

**Constitution
of The Delta Kappa
Gamma Society
International
2024**

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Table of Contents

Article I. Name

Article II. Mission and Purposes

| | |
|------------------------------------|---|
| Section A. Charter Objective | 1 |
| Section B. Mission Statement..... | 1 |
| Section C. Vision Statement | 1 |
| Section D. Purposes | 1 |

Article III. Membership

| | |
|--|---|
| Section A. Membership..... | 2 |
| Section B. Classification..... | 2 |
| Section C. Election | 3 |
| Section D. Transfer | 3 |
| Section E. Termination of Membership | 3 |
| Section F. Reinstatement | 3 |

Article IV. Finance

| | |
|---|---|
| Section A. Annual Dues | 3 |
| Section B. Fees | 3 |
| Section C. Payment of Dues and Fees | 4 |
| Section D. Financial Assessments | 4 |
| Section E. Other Income..... | 4 |
| Section F. Funds | 4 |
| Section G. Financial Accounting | 5 |

Article V. Organization

| | |
|--|---|
| Section A. Levels of Organization | 6 |
| Section B. Chapter Level | 6 |
| Section C. State Organization Level..... | 6 |
| Section D. International Level | 7 |

Article VI. Officers

| | |
|--|----|
| Section A. Officers | 8 |
| Section B. Related Personnel | 8 |
| Section C. Duties | 8 |
| Section D. Election and Term of Office | 12 |
| Section E. Vacancies..... | 13 |

Article VII. Boards

| | |
|--|----|
| Section A. International Boards | 14 |
| Section B. State Organization Executive Board..... | 15 |
| Section C. Chapter Executive Board | 16 |

Article VIII. Committees

| | |
|--|----|
| Section A. Committee Structure | 16 |
| Section B. Society Business..... | 18 |
| Section C. Society Mission and Purposes..... | 21 |

| | |
|--|----|
| Article IX. Meetings | |
| Section A. Chapter Meetings | 23 |
| Section B. State Organization Meetings | 24 |
| Section C. International Meetings | 24 |
| Article X. International Conventions Conferences | |
| Section A. International Conventions and Conferences | 26 |
| Section B. International Conventions | 27 |
| Section C. International Conferences | 27 |
| Article XI. Headquarters | |
| Section A. Property | 28 |
| Section B. Management | 28 |
| Section C. Administrative Operations | 28 |
| Article XII. Publications | |
| Section A. Publications | 29 |
| Section B. Periodical - <i>DKG NEWS</i> | 30 |
| Section C. <i>The Delta Kappa Gamma Bulletin: Journal and Magazine</i> | 30 |
| Section D. Rituals and Ceremonies | 31 |
| Section E. Electronic Communications | 31 |
| Article XIII. Awards | |
| Section A. International Awards | 31 |
| Section B. Awards Granted to Members | 32 |
| Section C. Awards Granted to Members or Non-members | 32 |
| Section D. Awards Granted Only to Non-members | 32 |
| Article XIV. Affiliates | |
| Section A. Affiliates | 33 |
| Section B. Institute of International Education (IIE) | 33 |
| Section C. United Nations | 33 |
| Article XV. Parliamentary Authority | 33 |
| Article XVI. Amendments | |
| Section A. Amendments to the <i>Constitution</i> | 34 |
| Section B. Amendments to the <i>International Standing Rules</i> | 34 |
| Section C. Revision | 35 |
| Section D. Amendments to the GAPP | 35 |
| Article XVII. Indemnification | 35 |
| Article XVIII. Conflict of Interest | 36 |
| Article XIX. Dissolution | 36 |
| Article XX. Ethics | 37 |

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

Article I Name

Section A.

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

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 awards to aid members in pursuing personal and professional growth and to provide grants to non-member educators;
6. to stimulate the personal and professional development of members and to encourage their participation in relevant programs of action; and
7. to inform the members of current economic, social, political, and educational issues so that they may participate effectively to support a sustainable 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 does not pursue a career as an educator, her membership will expire upon graduation or withdrawal from the education program

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Section C. Election

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

Section D. Transfer

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

Section E. Termination of Membership

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

Section F. Reinstatement

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

**Article IV
Finance**

Section A. Annual Dues

Each active, collegiate, and reserve member shall pay annual dues.

- 1. International dues shall be an amount recommended by the International Executive Board and approved by the international convention.
- 2. State organization dues shall be an amount determined in accordance with state organization bylaws.
- 3. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.

Section B. Fees

- 1. Scholarship Fee
 - a. State organization scholarship fees, if any, will be paid as determined in accordance with state organization bylaws.
 - b. Chapter scholarship fees, if any, will be paid as determined in accordance with the rules set by the chapter.
- 2. Honorary Fee
 - The inducting unit of the Society shall pay a lifetime fee for each honorary member at the time of induction.

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

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

144
145 **Section D. Financial Assessments**

146 Financial assessments may be levied only by the chapter.

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148 **Section E. Other Income**

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

153
154 **Section F. Funds**

155 The Delta Kappa Gamma Society International Funds

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

- 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 DKG International Educators Foundation (DKGIEF or the Foundation).
- 204

Section G. Financial Accounting

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

- 211 revenue and shall include expenditure categories for Headquarters
- 212 operational expenses and administrative expenses.
- 213 b. The budget shall be reviewed by the Administrative Board and adopted by
- 214 the International Executive Board.
- 215 3. Audit – *international*
- 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.

Article V
Organization

Section A. Levels of Organization

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

Section B. Chapter Level

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

Section C. State Organization Level

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

- 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

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.
- 285 b. Forums
- 286 The Delta Kappa Gamma Society International shall have forums as
- 287 designated in the GAPP.
- 288 (1) These forum units serve the interests of members. Each DKG
- 289 member belongs to a forum unit determined by her region or area.
- 290 (2) At international conferences and conventions, a definite time for
- 291 separate forums shall be scheduled for Canadian, European, Latin
- 292 American, and United States of America members to meet for the
- 293 purposes of discussing problems and concerns related to their areas.
- 294 (3) Forums shall report as specified in GAPP.

Article VI Officers

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 (1) 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 (or co-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 corresponding secretary (both elected). In case of co-presidents, one shall be the designated representative of the state organization for international activities.

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 serve as a member ex officio, without vote, of the executive board.

3. Chapter Officers

Chapter officers, all of whom must be members of the Society, shall be a president (or co-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 (both elected).

Section B. Related Personnel

1. International

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

2. State Organization

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

3. Chapter

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

Section C. Duties

1. President

- 337 a. The president (or co-president) shall
338 (1) act as presiding officer at regular and called meetings and direct the
339 activities of the organization;
340 (2) act as chair of the respective executive board;
341 (3) appoint a parliamentarian;
342 (4) appoint standing and special committees (e.g., ad hoc, task force);
343 (5) serve as member ex officio, with vote, on all committees except
344 nominations;
345 (6) approve for payment all expense claims;
346 (7) approve publications;
347 (8) fill by appointment all vacancies;
348 (9) represent the Society at meetings, conferences, and other events; and
349 (10) take action, with the advice and approval of the Administrative
350 Board or of the respective executive board, on matters that cannot be
351 deferred until the next convention or meeting.
- 352 b. The international president shall
353 (1) act as chair of the Administrative Board and the Constitution
354 Interpretation Committee;
355 (2) execute all legal documents of the Society and affix the seal thereto,
356 in conjunction with the corporate secretary. A legal document may
357 be executed only when it has been authorized by an international
358 convention or by the respective board that has the authority to act;
359 (3) assign Administrative Board members, Society Headquarters
360 professional staff, past international presidents, and other Society
361 leaders, as needed, to state conventions and workshops, as requested;
362 (4) oversee development of and procedures for the international
363 convention; and
364 (5) appoint a fine arts coordinator to coordinate convention fine arts
365 activities including music.
- 366 c. The state organization presidents shall
367 (1) serve as members of the International Executive Board;
368 (2) be responsible for updating continuing executive secretaries
369 immediately following leadership development training; and
370 (3) be responsible for providing leadership development within their
371 state organizations.
- 372 d. The state organization and chapter presidents shall
373 (1) serve ex officio, with vote, on the respective levels in the process of
374 budget development and supervision; and
375 (2) execute, with their respective executive secretary or treasurer,
376 legal documents pertaining to their level of organization. A legal
377 document may be executed only when it has been authorized by a
378 state organization convention or the respective executive board.

- 379 e. Chapter presidents shall serve as members of the state organization
 380 executive board.
- 381 2. Vice presidents
- 382 a. First vice president – *all levels*
- 383 The first vice president at each level shall serve as presiding officer in the
 384 absence of the president. In the event of the resignation or death of the
 385 president, she shall succeed to the presidency and serve until the next regular
 386 election of officers. The first vice president shall perform such other duties as
 387 the president or the executive board shall assign to her.
- 388 b. Second vice president - *international (state organizations and chapters*
 389 *optional)*
- 390 The second vice president shall serve as presiding officer in the absence
 391 of both the president and the first vice president. In the event of the
 392 resignation or death of either the president or the first vice president, she
 393 shall succeed to the office of first vice president and serve until the next
 394 regular election of officers. The second vice president shall perform such
 395 other duties as the president or the executive board shall assign to her.
- 396 3. Regional Directors – *international*
- 397 The regional directors shall be members of the Administrative Board and of
 398 the International Executive Board. They shall serve as liaison officers between
 399 these boards and their respective regions. They shall communicate with state
 400 organizations in their region and encourage growth within the region. They
 401 shall perform such other duties as the president, or the Administrative Board
 402 shall assign them.
- 403 4. Members-at-Large – *international*
- 404 The members-at-large shall be members of the Administrative Board and of
 405 the International Executive Board. They shall provide liaison between these
 406 boards and the members. Each member-at-large shall perform such other
 407 duties as the president or International Executive Board shall assign to her.
- 408 5. Area Representatives – *international*
- 409 The area representatives shall be members of the Administrative Board and
 410 of the International Executive Board. They shall encourage and support
 411 the growth of state organizations within their respective areas and serve
 412 as liaisons between these areas and the Administrative Board. Each area
 413 representative shall fulfill additional duties as stated in the *Constitution* and
 414 the *International Standing Rules* and carry out any assignments delegated to
 415 her by the president.
- 416 6. Immediate Past President – *international*
- 417 a. The immediate past president
- 418 (1) shall be a member of the Administrative Board and of the Executive
 419 Board.
- 420 (2) shall be a member of the professional staff performance appraisal team.

- 421 7. Corporate Secretary – *international*
422 The corporate secretary shall
423 a. serve as the registered agent of The Delta Kappa Gamma Society
424 International;
425 b. serve as a member ex officio, without vote, on the Administrative Board
426 and on the International Executive Board; and
427 c. be the executive department administrator (Society Headquarters).
428 8. Secretary – *state organization and chapter*
429 The secretary shall keep minutes of each meeting of the organization and
430 furnish the president with a copy of such minutes. She shall serve as secretary
431 to the International Executive Board. She shall carry on such correspondence
432 as may be delegated to her by the president.
433 9. Executive Secretary – *state organization (optional)*
434 The state organization executive secretary shall perform such duties as
435 are prescribed in her contract and/or delegated by the executive board and
436 the president and shall serve as a member ex officio, without vote, on the
437 international and state organization executive boards.
438 10. Treasurer – *state organization and chapter*
439 a. The treasurer at each level shall
440 (1) receive and pay out all monies belonging to the organization;
441 (2) keep an accurate account of receipts and expenditures;
442 (3) maintain a record of receipts, bills, and bank statements;
443 (4) present a report at each regular meeting;
444 (5) file required tax reports;
445 (6) submit for annual audit/financial review the accounts of the
446 organization;
447 (7) serve as a member ex officio, without vote if under remunerative
448 contract for her services, on the respective executive board;
449 (8) serve as a consultant in the process of budget development and
450 supervision of finances; and
451 (9) maintain an accurate and current membership roster.
452 b. State organization treasurers shall be bonded with the amount set and paid
453 by the state organization.
454 c. The chapter treasurer shall follow appropriate procedures to ensure the
455 safety and proper handling of chapter monies as established by the chapter
456 finance committee.
457 11. Parliamentarian – *appointed*
458 a. The parliamentarian at each level shall
459 (1) act as advisor to the officers and the members of her organization
460 in matters pertaining to interpretation of the *Constitution* and to
461 parliamentary usage; and
462

- 463 (2) serve as a member ex officio, without vote, on the respective
 464 executive board.
- 465 b. The international parliamentarian shall
- 466 (1) serve as a consultant on the Constitution Committee;
- 467 (2) serve as a member of the Constitution Interpretation Committee;
- 468 (3) update Sharing DKG Administrative Board Responsibilities
 469 biennially;
- 470 (4) and serve as a member ex officio, without vote, on the
 471 Administrative Board.

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

- 473 1. International
- 474 a. The president, the first vice president, and the second vice president
 475 shall be elected at the international convention by the state organization
 476 presidents or official designees.
- 477 b. Each of the regional directors shall be elected at the international
 478 convention by the state organization presidents within her region.
- 479 c. Members-at-large shall be elected at the international convention in the
 480 same manner as the president, the first vice president, and the second vice
 481 president. They shall not be designated as officers.
- 482 d. Each area representative shall be elected at the international convention
 483 by the state organization presidents or official designees within each
 484 respective area. Area representatives shall not be designated as officers.
- 485 e. Election of international elected personnel and trustees of The Delta
 486 Kappa Gamma Educational Foundation
- 487 (1) Each state organization president or official designee as she
 488 may name shall cast the ballot for the state organization after
 489 presenting proper identification to election officials appointed by the
 490 international president.
- 491 (2) The president from each state organization or her official designee
 492 shall be entitled to cast one (1) vote for each five (5) active
 493 and reserve members or major fraction thereof within the state
 494 organization. The vote of the state organization may be divided.
- 495 (3) Voting for all international officers, members-at-large, area
 496 representatives, and members of elected committees shall take place
 497 at the convention.
- 498 (4) At the same time and place and on a separate ballot, each voting
 499 member of the international International Executive Board shall cast
 500 one (1) vote for a nominee for each position to be filled on the Board
 501 of Trustees of The Delta Kappa Gamma Educational Foundation.
- 502 f. Terms of Office
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- 504

- 505 (1) The term of each elected officer shall be two (2) years or until a
 506 successor is named. No officer may serve in the office longer than
 507 two (2) terms in succession. Officers shall take office immediately at
 508 the close of the international convention.
- 509 (2) The members-at-large shall be elected for a term of four (4) years
 510 or until a successor is named and shall not be eligible for re-
 511 election. The terms shall overlap, one (1) member being elected each
 512 biennium.
- 513 (3) The area representatives shall be elected for a term of two (2) years
 514 or until a successor is named.

515 2. State Organization

- 516 a. The state organization officers, except the treasurer and the executive
 517 secretary, shall be elected by the members of the state organization in odd-
 518 numbered years.
- 519 b. Election shall be in accordance with state organization bylaws.
- 520 c. The term of each elected officer shall be two (2) years or until a successor
 521 is named. No officer except the treasurer and the executive secretary may
 522 serve in the same office longer than two (2) terms in succession. Officers
 523 shall take office on July 1 following their election.
- 524 d. The treasurer and the executive secretary shall be selected by the
 525 executive board.

526 3. Chapter

- 527 a. The chapter officers, except the treasurer, shall be elected in even-
 528 numbered years.
- 529 b. The term of each elected officer shall be two (2) years or until a successor
 530 is named. No officer except the treasurer may serve in the same office
 531 longer than two (2) terms in succession. Officers shall take office on July 1
 532 following their election.
- 533 c. The treasurer shall be selected by the executive board each biennium.
 534

535 **Section E. Vacancies**

536 1. International

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

541 2. State organization and chapter

542 In the event that a member holding an elective or appointed position at the
 543 state organization or chapter level is unable to perform her duties, the position
 544 shall be declared vacant by the respective officers, and a successor named by
 545 the state organization or chapter president.
 546

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 (2) members-at-large, and the area representatives from Canada and Latin America. The corporate secretary and the parliamentarian shall be members ex-officio, without vote.

b. Duties of the Administrative Board

The board shall

- (1) report to the International Executive Board;
- (2) carry out the plans and policies in GAPP and items adopted by the international convention;
- (3) have authority for Society property including management and operations of Society Headquarters; [Article XI, Headquarters.]
- (4) review the budget as presented by the Finance Committee before it is submitted for adoption by the International Executive Board;
- (5) approve constitutional amendments to be submitted for vote by the international convention; [See Article, XVI, A.2.e.]
- (6) determine the terms of employment and select the Society Headquarters professional staff;
- (7) engage financial, legal, or other consultants when the need arises, and for as long as the need exists;
- (8) adopt the annual audit report of the certified public accountant;
- (9) act in the interim between conventions upon matters requiring immediate decisions;
- (10) provide for continued strategic planning and implementation;
- (11) recommend year and site of international meetings to the International Executive Board;
- (12) determine registration fees for international conferences and for international conventions;
- (13) review and approve sources of non-dues revenue to be generated at the international level;
- (14) review and research recommendations for expansion of the Society where no Society organization exists;
- (15) may give assistance to existing state organizations as needs are determined; and
- (16) oversee piloting of innovations.
- (17) negotiate and approve any agreements between the Society and the DKG International Educators Foundation (DKGIEF)

- 589 c. The Administrative Board is authorized to plan, budget for, and pilot
- 590 strategies and creative approaches to practices/procedures.
- 591 2. Executive Board – *international*
- 592 a. The members of the International Executive Board shall be the
- 593 president, the first vice president, the second vice president, the regional
- 594 directors, past international presidents, the members-at-large, area
- 595 representatives, and the state organization presidents. Members of the
- 596 Society Headquarters professional staff, the parliamentarian, and the
- 597 state organization executive secretaries shall serve as members ex officio,
- 598 without vote.
- 599 b. Duties of the International Executive Board
- 600 The International Executive Board shall
- 601 (1) examine, modify if necessary, and adopt the available fund budget;
- 602 (2) elect trustees of The Delta Kappa Gamma Educational Foundation;
- 603 (3) approve policies and procedures for inclusion in GAPP;
- 604 (4) recommend additional policies and procedures for consideration of
- 605 the convention;
- 606 (5) define the number of regions and the constituent state organizations
- 607 of each;
- 608 (6) approve the establishment of new state organizations;
- 609 (7) establish procedures for the possible dissolution of a state
- 610 organization;
- 611 (8) select the recipient of the International Achievement Award by
- 612 preferential ballot with ballots submitted in the most expedient
- 613 manner possible to accommodate deadlines; and
- 614 (9) select the recipient(s) of international honorary membership.
- 615

Section B. State Organization Executive Board

- 617 1. The members of the state organization executive board shall be the elected
- 618 officers, the immediate past state organization president, the chapter
- 619 presidents, and such other voting or non-voting members as shall be
- 620 determined by the state organization. The treasurer and the parliamentarian
- 621 shall be members ex officio, the parliamentarian without vote, and the
- 622 treasurer also without vote if under remunerative contract for her services.
- 623 2. Duties of the State Organization Executive Board
- 624 The state organization executive board shall
- 625 a. recommend policies and procedures for consideration by the state
- 626 organization convention or the chapters;
- 627 b. examine, modify if necessary, and adopt the state organization budget;
- 628 c. select an executive secretary (if state organization bylaws include this
- 629 officer), the treasurer, and such other personnel as may be needed, and
- 630 prescribe their duties, fix their salaries, and determine their terms of office;

- 631 d. establish the procedures for budget development and approval and for the
- 632 supervision of state organization finances;
- 633 e. approve dates and sites of state organization meetings; and
- 634 f. act in the interim between conventions upon matters requiring immediate
- 635 decision.
- 636 3. State organizations may have an executive committee composed of the elected
- 637 officers to act for the executive board between board meetings.
- 638

Section C. Chapter Executive Board

- 639 1. The members of the chapter executive board shall be the elected officers of
- 640 the chapter, the immediate past president, and such other voting members
- 641 as shall be determined by the chapter. The treasurer and the parliamentarian
- 642 shall serve as members ex officio, the parliamentarian without vote, and the
- 643 treasurer also without vote if under remunerative contract for her services.
- 644 2. Duties of the Executive Board
- 645 The chapter executive board shall
- 646 a. select the treasurer for the biennium;
- 647 b. act in matters requiring immediate action and decision;
- 648 c. recommend policies and procedures for consideration by members; and
- 649 d. establish rules for budget development and approval and for the
- 650 supervision of chapter finances.
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**Article VIII
Committees**

Section A. Committee Structure

- 653
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- 656 1. International
- 657 a. Standing committees
- 658 (1) Society Business
- 659 Communications and Marketing
- 660 Constitution*
- 661 Constitution Interpretation*
- 662 Editorial Board
- 663 Finance
- 664 Leadership Development
- 665 Leadership Discovery Centre
- 666 Membership and Expansion
- 667 Nominating
- 668 Non-dues Revenue*
- 669 (2) Society Mission and Purposes
- 670 Arts and Humanities Jury*
- 671 Educational Excellence
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*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.

- 673 Educators Book Award*
- 674 Holden Fund*
- 675 International Speakers Fund*
- 676 Scholarship
- 677 World Fellowship
- 678 b. Elected committees
- 679 (1) The following international committees shall be elected at the
- 680 international convention by the state organization presidents:
- 681 Finance
- 682 Nominating
- 683 (2) The composition of each elected committee shall be specified in the
- 684 committee description. A member shall serve no more than two (2)
- 685 consecutive terms on the same committee.
- 686 c. Appointed committees
- 687 (1) The following committees shall be appointed by the president:
- 688 Arts and Humanities Jury
- 689 Communications and Marketing
- 690 Constitution
- 691 Editorial Board
- 692 Educational Excellence
- 693 Leadership Development
- 694 Leadership Discovery Centre
- 695 Membership and Expansion
- 696 Non-dues Revenue
- 697 Scholarship
- 698 World Fellowship
- 699 Each appointed committee shall be composed of one (1)
- 700 member from each region at the time of her selection, one of
- 701 whom shall be appointed chair unless otherwise specified in the
- 702 committee description. A member shall serve no more than two
- 703 (2) consecutive terms on the same committee.
- 704 (2) Special committees (e.g., ad hoc, task force) may be appointed
- 705 by the president at any time with the written authorization of the
- 706 International Executive Board. This authorization may be given at
- 707 any time during the biennium. Members will be appointed on the
- 708 basis of expertise as determined by the needs of the committee;
- 709 therefore, regional representation will not be a requirement.
- 710 d. Committees subject to convention-restricted provisions
- 711 Committees may be established according to provisions only after
- 712 acceptance by the international convention. The following committees
- 713 have been so established:
- 714 Educators Book Award

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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 found in each committee’s procedures manual and in GAPP. Each committee with its assigned liaison will review 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 vote. A majority vote of committee members shall be required for action.
 - (7) The president or her designee shall serve as a member ex-officio, with vote, of all committees except Nominating, unless otherwise designated in the committee description.
 - (8) The Society Headquarters liaisons shall be assigned by the Administrative Board to serve as members ex officio, without vote, on committees.
- 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. [ISR 8 and as indicated in GAPP.]
 - b. State organizations and chapters may fulfill their constitutional responsibilities by establishing committees as needed.
 - c. Reports requested from state organizations and chapters shall be submitted in the format specified by Society Headquarters.

Section B. Society Business

- 1. Communications and Marketing Committee - *appointed*

*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.

- 757 a. The committee shall promote and stimulate effective communication
- 758 between and among members at all levels of the Society.
- 759 b. The committee shall promote effective internal and external marketing.
- 760 2. Constitution Committee* – *appointed*
- 761 a. The committee shall receive all proposals for amending the *Constitution*
- 762 and the *International Standing Rules*, make recommendations for changes
- 763 to the Administrative Board, and present approved proposals to the
- 764 international convention for vote.
- 765 b. Notification of proposed changes to the *Constitution* and the *International*
- 766 *Standing Rules* shall be published no later than the March/April
- 767 issue of the *DKG NEWS* and published on the Society website. After
- 768 each international convention, the committee shall ascertain that
- 769 the *Constitution*, *International Standing Rules* and *Handbook* are in
- 770 concordance.
- 771 c. The parliamentarian shall serve as a consultant.
- 772 3. Constitution Interpretation Committee* – *mandated international only*
- 773 The committee shall be composed of the international president as chair,
- 774 the Constitution Committee chair, and the international parliamentarian.
- 775 The committee shall review, interpret and rule in writing on constitutional
- 776 questions. The rulings shall be binding until the next international convention
- 777 when they are presented to the convention for voting.
- 778 4. The Editorial Board shall
- 779 a. consist of four (4) appointed members, the editor, and the assigned
- 780 professional staff, ex officio, with vote;
- 781 b. be appointed by the international president upon recommendation of the
- 782 assigned professional staff and the editor;
- 783 c. work with the editor and be responsible for selecting manuscripts,
- 784 developing editorial policy, selecting style guidelines, and establishing
- 785 themes for *The Delta Kappa Gamma Bulletin* in collaboration with the
- 786 Communications and Marketing Committee; and
- 787 d. uphold standards of high quality in evaluating manuscripts for *The Delta*
- 788 *Kappa Gamma Bulletin*.
- 789 5. Finance Committee – *elected*
- 790 a. The committee shall be composed of the president and five (5) members,
- 791 two (2) of whom shall be elected in one (1) international election for a
- 792 four-year (4) term and three (3) of whom shall be elected in the subsequent
- 793 international election for a four-year (4) term. The president shall appoint
- 794 as chair for the biennium one (1) of the continuing members.
- 795 b. The committee shall propose guidelines for International Executive
- 796 Board approval with respect to the investment of funds, prepare the
- 797 Available Fund budget for adoption by the International Executive Board
- 798

*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.

- 799 and provide for an annual audit. The budget shall be submitted to the
 800 Administrative Board for review.
- 801 c. The committee and appropriate professional staff shall plan a training
 802 session each biennium for state organization treasurers.
- 803 6. Leadership Development Committee* – *appointed*
- 804 a. The committee shall be composed of one (1) member from each region
 805 plus a chair.
- 806 b. The committee shall be responsible for leadership development at the
 807 international level.
- 808 c. The committee and appropriate professional staff shall plan training
 809 biennially in odd-numbered years for incoming state organization leaders.
- 810 (1) The location and time of the training shall be determined by
 811 the committee with input from the Administrative Board and
 812 professional staff.
- 813 (2) A stipend, as approved by the Administrative Board, shall be
 814 allocated to each state organization to offset expenses in connection
 815 with training.
- 816 (3) The committee shares responsibility with the state organizations for
 817 leadership development of state organization and chapter leaders
- 818 d. The committee will be responsible for administering a leadership
 819 management seminar during the second year of the biennium.
- 820 e. The committee shall facilitate programs supported by the Golden Gift
 821 Fund as recommended by the Foundation.
- 822 f. The committee shall select recipients of the Golden Gift Awards.
- 823 7. Membership and Expansion Committee - *appointed*
- 824 a. The committee shall be composed of six members, one from each region
 825 plus a chair.
- 826 b. The committee shall study and make recommendations related to
 827 membership issues and challenges. Necrology and membership reports
 828 shall be responsibilities of the committee. The committee shall receive
 829 and evaluate the recommendations of persons proposed for honorary
 830 membership and submit the names of qualified candidates to the
 831 International Executive Board for vote.
- 832 c. The committee shall assist state organizations with the growth of
 833 membership and the expansion of chapters as requested.
- 834 d. The committee and the appropriate professional staff shall provide training
 835 for incoming state organization membership chairs.
- 836 8. Nominating Committee - *elected*
- 837 a. The committee shall be composed of two (2) elected members from each
 838 region. Each biennium one (1) member from each region shall be elected
 839 for a term of four (4) years. The president shall appoint one (1) of the
 840 continuing members as chair for the biennium.

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- b. Duties
 - (1) The Nominating Committee shall solicit nominations for the positions to be filled.
 - (2) The Nominating Committee shall present in election years the report of nominees for publication no later than the January/February issue of the *DKG NEWS* and published on the Society website. The report shall contain the name of at least one (1) nominee for each of the following:
 - president
 - first vice president
 - second vice president
 - regional directors, one from each of the respective regions
 - one (1) member-at-large
 - area representatives, one from each of the respective areas
 - vacancies occurring on elected committees—finance and nominations
 - (3) 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.
 - (4) The committee shall follow the eligibility, qualifications, and guidelines for selecting nominees. [SR 8.103]

- 9. Non-dues Revenue Committee* - *appointed*
 - a. The committee shall explore, review and recommend to the Administrative Board possible sources of non-dues revenue that will both serve members and benefit the Society.
 - b. The committee shall work in cooperation with non-dues revenue providers to obtain benefits for members as well as alternative funding for Society work.

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*

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

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

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- 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.
 - c. The international president shall serve as a member ex officio, with vote, and the international corporate secretary shall serve as a member ex officio, without vote.
5. International Speakers Fund Committee* - *appointed*
- The committee shall be composed of a United States of America member appointed by the international president; the Europe regional director; the area representatives for Canada and Latin America; and the international president, member ex officio, with vote. One (1) member selected by the committee shall be the chair. The committee shall administer the International Speakers Fund program according to the guidelines in the *International Standing Rules*. [SR 4.58 and SR 8.11]
6. Leadership Discovery Centre
- The committee shall comprise

- 925 a. eight members representing various membership areas and expertise.
- 926 b. The committee shall promote, assess, and recommend entries or resource
- 927 links to be posted on the Leadership Discovery Centre on the DKG
- 928 website.
- 929 c. The committee shall work with submitting members on revision, editing,
- 930 and any copyright concerns.
- 931 d. The committee shall work collaboratively with the other DKG publications
- 932 that have the first option on publication.
- 933 e. The committee shall oversee and update guidelines and procedures each
- 934 biennium.
- 935 7. Scholarship Committee - *appointed*
- 936 a. The committee shall select the recipients of the international scholarships
- 937 for graduate study and promote interest in and support for the scholarships.
- 938 b. The committee shall recommend rules to govern international scholarships
- 939 to the International Executive Board for approval.
- 940 c. The committee shall follow the basic requirements for scholarship
- 941 applicants according to the *International Standing Rules*. [SR 13.6]
- 942 8. World Fellowship Committee - *appointed*
- 943 a. The committee shall grant world fellowships, when sufficient funds
- 944 are available, to non-member women educators who are not citizens or
- 945 permanent residents of the United States of America or Canada.
- 946 b. Contributions from state organizations, chapters, and individual members
- 947 support the work of this committee.
- 948 c. The committee shall follow the guidelines according to the *Constitution*
- 949 and *International Standing Rules*. [SR13.7]

**Article IX
Meetings**

Section A. Chapter Meetings

- 955 1. Electronic Meetings
- 956 All meetings of every level of DKG may be held in person, or through
- 957 electronic communication, or both ways, as long as all the members may
- 958 simultaneously engage in the meeting or business as determined by their
- 959 situational needs.
- 960 2. Regular Meetings
- 961 a. Regular meetings of chapters shall be held at least four (4) times per year.
- 962 b. A quorum for chapter business shall be determined by the chapter.
- 963 c. All members being notified, matters requiring immediate chapter action
- 964 may be voted upon by mail (postal or electronic) that provides a valid
- 965 receipt of each responding chapter member’s vote. A majority vote of
- 966 chapter members shall be required for action.

- 967 d. Ratification of all voting by mail (postal or electronic) must be made at the
 968 next face-to-face meeting of the chapter.
 969 e. There shall be no proxy voting.
 970 3. 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.
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975 **Section B. State Organization Meetings**

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

- 1000 1. Meetings of the Administrative Board
 1001 a. Meetings shall be held twice a year, the time and place to be determined
 1002 by the president. The board may meet at other times upon the call of the
 1003 president.
 1004 b. A minimum of ten (10) days notice shall be given prior to the day of the
 1005 meeting.
 1006 c. There shall be no proxy voting.
 1007 d. The business delegated to the Administrative Board by the *Constitution*
 1008 may be transacted by mail (postal or electronic).

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

- 1009 e. A quorum shall be a majority of the voting members of the board. Each
1010 voting member shall be entitled to one (1) vote.
- 1011 2. Meetings of the International Executive Board
- 1012 a. Meetings of the International Executive Board shall be held biennially,
1013 at least one (1) day in advance of the international convention. The
1014 board may meet at other times upon call of the international president. A
1015 minimum of thirty (30) days notice shall be given prior to the date of the
1016 International Executive Board meeting.
- 1017 b. A state organization president who is unable to attend the International
1018 Executive Board meeting may appoint an official designee who shall have
1019 full privileges of participation.
- 1020 c. A quorum shall be a majority of the voting members of the board. Each
1021 voting member shall be entitled to one (1) vote.
- 1022 d. There shall be no proxy voting.
- 1023 e. The business delegated to the International Executive Board by the
1024 *Constitution* may be transacted by mail (postal or electronic).
- 1025 3. Meetings of the International Convention
1026 Members of The Delta Kappa Gamma Society International shall meet in
1027 convention biennially for the purpose of making decisions which direct the
1028 activities of the Society. [Article X]
- 1029 4. Meetings of the International Conferences
1030 International conferences shall be held in odd numbered years. Regions may
1031 collaborate on international conferences.
- 1032 5. Meetings of International Committees
- 1033 a. Two (2) meetings per biennium are budgeted for each committee unless
1034 otherwise stated in the committee description or by convention action.
- 1035 b. The schedule of international committee meetings is the responsibility of
1036 the international president in consultation with the corporate secretary.
- 1037 c. The work of each international committee is under the direction of the
1038 committee chair.
- 1039 6. International President's Planning Meeting
- 1040 a. A president's planning meeting shall be scheduled for the Administrative
1041 Board, the committee chairs, the forum chairs, and the Society
1042 Headquarters professional staff.
- 1043 b. In even-numbered years the president's planning meeting shall be held at
1044 the beginning of the new biennium.
- 1045 7. Latin American Conference
1046 A conference sponsored by the Latin American forum for member information
1047 may be held biennially in a Latin American country. The conference shall
1048 be presented in Spanish and conducted by the area representative for Latin
1049 America.
- 1050 8. Canadian Conference

1051 A conference sponsored by the Canadian forum for member information may
 1052 be held biennially in a Canadian province. It may be presented in English/
 1053 French and conducted by the Area Representative from Canada.

1054 9. European Conference

1055 A conference sponsored by the European Forum for member information may
 1056 be held biennially in an European country. The conference may be presented
 1057 in English and conducted by the Europe Regional Director.

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Article X

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International Conventions and Conferences

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Section A. International Conventions and Conferences

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1. Logistics

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a. Any conference or convention site shall be selected with the approval of
 the International Executive Board.

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b. Contracts for international conferences and international conventions shall
 be signed by the corporate secretary and the international president at least
 two (2) years in advance of the date of said convention or international
 conference.

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c. The international president and the corporate secretary shall review
 the financial considerations (pricing, accessibility, location, and total
 suitability) prior to final approval by the International Executive Board.

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d. The Headquarters staff and the international president shall be consulted
 and informed of tours arranged in connection with international

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conferences and international conventions before the information is
 publicized.

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e. Collections shall be taken that have been previously approved by the
 Administrative Board and announced.

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2. Registration

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a. All registration fees will be increased fifty percent (50%) thirty (30) days
 prior to the official opening day of the convention or conference.

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b. A person who cancels will receive a refund provided a written request is
 postmarked or electronically dated fifteen (15) days prior to the opening
 day of the convention or conference. Special consideration will be given
 in extreme emergencies.

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c. A processing charge approved by the Administrative Board shall be
 retained on all cancellations regardless of when they are received.

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3. On-Site Sales

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a. A state organization desiring to sell items at conventions and conferences
 shall follow the international guidelines for sale of items.

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- 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.
 1097

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 a vote
 1114 for the state organization, one (1) vote for each five (5) active, reserve, and
 1115 collegiate members or major fraction thereof within the state organization.
 1116 The vote 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 international president and headquarters staff in collaboration with a
- 1148 member task force.

Article XI
Headquarters

Section A. Property

1153 *The place of business of the central organization of the corporation [The*
 1154 *Delta Kappa Gamma Society International] shall be in Austin, Texas. (Texas*
 1155 *Supreme Court, March 22, 1950.)*

Section B. Management

1158 The Administrative Board shall:

- 1159 1. supervise the maintenance of all properties of the Society;
- 1160 2. provide for development and adoption of the Organizational Plan for Society
- 1161 Headquarters;
- 1162 3. determine the staff functions, job titles, terms of employment, and
- 1163 responsibilities of the Society Headquarters professional staff;
- 1164 4. select and employ the Society Headquarters professional staff ; and
- 1165 5. provide for development and approval of policy manuals for Society
- 1166 Headquarters operations and for the development and adoption of an
- 1167 employee handbook for Society Headquarters.

Section C. Administrative Operations

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

- 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

- 1204
 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 d. The effectiveness of Society publications shall be evaluated by the

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

1232 **Section B. Periodical - *DKG NEWS***

- 1233 1. The Society shall publish a news periodical, *DKG NEWS*, six (6) times a year.
- 1234 Print versions will be mailed to members.
- 1235 2. Purposes of the *DKG NEWS*
- 1236 a. To provide members with timely information on issues of concern based
- 1237 on the Society's seven Purposes and including:
- 1238 (1) constitutional interpretations/explanatory notes
- 1239 (2) proposed and effected changes in the *Constitution* and the
- 1240 *International Standing Rules*
- 1241 (3) constitutional amendments
- 1242 (4) Nominating Committee reports
- 1243 b. To promote communication within the Society.
- 1244 c. To focus on Delta Kappa Gamma as an action organization.
- 1245 3. International dues shall include subscription to the *DKG NEWS*.
- 1246

1247 **Section C. *The Delta Kappa Gamma Bulletin: Journal and Magazine***

- 1248 1. *The Delta Kappa Gamma Bulletin* includes two formats: a scholarly journal
- 1249 and a magazine.
- 1250 a. The journal is published online three times per year.
- 1251 b. The magazine is published in print two times per year.
- 1252 2. Purposes of *The Delta Kappa Gamma Bulletin*
- 1253 a. To promote the professional and personal growth of members through
- 1254 publication of their writings.
- 1255 b. To promote excellence in education through peer-reviewed publications.
- 1256 c. The purpose of the journal is to explore significant and relevant themes
- 1257 and current topics through position papers, applied research, and articles
- 1258 based on theory and practice that promote excellence in education.
- 1259 d. The purpose of the magazine is to explore and share educational practices,
- 1260 chapter programs and development ideas, and personal reflections on

- 1261 topics of interest to educators.
- 1262 3. International dues shall include a subscription to *The Delta Kappa Gamma*
- 1263 *Bulletin*.
- 1264 4. Manuscripts submitted for publication in *The Delta Kappa Gamma Bulletin:*
- 1265 *Journal and Magazine* shall be peer reviewed by members of the Editorial
- 1266 Board. For the purpose of scholarly integrity, external reviewers may be
- 1267 consulted.
- 1268 5. Application forms shall be completed and submitted by members desiring
- 1269 appointment to the Editorial Board.
- 1270 6. The expenses of one (1) Editorial Board meeting in the first year of a
- 1271 biennium to review the manuscript selection procedure shall be paid in full by
- 1272 the Society.
- 1273 7. Actions of the Editorial Board shall be reviewed by the Administrative Board,
- 1274 as needed.
- 1275

1276 **Section D. Rituals and Ceremonies**

1277 The Society shall provide examples of induction and installation ceremonies. These

1278 may be adapted to meet needs at the chapter, state organization, or international

1279 level.

1280

1281 **Section E. Electronic Communications**

- 1282 1. The Society at all levels may establish and maintain various types of
- 1283 electronic communications to facilitate meetings and to communicate with
- 1284 members.
- 1285 2. (From ISR 12.82) State organizations and chapters that establish
- 1286 methods of electronic communications are encouraged to adhere to the
- 1287 International Policy for Use of Electronic Communications.
- 1288 3. (From ISR 12.81) The International Policy for Use of Electronic
- 1289 Communications shall be reviewed annually by the Administrative Board.
- 1290 Proposed changes shall be submitted to the International Executive Board for
- 1291 approval.
- 1292

1293 **Article XIII**

1294 **Awards**

1295 **Section A. International Awards**

1296 The Society provides awards for members and for non-members.

- 1297 1. The International Achievement Award, international scholarships, Golden Gift
- 1298 Awards (seminar), Emergency Fund Awards, doctoral recognition, and the
- 1299 International Speakers Fund Awards are granted to members.
- 1300 2. The Educators Book Award and grants-in-aid are granted to members or non-
- 1301 members.
- 1302 3. World Fellowships are granted to non-members.

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Section B. Awards Granted to Members

1. International Achievement Awards
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. Emergency Fund Awards
The Society shall maintain a fund to provide assistance to members who have sustained loss due to natural catastrophic disasters.
3. Golden Gift Awards
The Golden Gift Fund Awards provide opportunities for selected members to develop leadership, communication, and management skills and to meet specific educational and professional needs.
4. Recognition of Members Who Have Earned Doctorates
Members who have earned doctorates shall be recognized each biennium at the international convention.
5. Scholarship Awards
The Society offers annual international scholarships for graduate study.
6. International Speakers Awards
The purpose of this award is to stimulate members by sending them to the other member countries to share knowledge, experience, and expertise.

Section C. Awards Granted to Members or Non-members

1. Educators Book Award
The Educators Book 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. Grant-in-Aid Awards
The term grant-in-aid shall represent the general category of awards granted by state organizations and chapters that are supported by funds other than the scholarship fee. The specific title of a grant-in-aid award is the choice of the presenter.

Section D. Awards Granted Only to Non-members

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

Article XIV Affiliates

Section A. Affiliates

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

Section B. Institute of International Education (IIE)

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

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

Section C. United Nations

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

Article XV Parliamentary Authority

1. International

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

2. State organization and chapter

State organizations shall designate in state organization bylaws a recognized manual of parliamentary procedure for the governance of the state 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

Section A. Amendments to the *Constitution*

- 1387 1. Proposals for amending the *Constitution* may be considered every two (2)
- 1388 years.
- 1389 2. Proposals for amending
- 1390 a. may be submitted to the chair of the Constitution Committee by any
- 1391 member, committee, board, chapter, or state organization;
- 1392 b. shall be submitted on forms provided by the Constitution Committee;
- 1393 c. shall be accompanied by a statement of fiscal impact on current and future
- 1394 budgets confirmed by the Finance Committee;
- 1395 d. shall be studied by the Constitution Committee and recommendations for
- 1396 changes submitted to the Administrative Board for approval before they
- 1397 are submitted to a vote at the international convention; and
- 1398 e. that have been rejected by the Administrative Board shall be submitted to
- 1399 a vote of the convention when such a request is made in writing by one-
- 1400 third (1/3) or more of the state organization presidents. Such a request
- 1401 shall be submitted to the international president no later than January 20
- 1402 of the convention year and shall be published no later than the March/
- 1403 April issue of the *DKG NEWS*.
- 1404 3. Notification of proposed amendments
- 1405 a. All amendments to be voted upon by the convention shall be presented
- 1406 to the membership no later than four (4) months prior to the opening
- 1407 day of the convention the convention with the recommendation of the
- 1408 Administrative Board to adopt or not to adopt.
- 1409 b. However, an amendment to the *Constitution* may be adopted by a nine-
- 1410 tenths vote, provided previous notice has been given at an earlier meeting
- 1411 of the convention. Notice may be given from the floor either verbally or in
- 1412 writing.
- 1413 4. Approval by two-thirds (2/3) of the votes cast, a quorum being present, shall
- 1414 be required for the adoption of an amendment to the *Constitution*.
- 1415 5. The adopted amendments take effect immediately upon adoption unless a
- 1416 proviso states otherwise.
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Section B. Amendments to the *International Standing Rules*

- 1421 1. Proposals for amending the *International Standing Rules* may be considered
- 1422 at each international convention.
- 1423 2. Proposals may be submitted to the chair of the Constitution Committee by any
- 1424 member, committee, board, chapter, or state organization on forms provided
- 1425 by the Constitution Committee.
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- 1429 3. Proposals submitted to the Constitution Committee shall be accompanied by
- 1430 a statement of fiscal impact on current and future budgets confirmed by the
- 1431 Finance Committee.
- 1432 4. Proposals will be studied and edited for correct form by the committee before
- 1433 presentation to the Administrative Board for review.
- 1434 5. All proposed amendments will be published no later than the March/April
- 1435 issue of the *DKG NEWS* with the recommendation of the Administrative
- 1436 Board to adopt or not to adopt.
- 1437 6. Vote for adoption
- 1438 a. A standing rule may be amended or rescinded by a majority vote, a
- 1439 quorum being present, if the notice of the proposed change has been
- 1440 published in the *DKG NEWS*.
- 1441 b. An amendment that has not been published will require a two-thirds (2/3)
- 1442 vote, a quorum being present, to be adopted or rescinded.
- 1443 7. The adopted amendments will take effect immediately upon adoption unless a
- 1444 proviso states otherwise.
- 1445

Section C. Revision

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

- 1449 1. Preparing and presenting an authorized revision shall be the duty of an ad hoc
- 1450 Revision Committee appointed by the international president. The committee
- 1451 shall include members of the Constitution Committee.
- 1452 2. The proposed revision shall be mailed to the members no later than the March/
- 1453 April issue of the *DKG NEWS*.
- 1454 3. If a revision is authorized, there shall be no other amendments proposed to the
- 1455 existing *Constitution*.
- 1456

Section D. Amendments to GAPP

- 1458 1. Proposals for amending an item in GAPP may be submitted at any time to the
- 1459 International Administrative Board by a member, committee, board, chapter,
- 1460 or state organization. Proposals may be submitted on the forms provided by
- 1461 the Administrative Board.
- 1462 2. After board review, an amendment to be considered viable will be presented to
- 1463 the International Executive Board for a vote. A majority vote is necessary for
- 1464 approval.
- 1465 3. Amendments approved by the Executive Board become a part of GAPP
- 1466 immediately upon approval or as soon as feasible.
- 1467

**Article XVII
Indemnification**

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1471 Any director, officer, employee, or agent of The Delta Kappa Gamma Society
 1472 International who has been or is threatened to be made a party to any threatened,
 1473 pending, or completed action, suit, or proceedings, shall be indemnified for all
 1474 expenses and liabilities actually and reasonably incurred in connection therewith
 1475 to the extent permitted by Chapter 8 of the Texas Business Organizations Code, as
 1476 amended.

1477 **Article XVIII** 1478 **Conflict of Interest***

1480 The purpose of this conflict of interest policy is to protect the interests of The Delta
 1481 Kappa Gamma Society International (*The Society*) when the Society is contemplating
 1482 entering into a transaction or arrangement that might benefit the private interest of
 1483 a member of the Administrative Board, an international officer, a state organization
 1484 officer, a chapter officer or a member of a committee with powers delegated by the
 1485 Administrative Board or an international, state organization or chapter executive
 1486 board (any such person is referred to in the conflict of interest policy as an *interested*
 1487 *person*). This policy is intended to supplement but not replace any applicable state
 1488 and federal laws governing conflicts of interest applicable to non-profit and charitable
 1489 organizations.

1490
 1491 The components of the policy are as follows:
 1492 Conflict of Interest, Direct or Indirect Interest, Family Members, Duty to Self
 1493 Disclose, Duty to Disclose Conflicts of Others, Determining Whether Conflict of
 1494 Interests Exists, Disciplinary Action, Record of Proceedings, Compensation Matters,
 1495 Annual Affirmation, Periodic Reviews and Outside Experts.

1496 **Article XIX** 1497 **Dissolution**

1500 In the event of a dissolution of the Society, the net assets of the corporation shall be
 1501 distributed as follows:

- 1502 1. International
- 1503 Upon final dissolution or liquidation of the corporation, and after discharge or
- 1504 satisfaction of all outstanding obligations and liabilities, the remaining assets
- 1505 of the corporation shall be conveyed, transferred, or assigned to a corporation
- 1506 or other organization qualified under the Internal Revenue Code to carry out
- 1507 the purposes and policies set forth in these Articles of Incorporation, and
- 1508 which corporation or other organization will be exempt from federal income
- 1509 taxation under the Internal Revenue Code of 1954 or any subsequent Internal
- 1510 Revenue law. The International Executive Board shall determine specific
- 1511 procedures for liquidating remaining assets and shall supervise disbursement
- 1512 of funds.

* Check Society website for complete Conflict of Interest document.

- 1513 2. State organization
- 1514 Each state organization shall provide in its bylaws for its own possible
- 1515 dissolution in accordance with the incorporation statutes of the political entity
- 1516 by which the state organization was chartered.
- 1517 3. Chapter
- 1518 Each state organization shall provide in its bylaws for possible chapter
- 1519 dissolution in accordance with the policies in GAPP and which shall include
- 1520 the following.
- 1521 a. Before a chapter is dissolved, the approval of the state organization
- 1522 executive board must be obtained.
- 1523 b. Careful consideration shall be given to the manner in which those
- 1524 desiring to maintain membership transfer to other chapters. International
- 1525 procedures must be followed.

Article XX
Ethics

Section A. DKG Position Statement on Ethics

The DKG Society International will maintain an ethics policy to uphold their values, maintain trust, make ethical decisions, and foster a culture of integrity. It is an essential component of effective governance for a responsible reputation.

Section B. Ethics Policy and Violation

- 1535 1. An ethics policy sets clear expectations for behavior within the organization.
- 1536 It defines acceptable and unacceptable conduct and establishes a process for
- 1537 holding individuals accountable for unethical actions. An ethics policy serves
- 1538 as a public statement of the organization’s commitment to ethical behavior.
- 1539 2. The Administrative Board should adopt and communicate to members policy
- 1540 and procedures to report misconduct and unethical behavior including the
- 1541 opportunity to report anonymously. The policy should include the process for
- 1542 reporting an ethical violation, investigating the violation, taking action, and
- 1543 administering reparation and/ or apologizes if warranted.
- 1544 3. A person determined responsible for violating the adopted rules or ethical
- 1545 policies of the Society may be removed from any international elected or
- 1546 appointed position by the Administrative Board.

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