

**Constitution  
of The Delta Kappa  
Gamma Society  
International  
2022**

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

**Article I  
Name**

**Section A.**

The name of this international organization shall be The Delta Kappa Gamma Society International, hereinafter also referred to as the Society.

**Section B.**

Each state organization\* of the Society shall be designated by a geographic area or by a country name. Each chapter shall be named by the state organization.

**Article II  
Mission and Purposes**

**Section A. Charter Objective**

*This corporation is formed for educational and benevolent purposes, particularly for extending aid to women teachers and students by means of founding scholarships for study, for developing loyalty and high ideals in the teaching profession, and for conferring distinction upon women members of the teaching profession. (Charter of Delta Kappa Gamma Society, August 16, 1929)*

**Section B. Mission Statement**

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

**Section C. Vision Statement**

Leading Women Educators Impacting Education Worldwide

**Section D. 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 non-member women educators;
6. to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action; and
7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.

## Article III Membership

### Section A. Membership

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the international Society in addition to a state organization and/or a chapter.
2. An individual becomes a member of the Society when she pays her dues.

### Section B. Classification

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter because of medical disability, geographic location, and/or no technological connection/skill.
  - a. Reserve status shall be granted by a majority vote of the chapter.
  - b. A reserve member, so requesting, shall be restored to active membership.
3. Honorary Members
  - a. A chapter or state organization honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service.
  - b. An international honorary member shall be a woman who has rendered notable service to education or to women, who is elected to honorary membership in recognition of such service and who is not a current or former member of DKG at the time of election.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a. Bachelor student collegiate members shall
    - (1) be enrolled in an institution offering coursework leading to a career in education; and have the intent to continue academically and professionally in the field of education; and
    - (2) be enrolled within the last two years of their bachelor's education degree.
  - b. Graduate/Masters/Doctoral student collegiate members shall have Graduate/Masters/Doctoral standing in an institution offering coursework in the field of education; and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member

85 does not pursue a career as an educator, her membership will expire upon  
 86 graduation or withdrawal from the education program

87

88 **Section C. Election**

- 89 1. A candidate for active or collegiate membership shall be selected by the  
 90 method established by the chapter’s rules.  
 91 2. A candidate for honorary membership at the chapter, state organization, or  
 92 international level shall be elected by the method established by the respective  
 93 executive board.

94

95 **Section D. Transfer**

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

98

99 **Section E. Termination of Membership**

100 Membership in the Society is terminated for non-payment of dues and fees, resigna-  
 101 tion, or death.

102

103 **Section F. Reinstatement**

104 A former member shall be reinstated to membership by the chapter receiving the  
 105 request.

106

**Article IV  
 Finance**

107

108

109 **Section A. Annual Dues**

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

117

118 **Section B. Fees**

- 119 1. Scholarship Fee  
 120 Each active and reserve member shall pay a scholarship fee annually.  
 121 2. Honorary Fee  
 122 The inducting unit of the Society shall pay a lifetime fee for each honorary  
 123 member at the time of induction.

124

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

126

- 127 1. The membership year is July 1-June 30. A member shall pay annual dues and  
 128 fees no later than June 30 for the following fiscal year.
- 129 2. New members shall become members when dues are paid. New members  
 130 who join between July 1 and December 31 shall pay full international dues for  
 131 current fiscal year. New members who join between January 1 and March 31  
 132 shall pay half dues. New members joining between April 1 and June 30 shall  
 133 pay full international dues for the ensuing year. Reinstated members shall pay  
 134 full annual dues whenever reinstated. Chapter and state organization dues may  
 135 be pro-rated as the chapter/state organization determines.
- 136 3. Immediately thereafter, the state organization and international portion of  
 137 the dues shall be sent to the state organization treasurer and the international  
 138 portion to the International Headquarters.
- 139 4. The international portion of the dues shall be sent between July 1 and  
 140 September 30.
- 141 5. A member who fails to complete payment of international dues shall be  
 142 dropped as of October 1.

#### 143 **Section D. Financial Assessments**

144 Financial assessments may be levied only by the chapter.

#### 145 **Section E. Other Income**

146 The Society shall receive and utilize income from sources other than dues and fees  
 147 – including but not limited to gifts, bequests, and royalties – in accordance with  
 148 policies in the *International Standing Rules* or as determined by the Administrative  
 149 Board.  
 150  
 151  
 152

#### 153 **Section F. Funds**

154 The Delta Kappa Gamma Society International Funds

- 155 1. The Available Fund - *all levels*  
 156 At each level this fund shall be the operating fund and shall require a budget.
- 157 2. The Permanent Fund - *international and state organization*  
 158 a. The Society and each state organization shall maintain a permanent fund.  
 159 b. The Society shall set aside for its Permanent Fund twenty-five percent  
 160 (25%) of its annual dues until the total of the current assets in its  
 161 Permanent Fund is not less than thirty percent (30%) of its Available Fund  
 162 annual income, at which time further allocations shall be made as  
 163 provided in the *International Standing Rules*.  
 164 c. Each state organization with a headquarters facility shall follow the above  
 165 (Section F. 3. b.) formula. When the percentage has been reached, the  
 166 state organization executive board may reduce or discontinue further  
 167 allocations.  
 168



- 169 d. Each state organization which does not have a headquarters building
- 170 should maintain an available fund reserve which is not less than one year’s
- 171 operating expenses.
- 172 (1) State organizations without a headquarters building are not
- 173 required to maintain a permanent fund; but are required to maintain
- 174 an available fund reserve. These state organizations without a
- 175 headquarters building shall set aside up to twenty percent (20%)
- 176 of their state organization dues until the total of the available fund
- 177 reserve equals one year’s operating expenses at which time the state
- 178 organization executive board may reduce or discontinue further
- 179 allocations.
- 180 (2) The available fund reserve may be used at the discretion of the state
- 181 organization executive board.
- 182 e. Investment income from the international Permanent Fund shall be
- 183 allocated to the international Available Fund when received. Proceeds
- 184 from the sale of international/state organization permanent fund assets
- 185 shall be added to the principal of the international/state organization
- 186 permanent fund. Investment income from the state organization permanent
- 187 fund may be allocated to the state organization available fund by vote of
- 188 the state organization executive board.
- 189 f. The principal of the Society and state organization permanent funds shall
- 190 be used for the following:
- 191 (1) purchasing induction paraphernalia;
- 192 (2) purchasing articles and equipment of a permanent nature;
- 193 (3) technology-related upgrades and licenses for computer software
- 194 (4) renting office space;
- 195 (5) purchasing a building, or purchasing land and constructing a
- 196 headquarters building; and
- 197 (6) furnishing a headquarters building.
- 198 g. International expenditures shall be reviewed by the Finance Committee
- 199 and authorized by the International Executive Board. Expenditures from
- 200 the state organization fund shall be authorized by the state organization
- 201 executive board.
- 202 3. The 501(C)(3) funds that support the work of the Society are entrusted to the
- 203 foundation.

**Section G. Financial Accounting**

- 204
- 205
- 206 1. Fiscal Year
- 207 The fiscal year of the Society shall be July 1 – June 30 inclusive.
- 208 2. Budget
- 209 a. The Finance Committee shall prepare the Available Fund budget
- 210 biennially. The budget shall enumerate sources of dues and non-dues

- 211 revenue and shall include expenditure categories for Society Headquarters  
 212 operational expenses and Society administrative expenses.  
 213 b. The budget shall be reviewed by the Administrative Board and adopted by  
 214 the International Executive Board.  
 215 3. Audit  
 216 a. The financial records of the Society shall be audited annually by an  
 217 external certified public accountant.  
 218 b. The audit report shall be reviewed and adopted by the Administrative  
 219 Board.  
 220 4. Reimbursement  
 221 Reimbursement shall be provided for specified international and state  
 222 organization personnel for participation in official Society activities.

## 223 Article V 224 Organization 225

### 226 Section A. Levels of Organization

- 227 The business of the Society shall be conducted by the organization on three (3)  
 228 levels. The three (3) levels of organization shall be chapter, state organization, and  
 229 international.  
 230 1. The term *chapter* shall designate the local unit.  
 231 2. The terms *state* and *state organization* shall designate states, territories,  
 232 provinces, and countries where The Delta Kappa Gamma Society  
 233 International is organized.  
 234 3. The terms *International* and *Society* shall designate the overall organization  
 235 with the total membership.  
 236

### 237 Section B. Chapter Level

- 238 1. Chapters shall be organized in accordance with state organization bylaws.  
 239 Each chapter so organized shall have no fewer than twelve (12) members. The  
 240 Society shall grant the charter.  
 241 2. Charter members shall be those who become members of the chapter at the  
 242 time of installation of the chapter. Any member who transfers her membership  
 243 to the new chapter at the time of its installation becomes a charter member of  
 244 the new chapter.  
 245 3. Each chapter shall have chapter rules which are consistent with the  
 246 *Constitution* and its state organization bylaws.  
 247 4. Coordinating councils may be organized in areas in which several chapters  
 248 exist.  
 249

### 250 Section C. State Organization Level

- 251 1. A new state organization shall be organized by the Administrative Board.  
 252

- 253 2. Founders of the newly organized state organization shall be members who  
 254 have accepted the responsibilities inherent to the successful functioning of the  
 255 new state organization.  
 256 3. The new state organization shall have no fewer than forty (40) members of  
 257 whom twelve (12) to sixteen (16) may be founders.  
 258 4. The founders of state organizations shall be known as state organization  
 259 founders. The twelve (12) original members of The Delta Kappa Gamma  
 260 Society International shall be known as The Founders.  
 261 5. The Society shall grant the charter.  
 262 6. Each state organization shall consist of chapters within the state organization  
 263 and members holding membership within the state organization.  
 264 7. Each state organization shall have bylaws which are consistent with the  
 265 *Constitution* for the governance of the state organization and its chapters.  
 266

#### 267 **Section D. International Level**

- 268 1. The Delta Kappa Gamma Society International shall consist of all state  
 269 organizations.  
 270 2. The international organization shall induct and sponsor units of the Society in  
 271 countries where no organization of the Society exists.  
 272 3. The Administrative Board shall study recommended areas of expansion to new  
 273 countries before submitting a recommendation to the International Executive  
 274 Board for approval.  
 275 4. The Society may give financial assistance to existing state organizations as  
 276 needs are determined.  
 277 5. In the event that a state organization has no members of record, the  
 278 Administrative Board has the authority to recommend to the International  
 279 Executive Board that the state organization be dissolved. By a majority vote of  
 280 the International Executive Board, the state organization will be dissolved.  
 281 6. Components of the International Level  
 282 a. Regions  
 283 (1) The state organizations shall be formed into regions for the purposes  
 284 of rendering better service to the membership including the  
 285 following:  
 286 (a) presenting international conferences  
 287 (b) offering leadership development pre-conference training at the  
 288 site of the international conferences  
 289 (c) selecting representatives for international committees.  
 290 (2) The International Executive Board defines the number of regions  
 291 and the constituent state organizations of each.  
 292 (3) Area Representative (Canada) represents members in three (3) state  
 293 organizations in the Northeast Region (New Brunswick, Ontario,  
 294 Quebec), and represents members in four (4) state organizations

- 295 in the Northwest Region (Alberta, British Columbia, Manitoba,  
296 Saskatchewan).
- 297 (4) Area Representative (Latin America) represents members in ten  
298 (10) state organizations in the Southwest Region (Baja California,  
299 Costa Rica, El Salvador, Guatemala, Jalisco, Mexico City (name  
300 designated in Mexico City *Constitution*), Nuevo Leon, Panama,  
301 Puebla, San Luis Potosi), and represents members in one (1) state  
302 organization in the Northeast Region (Puerto Rico).
- 303 (5) A state organization, with the approval of its members, may apply to  
304 the Executive Board for assignment to another region.
- 305 b. Forums
- 306 The Delta Kappa Gamma Society International shall have forums as  
307 designated in the *International Standing Rules*.
- 308 (1) The plan for each forum shall be determined by its participants.
- 309 (2) These forum units serve the interests of members. Each DKG  
310 member belongs to a forum unit determined by her region or area.
- 311 (3) The international president shall provide for appropriate orientation  
312 of forum leaders.
- 313 (4) The Administrative Board shall provide for the following:
- 314 (a) the update and approval of the *Guidelines for Forum Planning*  
315 which shall include both Society guidelines and operational rules  
316 determined by each forum.
- 317 (b) the resolution of conflicts involving breach of rules contained  
318 in the *Constitution*, the *International Standing Rules*, and in the  
319 *Guidelines for Forum Planning*.
- 320 (5) At international conferences and conventions a definite time for  
321 separate forums shall be scheduled for Canadian, European, Latin  
322 American, and United States of America members to meet for the  
323 purposes of discussing problems and concerns related to their areas.
- 324 (6) Forums shall report as specified in the *International Standing Rules*.

## Article VI Officers

### Section A. Officers

- 329 1. International Officers
- 330 International officers, all of whom must be members of the Society, shall be  
331 a president, a first vice president, a second vice president, one (1) regional  
332 director from each region (all elected), and the corporate secretary (employed).
- 333 2. State Organization Officers
- 334 State organization officers, all of whom must be members of the Society, shall  
335 be a president, a vice president, a secretary (all elected), a treasurer (selected  
336

- 337 by the executive board), plus the option of a second vice president and/or a
- 338 corresponding secretary (both elected).
- 339 a. A state organization may add an executive secretary, if desired, to be
- 340 selected by the executive board.
- 341 b. A state organization with an executive secretary may exclude the office of
- 342 secretary and assign the duties of the office to the executive secretary, who
- 343 shall serve as a member ex officio, without vote, of the executive board.
- 344 3. Chapter Officers
- 345 Chapter officers, all of whom must be members of the Society, shall be a
- 346 president, a vice president, a secretary (all elected), a treasurer (selected
- 347 by the executive board), plus the option of a second vice president and/or a
- 348 corresponding secretary (both elected).

349 **Section B. Related Personnel**

- 351 1. International
- 352 International related personnel shall be two (2) elected members-at-large, two
- 353 (2) elected area representatives, all of whom must be members of the Society,
- 354 and an appointed parliamentarian. It is desired that the parliamentarian be a
- 355 member.
- 356 2. State Organization
- 357 State organization personnel, all of whom must be members of the Society,
- 358 shall be defined in the state organization bylaws or standing rules. It is desired
- 359 that the appointed parliamentarian be a member.
- 360 3. Chapter
- 361 Chapter personnel, all of whom must be members of the Society, shall be
- 362 defined in the chapter rules. It is desired that the appointed parliamentarian be
- 363 a member.

364 **Section C. Duties**

- 366 1. President
- 367 a. The president at each level shall
- 368 (1) act as presiding officer at regular and called meetings and direct the
- 369 activities of the organization;
- 370 (2) act as chair of the respective executive board;
- 371 (3) appoint a parliamentarian;
- 372 (4) appoint standing and special committees (e.g., ad hoc, task force);
- 373 (5) serve as member ex officio, with vote, on all committees except
- 374 nominations;
- 375 (6) approve for payment all expense claims;
- 376 (7) approve publications;
- 377 (8) fill by appointment all vacancies;
- 378 (9) represent the Society at meetings, conferences, and other events; and

- 379 (10) take action, with the advice and approval of the Administrative  
 380 Board or of the respective executive board, on matters that cannot be  
 381 deferred until the next convention or meeting.
- 382 b. The international president shall
- 383 (1) act as chair of the Administrative Board and the Constitution  
 384 Interpretation Committee;
- 385 (2) execute all legal documents of the Society and affix the seal thereto,  
 386 in conjunction with the corporate secretary. A legal document may  
 387 be executed only when it has been authorized by an international  
 388 convention or by the respective board that has the authority to act;
- 389 (3) assign Administrative Board members, Society Headquarters  
 390 professional staff, past international presidents, and other Society  
 391 leaders, as needed, to state conventions and workshops, as requested;
- 392 (4) oversee development of and procedures for the international  
 393 convention; and
- 394 (5) appoint a fine arts coordinator to coordinate convention fine arts  
 395 activities including music.
- 396 c. The state organization presidents shall
- 397 (1) serve as members of the International Executive Board;
- 398 (2) be responsible for updating continuing executive secretaries  
 399 immediately following leadership development training; and
- 400 (3) be responsible for providing leadership development within their  
 401 state organizations.
- 402 d. The state organization and chapter presidents shall
- 403 (1) serve ex officio, with vote, on the respective levels in the process of  
 404 budget development and supervision; and
- 405 (2) execute, with their respective executive secretary or treasurer,  
 406 legal documents pertaining to their level of organization. A legal  
 407 document may be executed only when it has been authorized by a  
 408 state organization convention or the respective executive board.
- 409 e. Chapter presidents shall serve as members of the state organization  
 410 executive board.
- 411 2. Vice presidents
- 412 a. First vice president - *all levels*
- 413 The first vice president at each level shall serve as presiding officer in the  
 414 absence of the president. In the event of the resignation or death of the  
 415 president, she shall succeed to the presidency and serve until the next regular  
 416 election of officers. The first vice president shall perform such other duties as  
 417 the president or the executive board shall assign to her.
- 418 b. Second vice president - *international (state organizations and chapters*  
 419 *optional)*
- 420 The second vice president shall serve as presiding officer in the absence

- 421 of both the president and the first vice president. In the event of the  
422 resignation or death of either the president or the first vice president, she  
423 shall succeed to the office of first vice president and serve until the next  
424 regular election of officers. The second vice president shall perform such  
425 other duties as the president or the executive board shall assign to her.
- 426 3. Regional Directors - *international*  
427 The regional directors shall be members of the Administrative Board and  
428 of the International Executive Board. They shall serve as liaison officers  
429 between these boards and their respective regions. They shall communicate  
430 with state organizations in their region, conduct international conferences, and  
431 encourage growth within the region. They shall perform such other duties as  
432 the president or the International Executive Board shall assign to them.
- 433 4. Members-at-Large - *international*  
434 The members-at-large shall be members of the Administrative Board and of  
435 the International Executive Board. They shall provide liaison between these  
436 boards and the members. Each member-at-large shall perform such other  
437 duties as the president or International Executive Board shall assign to her.
- 438 5. Area Representatives - *international*  
439 The area representatives shall be members of the Administrative Board and  
440 of the International Executive Board. They shall encourage and support  
441 the growth of state organizations within their respective areas and serve  
442 as liaisons between these areas and the Administrative Board. Each area  
443 representative shall fulfill additional duties as stated in the *Constitution* and  
444 the *International Standing Rules* and carry out any assignments delegated to  
445 her by the president.
- 446 6. Corporate Secretary - *international*  
447 The corporate secretary shall  
448 a. serve as the registered agent of The Delta Kappa Gamma Society  
449 International;  
450 b. serve as a member ex officio, without vote, on the Administrative Board  
451 and on the International Executive Board; and  
452 c. be the executive department administrator (Society Headquarters).
- 453 7. Secretary - *state organization and chapter*  
454 The secretary shall keep minutes of each meeting of the organization and  
455 furnish the president with a copy of such minutes. She shall serve as secretary  
456 to the International Executive Board. She shall carry on such correspondence  
457 as may be delegated to her by the president.
- 458 8. Executive Secretary - *state organization (optional)*  
459 The state organization executive secretary shall perform such duties as  
460 are prescribed in her contract and/or delegated by the executive board and  
461 the president and shall serve as a member ex officio, without vote, on the  
462 international and state organization executive boards.

- 463 9. Treasurer - *state organization and chapter*  
 464 a. The treasurer at each level shall  
 465 (1) receive and pay out all monies belonging to the organization;  
 466 (2) keep an accurate account of receipts and expenditures;  
 467 (3) maintain a record of receipts, bills, and bank statements;  
 468 (4) present a report at each regular meeting;  
 469 (5) file required tax reports;  
 470 (6) submit for annual audit/financial review the accounts of the  
 471 organization;  
 472 (7) serve as a member ex officio, without vote if under remunerative  
 473 contract for her services, on the respective executive board;  
 474 (8) serve as a consultant in the process of budget development and  
 475 supervision of finances; and  
 476 (9) maintain an accurate and current membership roster.  
 477 b. State organization treasurers shall be bonded with the amount set and paid  
 478 by the state organization.  
 479 c. The chapter treasurer shall follow appropriate procedures to ensure the  
 480 safety and proper handling of chapter monies as established by the chapter  
 481 finance committee.
- 482 10. Parliamentarian - *appointed*  
 483 a. The parliamentarian at each level shall  
 484 (1) act as advisor to the officers and the members of her organization  
 485 in matters pertaining to interpretation of the *Constitution* and to  
 486 parliamentary usage; and  
 487 (2) serve as a member ex officio, without vote, on the respective  
 488 executive board.  
 489 b. The international parliamentarian shall  
 490 (1) serve as a consultant on the Constitution Committee;  
 491 (2) serve as a member of the Constitution Interpretation Committee;  
 492 (3) update Sharing DKG Administrative Board Responsibilities  
 493 biennially;  
 494 (4) and serve as a member ex officio, without vote, on the  
 495 Administrative Board.

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

- 497 1. International  
 498 a. The president, the first vice president, and the second vice president  
 499 shall be elected at the international convention by the state organization  
 500 presidents or official designees.  
 501 b. Each of the regional directors shall be elected at the international  
 502 convention by the state organization presidents within her region.  
 503  
 504



- 505 c. Members-at-large shall be elected at the international convention in the  
 506 same manner as the president, the first vice president, and the second vice  
 507 president. They shall not be designated as officers.
- 508 d. Each area representative shall be elected at the international convention  
 509 by the state organization presidents or official designees within each  
 510 respective area. Area representatives shall not be designated as officers.
- 511 e. Election of international elected personnel and trustees of The Delta  
 512 Kappa Gamma Educational Foundation
- 513 (1) Each state organization president or official designee as she  
 514 may name shall cast the ballot for the state organization after  
 515 presenting proper identification to election officials appointed by the  
 516 international president.
- 517 (2) The president from each state organization or her official designee  
 518 shall be entitled to cast one (1) vote for each five (5) active  
 519 and reserve members or major fraction thereof within the state  
 520 organization. The vote of the state organization may be divided.
- 521 (3) Voting for all international officers, members-at-large, area  
 522 representatives, and members of elected committees shall take place  
 523 at the convention.
- 524 (4) At the same time and place and on a separate ballot, each voting  
 525 member of the international International Executive Board shall cast  
 526 one (1) vote for a nominee for each position to be filled on the Board  
 527 of Trustees of The Delta Kappa Gamma Educational Foundation.
- 528 f. Terms of Office
- 529 (1) The term of each elected officer shall be two (2) years or until a  
 530 successor is named. No officer may serve in the office longer than  
 531 two (2) terms in succession. Officers shall take office immediately at  
 532 the close of the international convention.
- 533 (2) The members-at-large shall be elected for a term of four (4) years  
 534 or until a successor is named and shall not be eligible for re-  
 535 election. The terms shall overlap, one (1) member being elected each  
 536 biennium.
- 537 (3) The area representatives shall be elected for a term of two (2) years  
 538 or until a successor is named.
- 539 2. State Organization
- 540 a. The state organization officers, except the treasurer and the executive  
 541 secretary, shall be elected by the members of the state organization in odd-  
 542 numbered years.
- 543 b. Election shall be in accordance with state organization bylaws.
- 544 c. The term of each elected officer shall be two (2) years or until a successor  
 545 is named. No officer except the treasurer and the executive secretary may  
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- 589 (4) review the budget as presented by the Finance Committee before it  
 590 is submitted for adoption by the International Executive Board;  
 591 (5) approve constitutional amendments to be submitted for vote by the  
 592 international convention; [See Article, XVI, A.2.e.]  
 593 (6) determine the terms of employment and select the Society  
 594 Headquarters professional staff;  
 595 (7) engage financial, legal, or other consultants when the need arises,  
 596 and for as long as the need exists;  
 597 (8) adopt the annual audit report of the certified public accountant;  
 598 (9) act in the interim between conventions upon matters requiring  
 599 immediate decisions;  
 600 (10) provide for continued strategic planning and implementation;  
 601 (11) recommend year and site of international meetings to the  
 602 International Executive Board;  
 603 (12) determine registration fees for international conferences and for  
 604 international conventions;  
 605 (13) review and approve sources of non-dues revenue to be generated at  
 606 the international level;  
 607 (14) review and research recommendations for expansion of the Society  
 608 where no Society organization exists;  
 609 (15) may give assistance to existing state organizations as needs are  
 610 determined; and  
 611 (16) oversee piloting of innovations.  
 612 (17) negotiate and approve any agreements between the Society and the  
 613 DKG International Educators Foundation (DKGIEF)
- 614 c. The Administrative Board is authorized to plan, budget for, and pilot  
 615 strategies and creative approaches to practices/procedures.
- 616 2. Executive Board - *international*
- 617 a. The members of the International Executive Board shall be the  
 618 president, the first vice president, the second vice president, the regional  
 619 directors, past international presidents, the members-at-large, area  
 620 representatives, and the state organization presidents. Members of the  
 621 Society Headquarters professional staff, the parliamentarian, and the  
 622 state organization executive secretaries shall serve as members *ex officio*,  
 623 without vote.
- 624 b. Duties of the International Executive Board  
 625 The International Executive Board shall
- 626 (1) examine, modify if necessary, and adopt the available fund budget;  
 627 (2) elect trustees of The Delta Kappa Gamma Educational Foundation;  
 628 (3) recommend policies and procedures for the consideration of the  
 629 convention;  
 630 (4) approve the year and site of international meetings;

- 631 (5) define the number of regions and the constituent state organizations  
 632 of each;
- 633 (6) approve the establishment of new state organizations;
- 634 (7) establish procedures for the possible dissolution of a state  
 635 organization;
- 636 (8) select the recipient of the International Achievement Award by  
 637 preferential ballot with ballots submitted in the most expedient  
 638 manner possible to accommodate deadlines; and
- 639 (9) select the recipient(s) of international honorary membership.

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

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

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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 members ex officio, the parliamentarian without vote, and the treasurer also without vote if under remunerative contract for her services.
2. Duties of the State Organization 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;
  - e. approve dates and sites of state organization meetings; and
  - f. act in the interim between conventions upon matters requiring immediate decision.
3. State organizations may have an executive committee composed of the elected officers to act for the executive board between board meetings.

- 673 b. act in matters requiring immediate action and decision;
- 674 c. recommend policies and procedures for consideration by members; and
- 675 d. establish rules for budget development and approval and for the
- 676 supervision of chapter finances.

**Article VIII  
Committees**

**Section A. Committee Structure**

- 681 1. International
- 682 a. Standing committees
- 683 (1) Society Business
- 684 Communications and Marketing
- 685 Constitution\*
- 686 Constitution Interpretation\*
- 687 Finance
- 688 Leadership Development
- 689 Membership and Expansion
- 690 Nominating
- 691 Non-dues Revenue\*
- 692 (2) Society Mission and Purposes
- 693 Arts and Humanities Jury\*
- 694 Educational Excellence
- 695 Educators Book Award\*
- 696 Holden Fund\*
- 697 International Speakers Fund\*
- 698 Scholarship
- 699 World Fellowship
- 700 b. Elected committees
- 701 (1) The following international committees shall be elected at the
- 702 international convention by the state organization presidents:
- 703 Finance
- 704 Nominating
- 705 (2) The composition of each elected committee shall be specified in the
- 706 committee description. A member shall serve no more than two (2)
- 707 consecutive terms on the same committee.
- 708 c. Appointed committees
- 709 (1) The following committees shall be appointed by the president:
- 710 Arts and Humanities Jury
- 711 Communications and Marketing
- 712 Educational Excellence
- 713 Leadership Development
- 714 Membership and Expansion

\*The work of committees whose names are followed by an asterisk is international in nature and may be omitted at the state organization and chapter levels.

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Non-dues Revenue

Scholarship

World Fellowship

Each appointed committee shall be composed of one (1) member from each region at the time of her selection, one of whom shall be appointed chair unless otherwise specified in the committee description. A member shall serve no more than two (2) consecutive terms on the same committee.

- (2) Special committees (e.g., ad hoc, task force) may be appointed by the president at any time with the written authorization of the International 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 convention-restricted provisions

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

Educators Book Award

Holden Fund

International Speakers Fund

Scholarship

e. Committee responsibilities

- (1) The work of each international committee is under the direction of the committee chair who develops the agenda, orients the committee to its responsibilities, presides at the meetings, and keeps committee members informed of committee progress.
- (2) Overall responsibilities of each committee shall be given in the committee description. The committee will review with its assigned professional staff liaison the committee's duties and procedures.
- (3) Proposed committee projects that require funding shall be submitted to the Finance Committee for consideration in the budget following approval by the Administrative Board.
- (4) Statements of expenses incurred in the performance of committee duties shall be submitted to the president for approval.
- (5) Official committee meetings may be face-to-face or through electronic communications. The international president shall authorize the mode of each meeting.
- (6) All members being notified, matters requiring immediate committee action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding committee member's

- 757 vote. A majority vote of committee members shall be required for  
 758 action.
- 759 (7) The international chairs shall summarize state organization reports.
- 760 (8) The president or her designee shall serve as a member ex officio,  
 761 with vote, of all committees except Nominating, unless otherwise  
 762 designated in the committee description.
- 763 (9) The Society Headquarters professional staff shall be assigned by the  
 764 Administrative Board to serve as members ex officio, without vote,  
 765 on committees.
- 766 2. State organization and chapter
- 767 a. State organizations and chapters shall be responsible, at their respective  
 768 levels, for any state organization and/or chapter duties represented by the  
 769 international committee descriptions. [Article VIII, Sections B and C]
- 770 b. State organizations and chapters may fulfill their constitutional  
 771 responsibilities by establishing committees as needed.
- 772 c. Reports requested from state organizations and chapters shall be submitted  
 773 in the format specified by Society Headquarters.

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775 **Section B. Society Business**

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1. Communications and Marketing Committee - *appointed*

- a. The committee shall promote and stimulate effective communication between and among members at all levels of the Society.
- b. The committee shall promote effective internal and external marketing.
- c. The committee shall provide training for state organization editors and webmasters.
- d. The committee shall recommend editorial policy to the Administrative Board.

2. Constitution Committee\* - *appointed*

- a. The 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.
- b. Notification of proposed changes to the *Constitution* and the *International Standing Rules* shall be published no later than the March/April issue of the *DKG NEWS* and published on the Society website. After each international convention, the committee shall ascertain that the *Constitution*, *International Standing Rules* and *Handbook* are in concordance.
- c. The parliamentarian shall serve as a consultant.

3. Constitution Interpretation Committee\* - *mandated international only*

The committee shall be composed of the international president as chair, the Constitution Committee chair, and the international parliamentarian.

- 799 The committee shall review, interpret and rule in writing on constitutional  
 800 questions. The rulings shall be binding until the next international convention  
 801 when they are presented to the convention for voting.
- 802 4. Finance Committee - *elected*
- 803 a. The committee shall be composed of the president and five (5) members,  
 804 two (2) of whom shall be elected in one (1) international election for a  
 805 four-year (4) term and three (3) of whom shall be elected in the subsequent  
 806 international election for a four-year (4) term. The president shall appoint  
 807 as chair for the biennium one (1) of the continuing members.
- 808 b. The committee shall propose guidelines for International Executive  
 809 Board approval with respect to the investment of funds, prepare the  
 810 Available Fund budget for adoption by the International Executive Board  
 811 and provide for an annual audit. The budget shall be submitted to the  
 812 Administrative Board for review.
- 813 c. The committee and appropriate professional staff shall plan a training  
 814 session each biennium for state organization treasurers.
- 815 5. Leadership Development Committee\* - *appointed*
- 816 a. The committee shall be composed of one (1) member from each region  
 817 plus a chair.
- 818 b. The committee shall be responsible for leadership development at the  
 819 international level.
- 820 (1) The committee and appropriate professional staff shall plan training  
 821 biennially in odd-numbered years for incoming state organization  
 822 leaders. .
- 823 (2) The location and time of the training shall be determined by  
 824 the committee with input from the Administrative Board and  
 825 professional staff.
- 826 (3) A stipend, as approved by the Administrative Board, shall be  
 827 allocated to each state organization to offset expenses in connection  
 828 with training.
- 829 (4) The committee shares responsibility with the state organizations for  
 830 leadership development of state organization and chapter leaders
- 831 c. The committee will be responsible for administering a leadership  
 832 management seminar during the second year of the biennium.
- 833 d. The committee shall facilitate programs supported by the Golden Gift  
 834 Fund as recommended by the Foundation.
- 835 e. The committee shall select recipients of the Golden Gift Awards.
- 836 6. Membership and Expansion Committee - *appointed*
- 837 a. The committee shall be composed of six members, one from each region  
 838 plus a chair.
- 839 b. The committee shall study and make recommendations related to  
 840 membership issues and challenges. Necrology and membership reports

\*The work of committees whose names are followed by an asterisk is international in nature and may be omitted at the state organization and chapter levels.



- 841 shall be responsibilities of the committee. The committee shall receive  
 842 and evaluate the recommendations of persons proposed for honorary  
 843 membership and submit the names of qualified candidates to the  
 844 International Executive Board for vote.
- 845 c. The committee shall assist state organizations with the growth of  
 846 membership and the expansion of chapters as requested.
- 847 d. The committee and the appropriate professional staff shall provide training  
 848 for incoming state organization membership chairs.
- 849 7. Nominating Committee - *elected*
- 850 a. The committee shall be composed of two (2) elected members from each  
 851 region. Each biennium one (1) member from each region shall be elected  
 852 for a term of four (4) years. The president shall appoint one (1) of the  
 853 continuing members as chair for the biennium.
- 854 b. Duties
- 855 (1) The Nominating Committee shall solicit nominations for the  
 856 positions to be filled.
- 857 (2) The Nominating Committee shall present in election years the report  
 858 of nominees for publication no later than the January/February issue  
 859 of the *DKG NEWS* and published on the Society website. The report  
 860 shall contain the name of at least one (1) nominee for each of the  
 861 following:
- 862 president  
 863 first vice president  
 864 second vice president  
 865 regional directors, one from each of the respective regions  
 866 one (1) member-at-large  
 867 area representatives, one from each of the respective areas  
 868 vacancies occurring on elected committees—finance and  
 869 nominations
- 870 (3) The committee shall present its report of nominees for elective  
 871 positions of the Society to the international convention. Nominations  
 872 may be made from the floor. Regional and area nominations must be  
 873 made by members from the region or area involved.
- 874 (4) The committee shall follow the eligibility, qualifications, and  
 875 guidelines for selecting nominees. [SR 8.82]
- 876 8. Non-dues Revenue Committee\* - *appointed*
- 877 a. The committee shall explore, review and recommend to the Administrative  
 878 Board possible sources of non-dues revenue that will both serve members  
 879 and benefit the Society.
- 880 b. The committee shall work in cooperation with non-dues revenue providers  
 881 to obtain benefits for members as well as alternative funding for Society  
 882 work.

\*The work of committees whose names are followed by an asterisk is international in nature and may be omitted at the state organization and chapter levels. 883-894

\*\* State organizations and/or chapters are responsible to international for the work of this committee. 895-899

\*\*\*NGO is the non-governmental organization's representative to the United Nations Department of Public Information or Economic and Social Council. 900-924

**Section C. Society Mission and Purposes**

1. Arts and Humanities Jury\* - *appointed*
  - a. The jury shall be composed of four (4) members, including one (1) serving as chair.
  - b. Members of the jury shall represent a variety of the arts and humanities.
  - c. The jury shall approve submission to the DKG Gallery in accordance with the criteria laid out in the guideline rubrics.
  - d. The jury shall oversee and update guidelines and procedures each biennium.
  - e. The jury shall encourage and support members' appreciation of the arts.
2. Educational Excellence Committee\*\* - *appointed*
  - a. The committee shall be composed of six (6) members including one (1) serving as chair, and the primary NGO\*\*\* representative.
  - b. The committee shall support excellence in education through programs of action that encourage leadership, personal and professional development, global involvement, educational law and policy, and projects.
  - c. The committee shall identify programs and projects that focus upon topics adopted by the Society and communicate that information to state organizations and chapters.
  - d. The committee shall encourage a focus on the arts at international conventions and conferences and state organization conventions.
  - e. The committee shall promote participation in programs that promote professional growth of women educators.
  - f. The committee shall urge state organizations to initiate, endorse, and support desirable legislation or other suitable endeavors in the interest of education and of women educators.
  - g. The committee shall provide training for state organization educational excellence chairs.
3. Educators Book Award Committee\* - *appointed*
  - a. The committee shall select the recipient(s) of the Educators Book Award given in recognition of educational research and writing, subject to guidelines approved by the Administrative Board.
4. Holden Fund Committee\* - *endowed*
  - a. The Holden Fund Committee, named in accordance with the will of Eunah Temple Holden, shall administer the fund income after International Executive Board approval of recommended projects. (SR 4.56)
  - b. A vacancy on the committee named by the testatrix shall be filled by a vote of the committee members and approved by the International Executive Board. Succeeding vacancies on the committee shall be filled and approved in the same manner.

- 925 c. The international president shall serve as a member ex officio, with vote,
- 926 and the international corporate secretary shall serve as a member ex
- 927 officio, without vote.
- 928 5. International Speakers Fund Committee\* - *appointed*
- 929 The committee shall be composed of a United States of America member
- 930 appointed by the international president; the Europe regional director; the area
- 931 representatives for Canada and Latin America; and the international president,
- 932 member ex officio, with vote. One (1) member selected by the committee shall
- 933 be the chair. The committee shall administer the International Speakers Fund
- 934 program according to the guidelines in the *International Standing Rules*. [SR
- 935 4.58 and SR 8.11]
- 936 6. Scholarship Committee - *appointed*
- 937 a. The committee shall select the recipients of the international scholarships
- 938 for graduate study and promote interest in and support for the scholarships.
- 939 b. The committee shall recommend rules to govern international scholarships
- 940 to the International Executive Board for approval.
- 941 c. The committee shall follow the basic requirements for scholarship
- 942 applicants according to the *International Standing Rules*. [SR 13.6]
- 943 7. World Fellowship Committee - *appointed*
- 944 a. The committee shall grant world fellowships, when sufficient funds
- 945 are available, to non-member women educators who are not citizens or
- 946 permanent residents of the United States of America or Canada.
- 947 b. Contributions from state organizations, chapters, and individual members
- 948 support the work of this committee.
- 949 c. The committee shall follow the guidelines according to the *Constitution*
- 950 and *International Standing Rules*. [SR13.7]

**Article IX  
Meetings**

**Section A. Chapter Meetings**

- 954 1. Regular Meetings
- 955 a. Regular meetings of chapters shall be held at least four (4) times per year.
- 956 b. All members being notified, chapter meetings may be face-to-face,
- 957 through electronic communications, or through a combination of the two,
- 958 as long as members present may simultaneously hear one another and
- 959 participate during the meeting.
- 960 c. A quorum for chapter business shall be determined by the chapter.
- 961 d. All members being notified, matters requiring immediate chapter action
- 962 may be voted upon by mail (postal or electronic) that provides a valid
- 963 receipt of each responding chapter member’s vote. A majority vote of
- 964 chapter members shall be required for action.
- 965
- 966

- 967 e. Ratification of all voting by mail (postal or electronic) must be made at the  
 968 next face-to-face meeting of the chapter.  
 969 f. There shall be no proxy voting.  
 970 2. Meetings of the Executive Board  
 971 a. Meetings of the executive board shall be held at least twice annually. The  
 972 board may meet at other times upon the call of the president.  
 973 b. A quorum shall be a majority of the voting members of the board.  
 974 c. The chapter executive board may meet through electronic communication  
 975 as long as all the members may simultaneously hear one another and  
 976 participate during the meeting.  
 977

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

- 979 1. State Organization Executive Board  
 980 a. Meetings of the executive board shall be held annually.  
 981 b. Chapter presidents who are unable to attend their state organization  
 982 executive board meeting may appoint an official designee who shall have  
 983 full privileges of participation.  
 984 c. A quorum shall be a majority of voting members of the board. Each voting  
 985 member shall be entitled to one (1) vote. There shall be no proxy voting.  
 986 d. The executive board may transact business by mail (postal or electronic).  
 987 2. State Organization Conventions  
 988 a. Each state organization shall hold at least one (1) state organization  
 989 convention each biennium. The date and site shall be determined by the  
 990 state organization executive board.  
 991 b. A quorum shall be a majority of the members who have registered at the  
 992 convention.  
 993 c. Any member attending a state organization convention may make motions,  
 994 enter discussions, and vote (except in cases where a roll-call vote is taken).  
 995 (1) A roll-call vote shall be taken when sustained by a majority vote of  
 996 those present or when requested by five (5) chapter presidents.  
 997 (2) The chapter president or her official representative shall cast a vote  
 998 for the chapter, one (1) vote for each five (5) active and reserve  
 999 members or major fraction thereof within the chapter. The vote may  
 1000 be divided.  
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### 1002 **Section C. International Meetings**

- 1003 1. Meetings of the Administrative Board  
 1004 a. Meetings shall be held twice a year, the time and place to be determined  
 1005 by the president. The board may meet at other times upon the call of the  
 1006 president.  
 1007 b. A minimum of ten (10) days notice shall be given prior to the day of the  
 1008 meeting.

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

- 1009 c. There shall be no proxy voting.
- 1010 d. The business delegated to the Administrative Board by the *Constitution*
- 1011 may be transacted by mail (postal or electronic).
- 1012 e. A quorum shall be a majority of the voting members of the board. Each
- 1013 voting member shall be entitled to one (1) vote.
- 1014 f. The Administrative Board may meet through electronic communication
- 1015 as long as all the members may simultaneously hear one another and
- 1016 participate during the meeting.
- 1017 2. Meetings of the International Executive Board
- 1018 a. Meetings of the International Executive Board shall be held biennially,
- 1019 at least one (1) day in advance of the international convention. The
- 1020 board may meet at other times upon call of the international president. A
- 1021 minimum of thirty (30) days notice shall be given prior to the date of the
- 1022 International Executive Board meeting.
- 1023 b. A state organization president who is unable to attend the International
- 1024 Executive Board meeting may appoint an official designee who shall have
- 1025 full privileges of participation.
- 1026 c. A quorum shall be a majority of the voting members of the board. Each
- 1027 voting member shall be entitled to one (1) vote.
- 1028 d. There shall be no proxy voting.
- 1029 e. The business delegated to the International Executive Board by the
- 1030 *Constitution* may be transacted by mail (postal or electronic).
- 1031 3. Meetings of the International Convention
- 1032 Members of The Delta Kappa Gamma Society International shall meet in
- 1033 convention biennially for the purpose of making decisions which direct the
- 1034 activities of the Society. [Article X]
- 1035 4. Meetings of the International Conferences
- 1036 International conferences shall be held in odd numbered years. Regions may
- 1037 collaborate on international conferences.
- 1038 5. Meetings of International Committees
- 1039 a. Two (2) meetings per biennium are budgeted for each committee unless
- 1040 otherwise stated in the committee description or by convention action.
- 1041 b. The schedule of international committee meetings is the responsibility of
- 1042 the international president in consultation with the corporate secretary.
- 1043 c. International committee meetings may be face-to-face or through
- 1044 electronic communication as long as all of the members may
- 1045 simultaneously hear one another and participate during the meeting. The
- 1046 international president shall authorize the mode of any committee meeting.
- 1047 d. The work of each international committee is under the direction of the
- 1048 committee chair.
- 1049 6. International President's Planning Meeting
- 1050

- 1051 a. A president's planning meeting shall be scheduled for the Administrative  
 1052 Board, the committee chairs, the forum chairs, and the Society  
 1053 Headquarters professional staff.  
 1054 b. In even-numbered years the president's planning meeting shall be held at  
 1055 the beginning of the new biennium.  
 1056 7. Latin American Conference  
 1057 A Latin American member information conference shall be held biennially in  
 1058 a Latin American country. The conference shall be presented in Spanish and  
 1059 conducted by the area representative for Latin America.

## Article X International Conventions and Conferences

### Section A. International Conventions and Conferences

- 1063  
 1064 1. Logistics  
 1065 a. Any conference or convention site shall be selected with the approval of  
 1066 the International Executive Board.  
 1067 b. Contracts for international conferences and international conventions shall  
 1068 be signed by the corporate secretary and the international president at least  
 1069 two (2) years in advance of the date of said convention or international  
 1070 conference.  
 1071 c. The international president and the corporate secretary shall review  
 1072 the financial considerations (pricing, accessibility, location, and total  
 1073 suitability) prior to final approval by the International Executive Board.  
 1074 d. The Headquarters staff and the international president shall be consulted  
 1075 and informed of tours arranged in connection with international  
 1076 conferences and international conventions before the information is  
 1077 publicized.  
 1078 e. Collections shall be taken that have been previously approved by the  
 1079 Administrative Board and announced.  
 1080 2. Registration  
 1081 a. All registration fees will be increased fifty percent (50%) thirty (30) days  
 1082 prior to the official opening day of the convention or conference.  
 1083 b. A person who cancels will receive a refund provided a written request is  
 1084 postmarked or electronically dated fifteen (15) days prior to the opening  
 1085 day of the convention or conference. Special consideration will be given  
 1086 in extreme emergencies.  
 1087 c. A processing charge approved by the Administrative Board shall be  
 1088 retained on all cancellations regardless of when they are received.  
 1089 3. On-Site Sales  
 1090 a. A state organization desiring to sell items at conventions and conferences  
 1091 shall follow the international guidelines for sale of items.  
 1092

- 1093                   b. Each vendor/exhibitor approved to sell items at conventions and  
 1094                   conferences shall pay a fee determined by the Administrative Board.  
 1095                   A list of approved vendors/exhibitors shall be provided to appropriate  
 1096                   convention/conference personnel.  
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1098 **Section B. International Conventions**

- 1099                   1. The international convention of the Society shall be held biennially in even-  
 1100                   numbered years, the year and site to be determined by the International  
 1101                   Executive Board. A minimum of thirty (30) days' notice to members shall be  
 1102                   given prior to the date of the convention.  
 1103                   2. A quorum shall be a majority of the members who have registered at the  
 1104                   convention.  
 1105                   3. Time and placement of business sessions shall provide members with a  
 1106                   reasonable opportunity to have a voice in the business proceedings.  
 1107                   4. Any member attending an international convention may make motions, enter  
 1108                   discussions and vote except in cases when a roll-call vote is taken. There shall  
 1109                   be no proxy voting at any level of the Society.  
 1110                   5. Roll-call vote  
 1111                   a. A roll-call vote shall be taken when sustained by a majority vote of those  
 1112                   present or when requested by five (5) state organization presidents.  
 1113                   b. The state organization president or her official designee shall cast the vote  
 1114                   for the state organization, one (1) vote for each five (5) active and reserve  
 1115                   members or major fraction thereof within the state organization. The vote  
 1116                   may be divided.  
 1117

1118 **Section C. International Conferences**

- 1119                   1. Training  
 1120                   a. State Organization Leaders  
 1121                   The International Leadership Development Committee shall collaborate  
 1122                   with appropriate professional staff to present DKG-focused leadership  
 1123                   training and information for incoming state organization leaders as  
 1124                   specified in the Guidelines and Policies/Procedures (GAPP) approved by  
 1125                   the Administrative Board and International Executive Board.  
 1126                   b. Additional training sessions for state organization presidents, executive  
 1127                   secretaries, treasurers, and committee chairs may be delivered at other  
 1128                   times and in other ways.  
 1129                   c. Regional directors and area representatives shall be invited each biennium  
 1130                   to attend the Leadership Development Training with state organization  
 1131                   leaders within their respective regions and shall be reimbursed for their  
 1132                   expenses.  
 1133  
 1134

- 1135 d. Additional training sessions for state organization presidents, executive
- 1136 secretaries, treasurers, and committee chairs may be delivered at other
- 1137 times and in other ways.
- 1138 2. International Conference Sessions
- 1139 a. International conferences shall be held biennially in odd-numbered years.
- 1140 The year and the site for each conference shall be recommended by the
- 1141 Administrative Board and approved by the International Executive Board
- 1142 b. International conferences are held to provide educational workshops and
- 1143 leadership training and to disseminate information regarding Society
- 1144 activities. Sessions may be conducted electronically or by the regional
- 1145 representative of the related committee.
- 1146 c. The international conference schedule and program are the responsibility
- 1147 of the regional director.

**Article XI**  
**Headquarters**

**Section A. Property**

1152 *The place of business of the central organization of the corporation [The*  
 1153 *Delta Kappa Gamma Society International] shall be in Austin, Texas. (Texas*  
 1154 *Supreme Court, March 22, 1950.)*

**Section B. Management**

1157 The Administrative Board shall:

- 1158 1. supervise the maintenance of all properties of the Society;
- 1159 2. provide for development and adoption of the Organizational Plan for Society
- 1160 Headquarters;
- 1161 3. determine the staff functions, job titles, terms of employment, and
- 1162 responsibilities of the Society Headquarters professional staff;
- 1163 4. select and employ the Society Headquarters professional staff ; and
- 1164 5. provide for development and approval of policy manuals for Society
- 1165 Headquarters operations and for the development and adoption of an
- 1166 employee handbook for Society Headquarters.

**Section C. Administrative Operations**

- 1169 1. The conduct of business at the Society Headquarters shall be under the
- 1170 direction of the executive director\*.
- 1171 2. The executive director shall be employed by and report to the Administrative
- 1172 Board.
- 1173 3. The executive director shall consult with and be responsible to the
- 1174 international president between meetings of the Administrative Board.
- 1175 4. The executive director shall:
- 1176



- 1177 a. be the corporate secretary, the registered agent of The Delta Kappa  
 1178 Gamma Society International;  
 1179 b. be responsible, in consultation with the international president, for the  
 1180 employment of such support personnel as required to carry out the duties  
 1181 of the Society Headquarters provided that such employment falls within  
 1182 the constraints of the budget and by personnel policies established by the  
 1183 Administrative Board;  
 1184 c. serve as a member ex officio, without vote, on the Administrative Board  
 1185 and International Executive Board;  
 1186 d. furnish the information necessary for a fidelity bond for an amount to be  
 1187 determined by the International Executive Board, the cost of such bond to  
 1188 be paid by the Society;  
 1189 e. provide for all financial accounting at the international level, including the  
 1190 following:  
 1191 (1) receive all monies, pay expenses, and manage investments;  
 1192 (2) maintain accurate financial records;  
 1193 (3) prepare necessary reports;  
 1194 (4) file required tax reports; and  
 1195 (5) provide for the annual audit of the financial records of the  
 1196 international office by an external certified public accountant.  
 1197 f. perform such other duties as are stated in her contract with the Society,  
 1198 the *Constitution*, the *International Standing Rules*, by the *Employee*  
 1199 *Handbook: Society Headquarters* and/or delegated to her by the  
 1200 international president.

## Article XII Publications

### Section A. Publications

- 1205 1. International Publications  
 1206 a. The Delta Kappa Gamma Society International shall publish a news  
 1207 periodical, a juried international professional journal and a collegial  
 1208 magazine.  
 1209 b. The Society shall publish its *Constitution*, *International Standing Rules*,  
 1210 and such other publications as are vital to the Society as determined by  
 1211 the Administrative Board and recommended to the International Executive  
 1212 Board for approval.  
 1213 c. The Society may publish such materials as may be sponsored by  
 1214 committees or recommended by the Communications and Marketing  
 1215 Committee and approved by the president. These publications shall go  
 1216 to the assigned professional staff for suggestions on production. The  
 1217 International Executive Board shall authorize financing.  
 1218

- 1219 d. The effectiveness of Society publications shall be evaluated by the  
 1220 Administrative Board.  
 1221 e. *The Policy for International Society Publications* shall be reviewed by the  
 1222 Administrative Board annually. Proposed changes shall be submitted to  
 1223 the International Executive Board for approval.  
 1224 f. The editorial policy shall be subject to review biennially by the  
 1225 Communications and Marketing Committee and by the Administrative  
 1226 Board. Proposed changes shall be submitted to the International Executive  
 1227 Board for approval.  
 1228 g. The Delta Kappa Gamma Society International will maintain a presence  
 1229 on the World Wide Web and use other forms of electronic communication.  
 1230 2. State organizations and chapters may use a variety of communications.  
 1231 3. The president at each level shall approve publications.  
 1232

### 1233 **Section B. Periodical - *DKG NEWS***

- 1234 1. The Society shall publish a news periodical, *DKG NEWS*, six (6) times a year.  
 1235 Print versions will be mailed to members.  
 1236 2. Purposes of the *DKG NEWS*  
 1237 a. To provide members with timely information on issues of concern based  
 1238 on the Society's seven Purposes and including:  
 1239 (1) constitutional interpretations/explanatory notes  
 1240 (2) proposed and effected changes in the *Constitution* and the  
 1241 *International Standing Rules*  
 1242 (3) constitutional amendments  
 1243 (4) Nominating Committee reports  
 1244 b. To promote communication within the Society.  
 1245 c. To focus on Delta Kappa Gamma as an action organization.  
 1246 3. International dues shall include subscription to the *DKG NEWS*.  
 1247

### 1248 **Section C. *The Delta Kappa Gamma Bulletin: Journal and Magazine***

- 1249 1. *The Delta Kappa Gamma Bulletin* includes two formats: a scholarly journal  
 1250 and a magazine.  
 1251 a. The journal is published online three times per year.  
 1252 b. The magazine is published in print two times per year.  
 1253 2. Purposes of *The Delta Kappa Gamma Bulletin*  
 1254 a. To promote the professional and personal growth of members through  
 1255 publication of their writings.  
 1256 b. To promote excellence in education through peer-reviewed publications.  
 1257 c. The purpose of the journal is to publish theoretical and philosophical  
 1258 position papers, applied research, and articles based on themes and topics  
 1259 of interest to international educators.  
 1260

- 1261 d. The purpose of the magazine is to explore and share educational practices,  
 1262 chapter programs and development ideas, and personal reflections on  
 1263 topics of interest to educators.
- 1264 3. International dues shall include a subscription to *The Delta Kappa Gamma*  
 1265 *Bulletin*.
- 1266 4. Manuscripts submitted for publication in *The Delta Kappa Gamma Bulletin:*  
 1267 *Journal and Magazine* shall be peer reviewed by members of the Editorial  
 1268 Board. For the purpose of scholarly integrity, external reviewers may be  
 1269 consulted.
- 1270 5. The Editorial Board shall
- 1271 a. consist of four (4) appointed members, the editor, and the assigned  
 1272 professional staff, ex officio, with vote;
- 1273 b. be appointed by the international president upon recommendation of the  
 1274 assigned professional staff and the editor;
- 1275 c. work with the editor and be responsible for selecting manuscripts,  
 1276 developing editorial policy, selecting style guidelines, and establishing  
 1277 themes for *The Delta Kappa Gamma Bulletin* in collaboration with the  
 1278 Communications and Marketing Committee; and
- 1279 d. uphold standards of high quality in evaluating manuscripts for *The Delta*  
 1280 *Kappa Gamma Bulletin*.
- 1281 6. Application forms shall be completed and submitted by members desiring  
 1282 appointment to the Editorial Board.
- 1283 7. The expenses of one (1) Editorial Board meeting in the first year of a  
 1284 biennium to review the manuscript selection procedure shall be paid in full by  
 1285 the Society.
- 1286 8. Actions of the Editorial Board shall be reviewed by the Administrative Board,  
 1287 as needed.

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**Section D. Rituals and Ceremonies**

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1290 The Society shall provide examples of induction and installation ceremonies. These  
 1291 may be adapted to meet needs at the chapter, state organization, or international  
 1292 level.

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**Section E. Electronic Communications**

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1295 The Society at all levels may establish and maintain various types of electronic  
 1296 communications to facilitate meetings and to communicate with members.

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## Article XIII

### Awards

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**Section A. International Awards**

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1301 The Society provides awards for members and for non-members.

1302

- 1303 1. The International Achievement Award, international scholarships, Golden Gift  
 1304 Awards (seminar), Emergency Fund Awards, doctoral recognition, and the  
 1305 International Speakers Fund Awards are granted to members.  
 1306 2. The Educators Book Award and grants-in-aid are granted to members or non-  
 1307 members.  
 1308 3. World Fellowships are granted to non-members.  
 1309

1310 **Section B. Awards Granted to Members**

- 1311 1. International Achievement Awards  
 1312 a. The gold medallion and chain known as the International Achievement  
 1313 Award is given annually by the Society to a leader who has merited  
 1314 recognition for her distinguished record in the Society. The medallion  
 1315 shall be worn only by members who have been voted that honor and  
 1316 privilege by the International Executive Board.  
 1317 b. The International Achievement Award shall be presented at an  
 1318 international convention or conference.  
 1319 c. An International Achievement Award medallion returned to the Society  
 1320 shall be presented to a future recipient.  
 1321 d. The international president shall act in conjunction with the corporate  
 1322 secretary and another member of the Society Headquarters staff annually  
 1323 to review recommendations made by members, chapters, or state  
 1324 organizations on forms provided by Society Headquarters. Names of  
 1325 eligible candidates shall be submitted to the International Executive Board  
 1326 for vote. The recipient shall be selected by the International Executive  
 1327 Board using preferential ballot. If there be but one (1) nominee, election  
 1328 shall be by four-fifths (4/5) vote.  
 1329 2. Emergency Fund Awards  
 1330 a. The Society shall maintain a fund to provide assistance to members who  
 1331 have sustained loss due to natural catastrophic disasters.  
 1332 b. The fund shall be maintained by voluntary contributions.  
 1333 c. Recipients of the award are recommended by chapter and state  
 1334 organization presidents.  
 1335 3. Golden Gift Awards  
 1336 a. The Golden Gift Fund Awards provide opportunities for selected members  
 1337 to develop leadership, communication, and management skills and to meet  
 1338 specific educational and professional needs.  
 1339 b. The Leadership Development Committee shall select recipients of the  
 1340 Golden Gift Awards.  
 1341 4. Recognition of Members Who Have Earned Doctorates  
 1342 a. Members who have earned doctorates shall be recognized each biennium  
 1343 at the international convention.  
 1344

- 1345 b. Copies of a list containing the names of the members who have earned
- 1346 doctorates during the biennium, along with the title and date of their
- 1347 dissertations, shall be distributed at each international convention.
- 1348 c. The list shall be announced.
- 1349 d. A permanent file of awardees shall be maintained at Society Headquarters.
- 1350 5. Scholarship Awards
- 1351 a. The Society offers annual international scholarships for graduate study.:
- 1352 b. The Society offers two (2) biennial international scholarships:
- 1353 (1) The Hazel Johnson Memorial Scholarship given in the even-
- 1354 numbered year.
- 1355 (2) The Mary Katherine Shoup Scholarship given in the odd-numbered
- 1356 year.
- 1357 6. International Speakers Awards
- 1358 a. The award pays travel expenses for the exchange of Society speakers
- 1359 among member countries at Delta Kappa Gamma functions.
- 1360 b. Members may apply to be an international speaker.
- 1361 c. State organizations may apply to receive an international speaker.
- 1362

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

- 1363 1. Educators Book Award
- 1364 a. The Educators Book Award recognizes outstanding women authors whose
- 1365 work may influence the direction of thought and action necessary to meet
- 1366 the needs of today’s complex society. The content must be of more than
- 1367 local interest with relationship, direct or implied, to education everywhere.
- 1368 b. The book must be copyrighted in its first edition during the period of
- 1369 January 1 through December 31 of the year preceding the award. A book
- 1370 in a language other than English shall be considered by the Educators
- 1371 Award Committee in the year following its first publication in English.
- 1372 c. A book may be submitted by the author or the publisher.
- 1373 2. Grant-in-Aid Awards
- 1374 a. The term *grant-in-aid* shall represent the general category of awards
- 1375 granted by state organizations and chapters that are supported by funds
- 1376 other than the scholarship fee.
- 1377 b. The specific title of a grant-in-aid award is the choice of the presenter.
- 1378
- 1379

**Section D. Awards Granted Only to Non-members**

1380 World Fellowships

1381 World Fellowships may be awarded to non-member women educators who are not

1382 citizens or permanent residents of the United States of America and Canada.

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**Article XIV**  
**Affiliates**

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### **Section A. Affiliates**

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

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

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

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

### **Section C. United Nations**

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

## **Article XV Parliamentary Authority**

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

## **Article XVI Amendments**

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

1. Proposals for amending the *Constitution* may be considered every two (2) years.
2. Proposals for amending
  - a. may be submitted to the chair of the Constitution Committee by any member, committee, board, chapter, or state organization;
  - b. shall be submitted on forms provided by the Constitution Committee;
  - c. shall be accompanied by a statement of fiscal impact on current and future budgets confirmed by the Finance Committee;
  - d. shall be studied by the Constitution Committee and recommendations for changes submitted to the Administrative Board for approval before they are submitted to a vote at the international convention; and
  - e. that have been rejected by 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 *DKG NEWS*.
3. Notification of proposed amendments
 

All amendments to be voted upon by the convention shall be presented to the membership no later than four (4) months prior to the opening day of the convention.
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* may be considered at each international convention.
2. Proposals may be submitted to the chair of the Constitution Committee by any member, committee, board, chapter, or state organization on forms provided by the Constitution Committee.
3. Proposals submitted to the Constitution Committee shall be accompanied by a statement of fiscal impact on current and future budgets confirmed by the Finance Committee.
4. Proposals will be studied and edited for correct form by the committee before presentation to the Administrative Board for review.
5. All proposed amendments will be published no later than the March/April issue of the *DKG NEWS* with the recommendation of the Administrative Board to adopt or not to adopt.
6. Vote for adoption

- 1471 a. A standing rule may be amended or rescinded by a majority vote, a
- 1472 quorum being present, if the notice of the proposed change has been
- 1473 published in the *DKG NEWS*.
- 1474 b. An amendment that has not been published will require a two-thirds (2/3)
- 1475 vote, a quorum being present, to be adopted or rescinded.
- 1476 7. The adopted amendments will take effect immediately upon adoption unless a
- 1477 proviso states otherwise.
- 1478

**Section C. Revision**

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

- 1482 1. Preparing and presenting an authorized revision shall be the duty of an ad hoc
- 1483 Revision Committee appointed by the international president. The committee
- 1484 shall include members of the Constitution Committee.
- 1485 2. The proposed revision shall be mailed to the members no later than the March/
- 1486 April issue of the *DKG NEWS*.
- 1487 3. If a revision is authorized, there shall be no other amendments proposed to the
- 1488 existing *Constitution*.
- 1489

**Article XVII  
Indemnification**

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

**Article XVIII  
Conflict of Interest\***

The purpose of this conflict of interest policy is to protect the interests of The Delta Kappa Gamma Society International (*The Society*) when the Society is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Administrative Board, an international officer, a state organization officer, a chapter officer or a member of a committee with powers delegated by the Administrative Board or an international, state organization or chapter executive board (any such person is referred to in the conflict of interest policy as an *interested person*). This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations.

The components of the policy are as follows:

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



1513 Conflict of Interest, Direct or Indirect Interest, Family Members, Duty to Self  
 1514 Disclose, Duty to Disclose Conflicts of Others, Determining Whether Conflict of  
 1515 Interests Exists, Disciplinary Action, Record of Proceedings, Compensation Matters,  
 1516 Annual Affirmation, Periodic Reviews and Outside Experts.

## 1517 **Article XIX** 1518 **Dissolution** 1519

1520 In the event of a dissolution of the Society, the net assets of the corporation shall be  
 1521 distributed as follows:

1522 1. International

1523 Upon final dissolution or liquidation of the corporation, and after discharge or  
 1524 satisfaction of all outstanding obligations and liabilities, the remaining assets  
 1525 of the corporation shall be conveyed, transferred, or assigned to a corporation  
 1526 or other organization qualified under the Internal Revenue Code to carry out  
 1527 the purposes and policies set forth in these Articles of Incorporation, and  
 1528 which corporation or other organization will be exempt from federal income  
 1529 taxation under the Internal Revenue Code of 1954 or any subsequent Internal  
 1530 Revenue law. The International Executive Board shall determine specific  
 1531 procedures for liquidating remaining assets and shall supervise disbursement  
 1532 of funds.

1533 2. State organization

1534 Each state organization shall provide in its bylaws for its own possible  
 1535 dissolution in accordance with the incorporation statutes of the political entity  
 1536 by which the state organization was chartered.

1537 3. Each state organization shall provide in its bylaws for possible chapter  
 1538 dissolution which shall include the following:

- 1539 a. Before a chapter is dissolved, the approval of the state organization  
 1540 executive board must be obtained.
- 1541 b. Careful consideration shall be given to the manner in which those  
 1542 desiring to maintain membership transfer to other chapters. International  
 1543 procedures must be followed.
- 1544 c. Any remaining funds in the chapter account shall be sent to the state  
 1545 organization treasurer and deposited in the available fund.
- 1546 d. Chapter paraphernalia, Society publications, and chapter records shall be  
 1547 retained in the state organization archives and made available for use.
- 1548 e. The charter must be returned to the state organization to be forwarded to  
 1549 the Society Headquarters.
- 1550 f. The state organization executive board shall decide whether the Greek  
 1551 name shall be reused.

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