
Handbook of The DKG Society International 2025



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Table of Contents

Introduction	1
Mission Statement	1
Anthem/Emblems/Symbols	1
For Affiliated Groups and Social Media Sites	2
Seven Purposes	2
International Projects	2
Eight Chapter Constitutional Mandates	3
Contacting Society Headquarters	4
Email	4
Founders of DKG	5
Membership	6
Finance	10
Organization	20
Officers	23
Officers and Related Personnel Duties	23
Merger and Consolidation	29
Parliamentary Procedures	31
Chapter Rules Checklist	34
Forms	36
Glossary of DKG Terms	37

Introduction

This Handbook is an official document of DKG, meaning it has gone through an approval process validating its accuracy. This publication is not a governing document. It provides a supplement to, not a substitute for, the Constitution and International Standing Rules. The topics are primarily arranged in the format of the Constitution. The reference list contains links to www.dkg.org governing documents, and other official publications of DKG. This Handbook is not intended to be all inclusive; if there is a need for more detail and specificity, refer to additional documents at www.dkg.org. The Appendices provide documents or examples of documents which might be useful in doing the business of the chapter.

Mission Statement

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

Vision Statement

Leading Women Educators Impacting Education Worldwide

Anthem/Emblems/Symbols

The song composed by Dr. Annie Webb Blanton and Mrs. Cora Martin is the official anthem of The Delta Kappa Gamma Society International. Refer to www.dkg.org > Resources > Music.

DKG has adopted particular names and symbols to represent its Mission and Purposes. Refer to www.dkg.org > Resources > Logos.

Name – The Delta Kappa Gamma Society International, hereinafter also referred to as the Society, DKG Society International, Delta Kappa Gamma or DKG. The name of DKG in any form shall not be used on printed materials for commercial purposes without the permission of the international President and the Executive Director of DKG.

For Affiliated Groups and Social Media Sites (State Organizations, Chapters, Member Groups)

Disclaimer (English)

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Seven Purposes

To unite women educators of the world in a genuine spiritual fellowship

To honor women who have given or who evidence a potential for distinctive service in any field of education

To advance the professional interest and position of women in education

To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators

To endow awards to aid members in pursuing personal and professional growth and to provide grants to non-member educators

To stimulate the personal and professional development of members and to encourage their participation in relevant programs of action; and

To inform the members of current economic, social, political, and educational issues so that they may participate effectively to support a sustainable world society

International Projects

UNICEF GIRLS (Girls Initiative to Revitalize Learning and Success) Fund <https://www.unicefusa.org/about-unicef-usa/partnerships/humanitarian-organizations/delta-kappa-gamma-society-international>

Supporting Early-career Educators (SEE) International Project

Why is DKG's support needed? Education is a challenging career, and retaining quality teachers is an issue worldwide. In the U.S and many other countries around the world, educators are reportedly leaving the profession within the first 3 – 5 years of entry.

Chapters rely on members who are active in the profession to identify outstanding educators who have given or have the potential to give distinctive service to education. However, as chapter members retire, opportunities to meet and identify prospective members decrease. Support for early-career educators gives the chapter new opportunities and venues for meeting and identifying prospective members.

Now that chapters can invite collegiate members, this focus on early-career educators gives chapters new ways to mentor; to provide financial assistance through mini-grants, gift cards, etc.; to volunteer in classrooms; and to work with student teachers who will become employed in the near future.

Examples:

- Provide refreshments for new teachers in the system/district at a general meeting and give them the membership and marketing brochure with contact information.
- Host a professional learning day and share chapter members' expertise in areas such as classroom management, lesson planning, and teaching strategies.
- Assign members an early-career educator or collegiate member to "adopt" by offering support through phone calls, emails, social media, mentoring, and advice.
- Grants-in-Aid funds can be used for early-career educator classroom grants or supplies.
- Encourage educators in your community to apply for funding (Project Grants and Lucile Cornet Professional Development Awards) from the DKG International Educational Foundation.

Eight Chapter Constitutional Mandates

1. Members are elected to membership based on particular qualifications. (III.B.1)
2. Members complete financial responsibilities. (IV.C.1)
3. Chapters must have Rules that are consistent with the *Constitution* and its state organization bylaws. (V.B.3)
4. Chapters must elect and appoint particular officers who must be members. Chapter officers are elected in even-numbered years. (VI.A.3 and D.3)
5. Chapters must have an Executive Board, with defined duties, that meets at least twice a year. (VII.C and IX A.3)
6. Chapters adhere to the Purposes and Mission Statement. They are responsible for Society duties and may create committees to complete that work. (VIII.A.2b)
7. Chapters must submit annual and biennial reports. (VIII.A.2c)
8. Chapters must have at least four (4) regular meetings per year. (IX.A.2a)

Contacting Society Headquarters

Information and assistance may be obtained at any time by visiting the DKG website at www.dkg.org or by contacting Society Headquarters:

- Phone +1-512-478-5748
- Fax +1-512-478-3961
- Chat
- Office Hours: 7:30 a.m. – 6:30 p.m. Central Time Monday – Friday

Email

- the Executive Director and/or the International President at societyexec@dkg.org
- the membership director at mem@dkg.org
- or the finance director at societyoper@dkg.org
- under the Contact Us tab, click on an email button to send a message
- click on the chat button to initiate a chat with a Headquarters staff member



We are online
[Click here to
chat now](#)

Founders of DKG

Nine years after women won the right to vote in the United States of America, DKG was founded to fill the needs of women in the educational profession. At that time, women teachers were offered few leadership positions, promoted rarely, fired easily, and paid less than male colleagues. Dr. Annie Webb Blanton, a university professor and a former Texas Superintendent of Education, dreamed of and planned for an organization in which women teachers could support one another and recognize themselves as leaders in a chosen profession. Blanton and eleven other women educators, representing different disciplines and under assumed names for fear of losing jobs, founded DKG on May 11, 1929. The Twelve Founders were Dr. Annie Webb Blanton, Miss Mamie Sue Bastian, Miss Ruby Cole, Miss Mabel Grizzard, Dr. Anna Hiss, Miss Ray King, Miss Sue King, Dr. Helen Koch, Mrs. Ruby Terrill Lomax, Dr. Cora M. Martin, Mrs. Lalla M. Odom, and Miss Lela Lee Williams.

From its beginning with 12 Texas women educators, DKG has grown into an international organization with chapters throughout 77 state organizations in 17 countries at the time this publication went to press. Chapters are the heart of DKG, and it is at the chapter level (local level) of DKG where a woman educator begins a membership journey. In order to retain members, a chapter must meet the needs of its members. To assist chapter members in understanding Society better, this publication was created.



The best feature of Delta Kappa Gamma is the new friendships which it brings. I value yours.

Annie Webb Blanton

FOUNDERS

Membership

Member Selection, Retention, and Opportunities

Membership in the Society is by invitation. Educators who meet membership qualifications may be invited to chapter functions so others may meet them and so they may learn more about the organization. Diversity in academic discipline, level of instruction, ethnicity, and instructional environment in membership expands individual perceptions. A Chapter Member Biographical Data Sheet (Form 82) can be found at www.dkg.org > Resources > Membership

An individual becomes a member when dues are paid. Induction is not required.

Research indicates that a successful chapter

1. uses its chapter survey information when making membership decisions;
2. invites prospective members to attend meetings;
3. conducts orientation of prospective members and reorientation of members;
4. keeps in touch with members who miss meetings;
5. maintains an up-to-date file of chapter members' biographical data;
6. reports the death of each member (Form 6) www.dkg.org > Resources > Membership; and
7. conducts tributes and memorials for deceased members.

Membership Classifications and Eligibility

Membership classifications in the Society are active, reserve, collegiate, or honorary.

Active –

1. An active member is a woman who is or has been employed as a professional educator at the time of election.
2. 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. The chapter decides if the prospective member is classified as a professional educator.
4. A woman who is not presently employed as a professional educator but who left the profession before retirement is eligible for invitation to active membership.
5. The word employed is defined as currently hired by an employer and/or paid a salary or fee for specific educational services.
6. Certification or licensure is not required.
7. A professional educator may be invited to membership regardless of geographic address or employment status, unless a restriction is included in state organization bylaws.
8. An active member participates, as able, in chapter programs and projects, contributes to committee work, votes, shares in financing chapter activities and may hold office.
9. A member retired from educational work retains the rights and privileges of active membership.
10. An active member is not eligible to become an honorary member.
11. Attendance at meetings is not required.

Reserve –

1. 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, and/or geographic location, and/or no technological connection/skill..
2. Reserve members have all the privileges of membership except that of holding office and have no obligations except payment of dues and the scholarship fee.
3. Retirement is not a reason for granting reserve membership.
4. Being too busy to attend meetings is not a reason for granting reserve membership.
5. Reserve status is granted by a majority vote of the chapter.
6. A reserve member, so requesting, shall be restored to active membership.

Collegiate –

1. Collegiate membership shall be granted to undergraduate or graduate students who meet the following criteria:
 - a. A woman's years of membership as a collegiate member will be counted toward the membership requirements for any state organization or international scholarships.

Bachelor Student Collegiate Members:

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 her bachelor education degree.

Graduate/Masters/Doctoral Collegiate Members:

1. Have Graduate/Masters/Doctoral standing in an institution offering course work in the field of education.
 2. Have the intent to continue academically and professionally in the field of education.
2. A collegiate member may participate in the activities of the Society except holding office.
3. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

Chapter or State Organization Honorary – A 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. Honorary membership can be granted at the chapter, state organization, or international level.

1. Honorary members may participate in all activities except that of holding office.
2. Chapter honorary members are elected in accordance with chapter rules. The Recommendation for Membership (Form 11) www.dkg.org > Resources > Membership.
3. Each chapter honorary member is presented with an honorary membership certificate. Members may be given a key pin.
4. A former educator is eligible for active, not honorary, membership.
5. An honorary member cannot accept membership in absentia, as personal acceptance is required.
6. An honorary member may serve as parliamentarian.
7. No annual dues or fees are paid to the chapter, state organization, or the international level.

8. An honorary member who becomes a professional educator and thus eligible for active membership accepts the obligations, responsibilities, and honor of membership at all three levels, including appropriate dues and fees. (Rules 4.1 & 4.2)

Reinstatement

A former member shall be reinstated to membership by the chapter receiving the request. There are no restrictions, chapter or geographical, on reinstatement. The chapter does not vote on the reinstatement. There is no reinstatement fee. Reinstated members shall pay full annual dues whenever reinstated.

Termination

Membership is terminated for non-payment of dues and fees, resignation, or death. The chapter treasurer completes the Report of Members Dropped (Form 18A) www.dkg.org > Resources > Treasurer > Forms. The chapter is encouraged to contact the member terminating membership by resigning or non-payment of dues to discuss alternatives and determine the reasons for dropping membership. When a member dies, the chapter president (co-president) sends Form 6 to Society Headquarters at the time of the member's death and the president (co-president) or designee completes an annual necrology report (Form 2) by February 1. If requested by the state organization, Form 2 can be found at www.dkg.org > Resources > Treasurer.

Transfer Process

1. The chapter treasurer should transfer the member into the new chapter via the dues portal upon request.
2. The receiving chapter does not vote on the transfer.
3. A member who moves to another area and who wishes to be active in the local chapter but retain membership in original chapter (not transferring to the local chapter) may attend meetings of the local chapter, state organization, and region; at present, there is no circumstance where a member may have membership in more than one chapter simultaneously.
4. Member submits form TR-A to the chapter treasurer of whom the member wishes to transfer to.

Membership Committee

Duties of Chapter Membership Committee Chair and Committee

1. Membership Chair works with the chapter to encourage recruitment, retention and reinstatement of members. Refer to www.dkg.org Resources > Membership for suggested strategies.
2. Prepare the Necrology Report (Form 2) www.dkg.org Resources > Treasurer if there is no chapter necrology committee. This report is due February 1 of each year if your state organization requires.

Membership Resources

Materials and resources are available for download at the DKG website www.dkg.org Resources > Membership.

Opportunities for Members

If a member is looking for:	Consider these opportunities:
Financial support for study beyond the bachelor's degree	– International scholarships –available each year: \$10,000 for doctoral study, \$6,000 for other graduate study – State organization and chapter scholarships*
Financial support for one-time professional development	– DKG Educational Foundation Cornet Awards – one-time individual awards of up to \$2,000 – State Organization Professional Development Awards* – Chapter grants*
Financial support for classroom/ school/ community project	– DKG Educational Foundation Project Awards – State Organization Foundation grants* – Chapter mini grants*
Leadership training for professional growth	– International Leadership/Management Seminar – graduate training valued at more than \$8,000; if selected to attend, recipients pay a registration fee – International conventions/conferences – State organization conventions/conferences* – State organization leadership seminars* – Society sponsored parliamentary training
Speaker or presenter opportunities	– International Speakers Fund speaker on topics of personal/professional expertise. – Chapter programs – Area, state organization, international workshops – Keynote speakers at Society meetings
Emergency assistance Member has a major loss from floods, tornados, earthquakes, or other catastrophic event of nature	– International Emergency Fund, \$500 per event
Recognition for an earned doctorate	– Listing in program and recognition at international convention
Leadership opportunities in a nurturing environment	– Chapter officer/committee chair/member positions – State organization committee member/chair – State organization officer positions – International committee member/chair – International administrative board member/officer
Service to community/state/province/ country/world	– UNICEF GIRLS (Girls Initiative to Revitalize Learning and Success) project support – Support for local early-career educators – State organization service project support* – Chapter service project participation*

**Indicates that not all state organizations and chapters have these opportunities.*

Finance

Dues and Fees

The work of the Society is primarily supported by membership dues. Additional revenue may be derived from contributions, bequests, investments, and sale of items. State organization dues, chapter dues, and fees are established by the state and chapter governing documents. Governing documents may include the process for maintaining or changing chapter dues and assessments.

A chapter or state organization may vote to establish a Scholarship Fund. Scholarship fees, if applicable, are paid to the chapter and state organization. Once money is designated for scholarships, it may not be used for other purposes. Money may be added to this fund from other sources.

No fees are paid to International.

Chapters may vote to establish an assessment fee, money in addition to dues, which may be levied on active members. Reserve members may be exempt from paying an assessment fee.

Reinstated members pay full dues upon reinstatement. There is no reinstatement fee. Collegiate and Honorary Members whose status is changed to active membership pay full dues upon their change in status.

Reserve members whose status was changed by vote of the membership pays reserve member dues upon the change in status.

Payment of Dues and Fees

Dues and fees must be paid by June 30 for the ensuing year.

The chapter treasurer creates an order form for payment of state and international dues by following the instructions located at www.dkg.org > My DKG > My Account > Chapter Connect > Dues Portal.

The state organization and International dues must be sent to the state treasurer and International respectively.

Dues Collection Timelines

- April 1 – June 30 – Chapters collect dues for the upcoming membership year. New members may be added, and membership changes are made inside the dues portal.
- June 30 – Membership dues are due to chapter treasurer.
- July 1 – Fiscal Year begins. Chapters send dues to state organizations and International.
- July 1 – August 1 – Chapters continue to send dues to state organizations and International.
- August 1 – Unpaid members will receive an email reminder from International to pay dues.
- August 1 – September 1 – Chapters continue to send dues to state organizations and International.
- September 1 – Unpaid members will receive an email reminder from International to pay dues.

- October 1 – Unpaid members are dropped from membership. These members can be reinstated in the dues portal once the current dues have been paid to the chapter treasurer.
- January 1 – March 31 – New Active members pay 50% International dues. States and chapters determine whether dues are pro-rated for new members joining during this time as determined by their governing documents.
- March 1 – March 31 – Dues Portal is unavailable due to maintenance. Prior to March 1, chapter treasurers should ensure that all current members have had orders created in the dues portal. (*Dues portal will reopen in early April.*)

Finance Committee

The International Finance Committee is elected. Chapter rules and/or state organization bylaws determine selection of members of chapter and state organization finance committees. The president and the treasurer are ex officio members of the Finance Committee at both state organization and chapter levels. Some serve with a vote, and some serve without a vote. Chapter and state organization treasurers should not serve as chairman of the Finance Committee. State organizations and chapters are responsible to International for the work of this committee.

Chapter Finance Committee Responsibilities

1. Recommend the amount of annual chapter dues.
2. Prepare the budget and present it for review, modification, and adoption by the Chapter Executive Board and/or the chapter membership.
 - a. Review chapter assessments when considering budget. Only a chapter may make member assessments.
 - b. Review Chapter Rules for budget-related items that may require changes.
3. Supervise all expenditures and investments of chapter funds.
4. Provide for an annual financial review.
5. For all U.S. chapters, check to confirm that the IRS Form 990 or Form 990-N is filed each year.
6. Complete committee report forms and return them to the designated person.
7. Perform other duties determined by the Chapter Executive Board.

State Organization Finance Committee Responsibilities

1. Recommend the amount of annual state organization dues.
2. Prepare the budget and present it for review, modification, and adoption by the State Organization Executive Board.
3. Follow guidelines established for various funds in the Society's governing documents.
4. Supervise all expenditures and investments of state organization funds.
5. Provide for an annual financial review.
6. Complete and submit committee reports on time.
7. Verify that all U.S. entities with a separate EIN have filed the IRS Form 990, 990EZ, or 990-N.
8. Perform other duties determined by the State Organization Executive Board and/or State Organization Bylaws.

Budgeting

The budget is a spending plan that supports the strategic goals of the chapter or state organization. The budget may be developed for a biennium or a year. This financial statement of estimated revenue and expenses is your organization's financial plan. The president and treasurer should be involved in the budget process. Chapter rules and state organization bylaws and rules provide information for the budget process.

No organization should function without a budget. If you plan for a biennium, conduct a yearly update.

The Finance Committee should refer to the Society's governing documents which define the Available Fund, Permanent Fund and Available Fund Reserve. Chapter rules and state organization bylaws and rules provide information for the budget process.

If a Scholarship Fee is collected, it is paid as determined in accordance with state's governing documents. Monetary awards from these funds are granted only to Society members. Some state organizations maintain a Scholarship Fund. A chapter may maintain a Scholarship Fund by majority vote.

Grant Awards may provide funding for service projects or financial aid to non-Society members. Funds from the scholarship fee may not be used for a non-member award.

FINANCE

Sample Budget Worksheet

_____ Chapter _____

20 _____ - 20 _____

Revenue

Estimated Receipts			
Dues			
International	@ \$40 (Active)	\$ _____	
	@ \$20 (Reserve)	_____	
	@ \$20 (Collegiate)	_____	
State	@ _____ (A)	_____	
	@ _____ (R)	_____	
	@ _____ (C)	_____	
Chapter	@ _____ (A)	_____	
	@ _____ (R)	_____	
	@ _____ (C)	_____	
Scholarship Fee	@ \$ _____	_____	
Chapter Assessments	@ _____	_____	
Interest Income		_____	
Other		_____	
Total Estimated Receipts		\$ _____	

Expenditures

Estimated Expenses

Dues

International

_____	@ \$40 (Active)	\$ _____
_____	@ \$20 (Reserve)	_____
_____	@ \$20 (Collegiate)	_____
_____	@ _____ (A)	_____
_____	@ _____ (R)	_____
_____	@ _____ (C)	_____

State

President's expenses Conventions, workshops Miscellaneous

Meeting expenses	_____
Induction expenses	_____
Stationery and supplies	_____
Chapter yearbook	_____
Postage	_____
Committee expenses	_____
Contributions	_____
Special Projects	_____
Gifts and flowers	_____
Other	_____
_____	_____
_____	_____
_____	_____

Miscellaneous

Scholarship Fee to Scholarship Fund (if applicable) _____

Total Estimated Expenses \$ _____

Financial Controls

Chapter and state organization governing documents should include safeguards of funds handled by the treasurer.

All chapter and state organization deposits must be made into the account of the chapter or state organization. No revenue may be deposited into a personal account. The president and treasurer are required signers on all financial accounts for the chapter & state organization.

Payment for reimbursement, bills and other expenses must be approved by the president as authorized by the budget or through adopted motions.

Bills must be rectified prior to payment and receipts must be attached to the approved reimbursement.

State Organization/Chapter Financial Review Committee

Members of the Financial Review Committee are the examiners of accounts. They are expected to examine all records and certify the accuracy of these records. The organization holds this committee accountable for any unexplained inaccuracies that may be found in the future in materials they have reviewed. Financial Reviews are permanent records and are never destroyed.

Guide for State Organization/Chapter Financial Review Committee

Members of the Financial Review Committee are the examiners of accounts. They are expected to examine all records and certify to the accuracy of these records. The organization holds this committee responsible for any unexplained inaccuracies that may be found in the materials they have reviewed.

Check the box beside each item to indicate that it has been verified.

- ☐ All financial accounts are in the name of a state organization or chapter of the Society, not in the name of an individual.
- ☐ Signatures, including president and treasurer, on all bank accounts and investments are current.
- ☐ The correct Employer Identification Number (EIN) is on file.
- ☐ Form 990N, Form 990EZ, or Form 990 was filed with the IRS for U.S. chapters, coordinating councils, separate scholarship funds, state organizations, and foundations (if applicable).
- ☐ The correct amount was collected for each type of membership.
- ☐ Proper distribution was made for each type of membership fee and recorded.
- ☐ Correct amounts were sent promptly to the Society Headquarters/state organization treasurer for international and/or state organization dues and fees.
- ☐ Bank statements were properly reconciled each month with the book balance and the checkbook balance.
- ☐ The total amount of funds received during the year was deposited to chapter or state organization bank account within a reasonable time.
- ☐ The total amount of checks written equaled the total amount of expenditures recorded on the books.
- ☐ The cash balance at the beginning of the year plus (+) receipts during the year minus (-) disbursements during the year equaled (=) the balance at the end of the year.
- ☐ All expenditures were approved by the president.
- ☐ All expenditures were supported by documentation.
- ☐ All expenditures were supported by budget allocations or by actions recorded in the official minutes of the organization.
- ☐ All directives and limitations regarding finances, as recorded in the minutes of the organization, were followed.
- ☐ Special contributions were received and/or disbursed in accordance with their intended purpose.
- ☐ All fund transfers were made in a timely manner.
- ☐ State Organization Investment Policy is current.
- ☐ A list of current bonds, securities and other investments is available, providing the following information for each investment:
 - ☐ type of investment;
 - ☐ principal amount;
 - ☐ maturity date;
 - ☐ name of financial institution;
 - ☐ physical location of documents; and
 - ☐ correct amount of investment income recorded at time earned.

Financial Review completed by _____

_____ Date

FINANCE

Managing Members

The president, treasurer, and membership chair work together to encourage all members to renew membership each year. Developing strategies that assist members who encounter financial challenges regarding dues payment can also help these members stay active and engaged. When the treasurer identifies members who have not yet paid dues, the president and membership chair should contact them to remind them they are valued members of the chapter. A request may also be made to other members in the chapter to assist with this task. A dues reminder card Form 123 is available at www.dkg.org > Resources > Treasurer > Forms. There are forms for both mail and email. Form 123 is also available on Chapter Connect.

A member who is unable to pay dues because of age-related challenges, physical disability or even confinement to a nursing facility may not be aware that dues have not been paid or may have no way of paying dues. The chapter may vote to pay the dues or may waive chapter dues and pay dues to the state organization and International. Reserve membership may also be an option for these members.

Membership numbers are issued when the chapter treasurer puts the name of the new member and their join date into the dues payment portal when they pay their dues. Without a member ID number, the new member is unable to access member benefits such as the website, resources, or publications.

Donating to the DKG International Educators Foundation (DKGIEF)

The DKG International Educators Foundation is a 501(c)(3) U.S. federal income tax exempt corporation. Contributions to the Foundation are deductible on federal income tax in the U.S. and some member countries. Chapter, state and individual contributions to various funds at the international level are made by using Form 43. Credit card contributions may be made through the online contribution form on the Society website at www.dkg.org > DKGIEF > Ways to Contribute.

A separate Form 43 must be completed for each gift with only one specified fund per form. A separate check, wire or credit card is required for the amount submitted to each specified international fund. Each check is written payable to DKGIEF, with a note on the memo line indicating the fund being supported. If a chapter collects individual checks made out to the World Fellowship Fund, they may use one Form 43 and put the total of the checks on the form.

Internal Revenue Service information U.S. State Organizations

The Delta Kappa Gamma Society International, state and chapters are tax-exempt under Section 501(c)(6) of the U.S. Internal Revenue Code. This exemption is an exemption from paying federal income taxes. Generally, it does not allow for exemption from state and local sales and/or property taxes charged on items or services.

Questions frequently arise about allowable fund-raising activities under 501(c)(6). Income that is unrelated to the tax-exempt nature of the organization may be taxable.

State organizations should inform chapters of fundraising laws for compliance.

Employer Identification Number

The Internal Revenue Service requires each unit of the Society to have an Employer Identification Number (EIN). This number is assigned by the Internal Revenue Service. International and each state organization, chapter, and coordinating council of the Society are required to present this number to any financial institution that pays interest on accounts.

The EIN is a nine-digit number and is frequently confused with personal Social Security numbers. Under no circumstances should a treasurer ever use a personal Social Security number for a Society account.

When a new chapter is organized, Society Headquarters applies for the Employer Identification Number (EIN). When the chapter treasurer receives the EIN from the IRS, a copy of the letter should be emailed to the Society's Finance Director at societyoper@dkg.org.

A complete list of Employer Identification Numbers is kept on file at Society Headquarters. Each unit of DKG should have only one EIN. It is the treasurer's responsibility to keep this number and record it in financial records. All banks will require this information.

Keep all correspondence from the IRS for chapter records. Do not ignore letters from the IRS. The chapter treasurer is the only one who receives correspondence from the IRS regarding the chapter.

Filing IRS Form 990

All U.S. chapters and U.S. state organizations and any other entities of DKG that have a separate EIN are required by the Internal Revenue Service to annually file Form 990 or Form 990-N electronically between July 1 and November 15.

The filing of Form 990 or 990-N is based on annual gross income. Gross income means the amount of income for the year only, not the total money the treasurer may have handled that belongs to another unit of the Society.

1. If the gross income for the year is not more than \$50,000, the chapter or state organization must file a 990-N electronically. You can find a direct link and the process on the Society website in Chapter Connect.
2. If a chapter or state organization has an income of more than \$50,000, it must complete the Form 990 available through your local accountant or on the IRS website. Contact the Society's Finance Director at 512-478-5748 if you have any issues with filing.

The fiscal year on Form 990 should be July 1 to June 30. If the fiscal year is incorrect, email societyoper@dkg.org with the name of the chapter treasurer, email address, mailing address, chapter name and EIN. International will send a letter to the IRS on your behalf and send an electronic copy for the chapter or state organization files.

All chapter treasurers and coordinating councils must send confirmation of Form 990-N filing to their state organization treasurer. Do not wait until the last minute to file. File as soon after July 1 as possible. In some cases there is something that needs to be

changed with the IRS, like the filing year.

The IRS will automatically revoke the tax exemption status of any unit failing to satisfy its filing requirements for three consecutive years. The automatic revocation is effective on the due date of the third required annual filing. This means that the chapter, state organization or coordinating council will lose its non-profit status under the DKG group ruling and its income will become taxable.

Sale of Goods

The following guidelines follow the Society's governing documents for the sale of items and the use of Society symbols. State organizations should investigate the sales tax requirements in their respective states, provinces and countries and adhere to them. Failure to comply with sales tax requirements will put the Society in jeopardy of losing its not-for-profit, 501(c)(6) status. Sale of items by vendors should be scheduled at times other than Society general sessions or business meetings.

1. Items should be of high quality, reflecting the professional image of the Society.
2. The Society key should not be used on items designed for sale by members, chapters, state organizations, and any other vendors.
3. Items may be advertised in state organization or chapter newsletters or brochures, consistent with postal regulations.
4. All vendors are responsible for obtaining all required governmental sales tax numbers in the location where the event is held. All vendors are responsible for paying all applicable sales taxes to the governmental unit.
5. Written permission must be obtained for any materials protected by copyright.

Ordering Society Jewelry and Paraphernalia

When a member wants to purchase Society jewelry, it must be ordered from Award Concepts, the official jeweler for the Society. Information is available online through the website at www.dkg.org. Chapters may decide to purchase jewelry for members as an accessory item, but it is not mandatory for members.

Retention Schedule

Type of Record	Legal Period
Records of Deposits & Paid Checks	7 years
Bank Statements/Reconciliations	7 years
General Ledger/Journal	Permanent
Authorization & Appropriation for Expenditures	7 years
Invoices	7 years
Auditor Reports/Financial Reviews	Permanent
Budget Reports	4 years
Revenue and Expenditure – Fiscal Year July 1 – June 30	7 years
Membership Form 18: Dues Orders	7 years
Membership List	4 years (at least)
Inventories of materials and supplies	4 years
Tax Returns – Federal 990 (U.S. Only)	Permanent
Employee Payroll Records, timesheets, W-2 and W-4 records	7 years
Employee Applications	3 years
Employee Files	7 years after employment ends
State Organization Convention Financial Records	7 Years
Contracts	10 years from termination
Insurance Policies	Permanent
Leases	10 years from termination
Real Estate Purchases	20 years after sale
Annual Reports	Permanent
Articles of Incorporation or Chapter Charter	Permanent
Governing Documents	Current
Minutes	Permanent
Keep State Organization/Chapter records of archival value permanently. For long term storage DKG recommends that hard copies be kept in addition to electronic data.	

Organization

Chapter Structure

Each active, reserve and collegiate member belongs to International and a state organization and may maintain membership in a chapter. The term state organization designates states, territories, provinces, countries, or comparable political divisions of countries where DKG is organized. State organization boundaries coincide in some instances with national boundaries. The terms International and/or Society refer to the overall organization.

A chapter is governed by the *Constitution* and *International Standing Rules*, the state organization bylaws/standing rules, the chapter rules, and the designated parliamentary manual. A chapter adopts and recognizes in its chapter rules the parliamentary manual adopted by the state organization. No chapter rule or practice shall be in conflict with international or state organization governing documents. A state organization, as a political entity, may be required to have a Corporate Charter. If a Corporate Charter exists, it takes precedence over all other Society governing documents. Each voting member of an assembly is entitled to one (1) vote. Proxy voting is not an acceptable practice.

A chapter has full authority for:

1. administration of membership
2. management of chapter funds; decisions related to assessments and the amount of chapter dues
3. the addition of a second vice president and/or corresponding secretary to its elected officers
4. choice of standing committees or an alternate structure to carry out constitutional responsibilities
5. choice of number of chapter meetings above the four required business meetings
6. the determination of the number necessary for a quorum
7. inclusion.

Rules

Chapter Rules serve as a guide for chapter operations and procedures within the framework of the DKG *Constitution* and *International Standing Rules* and the respective state organization governing documents which include such items as dues, number of programs and projects each year. Chapter rules are to be consistent with the *Constitution* and *International Standing Rules*, state organization bylaws and parliamentary authority. Chapter rules are to be submitted to the state organization for review.

Coordinating Councils (optional)

Coordinating councils may be organized in areas in which several chapters exist. The purpose of a coordinating council is to coordinate the planning, scheduling, and implementation of activities, projects, and procedures of joint concern to chapters.

If an area/city or several chapters decide to have a coordinating council and a chapter desires to participate, the president (co-president) and one other member serve on the council. Coordinating councils organized in the United States and establishing a bank account with a separate employer identification number (EIN) should report that number to Society Headquarters and file a Form 990 yearly.

ISR5. Organization -- General

1 Coordinating Council Organization (Optional)

5.11 Each coordinating council shall adopt rules that are consistent with the *Constitution*, GAPP, and its state organization bylaws.

5.12 Activities of coordinating councils shall be financed as approved by the state organization executive board.

Executive Board

The members of the executive board are the elected officers of the chapter, immediate past-president, and such other voting members as determined by the chapter. The treasurer and parliamentarian are ex-officio members; the parliamentarian without vote and the treasurer without vote if paid for services.

1. A chapter executive board shall meet at least twice each year.
2. The executive board selects the treasurer for the biennium.
3. Acts in matters requiring immediate action and decision.
4. Recommends policies and procedures for consideration by members.
5. Establishes rules for budget development and approval and for the supervision of chapter finance.

Meetings

- A chapter shall hold at least four (4) regular meetings each year. Additional meetings may be held if desired.
- All meetings of every level of DKG may be held in person, or through electronic communication, or both ways, as long as all the members may simultaneously engage in the meeting or business as determined by their situational needs.
- State organizations and chapters that establish methods of electronic communications are encouraged to adhere to the *International Policy for Use of Electronic Communications* shall be reviewed annually by the Administrative Board. Proposed changes shall be submitted to the International Executive Board for approval.

Merger/Consolidation and Dissolution

Contact the state organization president (co-president) before taking any action. The process for chapter dissolution is delineated in the state organization bylaws.

The process for merging or consolidating chapters should follow Robert's Rules Newly Revised (current edition) or other recognized manual of parliamentary procedure adopted by the state organization and its chapters.

- Funds of dissolved chapters are sent to the state organization treasurer and deposited in the state organization's available fund.
- Funds of merged or consolidated chapters remain with the chapter.

ORGANIZATION

- The state organization decides whether to reuse the name of a dissolved chapter.
- File appropriate 990 forms IRS U.S. only.

Send names and contact information of any officers to the state organization president (co-president) (Form 110).

Officers

Officers

1. An officer must be an active member of DKG.
2. 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 or a corresponding secretary (both elected).
3. Officers, except the treasurer, are elected in even-numbered years.
4. The chapter treasurer is selected by the chapter executive board each biennium.
5. The term of each elected officer shall be two (2) years or until a successor is named.
6. No officer, except the treasurer, may serve in the same office longer than two (2) terms in succession.
7. The term for chapter officers begins July 1 following election or selection.
8. The chapter parliamentarian is appointed by the president (co-president) and may serve more than two (2) consecutive terms.
9. It is desired that the parliamentarian be a member of the chapter.

Officers and Related Personnel Duties

Chapter president (co-president)

1. Become familiar with the president's (co-president's) duties, the procedures and work of DKG, and the business of the chapter.
2. Attend leadership training.
3. Act as presiding officer at regular and called meetings and direct the activities of the chapter.
4. Serve as chair of the chapter executive board and as a member of the state executive board.
5. Represent the chapter at state organization meetings, workshops, international meetings, conventions, and coordinating councils-if applicable.
6. Appoint standing and special committees and a parliamentarian for the biennium.
7. Act, with the advice and approval of the executive board, on matters which cannot be deferred until the next meeting.
8. Work with the chapter to plan activities for the year that develop the leadership potential of its members.
9. Ensure the chapter has a plan for strategic growth and development.
10. Ensure chapter rules are up to date and in alignment with state organization bylaws and International Constitution.
11. Approve for payment all expense claims and publications.
12. Serve as ex-officio in the supervision of finances and budget development.
13. Notify the state organization and local banks of changes in officers during the biennium.
14. Fill by appointment all vacancies in the office.
15. Ensure that new membership kits have been ordered.
16. Ensure that recognition is given to any chapter member who is serving as

OFFICERS

a state organization or international officer, committee chair, or committee member.

17. Complete forms when requested by state organization or international.
18. Work with the membership chair and the treasurer to contact each member who has not paid dues before the member is dropped for non-payment of dues.
19. Contact the state president (co-president) for a scheduled list of reports and deadlines.
20. A chapter president (co-president) assumes responsibility for encouraging chapter activities that develop the leadership potential of each chapter member. Each chapter and state organization is responsible for the work of some international committees: Communications and Marketing, Educational Excellence, Finance, Membership and Expansion, Scholarship, and World Fellowship. Committee names and number of committees at the state organization and chapter level may or may not be the same as international or state organization committees; but required work, as applicable, is to be carried out as indicated in the *Constitution*, Article VIII. Chapters make decisions on committee names, and the work of those committees. Reports of the work of chapters are prepared on forms supplied by DKG and submitted to the persons designated on the forms. The President is an ex-officio member of all committees except the Nominating Committee if this statement appears in the chapter rules. As an ex-officio member, the President has a vote.

Documents and publications for president's (co-president's) file

1. Current *Constitution* and *International Standing Rules*
2. Current Handbook of The DKG Society International. Download the latest version from www.dkg.org > Publications > Handbook.
3. State organization bylaws and standing rules
4. Chapter rules
5. Chapter charter
6. Official Inductee Register

Vice President/Membership Chair

1. Performs those duties assigned by the president (co-president) and/or the executive board.
2. Acts in place of the president when the need arises.
3. Becomes the president in the event of the death or resignation of the president and serves until the next regular election of officers.

Secretary

1. Maintains written records for chapter files.
2. Records the minutes of each chapter and executive board meeting, including any membership terminations with reasons for termination, and other official actions taken.
3. Makes available to members the minutes of the previous meeting.
4. Files official minutes in a permanent chapter file after indicating the date that minutes are approved with signature/initials.

Treasurer

1. Receive all monies belonging to the organization. Monies may never be deposited into a personal bank account.
2. Pays the bills approved by the chapter presidents authorized in the budget or through chapter actions.
3. Keep an accurate account of revenue and expenditures.
4. Maintain a record of receipts, bills and bank statements.
5. Collect the proper dues and fees.
6. Presents report at each regular meeting. Include a summary of expenses and revenue for the period since the last meeting, and the balance on any invested funds.
7. File required tax reports.
8. Submit the accounts of the organization for annual audit/financial review.
9. Serve as a member, ex officio, without vote if under remunerative contract for services, on the respective executive board.
10. Serve as a consultant in the process of budget development and supervision of finances.
11. Chapters complete and submit an Annual Report of the Treasurer Form 15 to the state organization treasurer. State organization treasurers submit an Annual Report of the Treasurer Form 16 to International.
12. Maintain an accurate and current membership roster.
13. Submit Change of Treasurer Form 87 www.dkg.org > Resources > Treasurer to the State Organization Treasurer and International (mem@dkg.org). Upon receipt of Form 87, International will issue credentials to the new treasurer for access to the dues portal. International will notify the IRS when a U.S. treasurer is changed.
14. Maintain financial records as listed in the Retention Schedule.

Parliamentarian

1. Advises the officers and members in matters pertaining to interpretation of the *Constitution* and *International Standing Rules*, state organization bylaws, chapter rules, and parliamentary procedure.
2. Gives advice or explanation only when requested to do so.
3. Is not an officer, but is a non-voting member of the executive board.
4. It is desired that the appointed parliamentarian be a member.

Order of Business for state organization or chapter meetings

An effective leader approaches every meeting with a definite agenda. To expedite business this agenda must be followed. The agenda approved by the National Association of Parliamentarians given below may be useful.

After adoption of the agenda, the Order of Business may be changed by a motion to suspend the rules. Such a motion requires a second and a two-thirds vote.

Sample Agenda for Chapter Meetings

1. Call to Order by the Chair stating that the meeting will come to order.
2. Opening Ceremonies (Optional).

3. Introduction of Guests (if any).
4. Roll Call (Optional).
5. Approval of Minutes: If the minutes have been distributed previously, the secretary does not read them. Neither are they read if they have been approved by a committee assigned to do so. The chair declares the minutes approved. If there are corrections, these are acted upon by general consent, or by motion. Such a motion must be seconded and requires a majority vote for approval. When approved the chair declares the minutes approved as corrected.
6. Reports of Officers (Who have reports to give). If the Executive Committee has a report it is read by the Secretary.
7. Report of Treasurer.
8. Reports of Standing Committees.
9. Reports of Special Committees: The same rules apply as for standing committees.
10. Special Orders: This includes any postponed item which was made a special order for this meeting. Also includes action required by Chapter rules ie: Election of Officers.
11. Unfinished Business (if any) ie. motions not dealt with at the previous meeting.
12. New Business: All business items must be introduced by a main motion and require a second. The motion is open for debate, amendment, postponement, etc. After action, the chair takes the vote, announces the result, and states what action will be taken.
13. Announcements.
14. Program: A program may be scheduled anytime during the meeting preferably before or after discussing business.
15. Adjournment: When there is no additional business, the Chair may declare the meeting adjourned.

Introductions for state organization or chapter meetings

The presiding officer or designee introduces or presents those seated at the head table and guests present.

1. Persons who are not members or who are unknown to the group are introduced.
2. Persons who are known to the group are presented.

Opening Ceremonies

Check the protocol of the country in which a meeting is being held and the state organization's parliamentary authority to determine proper order of activities that formally open a large meeting of an assembly. In the United States of America, the order of presentation would typically be an invocation, the national anthem, and the Pledge of Allegiance to the Flag of the United States of America. An inspiration, if desired, would follow.

Activities That May Have Religious Connotations

The Society has no religious affiliation and invites members of all faiths and denominations. Members are reminded that inspirations, collects, invocations, etc. should not include any identifiable religious reference. Members are reminded that identifiable religious books or items should not be displayed unless all religions are represented.

Scholarships, Grants, and Awards

A chapter may retain part of the scholarship fee paid by each member if it has a chapter scholarship fund, separate from the chapter available fund, designated for scholarships for members. A chapter may give a grant (grant-in-aid) to a member/non-member. The name of a grant-in-aid is the choice of the chapter. A chapter has the responsibility to:

1. Establish criteria and select recipients for chapter awards and chapter scholarships;
2. Ensure scholarship funds are used only for members;
3. Promote chapter or state organization awards for members & non-members;
4. Publicize chapter, state organization, and International scholarship and grant deadlines.

Evaluation: Is your chapter healthy? Look for these indications:

1. Providing support and fellowship to members: develop carpools, recognize members at each meeting.
2. Presenting interesting, informative, comprehensive orientation and reorientation sessions.
3. Developing diverse programs to engage all members.
4. Involving members in programs.
5. Improving communications. Is your newsletter effective?
6. Optimally, the chapter has 20 or more involved and participating members.
7. Not more than 10 percent of the chapter members are reserve members.
8. New members are inducted each year.
9. Orientation programs are held for prospective members.
10. Reorientations are presented each biennium for all members.
11. There is good attendance at all chapter meetings.
12. Programs have professional substance and are related to the Delta Kappa Gamma Purposes and Mission.
13. All members participate in a variety of ways.
14. Executive Board meetings are held regularly (a minimum of 4 each biennium).
15. Members attend council, area, state organization, international functions.
16. Funds are budgeted to assist the president's (co-president)'s attendance at council, area, state organization, international functions.
17. Members are enthusiastic about Delta Kappa Gamma.
18. Members are willing to serve as officers and committee chairs.
19. Written, electronic and telephone communications are excellent.
20. Reports and requested documents are submitted on time.
21. For more information go to www.dkg.org Resources > Membership > Chapter Strengthening.

Chapter Rules Checklist

Chapter president (co-president) should check with the state organization to determine if there is a Chapter Rules Checklist in place.

Cross Reference Between Constitution and International Standing Rules

Topic	<i>Constitution - C</i>	<i>International Standing Rules - ISR</i>
Affiliates	C Article XIV	ISR 14
Amendments	C Article XVI	—
Awards	C Article XIII	ISR 13
Boards	C Article VII	ISR 7
Committees	C Article VIII	ISR 8
Conflict of Interest	C Article XVIII	—
Dissolution	C Article XIX	—
Finance	C Article IV	ISR 4
Indemnification	C Article XVII	—
International Conventon/ International Conferences	C Article X	ISR 10
Meetings	C Article IX	ISR 9
Membership	C Article III	ISR 3
Mission and Purposes	C Article II	—
Name	C Article I	ISR 1
Officers	C Article VI	ISR 6
Organization	C Article V	ISR 5
Parliamentary Authority	C Article XV	—
Publications	C Article XII	ISR 12
Society Headquarters	C Article XI	ISR 11

Legend: C = Constitution ISR= International Standing Rules

MERGER AND CONSOLIDATION

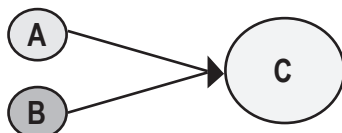
Combining of Chapters

Robert's Rules of Order Newly Revised 12th Edition. In cases where two existing societies wish to combine, there are two possible procedures, which are legally distinct.



1a. A is absorbed into B. (B Bylaws govern)

1b. B is absorbed into A. (A Bylaws govern)



2. A and B both discontinue their separate existence in order to come together in a new organization. Bylaws to govern C must be developed and adopted.
[Called Consolidation]

	Merger	Consolidation
Definition	One of the two organizations continues, while the other loses its independent identity and *ceases to exist, since it is merged – that is, absorbed – into the former.	Two or more organizations each discontinue its independent existence, and a new entity is formed that includes the memberships of the consolidating organizations, continues their work, and assumes their assets and liabilities.
Name	The resulting organization may be given a new name.	The resulting organization may be given a new name.
Incorporated	Consult an attorney to draw up the proper papers and advise as to all steps necessary to fulfill the legal arrangement.	Consult an attorney to draw up the proper papers and advise as to all steps necessary to fulfill the legal arrangement.
Unincorporated	The organization that is giving up its independent identity should adopt a resolution substantially as follows: • “Resolved, That the <u> A </u> Society be, and hereby is, merged into the <u> B </u> Society as of [date] or when such merger shall be accepted by the <u> B </u> Society.” • For its adoption, such a resolution requires the same notice and vote as for amending the bylaws.	The two or more consolidating organizations adopt resolutions authorizing the consolidation, similar to the resolutions described in the item relating to merger. • Often – but not necessarily – these meetings are held simultaneously in the same building. • The resolutions containing details relating to the mechanics of transition are usually drafted by a joint committee.

MERGER & CONSOLIDATION

Cont...	Merger	Consolidation
	• This resolution should be joined with, or its adoption should be followed by the adoption of, resolutions transferring all of the assets and liabilities to the chapter into which it is merging, and providing for whatever other administrative details will be required in the mechanics of transition. • The society into which the first organization is being merged should adopt a resolution accepting the merger, and this motion similarly requires the same notice and vote as to amend the accepting organization's bylaws, because it so greatly alters the per-capita interest of each member. • Often, resolutions authorizing and approving mergers contain stipulations and qualifications, sometimes even to the extent of naming the officers who will serve during the first year after the merger. Usually these resolutions are the work of a joint committee of the two organizations and form a part of its recommendations.	• After the consolidating organizations have each adopted resolutions which are substantially identical and which provide for consolidation as of a stated date, a joint meeting of the members of the consolidating groups is held for the purpose of organizing the new society that is to emerge. • A new set of bylaws must be drawn up and adopted. The procedure is similar to that for the original establishment of a society except that the necessary resolutions and motions normally are worded so that the date on which the new organization is established, its bylaws take effect, and its officers assume office coincides with the date on which the consolidating groups discontinue separate existence.

*"Ceases to exist" (an outcome) is not synonymous with "Dissolution" (a process) January 2009

Parliamentary Procedures

Ranking Motions

To handle a motion in Robert's Rules of Order, you need to follow these steps:

1. A member rises or raises a hand to signal the chairperson.
2. Another member seconds the motion.
3. The chairperson restates the motion.
4. The members debate the motion.
5. The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. The chairperson announces the result of the vote and any instructions.

Some basic rules for using motions in Robert's Rules of Order:

- Positive (action) motions are permitted, not negative.
- Only one person should speak at a time.
- You cannot raise another motion until all other motions are settled or adjourned – one motion must be discussed at a time.
- All members have equal rights to be heard when discussing a motion.

Process for amending a motion is as follows:

1. Obtain the floor and obtain recognition from the chair.
2. Make a motion to amend the motion under consideration.
3. The motion to amend must be seconded.
4. The chair states the motion to amend.
5. Debate on the motion to amend begins.
6. A vote is taken on the motion to amend.
7. If the motion to amend passes, the main motion is amended accordingly.
8. The amended motion is then voted on.
9. It's important to note that an amendment must be relevant or germane to the motion it seeks to amend. Additionally, an amendment that does nothing but make the motion a rejection of the original motion is not proper and not in order**—An incidental main motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority of the entire membership.
10. Before a motion has been stated by the chair, it can be withdrawn or modified by the maker.
11. After being stated by the chair, it can be withdrawn or modified only by unanimous consent or a majority vote of the assembly.
12. Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and can be made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which a business meeting is held.

Pertinent Facts

A **main motion** brings business before the assembly.

A **subsidiary motion** assists the assembly in treating or disposing of a main motion

and sometimes of other motions.

A **privileged motion** deals with special matters of immediate importance. It does not relate to the pending business. An **incidental motion** is related to the parliamentary situation in such a way that it must be decided before business can proceed.

Forms of Voting

A **voice vote** is the most commonly used form of voting.

A **rising vote** is the normal method of voting on motions requiring a two-thirds vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a division of the assembly.

A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies or for a rising vote in very small assemblies if no member objects.

A **count** can be ordered by the chair or by a majority vote of the assembly.

Unanimous consent is a vote of silent agreement without a single objection.

A **ballot or roll call** vote can be ordered by a majority.

Rulings of the chair can be appealed motions of higher rank than themselves.

Meaning of Symbols

Motions are listed in the order of precedence, with the chair, higher ranking motions are in order but not lower

- A – Can be amended.
highest ranking at the top. After a motion has been stated by
- D – Is debatable.
- I – Is in order when another has the floor.
- M – Requires a majority vote (i.e., more than half the votes cast).
- R – The vote on this motion may be reconsidered.
- S – Requires a second.
- $\frac{2}{3}$ – Requires $\frac{2}{3}$ vote (i.e., at least twice as many in the affirmative as in the negative.)
- – Usually no vote is taken. The chair decides.
- # – A main motion when no other motion is pending
- – No vote is taken. The chair responds.
- * – See *Robert's Rules of Order Newly Revised*.
- ** – An incidental main motion which usually requires a majority vote with previous notice, a $\frac{2}{3}$ vote without previous notice, or a majority of entire membership.

Ranking motions, except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.	Interrupt	Second	Debate	Amend	Vote	Reconsider
Privileged Motions						
# Fix the time to Which to Adjourn		S		A	M	R
* Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the day	I				+	

Subsidiary Motions						
Lay on the Table		S			M	R*
Previous Question (close debate)		S			$\frac{2}{3}$	R*
# Limit of Extend Limits of Debate		S		A	$\frac{2}{3}$	R*
# Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
# Commit or Refer		S	D	A	M	R*
# Amend		S	D	A*	M	R
# Postpone Indefinitely		S	D		M	R*
Main Motion		S	D	A	M	R

Non-Ranking Motions	Interrupt	Second	Debate	Amend	Vote	Reconsider
Incidental Motions						
Appeal	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consideration by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of a Question		S*		A	M*	
Division of the Assembly	I				*	
Objection to the Consideration of a Question	*				$\frac{2}{3}$	R*
Parliamentary Inquiry	I				—	
Point of Information	I				—	
Point of Order	I		*		+	
Reopen Nominations or the Polls		S		A	M	R*
Request for Permission to Withdraw a Motion	*	*			M	R*
Suspend the Rules		S			$\frac{2}{3}$ *	
Motions that Bring a Question Again Before the Assembly						
Take from the Table		S			M	
**Rescind or Amend Something Previously Adopted		S	D	A	*	R*
**Discharge a Committee		S	D	A	*	R*
Reconsider	*	S	D*		M	

Basic Parliamentary Information

Prepared by the Education Committee *National Association of Parliamentarians*©

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Chapter Rules Checklist

It is understood that all chapter practices are consistent with the *Constitution/International Standing Rules*, the state organization's designated parliamentary authority, and its bylaws.

Name (*Constitution*, Article I. B)

- ☐ Chapter name is assigned by the state organization.

Mission and Purposes (*Constitution*, Article II)

- ☐ Chapter mission and purposes include promotion of the Society Mission and Purposes.

Membership (*Constitution*, Article III; *International Standing Rules* 3.0)

- ☐ Membership is classified as active, reserve, collegiate, and honorary; procedure for electing members is stated.
- ☐ Chapter has authority to act in matters of membership; an accurate and current membership roster is kept by the treasurer.

Finances (*Constitution*, Article IV; *International Standing Rules* 4.3)

- ☐ Chapter dues and method of determining the dues are listed; members may vote to assess themselves.
- ☐ Financial controls include the president's approval of expenses, a budget, and a financial review.

Organization (*Constitution*, Article V; *International Standing Rules* 5.12)

- ☐ Chapters may participate in a coordinating council; The president and a chapter member serve on a coordinating council if it exists.
- ☐ Chapter president is a representative on the state organization executive board.

Officers and Related Personnel (*Constitution*, VI; *International Standing Rules* 6.0)

- ☐ Elected chapter officers include a president, a vice president, and a secretary. A treasurer is selected by the executive board.
- ☐ Chapters may have an elected second vice president and corresponding secretary.
- ☐ Only those maintaining active membership may hold office.
- ☐ Elections are held in even-numbered years; the procedures for elections are delineated.
- ☐ The two-year term of office "or until a successor is named" is delineated for each office, except that of treasurer.
- ☐ Although not an officer, a parliamentarian is appointed. Collegiate and honorary members may serve as parliamentarian.

Executive Board (*Constitution*, Article VII)

- ☐ Members include the elected officers, the immediate past president, and such other members as designated.
- ☐ The parliamentarian serves without vote. If the treasurer is paid for her services, she serves without vote.
- ☐ The executive board meets at least twice each year, but it may meet more often.
- ☐ A quorum is the majority of the voting members.

Committees (*Constitution*, Article VIII)

- ☐ A committee structure or an alternate structure for doing the work of specified international committees is indicated.
- ☐ A method of appointing/electing special committees is identified; a nominating committee may be elected or appointed; committees are appointed by the president unless exceptions are listed.
- ☐ The chapter president serves as member ex officio on committees except nominating.
- ☐ Provisions are made for accomplishing tasks requiring immediate attention.

Meetings (*Constitution*, Article IX; *International Standing Rules* 9.0)

- ☐ At least four business meetings are held each year; other meetings/excursions may be scheduled.
- ☐ A quorum for regular meetings is designated and should be determined by the chapter.
- ☐ A plan for matters requiring immediate chapter action, such as an executive committee.

Communications/Publications (*Constitution*, Article XII; *International Standing Rules* 12.0)

- ☐ President approves publications; the name and number of issues are specified.

- ☐ Chapter may meet through electronic communication as long as all the members may simultaneously communicate among themselves and participate during the meeting.

Parliamentary Authority (*Constitution*, Article XV)

- ☐ A statement is included that indicates the parliamentary authority designated for the governance of the chapter in instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules.

Amendments (*Constitution*, Article XVI)

- ☐ A procedure for amending chapter rules includes when they may be amended, by what body, the proportion of vote necessary to amend, and the procedure for notifying the membership.
- ☐ A procedure to update the chapter rules to align to changes made to the international and state organization governing documents that affect the chapter level.

Dissolution (*Constitution*, Article XIX)

- ☐ Obtaining the state organization's approval prior to taking any action is noted.
- ☐ Procedure for the transfer of members follows international transfer procedures.
- ☐ Funds remaining in dissolved chapter accounts are to be sent to the state organization treasurer; the chapter charter, paraphernalia and records are delivered to the state organization.

_____date of last amendment _____date of last revision

CHECKLIST

FORMS

Regional (international) Structure- visit the website www.dkg.org and click on the About tab.

For information on ceremonies, refer to www.dkg.org Resources > DKG Officer Resources > Ceremonies

Forms	All forms are available at www.dkg.org > MYDKG > Forms
Contribution	Form 43 – Society Unicef GIRLS Fund Non Dues Revenue (information)
General	Form 70 – Travel Expense Reimbursement Form Form 84 – Emergency Fund Request Photo Permission Form
Membership	Form 6 – Report of Death of a Member Form 21 – Request for Charter Form 21b – Request for Charter Instructions Form 27 – Change of Address Form (Chapter Use Only) Form 81 – New Member Form (Chapter Use Only) Form 82 – Chapter Member Biographical Data Sheet (Chapter Use Only) Form 83 – Reinstated Member Form (Chapter Use Only) Form 86 – Honorary Member Form Form TR-A – Transfer Request Form TR-19 – Transfer Letter from President
Press Release	Press Release Chapter President Press Release Template
Reports	Form 110 – Chapter Officers Report Form Form 210 – State Organization Officer Change Form
Treasurer	Form 2 – Chapter Necrology Report Form 15 – Annual Report of Chapter Treasurer Form 16 – Annual Report of State Organization Treasurer Form 18A – Report of Dropped Members Form 87 – Change of Treasurer Form Form 123 – Dues Reminder Form 990 – IRS
Webmaster	Form 72 – Society Website Compliance
	These forms are available at www.dkg.org > MYDKG > State Connect or Chapter Connect
State or Chapter Connect	Form 310 – Report of Dissolution Form 311 – Report of Merger

Appendix

Glossary of DKG Terms

1. **Administrative Board** – a board of international officers and related personnel that reports to the international Executive Board and carries out the plans and policies adopted by the international convention.
2. **Boards** - The Delta Kappa Gamma Society International members govern themselves through the international *Constitution and International Standing Rules*, state organization bylaws and standing rules, and chapter rules. These documents are adopted by members in attendance at international conventions, state organization conventions, and chapter meetings. Elected, employed, and appointed officials meet as boards to act for and represent the membership and to see that the adopted rules are followed.
3. **Chapter Assessment** – money in addition to dues, may be levied to active members only by vote of chapter members.
4. **Charter** – a document issued by the DKG when a new chapter is installed.
5. **Charter Member** – a woman who becomes a member or transfers membership at the time of the installation of a new chapter.
6. **Collegial Exchange** – an informal magazine that promotes the professional and personal growth of members through publication of writings.
7. **Committee** – one or more persons, elected or appointed, to consider, investigate, and/or take action on certain matters.
 - a. **A standing committee** – has a continuing function as established by name in chapter rules. If chapter standing committees are not established, the constitutional work is assigned to person(s), e.g., executive board, officer, or member. Those responsible for the work of each area are identified in the chapter rules.
 - b. **A special committee** – also called an ad hoc committee or a task force, is appointed as the need arises to carry out a specific task not assigned in chapter rules to a standing committee. A special committee automatically ceases to exist upon completion of its task. Chapter rules designate who authorizes the appointment of special committees.
8. **Cornet Awards** – (Lucile Cornet Awards for Professional Development) individual and seminar awards are offered by The Delta Kappa Gamma Educational Foundation to educators to enhance professional development; awards are funded by a bequest from Lucile Cornet, an Ohio member.
 - a. **Individual awards** – financially assist employed educators, members and nonmembers, in participation in professional development opportunities (e.g., seminars, lecture series, national certification, on-line courses, workshops, and non degree programs) through approved providers such as colleges, universities, and professional organizations other than the DKG. Award applications are reviewed February 1, May 1, and September 1 each year.
 - b. **Seminar awards** – enable sponsorship of professional development seminars. Regions, areas, and state organizations of DKG may apply for seminar awards to financially support professional development opportunities for member and nonmember educators in locales.
9. **The DKG International Educators Foundation (DKGIEF)** – a U.S. 501(c)(3) nonprofit organization formed in 2020 by merging two entities: The Delta Kappa Gamma Educational Foundation, established in 1964, and the DKG Supporting Corporation, founded in 2010. Donations to the various funds managed by DKGIEF are tax-deductible in the U.S. and may also be

GLOSSARY

- deductible in other countries. The funds overseen by DKGIEF are: Cornetet Award, Educational Projects, Educators Award, Emergency, Eunah Temple Holden Leadership, Golden Gift, International Speakers, Scholarship, and World Fellowship.
10. **Dissolution** – a procedure followed when a chapter or a state organization ceases to exist. An alternative to dissolution is the merging or consolidating of chapters.
 11. **DKG Ignite** – a seminar, currently held at the University of Texas in Austin. The seminar, financed by the Golden Gift Fund, provides opportunities for members to develop leadership, communication, and management skills.
 12. **DKG NEWS** – the international newsletter, published online six times a year, is frequently referred to as the NEWS. All issues are archived and available online.
 13. **DKG Stores** – (3rd party site) <https://www.csiweblink.com/DKG/login.asp> To purchase printed items. (*Awards Concepts*) - www.dkg.org/store To purchase DKG jewelry & branded items.
 14. **DKG Visionary Network** – is a long-term, organized system for creating, implementing, and nurturing affinity groups throughout the Society.
 15. **Dropped** – term used when membership is terminated.
 16. **Editorial Board** – appointed by the international president upon recommendation of the assigned administrator and the editor. Members may submit an application for appointment. The board works with the editor to select manuscripts, develop editorial policy, select style guidelines, and in collaboration with the Communications and Marketing Committee establish themes for The Delta Kappa Gamma Bulletin.
 17. **Emergency Fund** – provides assistance to a member who sustains major loss from earthquakes, floods, tornadoes, hurricanes, or other catastrophic disasters of nature. Gifts are currently Five Hundred U.S. Dollars (\$500). A chapter president notifies a member's home state organization president of a member's eligibility for the gift.
 18. **Executive Board** – group of elected and appointed officials who meet to consider the work of DKG; the board acts for and represents the membership. Executive boards function at the chapter, state organization, and international levels of DKG.
 19. **Forums** – representative groups, funded by DKG, established for Canada, Europe, Latin America, and the United States to take action on educational activities of concern to members.
 20. **Founders** – an upper case F is used when referring to the twelve original members (Founders) of the DKG; a lower case f is used when referring to the original members (founders) of a state organization. Members of a chapter at the time of its installation are called charter members.
 21. **Guidelines and Policies/Procedures (GAPP)** - A compilation of the guidelines, policies and procedures approved by the International Executive Board.
 22. **Grant** – a monetary award granted by a state organization or chapter to members or non-members. The specific title of the grant award is the choice of the presenter.
 23. **Inclusion** – All educators who identify as women may be invited to membership.
 24. **International Conference** – international event held in odd-numbered years. Conferences are held to disseminate information regarding DKG activities and to provide educational workshops and may include leadership training.

DKG business is not conducted at an international conference.

25. **International Convention** – The DKG meeting held in even-numbered years for conducting business. Delta Kappa Gamma has no convention delegates or proxy voting; a member attending an international convention may make motions, enter discussions, and vote except in cases where a roll call vote is taken.
26. **International Executive Board** – the chief governing board of the DKG; voting members are state organization presidents, international officers, members-at-large, area representatives, and past national and international presidents; ex-officio members without vote are the international parliamentarian, state organization executive secretaries, and DKG Headquarters professional staff. Meetings are held biennially, at least one day in advance of the international convention and following the last business meeting.
27. **International Scholarship** – a scholarship offered annually to a member pursuing an advanced degree. Up to thirty (30) international scholarships may be awarded, each in the amount of U. S. Ten Thousand Dollars (\$10,000) for doctoral study and Six Thousand Dollars (\$6,000) for other postgraduate study.
28. **Leadership Development Training** – Training sessions conducted by the international Leadership Development Committee for incoming state organization leaders.
29. **Leadership Discovery Centre** – the purpose of the Centre is to inform, educate, inspire, and engage members and non-members with resources related to the many aspects of leadership.
30. **Orientation/Reorientation** – the process of sharing with prospective members or members the details and/or an overview of DKG projects, programs, and activities.
 - a. The International Membership Committee has prepared Pride in the Big Picture and Sustaining Pride in the Big Picture to assist chapters.
31. **Paraphernalia** – the items sometimes used in ceremonies of the DKG.
32. **Quorum** – the minimum number of voting members who must be present for business to be conducted at a meeting. A quorum for chapter business is determined by the chapter.
33. **Reinstatement** – a process by which a former member is restored to membership.
34. **Resignation** – a member's request, typically in writing, that membership be terminated.
35. **Revitalization** – The process of implementing an intervention plan when a state organization shows signs of stagnation or ceases to thrive.
36. **Roll-call Vote** – taken when requested by a majority vote of those present or when requested by five (5) state organization presidents at an international convention or five (5) chapter presidents at a state organization convention. The state organization president or chapter president shall cast the vote for the state organization or the chapter, one (1) vote for each five (5) active or reserve members or major fraction thereof within the state organization or the chapter. The vote may be divided.
37. **Social media** – Located on the Homepage of www.dkg.org and includes

GLOSSARY

Facebook, DKG Art Gallery, Blogs, YouTube Channel, Linkedin, X (Twitter), Instagram, Pinterest, and DKG Podcasts.

- 38. State Organization Convention** – is the decision-making body of the state organization. State organizations shall hold at least one state organization convention each biennium. The date and site shall be determined by the state organization executive board.
- 39. The Delta Kappa Gamma Bulletin** – includes two formats: a scholarly journal and a magazine which can be found under Publications on the website.
- 40. The Delta Kappa Gamma Society International** – is the corporation's legal name. Note the capital T in the first word.
- 41. Termination of Membership** – a member's affiliation with DKG is terminated for non-payment of dues and fees, resignation, or death.
- 42. World Fellowship** – a grant provided for graduate study to a woman who is not a DKG member. The grant is for graduate study at a university approved through the International World Fellowship Committee.