

**THE DELTA KAPPA GAMMA SOCIETY
INTERNATIONAL**

**DKG ALBERTA STATE
ORGANIZATION**

STANDING RULES

**REVISED
January 2021**

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

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DKG ALBERTA STATE ORGANIZATION STANDING RULES

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 the Society, Delta Kappa Gamma, ΔΚΓ, or DKG.

3. Membership

3.0 Membership – General

- 3.02 A member may submit a recommendation for membership to any chapter. An active or reserve member who does not belong to a chapter because of geographical isolation shall be retained as a state organization active or 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 hold office.

3.3 Honorary Membership

- 3.31 In the selection of an honorary member, **her** 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
 - 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 candidate for honorary membership.
- 3.33 An honorary member may participate in the activities of the Society, except hold office.
- 3.34 A candidate for honorary membership at any level shall be a woman who has not been employed as a professional educator.
- 3.35 The state organization executive board shall vote for acceptance/rejection of the proposed candidate.
- 3.36 The state organization president will write an invitation to membership to the proposed honorary member, and an introduction to DKG Society International, including Society Mission and Purposes (*DKG Alberta State Organization Bylaws, Article II. Mission and Purposes*).
- 3.37 The Membership Committee chair and the state organization president shall be responsible for the orientation and induction of honorary members. The induction of an honorary member shall be held at a state organization meeting. Any cost incurred shall be paid by the state organization.
- 3.38 Membership Committee chair shall purchase a DKG keypin for the honorary member to be presented during the honorary membership induction.
- 3.39 A state organization honorary member should be encouraged to become affiliated with chapter(s) in her area.

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 as the position is an appointment.

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 whose membership was 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 (USD \$40.00) and international reserve and collegiate dues shall be twenty dollars (USD \$20.00) and may be adjusted each biennium.
- 4.12 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.
- 4.13 The state organization treasurer sends international dues and fees to Society Headquarters.
- 4.14 In order that the state organization treasurer meets deadlines for remittance set by DKG International, chapter treasurers shall send to the state organization treasurer, the international and state organization portion of the dues and fees.

4.2 Fees

4.21 Induction Fee

- a. The induction fee shall be ten dollars (CAD \$10.00).
- b. The induction fee shall be allocated:
 - (1) Chapter.CAD \$7.50
 - (2) State Organization . . .CAD \$2.50

4.22 Scholarship Fee

- a. The scholarship fee shall be one dollar (CAD \$1.00).
- b. The fee shall be divided as prescribed by the *Constitution*, Article IV. F.2.b., and the *DKG Alberta Bylaws*, Article IV, Section F.2.
 - (1) one hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.
 - (2) eighty percent (80%) retained by any chapter with a chapter scholarship fund.

4.23 Honorary Membership Fee

The honorary membership fee shall be forty-nine and 50/100 dollars (USD \$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 a. Non-dues revenue shall be deposited into DKG Alberta funds as determined by the Executive Board unless placement is specified in the *DKG Alberta Bylaws* and/or *DKG Alberta Standing Rules*.
- b. Voluntary contributions collected at the chapter level for international Society projects or funds will be sent to the state organization treasurer to send to International Headquarters.
- c. Voluntary contributions collected at the chapter level for Canadian Forum projects and state organization projects as The Doreen E. Cohen DKG Alberta Scholarship, will be sent promptly to the state organization treasurer.
- 4.45 When undesignated monetary gifts in excess of one thousand dollars (CAD \$1000.00) are given to DKG Alberta, the state organization president, treasurer and the finance committee chair shall recommend to the executive board where the money shall be placed. If the undesignated funds are CAD \$1000.00 or less, the president, treasurer and the finance committee chair shall determine the placement.

4.5 State Organization Funds

The *International Standing Rules* 4.5 describes the Available Fund, Scholarship Fund, Permanent Fund, Educators Award Fund, Emergency Fund, Holden Fund, Golden Gift Fund, International Speakers Fund, and World Fellowship Fund. Members are encouraged to donate to the funds of their choice.

- 4.51 The Available Fund
State organization and chapter available fund is the operating fund which shall require a budget.
- 4.52 The Available Fund Reserve
At the state and chapter organization levels, the amount required to maintain the available fund reserve shall be equal to at least one (1) year's operating expenses transferred from the Available Fund, as needed.
- 4.53 The Doreen E. Cohen DKG Alberta Scholarship Fund
- a. The fund is supported by the annual scholarship fee paid by each member (CAD \$1.00), by memorial donations from chapters, the state organization, or individuals, by monies collected by fund-raising activities of the state organization, and by bequests.
- b. The fund is invested in Guaranteed Investment Certificates or other investments as recommended by the Finance Committee and approved by the Executive Board.
- c. Interest earned is kept in a separate account from which the scholarships are paid.

4.6 Financial Accounting

- 4.61 a. The Available Fund shall include allocations for carrying out the business operations of DKG Alberta State Organization.
b. The treasurer's books shall be available upon a member's request, with the knowledge of the president and under the treasurer's supervision.
c. The Available Fund budget shall provide funding for the publication of the *DKG Alberta News*.

4.64 Travel for Society Business

ISR 4.64 describes the Society's travel related expense/reimbursement policy.

4.641 DKG Alberta State Organization Travel Fund

For the purpose of attending International Conventions and Conferences, a total amount of up to CAD \$1800.00 will be paid on submission of a request for a travel allowance, supported by receipts.

President	CAD \$500.00
Chapter Presidents	CAD \$150.00
Chapter Members	CAD \$50.00 each or an amount of equal portion determined by the remainder of the CAD \$1800.00, to a maximum of CAD \$100.00 per chapter member.

Requests and supporting documents must be submitted to the state organization president and treasurer no later than sixty (60) days from the date of the end of the conference and/or convention.

4.65 Meetings – Reimbursement/Expenses

ISR 4.65 describes reimbursement/expenses for International conventions, conferences, workshops and training available to state organization officers.

4.66 Expense Vouchers

- a. All requests for reimbursement must be submitted to the state organization treasurer, accompanied by completed vouchers and receipts for expenses incurred. Vouchers are obtained from the state organization treasurer and should be submitted no later than June 15. Expense vouchers may be submitted electronically.
- b. Expenses of guest speakers at state organization conferences/conventions/workshops are paid from state organization funds; such as food, accommodation, local transportation and/or a small gift.

5. Organization

5.0 Organization – General

ISR 5.1 – Coordinating Council Organization (Optional) (Not applicable to DKG Alberta).

5.2 State Organization

ISR 5.21 describes the membership representation of a new state organization. (Not applicable to DKG Alberta)

- 5.22 Chapter Support
To provide support for its chapters, the state organization shall:
- a. monitor chapter progress.
 - b. provide leadership training for chapter leaders.
 - c. share/demonstrate strategies for strengthening chapters.
 - d. implement an intervention plan when chapters show signs of stagnation or cease to thrive.
 - e. provide a review process for chapter rules.
- 5.23 Society Forms
DKG Alberta State Organization officers are responsible for submitting Society forms as required.
- 5.24 Bylaws and Bylaws/Rules Revision Process
The Constitution – Bylaws/Rules Committee, in concert with the state organization president, shall submit a copy to the International Constitution Committee chair each time the *DKG Alberta State Organization Bylaws* are revised and approved by the state organization membership.
- ISR 5.3 – International Expansion* describes the expansion process into countries where no unit of the Society exists.

5.4 International Regions

- 5.41 Five (5) regions have been designated: Europe, Southeast, Southwest (including Latin America), Northeast, and Northwest, of which DKG Alberta is a member state. For a listing of the state organizations within each region refer to *ISR 5.41*.

5.5 Forums

ISR 5.5 describes organization, funding, and scheduling of the Canadian, European, Latin American and United States Forums. For detailed information about the Canadian Forum, refer to the *Canadian Forum Operational Guidelines*, available at dkg.org.

6. Officers

6.0 Officers – General

State organization officers, all of whom must be members of the Society, shall be a president, a vice-president, a second vice-president, and a secretary (all elected), and a treasurer (selected by the executive board).

ISR 6.0 refers to officers at the international level. *ISR 6.03* states that only one name of a co-presidency at the state organization or chapter level may be submitted to Society Headquarters for communication purposes.

6.1 Regional Directors

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

6.2 Area Representatives

ISR 6.2 describes the duties of the Area Representatives.

- 6.21 Area Representative - Canada
- a. serves as chair of the Canadian Forum held at international conferences and conventions.
 - b. serves on the international administrative board as a representative of Canadian state organization presidents and Canadian members.
 - c. communicates relevant information to Canadian members including the Canadian Project.

6.3 State Organization Officers and Related Personnel

6.31 President

The state organization president shall:

- a. serve as a member of the DKG Society International Executive Board. (*Constitution*, Article VII A.2.a)
- b. preside at DKG Alberta Executive Board meetings.
- c. assist in the organization of a leadership development workshop for members and chapter leaders in concert with the Leadership Development Committee.
- d. conduct a joint meeting of outgoing and incoming state organization officers and chairs to facilitate the exchange of information for the incoming leaders.
- e. provide for the local transportation and hospitality of Society speakers attending state organization events.
- f. plan, in concert with the executive board, and sets the dates for all state organization meetings and events.
- g. notify the state organization treasurer to transfer ten dollars (CAD \$10.00) from the current account to the scholarship fund upon the death of a member.
- h. write a sympathy letter to the family of a deceased member stating that a memorial donation has been made to the Doreen E. Cohen DKG Alberta Scholarship Fund.
- i. send a copy of the *Celebration of Life* program from the International Convention containing the name(s) of deceased member(s) to the family of the deceased member. An additional copy will be sent to the Historian/Archivist.
- j. arrange for gifts presented to Society guest speakers at state organization events. (Optional)
- k. submit appropriate forms as required by the Society.

6.32 First Vice-President

The state organization first vice-president shall:

- a. be assigned the duties of Educational Excellence Committee chair by the president.
- b. serve in place of the president when the need arises.
- c. become president in the event of death or resignation of the president and serves until the next regular election of officers.
- d. serve as required on committees either as a member or as chair.

6.33 Second Vice-President

The state organization second vice-president shall:

- a. be assigned the duties of Membership Committee chair by the president.
- b. serve as presiding officer in the absence of both the president and the first vice-president.
- c. become first vice-president in the event of the resignation or death of either the president or the first vice-president and serve until the next election of officers.
- d. receive *Death of a Member* (Form 6) and *Necrology Report* (Form 2) from chapter membership chairs.
- e. receive from the treasurer any changes to the membership roster.
- f. access *My DKG* account to obtain a current listing of the members of the state organization.
- g. organize and chair the Ceremony of Remembrance when necessary at DKG Alberta conventions/conferences.
- h. organize for the installation of executive board officers each biennium.
- i. liaise with chapter membership chairs to provide updates on Society membership changes, marketing ideas, and resources available pertaining to membership.

6.34 Recording/Corresponding Secretary

The state organization recording/corresponding secretary shall:

- a. be responsible for preparing and maintaining a record of minutes of the executive board meetings and may be requested by the president to distribute the minutes to members of the executive board.
- b. be responsible for preparing and distributing all correspondence as requested by the president.
- c. maintain written and digital records for executive board files.

6.35 State Treasurer (with vote)

The state organization treasurer shall:

- a. receive and pay out all monies.
- b. keep an accurate record of receipts and expenditures.
- c. maintain a file of receipts, bills, cancelled cheques and bank statements.
- d. present a report at regular meetings.
- e. submit the records for audit/review.
- f. serve as consultant in the process of budget development and supervision of finances.
- g. maintain an accurate and current membership roster.
- h. submit reports/forms requested of the state organization in the format specified by the Society.
- i. receive reports/forms submitted by chapter treasurers in format specified by the Society, including the annual chapter report.

- j. inform the executive board of changes to member contact information that may affect their roles.
- k. provide a DKG Alberta state organization president's pin to be presented by the past-president at the beginning of the president's first year in office.

6.36 Immediate Past President

The state organization immediate past president shall:

- a. be responsible for presenting the DKG Alberta State Organization president's pin to the incoming president.
- b. serve as chair of the Nominations Committee.
- c. serve as chair of the DKG Alberta Achievement Awards Committee.

6.37 Parliamentarian – appointed (without vote)

The state organization parliamentarian shall:

- a. act as advisor to the president and the members of the executive board in matters pertaining to interpretation of Bylaws and Standing Rules, and to parliamentary usage.
- b. serve as a member ex officio of the DKG Alberta executive board.
- c. serve as a member of the state organization Constitution – Bylaws/Rules Committee.

6.38 Chapter Presidents

The state organization chapter presidents shall:

- a. represent the chapter at state organization executive board meetings.
- b. report to chapter members a summary of business and key decisions from the DKG Alberta State Organization Executive Board meetings.
- c. provide a chapter directory electronically to executive board members.

7. Boards

7.0 Boards – General

7.1 Administrative Board – International

ISR 7.1 outlines the members and duties of the Administrative Board.

7.2 Executive Board – State Organization

- 7.21 The DKG Alberta Executive Board includes the elected officers, immediate past president, committee chairs (appointed by the president), parliamentarian (without vote), treasurer (with vote), *DKG Alberta News* editor, and chapter presidents.

- 7.22 A chapter president who is unable to attend the DKG Alberta Executive Board meeting shall notify the president in writing of her appointed official designee.

8. Committees

8.0 Committees – General

- 8.01 Each standing and special committee chair shall:
- a. choose members of her committee and notify the DKG Alberta State Organization president of their names before the first executive board meeting.
 - b. prepare a written report on her committee's activities for presentation at executive board meetings and give a copy to the recording secretary.
 - c. prepare a written report for the DKG Alberta State Organization convention to be in the hands of the state organization president one month prior to the convention so that it may be included in the convention booklet.
 - d. maintain a current list of chapter chairs and be responsible for reporting to them on matters of committee interest from conventions, conferences, workshops, and DKG Alberta State Organization Executive Board meetings.

8.1 Communications and Marketing Committee

- 8.11 *DKG Alberta News* is the responsibility of the Communications and Marketing Committee of which the editor and the webmaster are members.
- 8.12 The committee shall:
- a. encourage chapters to report news items to the editor.
 - b. through the *DKG Alberta News*, inform the chapters and individual members of the deadline dates for submission of items to the *DKG Alberta News*.
 - c. assist the Convention Planning Committee in publishing the event in the media.

8.2 Constitution – Bylaws/Rules Committee

- 8.21 The Constitution – Bylaws/Rules Committee shall:
- a. receive all proposals for changes to the *DKG Alberta State Organization Standing Rules* and propose for approval by the executive board.
 - b. receive all proposals for changes to the *DKG Alberta State Organization Bylaws* and propose for approval by the executive board.
- 8.22 Following the recommendation of the executive board, the revised *Standing Rules* may be adopted at any DKG Alberta State Organization convention, or at a legally constituted business meeting of the DKG Alberta State Organization membership, by a two-thirds (2/3) vote.

- 8.23 Revisions to the *Bylaws* when approved by a two-thirds vote of the executive board will be published in the winter issue of the *DKG Alberta News* not less than thirty (30) days prior to the DKG Alberta State Organization convention and must be voted on at the convention. A two-thirds vote is required for approval.
- 8.24 The committee shall assist a new chapter in drawing up its Chapter Rules.
ISR 8.3 – Constitution Interpretation Committee is not applicable to DKG Alberta.

8.4 Expansion Committee

State organizations are responsible to the International Expansion Committee for the work of this committee.

8.5 Finance Committee

- 8.51 The Finance Committee shall hold a minimum of three (3) meetings each biennium.

8.6 Leadership Development Committee

- 8.61 The Leadership Development Committee shall participate whenever possible in leadership development programs and workshops available at international and regional levels and publicize these among other interested society chairs.
- 8.62 The committee plans a workshop in even-numbered years for incoming chapter officers and committee chairs, a workshop in odd-numbered years for incoming state officers and committee chairs, and may extend an invitation to all members who wish to attend.

8.7 Membership Committee

- 8.71 The Membership Committee shall support chapters in recruiting new members and promoting active membership.
- 8.72 The committee shall conduct a Ceremony of Remembrance for deceased members at each state organization convention.

8.8 Nominations Committee (elected)

- 8.81 The Nominations Committee shall consist of the DKG Alberta immediate past president (chair) and three elected members, ensuring all DKG Alberta chapters are represented.
- 8.82 The chapter representative on the DKG Alberta Nominations Committee is responsible for submitting to the committee by December 15, in even-numbered years,
- a. names of members from their chapters who would be willing to serve as a DKG Alberta elected officer.
 - b. a nominee from each chapter representative willing to serve on the Nominations Committee for the coming biennium.

- 8.83 The committee will submit a slate of nominees to the DKG Alberta President two weeks in advance of the winter executive board meeting.
- 8.84 The slate is received by the DKG Alberta Executive Board at their winter meeting and published in the *DKG Alberta News* preceding the spring state organization convention.
- 8.85 After the slate of nominees has been presented at the convention, additional nominations may be made from the floor with the consent of the nominee. If further nominations are received, all nominees for the position in question shall be prepared to present their qualifications to the attending members.

ISR 8.9 – Non-dues Revenue Committee is not applicable to DKG Alberta.

8.10 Educational Excellence Committee

- 8.101 Legislative programs are encouraged at all levels of the Society.
- 8.102 Guidelines for initiating, endorsing, and supporting legislation:
 - a. All levels of the Society may cooperate with other organizations when their legislative activities help to promote the Purposes of the Society.
 - b. An individual may represent the organization on legislative issues only after receiving authorization from the president, executive board or membership of the particular level of the Society which she is representing.
 - c. Legislative action shall be based on a thorough understanding of the basic issues involved in supporting excellence in education, equality for women, and a safe, peaceful educational environment.
 - d. Legislative activity shall be concerned with the educational issues, not with candidates or political parties.
 - e. Expenditures for legislative activities shall not exceed a nominal portion of the Society's income at any level.
 - f. The Society may initiate, endorse, or support legislation relating to the improvement of education or the status of educators.
- 8.103 The Educational Excellence chair is the first vice-president. Other members of this committee include:
 - a. Arts and Humanities Jury Liaison
 - b. Canadian Project Liaison
 - c. DKGIEF – DKG International Educators Foundation Liaison
 - d. Early Career Educators
 - e. Music Chair
 - f. Schools for Africa
 - g. UN Liaison – DKG@UN

8.11 International Speakers Fund Committee

- 8.111 The state organization president shall submit an online request for an international speaker to Society Headquarters by the requested date(s).

8.12 Scholarship Committee – Doreen E. Cohen DKG Alberta Scholarship

- 8.121 Members of the Scholarship Committee, appointed by the president, shall consist of members from at least three (3) chapters.

- 8.122 The Scholarship Committee is responsible for providing an application form, which members will use when applying for the Doreen E. Cohen DKG Alberta Scholarship.
- 8.123 The application form for Categories 1, 2, and 3 will be printed in the winter edition of the *DKG Alberta News*.
- 8.124 The committee selects the recipients of the Doreen E. Cohen DKG Alberta Scholarship and announces their names at the DKG Alberta State Organization convention.
- 8.125 The committee chair will instruct the DKG Alberta State Organization treasurer to issue a cheque in the amount of CAD \$2000.00 to the recipient of Category 1; to issue a cheque of up to CAD \$2000.00 to the recipient of Category 2; and to issue a cheque of up to CAD \$200.00 each (within a limit of CAD \$4000.00) to the recipients of Category 3, with supporting receipts.
- 8.126 The committee makes recommendations to the DKG Alberta State Organization Executive Board concerning the value of the present scholarship and concerning the possibility of awarding additional scholarships and/or categories as funds become available.
- 8.127 The committee may organize a fundraising project per biennium in support of the Doreen E. Cohen DKG Alberta Scholarship fund. If not deemed necessary, a motion is made to have no fundraising.

8.13 World Fellowship Committee

- 8.131 The World Fellowship Committee chairs, one from Edmonton and one from Calgary, lead their local World Fellowship screening committees. In early January, the state organization screening committees send recommendations, together with applicant documentation for an International World Fellowship, to the International World Fellowship Committee. From among the applicants submitted, the International committee makes the final decision who will receive the fellowships.
- 8.132 Chapter World Fellowship Committee chairs serve as members of their local screening committee.
- 8.133 The local screening committee works with the university to:
 - a) publicize the DKG World Fellowship.
 - b) provide an application form and make it available to applicants.
 - c) set a deadline for the submission of applications to the chair.
- 8.134 Once the recipients have been selected by the International World Fellowship Committee, the local committees shall assist the recipient by:
 - a) showing a personal interest in her,
 - b) remembering her on special occasions,
 - c) inviting her to chapter meetings.

8.14 History Committee – Historian/Archivist (with vote)

- 8.141 The Historian/Archivist shall be appointed by the DKG Alberta State Organization President.

- 8.142 The Historian/Archivist and her committee shall
- a) maintain an historical record.
 - b) maintain an inventory of all records, possessions and artifacts, retroactive to cover all past documents.
 - c) transfer the documents to be archived.

9. Meetings

9.0 Meetings - General

- 9.01. In order to transact business and, in accordance with the *DKG Alberta State Organization Bylaws*, all members being notified, meetings of the state organization, chapters, and their respective executive boards and committees, may be held face-to-face, through electronic communications or a combination of the two, as long as members present may simultaneously hear one another and participate throughout such meetings.
- 9.02 A quorum must be established before any business may be transacted at a face to face or electronic meeting.
- 9.03 Voting methods at electronically held meetings may include electronic roll call or audible roll call.
- 9.04 If secret ballot is not provided by an internet meeting platform, eligible members may waive their right to vote by secret ballot.

9.1 Chapter Meetings

- 9.11 Regular meetings are meetings where chapter business is conducted and shall be held a minimum of four times a year.
- 9.12 The quorum for all regular meetings shall be established in the chapter rules.

9.2 State Organization Meetings

- 9.21 State Organization Executive Board Meetings
- a. Meetings shall be held at least once, annually.
 - b. Additional meetings shall be authorized in accordance with the state organization bylaws.
 - c. The quorum for all meetings is a majority of voting members.
- 9.22 State Organization Conventions, Conferences, Workshops
- a. A convention is held in the odd-numbered years. A conference or workshop may be held in the even-numbered years.
 - b. A quorum to conduct business shall be a majority of DKG Alberta members who have registered at the convention, conference or workshop.
 - c. The executive board designates the host chapter(s) and approves the theme of the convention at the fall board meeting. The host chapter(s) shall be responsible for the planning and conducting of the event, in consultation with the DKG Alberta State Organization president and first vice president.
 - d. Chapters from the area where the DKG Alberta State Organization convention or workshop is to be held are responsible for making local arrangements such as the hotel, meeting rooms, meal functions, flowers, etc.

- e. The DKG Alberta first vice president (Educational Excellence chair) will call the initial meeting and set the agenda.
 - f. The host chapter(s) will determine the time and place of subsequent meetings.
 - g. In consultation with the host chapter(s) and the president, the first vice president will set the agenda.
 - h. The Spring Convention shall be held no later than June 1.
 - i. The president will participate in the planning of a convention or workshop. The president and host chapter(s) president(s) will co-chair the agenda at the DKG Alberta State Organization convention.
 - j. The budget will be approved by the executive board at the winter executive board meeting.
 - k. The expenditures of a convention shall be budgeted to break even. Information on a shortfall or profit will be brought to the fall executive board meeting for consideration.
- 9.23 The DKG Alberta State Organization president is the final authority, and her decision takes precedence. The president may delegate to committees or individuals the authority to select favours, plan entertainment, etc., for the convention.

9.3 International Meetings

ISR 9.3 describes International Meetings including the Latin American Conference.

10. International Conventions and Conferences

ISR 10.1 describes the financial record of the international convention and conference.

10.2 International Conventions

*ISR 10.21 describes convention materials – international reports, budget, report of Executive Board actions, proposed amendments to the *Constitution* and *International Standing Rules*.*

*ISR 10.24 states 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 globally.*

10.3 International Conferences

ISR 10.3 describes conference and planning expenses and encourages members to share topics of educational practice where theory can be explored, tested, and illuminated both by discussion and by practical involvement of participants.

11. Headquarters

11.0 Headquarters – General

ISR 11 describes DKG Society International property and management.

12. Publications

12.0 Publications – General

ISR 12 describes policies for Society publications – *DKG NEWS*, *The Delta Kappa Gamma Bulletin*: Journal and Magazine, the Editorial Board, the Editorial Board application process, the Arts & Humanities Jury, the Arts & Humanities Jury application process, and electronic communications.

Specifically, *ISR 12.05* states that when there is a new edition of the *Constitution*, a print copy will be mailed to the state organization as a member of the international Executive Board. The definitive version of the *Constitution* shall be the one maintained digitally on the Society website.

12.8 Electronic Communications

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

12.82 DKG Alberta State Organization and its chapters that establish methods of electronic communications are encouraged to adhere to the *International Policy for Electronic Communications* that includes the privacy policy, terms of use, policy for web communications and conflict of interest.

NOTE: A current DKG resource from the International Constitution Committee is *Authorizing Electronic Business Meetings in Bylaws – Tips for State Organizations and Information for Chapters* (November 2020).

12.9 Publications - State Organization

DKG Alberta News is the responsibility of the Communications and Marketing Committee of which the editors are members.

13. Awards

13.0 Awards - General

ISR 13 describes International Society Awards including International Achievement Award, Educators Award, Emergency Fund Award, Golden Gift Awards, Recognition of Members who have earned Doctorates, Scholarship Award, and World Fellowship Award.

13.1 DKG Alberta Achievement Award

13.11 Guidelines for the DKG Alberta Achievement Award

a. The DKG Alberta Achievement Award is the symbol of distinctive contribution to the Society. It is a 10-karat gold pin, shaped like the Province of Alberta, with the Greek letters for DKG (ΔΚΓ) and a rose.

The Awards Committee, appointed by the current president, shall be chaired by the immediate past president, and composed of one representative from each chapter of which two are members of the current executive board.

- 13.12 The DKG Alberta Achievement Award selection committee shall:
- a. accept recommendations from chapters or individual members on the official nomination form no later than February 15 in the year in which the award is to be presented.
 - b. select by consensus the award recipient from the recommendations. In the case of a tie, two awards will be presented.
 - c. present the award at the state organization convention in odd-numbered years.
 - d. prepare the Achievement Award record containing a photo and a brief biography of the recipient to be maintained by the historian/archivist.

13.2 Doreen E. Cohen DKG Alberta Scholarship Award

- 13.21 The Doreen E. Cohen DKG Alberta Scholarship shall be in three tiers:
- a. Category 1.0 – Scholarship
The applicant must be enrolled in an accredited educational institution working toward a post graduate degree, diploma or certificate in their field of study. Amount: CAD \$2000.00.
 - b. Category 2.0 – Scholarship
The applicant must be pursuing an area of special interest, e.g. early childhood education, language training (ESL), technical training at an accredited institution. Amount: up to CAD \$2000.00.
 - c. Category 3.0 – Educational Grant
The grant is to provide DKG Alberta members with the opportunity to request funds for professional activities such as attending conferences. Total Annual Funding Limit: CAD \$4000.00. Grants up to CAD \$200.00 per person.
- 13.22 Eligibility
Refer to the DKG Alberta Scholarship Committee chair, the DKG Alberta website, and/or the application form printed in the March *DKG Alberta News*.

13.3 DKG Alberta State Organization Member Recognition

- a. A forty (40) year pin and a fifty (50) year pin shall be given to DKG Alberta members who have achieved forty (40) years and fifty (50) years of Society membership.
- b. A twenty-five (25) year certificate shall be given to DKG Alberta members who have achieved twenty-five (25) years of Society membership.

13.4 DKG Alberta Guidelines for Gifts

- a. A gold state organization president's pin, purchased by the treasurer, is presented by the immediate past president at the beginning of the president's first year in office. Alternatively, a former president's donated pin may be presented.
- b. For an international guest speaker, an appropriate memento of Alberta and/or a donation to the International Speakers Fund, or other international fund may be given.

- c. DKG Alberta members who are speakers at conventions, conferences, or workshops are thanked and presented with a red rose.
- d. Requests for contributions toward gifts for retiring international officers are considered individually, e.g., a monetary contribution toward the Canadian Project, International Speakers Fund, or other Society fund.

14. Affiliates

14.0 Affiliates

ISR 14.1 describes the DKG Society International affiliates including the representatives to the United Nations Department of Global Communications (UNDGC), the United Nations Economic and Social Council (UNESCO), and the primary Non-Government Organization (NGO) representative under membership services.

ISR 14.3 states each state organization has a designated UN Liaison who distributes the DKG@UN Newsletter to their state organization members. DKG@UN Newsletters are also accessible at the DKG website (www.dkg.org) under About Us – DKG/UN Relationship.