

**International Standing Rules  
of The Delta Kappa  
Gamma Society International  
2024**

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## 1. Name

### 1.0 Name – General

- 1.01 The name of the Society in any form shall be used on printed materials for commercial purposes only with the permission of the international president and the corporate secretary of the Society.
- 1.02 The Delta Kappa Gamma Society International may also be known as Delta Kappa Gamma or DKG.
- 1.03 Platform flags owned by the Society shall be used for international conventions. Use at other international functions is determined by the Administrative Board.

## 3. Membership

### 3.0 Membership - General

- 3.01 A member may submit a recommendation for membership to any chapter.
- 3.02 An active or reserve member who does not belong to a chapter because of geographic isolation shall be retained as a state organization active or a state organization reserve member. Status as a state organization member must be requested. State organization membership refers to the unit to which the member belongs.

### 3.1 Active Membership

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

### 3.2 Reserve Membership

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

### 3.3 Honorary Membership

- 3.31 In the selection of an honorary member, *service* shall be
- a. of local significance in the case of a chapter honorary member;
  - b. of statewide significance in the case of a state organization honorary member; and
  - c. of national or international significance in the case of an international honorary member.
- 3.32 Any member, chapter, or state organization of the Society may submit a name for honorary membership.
- 3.33 An honorary member may participate in the activities of the Society except holding office.

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- 3.34 An honorary member may serve as parliamentarian since the position of parliamentarian is not an office.
- 3.4 Collegiate Membership**
- 3.41 A collegiate member may participate in the activities of the Society except holding office.
- 3.42 A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.
- 3.43 A woman's years of membership as a collegiate member will be counted toward the membership requirements for any state organization or international scholarships.
- 3.5 Attendance**
- 3.51 Members who are traveling or who live away from their home chapters have the privilege of attending meetings of other chapters, state organizations, and regions.
- 3.6 Termination**
- 3.61 The chapter shall record in the chapter minutes the names of members terminated, including the reason and date of termination.

## 4. Finance

- 4.0 Finance - General**
- 4.1 Dues**
- 4.11 International active dues shall be forty dollars (U.S. \$40.00) and international reserve and collegiate dues shall be twenty dollars (U.S. \$20.00). Beginning in 2012 international active and international reserve and collegiate dues may be adjusted each biennium based on the United States of America Social Security Administration's Cost Of Living Adjustment (COLA) average for the previous two (2) years, rounded up to the nearest whole dollar.
- 4.12 The amount of international dues may be set by the International Executive Board and approved by the convention.
- 4.13 The amount of international dues to be voted upon by the convention shall be presented to the membership in print form no later than the March/April issue of the *DKG NEWS* in the year of the convention.
- 4.2 Fees**
- 4.21 Honorary Fee  
The honorary membership fee shall be forty-nine dollars and fifty cents (U.S. \$49.50).
- 4.3 Financial Assessments**
- 4.31 Chapter members may vote to pay an amount in addition to dues and fees for the support of a chapter or state organization project.
- 4.32 A reserve member shall be exempt from paying chapter financial assessments.
- 4.4 Other Income**
- 4.41 Non-dues revenue shall be deposited into Society funds as determined by the

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Administrative Board unless placement is specified in the *International Standing Rules*.

- 4.42 Income from sales of *Our Heritage* shall be deposited into the Available Fund budget.
- 4.43 A representative of the Society who makes contacts and requests contributions of funds for the support of Society activities must have authorization from the Administrative Board. Such monies contributed for the support of Society activities must be deposited into and expended from a Society account.
- 4.44 The Administrative Board shall act as the agent of The Delta Kappa Gamma Society International to review each restriction or condition which may be put on any gift or bequest and to accept or to reject the gift. If the board determines that the restriction or condition does not conform to the Mission and Purposes of the Society, the board will so inform the donor or representative.
- 4.45 When undesignated monetary gifts in excess of one thousand dollars (U.S. \$1,000) are given to the international Society, the international president, corporate secretary, and assigned professional staff shall recommend to the Administrative Board where the money should be placed. If the undesignated funds are one thousand dollars (U.S. \$1,000) or less, the international president, corporate secretary, and assigned professional staff shall determine the placement.

**4.5 International Funds**

- 4.51 Available Fund
  - a. A reserve account shall be maintained in the Available Fund equal to at least one (1) year’s operating expenses.
  - b. The expenses incurred in the administration of Society funds shall be budgeted in the Available Fund unless the adopted rules of the fund state otherwise.
  - c. Investment of Society funds shall follow the investment policy for international funds as approved by the International Executive Board.
- 4.52 Scholarship Fund (changed in 2012 in NYC)
  - a. The sources of funds for international scholarships are bequests, contributions, and income from investments of the Scholarship Fund.
  - b. Each international scholarship award shall be ten thousand dollars (U.S. \$10,000) for doctoral studies; and six thousand dollars (U.S. \$6,000) for other graduate studies.
  - c. The Scholarship Fund investment principal shall be maintained at an amount no less than one million dollars (U.S. \$1,000,000).
- 4.53 Permanent Fund
  - a. At the international level, the amount necessary to maintain the Permanent Fund at its required level shall be transferred from the Available Fund to the Permanent Fund.
  - b. The amount transferred from the Available Fund to the Permanent Fund shall be no less than five percent (5%) of the annual income from dues unless the required level has been reached.
- 4.54 Educators Award Fund

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- a. The endowment for the fund shall be twenty-five thousand dollars (U.S. \$25,000). The excess amount in the fund shall be used for awards.
  - b. The amount of the Educators Book Award shall be two thousand five hundred dollars (U.S. \$2,500).
- 4.55 Emergency Fund  
Awards from the fund are five hundred dollars (U.S. \$500) each to members recommended by chapter and state organization presidents.
- 4.56 Eunah Temple Holden Leadership Fund
- a. The invested principal of the fund shall remain no less than one hundred thousand dollars (U.S. \$100,000).
  - b. Investment income from the fund shall be used for programs for members for development of professional and Society leadership.
  - c. Recommendations for specific uses of income from the fund shall be made to the International Executive Board by the Holden Fund Committee.
  - d. Expenses incurred in the administration of the fund shall be paid from the investment income earned.
- 4.57 Golden Gift Fund
- a. The Leadership Development committee shall facilitate the programs supported by the Golden Gift Fund as recommended by the Foundation
  - b. The fund shall be used to finance
    - (1) projects, including the offering of leadership/management seminars intended to develop the leadership, communication, and management skills of members; and
    - (2) seminars to meet special needs of members to be offered whenever funds are available.
  - c. The fund principal shall be maintained at an amount no less than one million dollars (U.S. \$1,000,000).
- 4.58 International Speakers Fund
- a. The fund provides opportunities for increased international understanding, program enrichment, and personal growth for individual members through the exchange of Society speakers among member countries.
  - b. The fund is supported by voluntary contributions.
  - c. Investment income from this fund shall be used according to the guidelines in the *International Standing Rules*.
  - d. The fund shall be used only for travel and related professional expenses approved by the International Speakers Fund Committee.
  - e. The principal of the fund shall be kept as a Society investment with only the investment income available for use.
- 4.59 World Fellowship Fund
- a. Income to the fund is derived from voluntary contributions, bequests, and income from investments of the fund.
  - b. To safeguard the future of the program, a minimum amount of twenty percent (20%) of the unencumbered fund balance as of June 30 of the preceding fiscal year shall be retained in the fund.
  - c. The initial grant for a World Fellowship Award shall be four thousand dollars (U.S. \$4,000). Extensions not to exceed a total of three thousand dollars (U.S. \$3,000) per recipient may be granted in subsequent years.

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#### **4.6 Financial Accounting**

- 4.61 The Available Fund budget shall include allocations for maintaining and staffing a headquarters facility and carrying out the business operations of the Society.
- 4.62 The Available Fund budget shall provide funding for Society administrative expenses to support publications, international meetings, forums, and the work of international officers and committees.
- 4.63 The Administrative Board may approve necessary expenditures not to exceed a total of ten thousand dollars (\$10,000) without seeking International Executive Board authorization for a budget amendment. This provision may be used for the same purpose only once and used no more than three (3) times in a fiscal year. The Finance Committee shall be consulted before any action is taken.
- 4.64 The chair of the European Forum Committee shall be reimbursed for travel and other expenses when attending an international convention.

### **5. Organization**

#### **5.0 Organization – General**

##### **5.1 Coordinating Council Organization (Optional)**

- 5.11 Each coordinating council shall adopt rules that are consistent with the *Constitution* and its state organization bylaws.
- 5.12 Activities of coordinating councils shall be financed as approved by the state organization executive board.

##### **5.2 State Organization**

- 5.21 Membership of a new state organization should have a diverse representation of the respective geographic area and educational experiences.
- 5.22 The state organization shall provide support for its chapters that includes
- a. monitoring chapter progress;
  - b. providing leadership training for chapter leaders;
  - c. sharing/demonstrating strategies for strengthening chapters; and
  - d. implementing an intervention plan when chapters show signs of stagnation or cease to thrive.

##### **5.3 International Expansion**

- 5.31 Budgeted funds shall be used for
- a. expansion into countries where no unit of the Society exists;
  - b. strengthening existing state organizations in member countries; and
  - c. monitoring and assisting in the development of bylaws for each new state organization. An English translation of the bylaws for each new state organization shall be filed at Society Headquarters.

##### **5.4 International Regions**

- 5.41 Five (5) regions have been designated: Northeast, Northwest, Southeast, Southwest, and Europe.  
State organizations within each region:
- a. Northeast - Connecticut, Delaware, District of Columbia, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, New Brunswick, New

- 211 Hampshire, New Jersey, New York, Ohio, Ontario, Pennsylvania, Puerto  
212 Rico, Quebec, Rhode Island, Vermont, West Virginia  
213 b. Northwest - Alaska, Alberta, British Columbia, Idaho, Iowa, Manitoba,  
214 Minnesota, Montana, Nebraska, North Dakota, Oregon, Saskatchewan, South  
215 Dakota, Washington, Wisconsin, Wyoming  
216 c. Southeast - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana,  
217 Mississippi, North Carolina, South Carolina, Tennessee, Virginia  
218 d. Southwest - Arizona, Baja California, California, Colorado, Costa Rica, El  
219 Salvador, Guatemala, Hawaii, Jalisco, Japan, Kansas, Mexico City (name  
220 designated in Mexico City *Constitution*), Missouri, Nevada, New Mexico,  
221 Nuevo Leon, Oklahoma, Panama, Puebla, San Luis Potosi, Texas, Utah  
222 e. Europe - Estonia, Finland, Germany, Great Britain, Iceland, The Netherlands,  
223 Norway, Sweden.

## 5.5 Forums

- 224 5.51 The Latin American Forum and the Canadian Forum shall each be funded at  
225 three thousand dollars (U.S. \$3,000) per year. The European Forum shall be  
226 funded at four hundred dollars (U.S. \$400) per member country per year with a  
227 minimum of \$3,000 total. Annual planning meeting costs and communication  
228 expenses for the Canadian, European, Latin American, and United States Forums  
229 shall be funded in the Available Fund budget year. The United States Forum  
230 shall be funded at ten thousand dollars (U.S. \$10,000) per year. Annual budgets  
231 and accounting reports of funds shall be submitted to the president and to the  
232 assigned professional staff.  
233 5.52 The funds shall be used to communicate with state organizations and members in  
234 the forum unit and to allow each forum unit to have meetings of representative  
235 groups for the purposes of planning and may be used to take action on  
236 educational activities that are of concern to the forum unit.

## 6. Officers

### 6.0 Officers - General

- 238 6.01 A past international president serving as corporate secretary or international  
239 parliamentarian shall relinquish her voting privilege during her term of service  
240 except during a ballot vote.  
241 6.02 A past state organization president or founder serving as executive secretary  
242 or treasurer, if under remunerative contract, or parliamentarian at the state  
243 organization level shall relinquish her voting privilege during her term of service  
244 except during a ballot vote.  
245 6.03 The international president shall serve as liaison with the Canadian, European,  
246 Latin American and U.S. forums for the following responsibilities:  
247 a. To convey information and expectations pertinent to all forums;  
248 b. To participate in the orientation of the forum chairs;  
249 c. To receive and archive forum budgets and financial accounting;  
250 d. To remind forum chairs of appropriate deadlines; and  
251 e. To be a conduit between forums for questions and needs from Society  
252 Headquarters.

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- 6.04 The international president shall serve as liaison with the Nominating Committee for the following responsibilities:
- a. To convey information and expectations pertinent to all committees;
  - b. To participate in the orientation of the Nominating Committee;
  - c. To remind the chair of appropriate deadlines; and
  - d. To be a conduit between the forums for questions and needs from Society Headquarters.

**6.1 Regional Directors**

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

**6.2 Area Representatives**

- 6.21 Duties of an area representative include
- a. assisting with expansion when requested by the Administrative Board;
  - b. preparing oral and written reports for the Administrative Board and the international convention;
  - c. communicating relevant information to the state organizations within their respective areas; and
  - d. assisting the members of her respective area(s) attending the international convention and one (1) international conference to participate effectively in the activities.

**7. Boards**

**7.0 Boards – General**

**7.1 Administrative Board**

- 7.11 The Administrative Board shall act in accordance with the rules and actions of international conventions and policies found in GAPP.

**7.2 Executive Board**

- 7.21 The International Executive Board shall act in accordance with the policies found in GAPP.

**8. Committees**

**8.0 Committees – General**

- 8.01 No two (2) members of any state organization may serve simultaneously on the same international standing committee.
- 8.02 Each standing committee shall prepare a list of duties/procedures supported by the governing documents and approved by the Administrative Board.
- 8.03 Committee programs and projects begin and end consistent with the dates of the biennium for which the committees were appointed or elected.-

**8.1 Communications and Marketing Committee**

- 8.11 The committee shall recommend to the Administrative Board guidelines that provide accountability for all forms of communication.

**8.2 Constitution Committee**

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- 8.21 Following an international convention, the committee is authorized to
    - a. correct article and section designations;
    - b. make editorial changes as required in punctuation, numbering, cross referencing; and
    - c. make such other technical or conforming changes as may be necessary to reflect the intent of the convention decisions in connection with the adopted amendments to the *Constitution* and *International Standing Rules*.
  - 8.22 The committee shall prompt state organizations to keep their bylaws in compliance with the Constitution and ISR.
  - 8.23 The committee shall determine the compliance of each state organization and notify state organization officers of noncompliance.
  - 8.24 The committee shall monitor and assist in the development of bylaws for each new state organization.
  - 8.25 This committee shall confirm that an English translation of the bylaws for each new state organization is on file at Society Headquarters
- 8.3 Constitution Interpretation Committee**
- 8.31 The committee rulings shall be published in the *DKG NEWS* and on the Society website.
- 8.4 Editorial Board**
- 8.41 There may be flexible geographic distribution of members of the board.
  - 8.42 Each biennium two (2) members shall be appointed for four-year (4) terms.
  - 8.43 An Editorial Board member may be appointed to no more than two (2) successive terms.
  - 8.44 The international president shall fill, by interim appointment, any vacancy on the Editorial Board to complete the remainder of the term.
  - 8.45 Application Process
    - a. Application forms may be obtained from Society Headquarters and shall be returned to the assigned professional staff. Application deadlines shall be the same as the deadline of recommendations for appointments to international committees each biennium.
    - b. All applications for Editorial Board members shall be retained for four (4) years for consideration should interim replacement appointments be necessary.
- 8.5 Educational Excellence Committee - Legislation**
- 8.51 Legislative programs are encouraged at all levels of the Society.
- 8.6 Finance Committee**
- 8.61 The committee shall hold three (3) meetings each biennium, one (1) during the first year and two (2) during the second year.
- 8.7 International Speakers Fund Committee**
- 8.71 Guidelines of the International Speakers Fund Committee:
    - a. The fund shall be used only to finance a member who is designated by the committee to speak in a member country other than her own.
    - b. The committee shall provide forms and timelines to presidents of state organizations.
    - c. The committee shall be responsible for encouraging members to become

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- speakers, collecting applications, and evaluating speakers.  
d. The committee shall select the state organizations to receive speakers on the basis of the funds available.

**8.8 Leadership Development Committee**

- 8.81 The international Leadership Development committee shall provide leadership training to give state organization leaders more thorough knowledge of the Society's traditions, purposes, policies, programs, and committee structure and to augment their leadership skills and techniques.
- 8.82 Each state organization shall have the opportunity to send an official designee to the leadership development conference if the state organization president is unable to attend.
- 8.83 The leadership development program for state organization and chapter presidents shall be extended into the second year of the biennium, in conjunction with the international convention, to include such areas as improving communication skills, group involvement, and strategies for implementing goals and action programs of the Society.
- 8.84 The Leadership Development Committee shall provide for leadership training opportunities for state organization and chapter parliamentarians during international conferences and international conventions.
- 8.85 Each state organization president shall be responsible for providing leadership development within her state organization.
- 8.86 Chapter presidents shall assume the responsibility of encouraging chapter activities which develop the leadership potential of each chapter member.

**8.9 Membership and Expansion Committee**

- 8.91 The committee shall create or review and recommend to the international president materials to recruit members and promote active membership at all levels.
- 8.92 The committee shall conduct a memorial for deceased members at each international convention.
- 8.93 The committee shall develop materials to aid state organization with expansion of chapters within the state organization.

**8.10 Nominating Committee**

- 8.101 Guidelines for the submission of application to the Nominating Committee are included in GAPP and on the application form.
- 8.102 Nominations from the floor
- a. The name of a candidate shall be placed on the election ballot after the Nominating Committee has nominated a member or a member has been nominated from the floor.
  - b. Following the report of the Nominating Committee to the convention, the president shall call for nominations from the floor for each elected position.
  - c. Any member who is registered and in attendance may make a nomination from the floor subsequent to the report of the Nominating Committee.
  - d. An individual, chapter, or state organization wishing to nominate a candidate from the floor whose name was submitted to the Nominating Committee, but who was not selected as its nominee, may

- 379 (1) present to the international president by December 1, the name,  
380 photograph, and brief summary of the proposed candidate's  
381 qualifications for a selected office for publication in the January/  
382 February DKG NEWS and published on the Society website. The name  
383 of a proposed candidate must have been previously submitted to the  
384 Nominating Committee and not selected for the current election;  
385 (2) place the candidate's name in nomination at the convention when the  
386 president calls for nominations from the floor.  
387 e. There shall be no nomination or seconding speeches.
- 388 8.103 Eligibility, Qualifications, and Guidelines for international nominees  
389 a. Qualifications for International Nominees  
390 (1) All nominees must demonstrate:  
391 (a) an understanding of the duties, responsibilities, and the time required  
392 for the position(s) they seek,  
393 (b) the ability to communicate in English,  
394 (c) organizational ability, experience, and computer literacy,  
395 (d) familiarity with membership in the areas, countries, and regions they  
396 represent,  
397 (e) participation in at least one international convention and/ or  
398 international conference,  
399 (f) exemplary leadership in DKG, and  
400 (g) knowledge, skills, and abilities to carry out the duties and  
401 expectations of the leadership position(s) they seek.  
402 (2) Specific Qualifications:  
403 (a) The president must have international committee experience and have  
404 served on the administrative board.  
405 (b) The vice-president must have international committee experience.  
406 (c) The area representatives must be recommended per the electoral  
407 process of their respective areas.  
408 (d) The members-at-large must have international committee experience.

### 8.11 Non-dues Revenue Committee

- 409 8.111 The committee shall be proactive in identifying advertisers, sponsors, and  
410 vendors for international conferences and conventions.  
411 8.112 The committee shall explore and propose partnerships that benefit members.  
412 8.113 Partnership proposals shall be submitted to the Administrative Board for  
413 approval.

### 8.12 Scholarship Committee

- 414 8.121 The Scholarship Committee shall encourage members in all stages of graduate  
415 study to apply for international scholarships.

## 9. Meetings

### 9.0 Meetings – General

#### 9.1 Chapter Meetings

- 419 9.11 Regular meetings are meetings where chapter business is conducted.  
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- 9.12 Additional meetings may be held as scheduled by the chapter.
- 9.13 The quorum for all regular meetings shall be established in the chapter rules.
- 9.2 State Organization Meetings**
- 9.21 Additional meetings of the state organization executive board shall be authorized in accordance with the state organization bylaws.
- 9.22 The state organization president may delegate to committees or individuals the authority to select favors, plan entertainment, etc. for the state organization convention, but the state organization president is the final authority, and her decision takes precedence over any other.
- 9.3 International Meetings**
- 9.31 The Latin American Forum, the European Forum, and the Canadian Forum shall be funded at five thousand dollars (U.S. \$5,000) each per biennium to prepare the Forum Conference for their region every odd year.

## 10. International Conventions and Conferences

- 10.0 International Conventions and Conferences – General**
- 10.1 International Conventions**
- 10.11 Convention Materials
- a. International reports shall be available for all members on the Society website.
  - b. The proposed Society budget shall be included in the convention material distributed to members at the international convention.
  - c. A report of Executive Board actions shall be given at the beginning of the first convention business meeting.
  - d. When the *Constitution* and/or *International Standing Rules* are being amended, the original rule shall be included when published in the *DKG NEWS*.
  - e. Except for courtesy resolutions, proposed resolutions shall be presented to the international president in writing by the first day of registration at the international convention and distributed to all members in attendance.
- 10.12 The voting for the elected positions of the Society shall be held at a time specified in the agenda adopted for the convention.
- 10.13 A committee appointed by the international president shall approve the minutes of the meetings of the convention. Following approval by the committee, minutes will be sent to the members of the Executive Board.
- 10.14 At all business meetings of an international convention, the Society, within the framework of the *Constitution*, may lend support to issues pertaining to education and to issues pertaining to women and children in its member countries.
- 10.15 The international president may delegate to committees or individuals the authority to select favors, plan entertainment, etc., for the international convention, but the international president is the final authority, and her decision takes precedence over any other.

## 11. Headquarters

### 11.0 Headquarters – General

#### 11.1 Property

- 11.11 In the Society Headquarters building, there shall be only one portrait — that of Dr. Annie Webb Blanton.
- 11.12 The only jewelry and emblems that shall be displayed in the Society Headquarters are those of The Founders.

#### 11.2 Management

- 11.21 The organizational plan for Society Headquarters shall be the most recent organizational chart adopted by the Administrative Board.
- 11.22 Each professional staff member shall perform such duties as are prescribed in the contract with the Society, in the *International Standing Rules*, and in the *Employee Handbook: Society Headquarters*.

## 12. Publications

### 12.0 Publications – General

- 12.01 Publications of the Society shall follow the Policies for International Publications as recommended by the Administrative Board.
- 12.02 When there is a new edition of the Constitution, a complimentary copy will be mailed (postal) to each member of the International Executive Board. The definitive version of the Constitution shall be the one maintained digitally on the Society website.
- 12.03 English shall be the official language of communication of the Society. The Society shall translate at its expense the *Constitution* and *International Standing Rules* into the language of a new state organization upon its official request

#### 12.1 Periodical - DKG NEWS

- 12.11 The *DKG NEWS* may include
- a. the international president’s message;
  - b. Administrative Board and International Executive Board reports;
  - c. the corporate secretary’s message;
  - d. state organization action on important issues;
  - e. factual information and statistics regarding education and the status of women educators;
  - f. articles from international committees;
  - g. news from The Delta Kappa Gamma International Educators Foundation;
  - h. a calendar of approaching international events and deadlines; and
  - i. obituaries of
    - (1) current Administrative and International Executive Board members;
    - (2) past international presidents;
    - (3) those currently serving the Society at the international level;
    - (4) international honorary members; and
    - (5) International Achievement Award recipients.

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- 12.12 The *DKG NEWS* may only publicize accomplishments of individual members who have achieved national or international recognition.
- 12.13 News of international conferences will be balanced among the regions. Items for inclusion will be submitted by the regional director and/or her designee.
- 12.14 Only the international president’s message and columns by professional staff shall have a byline.
- 12.2 The Delta Kappa Gamma Bulletin: Journal and Magazine**
- 12.21 The Editorial Board of *The Delta Kappa Gamma Bulletin* will publish guidelines regarding the process and types of submissions, content and themes (as applicable).
- 12.22 As part of the mission to promote educational excellence, the *Bulletin* shall be an open access publication.
- 12.3 Arts & Humanities Jury**
- 12.31 An Arts & Humanities Jury shall rate and select members’ artwork for online publication and/or display, including sound and motion, in
- a. two- and three-dimensional art;
  - b. performance art;
  - c. literary efforts;
  - d. photography; and
  - e. crafts.
- 12.32 There may be flexible geographic distribution of Jury members, representing different areas of the arts.
- 12.33 The Jury shall consist of four (4) members. Each biennium two (2) members shall be appointed for four-year terms.
- 12.34 An Arts & Humanities Jury member may be appointed to no more than two (2) successive terms.
- 12.35 The international president shall fill, by interim appointment, any vacancy on the Arts & Humanities Jury to complete the remainder of the term.
- 12.36 Publication policy and guidelines developed by the Arts & Humanities Jury shall be reviewed by the Administrative Board and approved by the International Executive Board.
- 12.4 Arts & Humanities Jury - Application Process**
- a. Application forms may be obtained from Society Headquarters and shall be returned to the assigned administrative staff. Application deadlines shall be the same as the deadline for recommendations for appointments to international committees each biennium.
  - b. All applications for Arts & Humanities Jury members shall be retained for four (4) years for consideration should interim replacement appointments be necessary.
- 12.5 Electronic Communications**
- 12.51 The international policy for use of electronic communications shall be reviewed annually by the Administrative Board. Proposed changes shall be submitted to the Executive Board for approval.
- 12.52 State organizations and chapters that establish methods of electronic

communications are encouraged to adhere to the international policy for use of electronic communications.

## 13. Awards

### 13.0 Awards – General

#### 13.1 International Achievement Award

##### 13.11 Guidelines for International Achievement Award

- a. Members who hold active membership in the Society and who have given or are presently rendering distinguished service to the Society at the international level shall be eligible for the International Achievement Award.
- b. A member may receive the International Achievement Award only once.
- c. An international president is not eligible for the International Achievement Award during her term.
- d. A member of the Society Headquarters staff is not eligible for the International Achievement Award during her employment by the Society.

#### 13.2 Educators Book Award

13.21 The Educators Book Award of two thousand five hundred dollars (U.S. \$2,500) is given annually for a book written by one (1) or two (2) women who are citizens of any country in which the Society is organized.

13.22 Each member of the Educators Award Committee shall be supplied with a copy of the publication, accompanied by a letter to indicate that the book is being nominated for the award.

13.23 The Educators Award Committee may grant more than one (1) award provided funds are available. The award may be withheld if the committee decides that no meritorious work has been submitted.

#### 13.3 Emergency Fund Award

13.31 Awards from the Emergency Fund shall be five hundred dollars (U.S. \$500) for each member.

#### 13.4 Golden Gift Awards

13.41 The leadership/management seminars will be held in alternate years if funds are available.

#### 13.5 Recognition of Members Who Have Earned Doctorates

13.51 Each member who has earned a doctorate is responsible for notifying Society Headquarters, and also naming the school where the doctorate was conferred.

13.52 Documentation for recognition is required: a copy of the dissertation inside cover page with the appropriate faculty signatures; plus a copy of the inside cover giving the name of the author, the title of the dissertation, the particular degree earned, and the date it was conferred.

13.53 The Administrative Board and the professional staff assigned to receive the information shall set a postmark deadline and publish the procedure and the deadline appropriately.

13.54 The professional staff assigned to receive the information shall prepare a list

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of persons who have earned doctorates, including the titles and dates of their dissertations.

### **13.6 Scholarship Award**

13.61 International scholarship awards shall be in two tiers:

- a. ten thousand dollars (U.S. \$10,000) for doctoral studies; and
- b. six thousand dollars (U.S. \$6,000) for other graduate studies.

13.62 The criteria for each scholarship award are listed in Guidelines and Policies/ Procedures (GAPP).

### **13.7 World Fellowship Award**

13.71 Women applying through the Institute of International Education (I.I.E.) must first contact their home country screening committees.

13.72 Women studying in Canada apply through approved universities in Canada.

13.73 Any Canadian university recommended by the World Fellowship Committee and approved by the Administrative Board may become a place of study for World Fellowship recipients when it satisfactorily completes a screening process.

13.74 The initial grant for World Fellowship recipients shall be four thousand dollars (U.S. \$4,000). Extensions not to exceed a total of three thousand dollars (U.S. \$3,000) per recipient may be granted in subsequent years. the recipient was accepted for the initial grant.

## **14. Affiliates**

### **14.0 Affiliates**

#### **14.1 General**

14.11 The international president shall appoint, in consultation with the appropriate professional staff, representatives to the United Nations Department of Public Information (UN/DPI) and the United Nations Economic and Social Council (ECOSOC).

14.12 The primary Non-Governmental Organization (NGO) representative shall manage the NGO budget, under membership services, for each year of the biennium.