT

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

PURPOSES

The purposes of The Delta Kappa Gamma Society International shall be:

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

INTRODUCTION

The Ad Hoc Strategic Planning Committee, in fulfilling the 1992 International Convention mandate, reviewed the five benefits of a long-range plan as listed in the rationale of the Ad Hoc Committee to Study Committee and Regional Structure. They are:

1. To solidify the direction of the Society toward fulfilling its Purposes
2. To establish continuity of programs and projects
3. To determine membership growth expectations
4. To eliminate duplication of effort by Society committees
5. To provide a system of periodic evaluation.

The strategic plan charts the direction for the Society. The plan is, by no means, to be considered an all-encompassing document. It is an attempt to move the Society forward to meet the challenges of the future. An ongoing evaluation of the plan is essential. Some elements of the plan would require a future change in the *Constitution* and/or *International Standing Rules* and cannot be implemented without approval. These items are identified with an asterisk.

MAJOR AREAS

All members were provided an opportunity through the *ΔKΓNEWS* and the four 1993 Regional Conferences to offer suggestions for the proposed strategic plan, to indicate their priorities of six major areas, and to specify additional areas for committee consideration. Based upon written member responses to the committee, these are the six major areas:

1. Membership
2. Communications/Publications
3. Public Relations
4. Society Structure
5. Programs/Projects and Educational Services
6. Society Purposes

Area I — Membership

Goal 1. To broaden the membership base

- ◇ Invite to membership annually
 - younger members
 - educators representing varying academic/educational/cultural areas
 - individuals with high standards for achievement and professionalism
- ◇ Present interesting, informative, and comprehensive orientation sessions regularly

Goal 2. To retain members

- ◇ Provide support and fellowship to members
- ◇ Utilize knowledge, talents, and leadership skills of all members by involving them in activities
- ◇ Conduct regular reorientation sessions emphasizing commitment and responsibility
- ◇ Present programs that meet the interests and needs of members
- ◇ Consider an attendance policy
- ◇ Determine reasons that members drop membership

Goal 3. To encourage active membership

- ◇ Eliminate reserve membership
- ◇ Provide effective training for officers and committee chairmen
- ◇ Provide opportunities for involvement at all levels—chapter, state, and international

Area II — Communications/Publications

Goal 1. To inform membership at the chapter, state, and international levels

- ◇ Disseminate pertinent Society information in a timely manner
- ◇ Present and discuss relevant topics, massive changes, and innovations in the field of education
- ◇ Use most recent Society printed materials
 - *Constitution, International Standing Rules, and Handbook*
 - *Program Manual*
 - *Ceremonies*
 - *Songbook VI*
 - Brochures
- ◇ Inform members about the abundance of Society opportunities available for personal and professional growth
- ◇ Acquaint members with the opportunities for reward and recognition for the members and non-members
- ◇ Consult with Society elected and appointed leaders and employed personnel
- ◇ Share research and articles through monographs, reports, pamphlets, and Society publications
- ◇ Analyze external forces, such as social, economic, political, educational, and technological, which influence planning and decision making within the Society structure
- ◇ Analyze the internal forces, such as resources and capabilities of members, and strengths and weaknesses within the Society structure

Goal 2. To promote cohesiveness among the three levels of the Society

- ◇ Participate actively beyond the chapter level
- ◇ Stress teamwork within and beyond the chapter level

Goal 3. To create quality Society publications at all levels

- ◇ Develop guidelines for manuscripts, issues-oriented papers, and/or media materials

Goal 4. To utilize technology at all levels

- ◇ Provide opportunities for demonstrating and developing technological skills
- ◇ Explore networking possibilities

Area III — Public Relations

Goal 1. To identify the Society as an organization of key women educators who represent all ages and areas of educational work and who are committed to the improvement of education

- ◇ Recognize educators and local women of distinction who support education
- ◇ Recommend qualified members for appointment to public service positions

Goal 2. To increase awareness of the Society locally, regionally, and globally

- ◇ Establish the Society as a dynamic force in the workplace, community, and the world
- ◇ Support quality educational programs for children, youth, and adults
- ◇ Engage in programs of public outreach in the form of educational assistance and/or volunteer service to the community
- ◇ Network with similar educational and professional groups to support education-related activities, projects, and events

Area IV — Society Structure

Goal 1. To examine structural components of the Society at all levels with regard to relevance, complexity, and financial ramifications

- ◇ Simplify Society structure
 - Review guidelines for overlap of responsibilities and functions
 - Combine committees and/or reduce size of committees where feasible
- ◇ Evaluate regional and area or district structures
 - Examine changes in membership size and composition
 - Determine financial implications
 - Utilize Society procedures for recommendations for restructuring
- ◇ Analyze the organization plan for International Headquarters
 - Determine the effectiveness of the current plan
 - Utilize Society procedures for recommendations

Goal 2. To continue to analyze Headquarters building working environment to meet future needs of the Society

- ◇ Examine social, economic, political, legal, educational, and technological forces which influence planning and decision making
- ◇ Assess members' needs in relation to future planning

Area V — Programs/Projects and Educational Services

Goal 1. To maximize each member's involvement in programs, projects and educational services at all levels

- ◇ Select a specific international service project relating to societal issues, professional issues, and/or women educators' issues
- ◇ Offer opportunities at meetings, workshops, and conventions for members to share innovative ideas, to display projects, and to demonstrate skills

Goal 2. To encourage member study and/or research relating to innovations in education, technology, and other areas of specialization

- ◇ Sponsor and monitor a field of research
- ◇ Stress the availability of opportunities at all levels in the form of scholarships, stipends, seminars, and other enrichment programs

Goal 3. To promote leadership through information exchange

- ◇ Motivate and support members to achieve leadership positions in their professions and in the Society
- ◇ Assist members in the implementation of a leadership network system

Goal 4. To evaluate the usefulness of the Canadian, European, Latin American, and United States Forums from the standpoint of purpose, content, and cost effectiveness

Area VI — Society Purposes

Goal 1. To inspire each member to renew her commitment to the Purposes of the Society

- ◇ Present through Society activities at all levels the Purposes in terms of their relevancy, universality, and flexibility

Presented by 1992–1994 Ad Hoc Strategic Planning Committee

Adopted by 1994 International Convention—July 28, 1994

APPENDIX II

International Nominations Committee Guidelines for the Selection of Nominees for Society Elective Positions

1. The primary consideration of the Nominations Committee should be to seek the best leadership available.
2. Each member of the committee should review all Recommendation and Endorsement Forms submitted for each position.
3. Selection should be based on the stated criteria (6.45 of the International Standing Rules) for the particular position being considered.
4. Information provided on the Recommendation Form regarding Delta Kappa Gamma experience, expertise, and qualifications for the particular office, professional experience, educational background and community and/or organizational service, with special emphasis on Society experience, should be carefully considered.
5. Additional helpful information on the Endorsement Form regarding specific skills, leadership and organizational ability, accomplishments and personal qualities should be carefully considered.
6. In the event that stated criteria and/or other accomplishments of candidates are evenly matched, geographical location should be considered.
7. The overall balance of nominees for the entire Administrative Board, in terms of experience, geographical location and a reflection of the Society's makeup as a whole should be carefully considered.
8. The Nominations Committee reserves the right to place a name in nomination for a position other than that recommended.

Approved by the Administrative Board—May 19, 2001

Appendix III

Guidelines for Sale of Items

The Delta Kappa Gamma Society International has adopted the following Standing Rules pertaining to **Sale of Items**:

7.02 Sales Items

- a. Favors and decorations, or items officially approved by the Administrative Board or the Executive Board, may be sold at international conventions or regional conferences. Samples of Society materials may be on display.
- b. State organizations desiring to sell their Society items at conventions and regional conferences shall follow the Guidelines for Sale of Items.
- c. A fee in the amount determined by the Administrative Board shall be charged to any state organization, chapter or other vendors who receive permission from the Board to sell items at regional conferences or international conventions. A list of all approved vendors shall be forwarded to the convention/conference steering committee.
- d. International committee members selling official Society documents shall not be charged a fee.

Many state organizations have developed sale items to support activities congruent with the Purposes and projects of The Delta Kappa Gamma Society International. These items provide visibility for the Society and should reflect a professional image.

The following guidelines are in compliance with all International Standing Rules dealing with the sale of items and the use of Society symbols. The Delta Kappa Gamma Society International is a not-for profit organization classified under Section 501(c)(6) of the Internal Revenue Code. The Society is not exempt from payment of sales tax. State organizations should investigate the sales tax requirements in their respective states and adhere to them. Failure to comply with state sales tax requirements will put the Society in jeopardy of losing its not-for-profit, 501(c)(6) status.

Guidelines:

1. Moneys derived from sales by chapter and state organizations must be designated for the financing of Society projects, not for individual profit.
2. Sale of items should be scheduled at times other than Society general sessions or business meetings.
3. Items should be of high quality reflecting the professional image of the Society.
4. The Society key should not be used on items designed for sale by chapters and state organizations.
5. The Greek letters $\Delta K\Gamma$ should be used rather than DKG.
6. Items may be advertised in state organization or chapter newsletters or brochures, consistent with postal regulations.
7. Permission must be obtained for any materials protected by copyright.

Adopted by Administrative Board—July 13, 1998

Appendix IV

Policy for International Society Publications

International publications other than officially authorized Society documents are defined as printed or other communications media written/produced by international committees or boards (excluding forms or workshop/handout materials) designed to be made available to the Society membership. All international publications, other than officially authorized Society documents, shall adhere to the following policy:

1. The preparation of a publication plan which will include:
 - a. a detailed statement justifying its vital importance to the Society (*International Standing Rules* 9.01)
 - b. a budget delineating production and operation costs, numbers of copies to be produced, plan for distribution, and potential income from sales
 - c. completion of a form agreeing to copyright provision and verification of original work.
2. The submission of the publication plan to the international president who will present it to the Administrative Board.
3. Contingent upon Administrative Board approval, the publication plan will be submitted to the Finance Committee for consideration as a budget item.
4. Upon Executive Board authorization, preparation may proceed. The completed publication, together with signed agreement of author(s), shall be submitted to a Publications Review Board appointed by the president.
5. The communications services administrator has final editorial responsibility—in consultation with the international president, executive coordinator, and their designees—for publications as defined in this policy.

Approved by Executive Board—July 26, 1994

Appendix V

Policy for Use of Electronic Communications

I. Introduction

The purpose of this policy is to provide assistance and guidance in the design, implementation, and management of electronic communications affecting The Delta Kappa Gamma Society International and its constituents. Electronic communications are defined by the Society as Internet and the World Wide Web, electronic mail, facsimile, databases, CD-ROM, audio and visual recordings, photographs and digitized information.

II. Goal of Electronic Communications

All forms of electronic communications will be consistent with the Society's Purposes and Mission Statement.

III. Objectives of Electronic Communications

The objectives are

- To provide information about the Society and its events to all members of The Delta Kappa Gamma Society International
- To encourage an exchange of ideas and information
- To promote service efforts
- To enhance visibility of the Society as a presence in the international educational community.

IV. Society Web Sites

Information published must meet certain standards and represent the Society in an appropriate and coherent manner:

- All Web sites will contain the Society Purposes and Mission Statement. Any descriptions contained in Society information brochures are appropriate for use.
- Information will be accurate, current and useful.
- Each page will be dated as to its latest revision.
- Society Web sites may not be used for political or religious purposes.
- **Society web sites will include no direct advertising except for international non-dues revenue partnerships or fundraising by members that benefit the state or chapter organizations. (International non-dues revenue partnerships included Society jeweler, insurance partners, and approved international affiliates. Fundraising by members does not include third party business agreements.)**
- The use of the official Society symbol (the Key) is prohibited.

V. Privacy/Copyright Issues

Members of The Delta Kappa Gamma Society International are expected to act responsibly and to follow the guidelines, policies and procedures of the Society in utilizing information technology and electronic networks accessed by such technology. To protect the privacy rights of the Society and its members, the following considerations must be observed:

- The Web site will not contain content that is libelous to others.
- Specific written consent should be obtained and kept on file before any of the following items are posted on an electronic site:
 - ◊ Addresses (mailing or electronic) and telephone/fax numbers of any individual Society members
 - ◊ News and/or pictures of an individual or group
 - ◊ Copyrighted materials—e.g., artwork, music or text
- Approval must be obtained from International Headquarters to post any official Society correspondence.

VI. Eligibility for Web Site Link to International

In order to be eligible for a Web site link to International, state organization and chapter Web sites must adhere to the standards adopted by the Society. State organization and chapter sites in compliance may apply to International Headquarters to be an official link to the International Web site.

Adopted by Executive Board —July 14, 1998

Appendix VI

Investment Policy for International Funds

The Investment Policy for International Funds addressed in this document is designed to satisfy the investment challenge of providing a stable, predictable, and growing stream of resources for current use, while preserving the purchasing power of assets for the future. Balancing the current financial needs of The Delta Kappa Gamma Society International with those of future generations demands a combination of excellent investment performance and conservative spending.

I. Long-Term Investment Policy for International Funds

The long-term funds of The Delta Kappa Gamma Society International are:

- Educator's Award Fund
- Emergency Fund
- Eunah Temple Holden Leadership Fund
- Golden Gift Fund
- International Speakers Fund
- Loretta Halek Memorial Fund for Program Resources
- Permanent Fund
- Scholarship Fund
- World Fellowship Fund

These long-term funds have restrictions or regulations as stated in the *Constitution*, Article X, and *International Standing Rules*, 10.0–10.84.

The primary investment objective is to earn the best return on all Society restricted funds sufficient to meet fund requirements as determined by the official documents of the Society, while maintaining the fund's purchasing power.

Allowable investments are:

- U.S. Securities guaranteed by the full faith and credit of the United States government.
- Banks and Savings & Loan Associations with adequate capital insured by the FDIC.

International Society Funds shall be placed only in financial institutions within the United States. These financial institutions shall be investigated as to their capital ratio and their insurability.

II. Short-Term Investment Policy for International Funds

The Available Fund is expected to be used within a short period of time. It shall be invested with a goal of generating maximum current income in low-risk securities with a high degree of liquidity. The safety of principal and interest shall prevail over yield in all investment decisions. Market speculation is not permissible.

Short-term investments shall be limited to securities with a maximum maturity not to exceed three (3) years. Allowable investments are:

- U.S. Securities guaranteed by the full faith and credit of the United States government.
- Banks and Savings & Loan Associations with adequate capital insured by the FDIC.

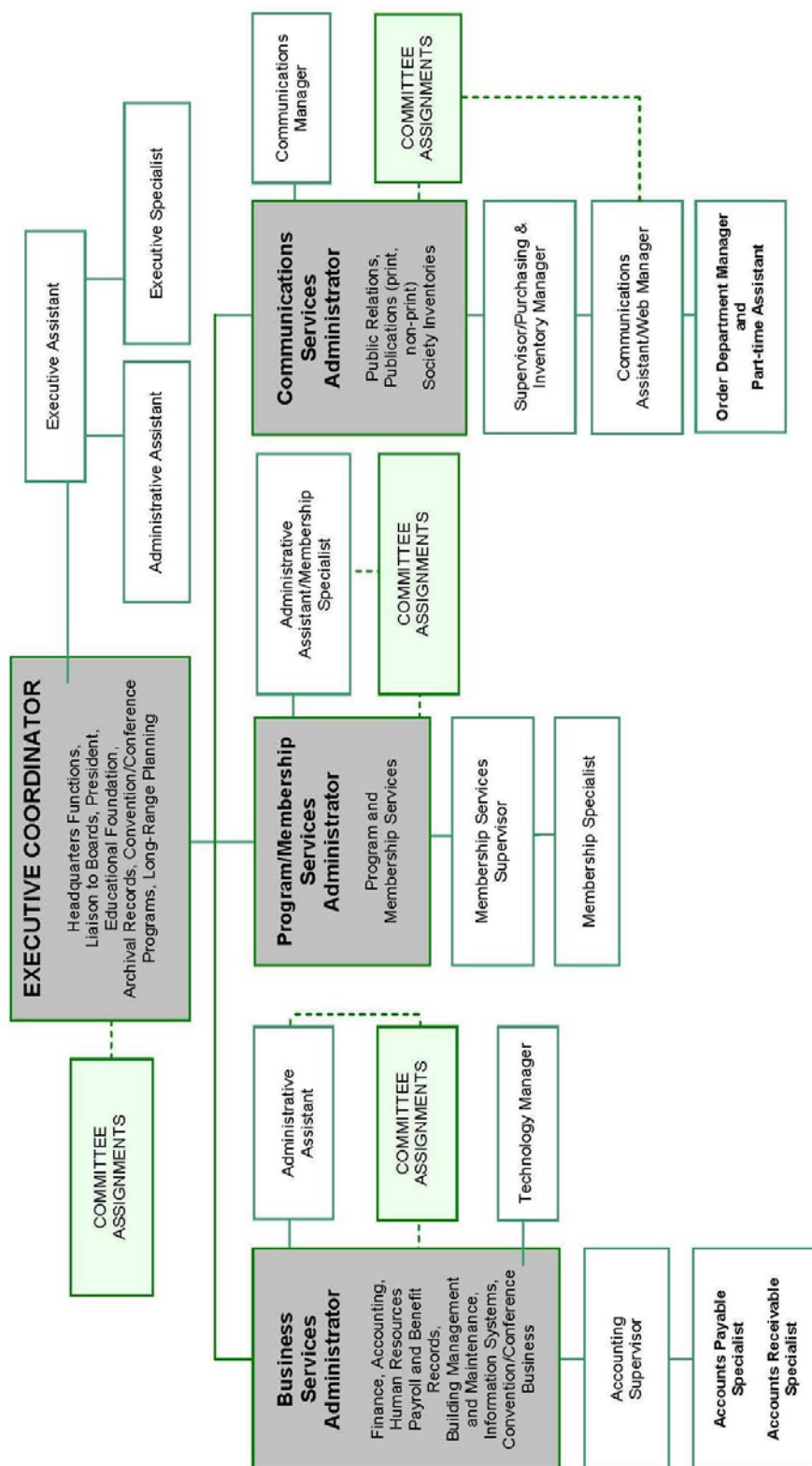
International Society Funds shall be placed only in financial institutions within the United States.

These financial institutions shall be investigated as to their capital ratio and their insurability.

Approved by the Finance Committee—March 15, 1996

Approved by the Executive Board—July 23, 1996

Organization Plan for International Headquarters



Approved by Administrative Board – November 18, 2006