

**THE DELTA KAPPA GAMMA  
SOCIETY INTERNATIONAL**

**DKG ALBERTA  
BYLAWS**

Revised: 2021

# THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

## DKG ALBERTA BYLAWS

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# DKG ALBERTA BYLAWS

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## Article I. Name

### Section A. State

The name of this state organization shall be Alberta State Organization of The Delta Kappa Gamma Society International, hereinafter also referred to as DKG Alberta.

### Section B. Chapter

Each chapter in DKG Alberta shall be designated by a Greek letter, a combination of Greek letters, or by a geographic community name, chosen by the state organization. Each chapter shall be named by DKG Alberta.

## Article II. Mission and Purposes

### Section A. Charter Objective

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

### Section B. Mission Statement

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

### Section C. Vision Statement

Leading Women Educators Impacting Education Worldwide

### Section D. Purposes

The objectives of DKG Alberta shall be:

1. to promote the mission and vision of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.
2. to promote the purposes of The Delta Kappa Gamma Society International as found in the *Constitution*, Article II.
  - 1) to unite women educators of the world in a genuine spiritual fellowship
  - 2) to honor women who have given or who evidence a potential for distinctive service in any field of education
  - 3) to advance the professional interest and position of women in education
  - 4) to initiate, endorse, and support desirable legislation or other suitable endeavours in the interests of education and of women educators
  - 5) to endow scholarships to aid outstanding women educators in pursuing graduate study and to grant fellowships to non-member women educators
  - 6) to stimulate the personal and professional growth of members and to encourage their participation in appropriate programs of action, and
  - 7) to inform the members of current economic, social, political, and educational issues so that they may participate effectively in a world society.
3. to act as liaison between chapters and the International organization.

## **Article III. Membership**

### **Section A. Membership**

1. Membership in The Delta Kappa Gamma Society International shall be by invitation. A member inducted into the Society becomes a member of the international Society in addition to a state organization and/or a chapter.
2. An individual becomes a member of the Society when she pays her dues.
3. A member may submit a recommendation for membership to any chapter, in accordance with *International Standing Rules* 3.01.
4. Chapters within DKG Alberta shall have full power to act in matters of chapter membership in accordance with the *Constitution*, Article III.
5. Membership records are kept at the chapter level.

### **Section B. Classification**

The membership of DKG Alberta shall be composed of the following, in accordance with *Constitution*, Article III:

1. An active member shall be a woman who is or has been employed as a professional educator at the time of her election. An active member shall participate in the activities of the Society.
2. Reserve membership shall be granted, by a majority vote, only to a member who is unable to participate fully in the activities of the chapter because of physical disability and/or geographic location.

3. An honorary member shall be a woman not eligible for active membership who has rendered notable service to education or to women and is elected to honorary membership in recognition of such service.
4. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
  - a. Undergraduate student collegiate members shall:
    - (1) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education
    - (2) be enrolled within the last two years of their undergraduate education degree.
  - b. Graduate student collegiate members shall have graduate standing in an institution offering an education degree and have the intent to continue academically and professionally in the field of education.

When a collegiate member starts her career as a paid educator, she will pay active member dues and become an active member. If a collegiate member does not pursue a career as an educator, her membership will expire upon graduation, or withdrawal from the education degree program.

### **Section C. Election**

1. A candidate for active or collegiate membership shall be selected by the method established by the chapter's rules.
2. DKG Alberta honorary members shall be recommended by members and/or chapters to the state organization membership committee and shall be elected by a four-fifths (4/5) majority vote of the DKG Alberta Executive Board.
3. State organization honorary members may be inducted at any meeting, such as a convention, conference, or a workshop. The state organization president and the chair of the state organization membership committee shall organize the orientation and the induction.

### **Section D. Transfer**

A member in good standing may transfer from one chapter to another upon notification to Society Headquarters in accordance with *Constitution*, Article III, Section D.

### **Section E. Termination of Membership**

1. Membership in the Society is terminated for non-payment of dues and fees, resignation, or death, in accordance with *Constitution*, Article III, Section E.
2. A complete record of all memberships in DKG Alberta which have been terminated shall be maintained by the chapter treasurers. The record shall include the reason and date at of termination.

## **Section F. Reinstatement**

A former member shall be reinstated to membership by the chapter receiving the request in accordance with the *Constitution*, Article III, Section F.

## **Article IV. Finance**

### **Section A. Annual Dues**

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

1. International dues shall be an amount recommended by the International Executive Board and approved by the international convention.
2. DKG Alberta annual dues shall be determined by a two-thirds (2/3) vote of the members at a state organization convention.
3. Chapter dues shall be an amount determined in accordance with the rules set by the chapter.
4. Collegiate member dues will be one-half of the state organization dues and chapters will determine collegiate member dues.

### **Section B. Fees**

1. Induction Fee  
An active member shall pay an induction fee at the time of induction.
2. Scholarship Fee  
Each active and reserve member shall pay a scholarship fee annually.
3. Honorary Fee  
DKG Alberta shall pay a lifetime fee for each honorary member at the time of induction, in accordance with *Constitution*, Article IV, Section B, Fees.

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

Annual dues and scholarship fees shall be paid in accordance with the *Constitution*, Article IV Finance, Section C.

1. The membership year is July 1 to June 30. A member shall pay annual dues and fees no later than May 31 for the following year.
2. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), dues and scholarship fee for the current year. For membership commencing on or after January 1, the member shall pay one-half the international membership dues. Chapter and state organization dues may be pro-rated as the chapter/state organization determines.
3. Immediately thereafter, the state organization and international portions of the dues and fees shall be sent to the state organization treasurer.
4. The international portion of the dues and fees shall be sent between July 1 and September 30.
5. A member who fails to complete payment of international dues shall be dropped as of October 1.



## **Section D. Financial Assessments**

Financial assessments may be levied only by the chapter, in accordance with *Constitution*, Article IV, Section D.

## **Section E. Other Income**

DKG Alberta shall receive and utilize income from sources other than dues and fees – including but not limited to gifts, bequests and royalties, as determined by the state organization executive board in accordance with *Constitution*, Article IV, Section E.

## **Section F. Funds**

1. The Available Fund – *state organization and chapter*  
DKG Alberta and chapters shall maintain an Available Fund. This fund shall be an operating fund which shall require a budget.
2. The Available Fund Reserve – *state organization*
  - a. DKG Alberta shall maintain an Available Fund Reserve which is not less than one year's operating expenses.
  - b. State organizations are required to maintain an Available Fund Reserve and shall set aside up to twenty percent (20%) of their state organization dues until the total of the Available Fund Reserve equals one year's operating expenses, at which time the state organization executive board may reduce or discontinue further allocations.
  - c. The Available Fund Reserve may be used at the discretion of the state organization executive board.
3. The Scholarship Fund – *state organization and chapter*
  - a. DKG Alberta shall maintain the Doreen E. Cohen Scholarship Fund for the benefit of members. A chapter may maintain a scholarship fund. This fund shall be administered in accordance with the *Constitution*, Article IV, Section F, as it pertains only to the state organization.
  - b. The scholarship fee paid by a member shall be divided as follows:
    - (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 the chapter having a chapter scholarship fund.
  - c. Rules regarding state organization scholarships shall be approved by the state organization executive board.

## **Section G. Financial Accounting**

1. Fiscal Year  
The fiscal year of the Society shall be July 1 to June 30 inclusive.
2. Budget

- a. The Finance Committee shall prepare the Available Fund budget annually. The budget shall enumerate sources of dues and non-dues revenue and include expenditure categories.
  - b. The budget shall be reviewed and adopted by the state organization executive board.
3. Expenses  
The state organization president shall approve all expenses prior to payment and the state organization treasurer shall co-sign all cheques.
4. Audit or Review
  - a. The financial records shall be audited annually.
  - b. The audit report or financial review shall be reviewed and adopted by the state organization executive board.

## **Article V. Organization**

### **Section A. Levels of Organization**

The business of the Society shall be conducted by the organization on three (3) levels – chapter, state organization and international, in accordance with the *Constitution*, Article V, Section A.

1. DKG Alberta supports chapters by monitoring chapter progress, providing leadership training for chapter leaders, sharing/demonstrating strategies for strengthening chapters, and implementing an intervention plan when chapters show signs of stagnation or cease to thrive.
2. DKG Alberta Constitution - Bylaws/Rules Committee shall be responsible for submitting *DKG Alberta Bylaws* and Bylaw revisions to the International Constitution Committee chair.

### **Section B. Chapter Level**

1. Chapters shall be organized in accordance with *DKG Alberta Bylaws*. Each chapter shall conduct its business in a manner consistent with the *Constitution*, *International Standing Rules*, *DKG Alberta Bylaws* and *DKG Alberta Standing Rules*.
2. Charter members shall be those who become members of the chapter at the time of installation of the chapter.
3. The chapter president shall represent the chapter as a voting member of the state organization executive board.
4. The state organization executive board shall approve the organizing of a new chapter.
5. Recommendations of candidates for membership in a new chapter shall be screened and selected by the membership committee of the sponsoring chapter.
6. The induction of new members during the installation of a new chapter shall be the responsibility of the chapter membership committee of the sponsoring chapter, in concert with the DKG Alberta Membership Chair.

## Article VI Officers

### Section A. Officers

1. State Organization Officers
  - a. DKG Alberta officers, all of whom must be members of the Society shall be a president, a first vice-president, a second vice president, and a recording/corresponding secretary (all elected), as well as a treasurer (with vote), selected by the executive board, and a parliamentarian (ex-officio member, without vote), appointed by the president.
  - b. The DKG Alberta Executive Committee shall be composed of elected officers and acts for the executive board between board meetings.
  - c. Nominations for state organization officers and the nominations committee shall be proposed by the state organization Nominations Committee.
2. The chapter officers, all of whom must be members of the Society shall be a president, a first vice-president, a second vice-president and a recording/corresponding secretary (all elected), as well as a treasurer (with vote), selected by the executive board, and a parliamentarian (ex-officio member, without vote), appointed by the president.

### Section B. Related Personnel

1. State Organization - as directed by the *Constitution*, Article VI. Section B. State organization related personnel, all of whom must be members of the Society, shall be defined in the state organization bylaws or standing rules. It is desired that the appointed parliamentarian be a member.
2. Chapter personnel, all of whom must be members of the Society, including a parliamentarian (ex-officio member, without vote), are appointed by the president.

### Section C. Duties

All officers shall perform the duties as prescribed in the *Constitution*, Article VI, Section C.

### Section D. Election and Term of Office

1. State Organization
  - a. DKG Alberta executive board officers, except the treasurer, shall be elected by the members of the state organization in odd-numbered years.
  - b. Election shall be in accordance with state organization bylaws – outlined below (1.f. – 1.k.).
  - c. The term of each elected officer shall be two (2) years or until a successor is named. No officer except the treasurer may serve in the same office longer than two (2) terms in succession.

- d. Officers shall take office on July 1 following their election.
  - e. The treasurer shall be selected by the executive board.
  - f. The Nominations Committee shall submit the name of at least one nominee for each elective office in odd-numbered years. Consent of the nominee must be obtained.
  - g. The slate of officers and the Nominations Committee, with candidate qualifications, shall be published in the March issue of *DKG Alberta News*.
  - h. After the report of the Nominations Committee has been made to the convention, additional nominations may be made from the floor, with the consent of the nominee. If further nominations are made from the floor, all nominees for the position in question shall be prepared to present their qualifications to the convention.
  - i. Election shall be by ballot, and a majority of votes elects. If there is but one nominee for an office, the election may be by show of hands.
  - j. The Nominations Committee chair shall prepare the ballot and conduct the election.
  - k. In the case of electronic meetings, refer to Article IX. Meetings.
2. Chapter
- a. The chapter officers, except the treasurer, shall be elected in even numbered years.
  - b. The terms of each elected officer shall be two (2) years or until a successor is named. It is suggested no officer except the treasurer may serve in the same office longer than two (2) terms in succession. Officers shall take office on July 1 following their election.
  - c. The treasurer shall be selected by the executive board each biennium.

## **Section E. Vacancies – State Organization and Chapter**

In the event that a member holding an elective or appointed position at the state organization or chapter level is unable to perform her duties, the position shall be declared vacant by the respective officers, and a successor named by the state organization or chapter president, in accordance with *Constitution*, Article VI. Section E.2.

## **Article VII. Boards**

### **Section A. DKG Alberta Executive Board**

- 1. 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.
- 2. The duties of the executive board, consistent with *Constitution*, Article VII, Section B, shall be:
  - a. to recommend policies and procedures for consideration by the state

- organization convention or the chapters.
  - b. to examine, modify if necessary, and adopt the state organization budget.
  - c. to select the treasurer and approve the appointment of such other personnel as may be needed; to prescribe their duties and to determine their terms of office.
  - d. to determine the time and place of state organization meetings.
  - e. to act in the interim between conventions upon matters requiring immediate decision.
  - f. to receive electronically each year chapter directories.
3. Meetings of the executive board shall be held at least twice a year. Special meetings may be called by the president.
    - a. A quorum shall be a majority of voting members of the executive board. Each voting member shall be entitled to one vote. A majority of the elected officers of the executive board must be present for business to be conducted, unless an authorized mail or electronic vote has been approved.
    - b. Chapter presidents who are unable to attend the state organization executive board meeting shall appoint an official representative who shall have full privileges of participation.
  4. Executive Committee – The state organization executive committee shall be composed of elected officers and acts for the executive board between executive board meetings.
  5. A vote by electronic means or by mail shall be authorized by the president when necessary.

## **Section B. Chapter Executive Board**

Chapter Executive Boards shall be organized and function in accordance with *Constitution*, Article VII, Section C.

# **Article VIII. Committees**

## **Section A. Committee Structure**

1. State Organization and Chapter (optional for chapters)
  - a. Standing Committees
    - (1) Society Business:
      - Communications and Marketing (Newsletter, Website)
      - Constitution - Bylaws/Rules
      - Finance
      - Leadership Development-North and South
      - Membership
      - Nominations
    - (2) Society Mission and Purposes:
      - Educational Excellence:
        - Arts and Humanities

- Canadian Project Liaison
- DKG International Educators Foundation (DKGIEF) Liaison
- Early Career Educators Liaison
- Music Chair
- Schools for Africa Liaison
- UN Liaison - DKG@UN

Doreen E. Cohen DKG Alberta Scholarship  
World Fellowship (North, South)

(3) Other:

Awards – see *DKG Alberta Standing Rules* 13.1, 13.2  
Historian/Archivist  
Special Funds

b. Elected Committees

(1) The Nominations Committee shall be elected.

(2) The composition of each elected committee shall be specified in the committee description. A member shall serve no more than two (2) consecutive terms on the same elected committee.

c. Appointed Committees

(1) The following committees shall be appointed by the president.

The president shall be an ex-officio member of all committees except the Nominations Committee.

Awards – see *DKG Alberta Bylaws*, Article VIII

Communications and Marketing

Constitution – Bylaws/Rules

Educational Excellence

Finance

History - Historian/Archivist

Leadership Development – North and South

Membership

Scholarship

Special Funds

World Fellowship – North and South

(2) Special committees (e.g., ad hoc) may be appointed by the president with written authorization of the executive board.

Members will be appointed on the basis of expertise, so chapter representation will not be a requirement.

d. State organization and chapter committee responsibilities in accordance with *Constitution*, Article VIII.

(1) State organizations and chapters shall be responsible, at their respective levels, for any state organization and/or chapter duties represented by the international committee descriptions – *Constitution*, Article VIII, Sections B and C.

(2) State organizations and chapters may fulfill their constitutional responsibilities by establishing committees as needed.

(3) Reports requested from state organizations and chapters shall be

submitted in the format specified by Society Headquarters.

- (4) All members being notified, matters requiring immediate committee action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding committee member's vote. A majority vote of committee members shall be required for action.

## **Section B. Society Business**

1. Communications and Marketing Committee – appointed  
State organizations and/or chapters are responsible to international for the work of this committee. The committee shall:
  - a. include only the editor(s) and webmaster.
  - b. promote and stimulate effective communication between and among members at all levels of the Society.
  - c. promote effective internal and external marketing.
  - d. encourage members to write and submit articles for DKG publications.
  - e. receive training provided by the International Communications Committee in accordance with *Constitution*, Article VIII, Section B.
2. Constitution - Bylaws/Rules Committee - appointed
  - a. The committee shall consist of four members: a chair appointed by the president, two members selected by the chair, and the parliamentarian, (serving as a consultant).
  - b. The committee shall receive all proposals for amending the *DKG Alberta Bylaws* and the *DKG Alberta Standing Rules*, and present approved proposals to the DKG Alberta convention or at a legally constituted business meeting of the state organization membership for approval.
  - c. The committee shall publish proposed changes to the *DKG Alberta Bylaws* and the *DKG Alberta Standing Rules* no later than the March issue of the *DKG Alberta News*.
  - d. The committee shall ascertain after each state organization convention that the *DKG Alberta Bylaws* and the *DKG Alberta Standing Rules* are in accordance with the *Constitution*, *International Standing Rules* and *The DKG Society International Bylaws Checklist for State Organizations*.
  - e. The committee shall review the *DKG Alberta Bylaws* and *DKG Alberta Standing Rules* at the end of each biennium to make sure they are consistent with the *Constitution*, *International Standing Rules*, and *The DKG Society International Bylaws Checklist for State Organizations*.
  - f. The committee shall receive and review *Chapter Rules* for all the chapters in DKG Alberta at the end of each biennium.
  - g. The committee, in concert with the state organization president, shall submit a copy to the International Constitution Committee chair each time the *DKG Alberta Bylaws* are revised.
3. Finance Committee – appointed

- State organizations and/or chapters are responsible to international for the work of this committee.
- a. The committee shall be composed of the president (ex officio), finance chair and her committee, and the treasurer.
  - b. The committee shall prepare the Available Fund budget for adoption by the executive board and provide for an annual audit.
4. Leadership Development Committee – appointed  
The committee shall be responsible for DKG Alberta leadership development.
5. Membership Committee – appointed  
State organizations and/or chapters are responsible to international for the work of this committee.
- a. The committee shall study and make recommendations related to membership issues and challenges.
  - b. The committee shall be responsible for necrology and membership reports.
  - c. The committee shall receive and evaluate the recommendations of persons proposed for honorary membership and submit the names of qualified candidates to the state organization executive board for approval.
6. Nominations Committee – elected
- a. The Nominations Committee is composed of the immediate past president (chair), and three (3) elected members, one from each chapter not represented by the chair.
  - b. Duties:
    - (1) The Nominations Committee shall solicit nominees by print and electronic means for the positions to be filled at the subsequent state organization convention.
    - (2) The Nominations Committee shall present in election years the report of nominees for publication no later than the March issue of the *DKG Alberta News*. The report shall contain the name of at least one (1) nominee for each of the following: president, first vice-president, second vice-president, recording/corresponding secretary, nominations committee (three (3) members).
    - (3) The Nominations Committee shall present its report of nominees for elective positions of the state organization executive board to the state organization convention. Nominations may be made from the floor.
    - (4) The committee shall follow the eligibility, qualifications, and guidelines for selecting nominees.

## **Section C. Society Mission and Purposes**

1. Educational Excellence Committee – appointed  
State organizations and/or chapters are responsible to International for the work of this committee.



- a. The committee shall be composed of eight (8) members: a chair (first vice-president) and seven (7) members including the Arts and Humanities Jury Liaison, Canadian Project Liaison, DKG International Educators Foundation (DKGIEF) Liaison, Early Career Educators, Music Chair, Schools for Africa, UN Liaison – DKG@UN.
  - b. The committee shall support excellence in education through programs of action that encourage leadership, personal and professional development, global involvement, educational law and policy, and projects.
  - c. The committee shall encourage a focus on the arts at state organization conventions.
  - d. The committee shall promote participation in programs that promote professional growth of women educators.
  - e. The committee shall urge state organizations to initiate, endorse, and support desirable legislation or other suitable endeavours in the interest of education and of women educators.
  - f. The chair of this committee shall receive training from the International Educational Excellence Committee.
2. Doreen E. Cohen DKG Alberta Scholarship Committee – appointed  
State organizations and/or chapters are responsible to International for the work of this committee.
    - a. The committee shall select the recipients of the Doreen E. Cohen DKG Alberta Scholarship.
    - b. The committee shall recommend rules to govern the Doreen E. Cohen DKG Alberta Scholarship.
3. World Fellowship Committee – appointed  
State organizations and/or chapters are responsible to international for the work of this committee.
    - a. The committee shall recommend non-member women educators who are not citizens or permanent residents of Canada or the United States to receive World Fellowships.
    - b. The committee shall encourage members and chapters to financially support the work of this committee.

## **Section D. Other Committees**

1. Awards Committee – see *DKG Alberta Standing Rules*, 13.1 and 13.2.
2. History Committee – Historian/Archivist – appointed.
  - a. The Historian/Archivist shall be appointed (with vote), by the DKG Alberta Executive Board.
  - b. The Historian/Archivist shall have the responsibility of maintaining an historical record, and maintain an inventory of all records, possessions and artifacts, retroactive to cover all past documents and maintain the Achievement Award record containing a photo and a brief biography of the recipient(s).

3. Special Funds may be created by a recommendation approved by the state organization executive board and adopted by members at a state organization convention.

## **Article IX. Meetings**

### **Section A. Chapter Meetings**

1. Regular Meetings – in accordance with *Constitution*, Article IX, Section A.
  - a. Regular business meetings of chapters shall be held at least four (4) times per year.
  - b. In order to transact business, chapter meetings may be face-to-face, through electronic communications, or through a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
  - c. The quorum for chapter business shall be determined by the chapter.
  - d. Methods of voting, including electronic, shall be stated in the chapter rules. If secret ballot voting is not provided by the internet meeting platform, members may waive their right to vote by secret ballot.
  - e. All members being notified, matters requiring immediate chapter action may be voted upon by mail (postal or electronic) that provides a valid receipt of each responding chapter member's vote. A majority vote of chapter members shall be required for action.
  - f. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the chapter.
  - g. There shall be no proxy voting.
2. Meetings of the Executive Board
  - a. Meetings of the chapter executive board shall be held at least twice annually. The board may meet at other times at the call of the president.
  - b. A quorum shall be a majority of the voting members of the board.
  - c. All members being notified and, in order to transact business, the chapter executive board may meet through electronic communication as long as all the members may simultaneously hear one another and participate during the meeting.

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

1. DKG Alberta Electronic Meetings
  - a. Business of the state organization and all bodies governed by the *DKG Alberta Bylaws* (executive board, committees, conventions, conferences) may be transacted electronically provided that all members are able to simultaneously hear each other and actively participate in the meeting.
  - b. A quorum shall be established before any business may be transacted.

- c. Voting methods may include electronic polling, roll call, raising a hand, or voice vote.
  - d. For elections that require a ballot vote and where secret ballot voting is not provided by the internet meeting platform, eligible voting members may waive their right to secret ballot vote.
  - e. A motion may be brought forward by entering the motion into the designated message area of the internet meeting platform.
  - f. A motion should include the name of the mover, and if required, the seconder.
2. State Organization Executive Board
- a. Meetings of the DKG Alberta Executive Board shall be held at least once, annually.
  - b. Chapter presidents who are unable to attend their state organization executive board meeting may appoint an official designee who shall have full privileges of participation.
  - c. A quorum shall be a majority of voting members of the board. Each voting member shall be entitled to one (1) vote. There shall be no proxy voting.
  - d. The executive board may transact business by mail (postal or electronic).
3. State Organization Conventions, Conferences, Workshops
- a. DKG Alberta shall hold at least one (1) state organization convention each biennium, in odd-numbered years. A conference or workshop is optional in even-numbered years. The date(s) and site(s) shall be determined by the state organization executive board.
  - b. A quorum shall be a majority of the members who have registered at the convention.
  - c. Any DKG Alberta member attending a state organization convention may make motions, enter discussions, and vote.

## **Section C. International Meetings**

Meetings of the International Executive Board:

A state organization president who is unable to attend the International Executive Board meeting may appoint an official designee who shall have full privileges of participation, in accordance with *Constitution*, Article IX, Section C.

## **Article X. International Conventions and Conferences**

### **Section A. International Conventions and Conferences**

1. On-Site Sales:
- a. A state organization desiring to sell items at conventions and conferences shall follow the international guidelines for sale of items.
  - b. Each vendor/exhibitor approved to sell items at conventions and

conferences shall pay a fee determined by the Administrative Board.

## **Section B. International Conventions**

1. The international convention of the Society shall be held biennially in even numbered years, the year, and the host state organization to be determined by the International Executive Board.
2. A quorum shall be a majority of the members who have registered at the convention.

## **Section C. International Conferences**

1. Training
  - a. State Organization Presidents  
The International Leadership Development Committee shall collaborate with appropriate professional staff to present DKG – focused leadership training and information for incoming state organization presidents.
  - b. State Organization Educational Excellence Chairs  
Training will be provided for state organization educational excellence chairs.
  - c. State Organization Membership Chairs  
Training will be provided for incoming state organization membership chairs.
  - d. State Organization Treasurers  
The International Finance Committee shall collaborate with appropriate professional staff to present training and information for state organization treasurers.
  - e. Additional training sessions for state organization presidents, treasurers, and committee chairs may be delivered at other times and in other ways.
2. International Conferences  
International conferences shall be held biennially in odd-numbered years.

## **Article XI. Headquarters**

The Headquarters of The Delta Kappa Gamma Society International is located at 416 W. Twelfth Street, Austin, Texas 78701.

## **Article XII. Publications**

### **Section A. Publications**

1. International Publications
  - a. The Delta Kappa Gamma Society International shall publish a news periodical, a juried international professional journal, and a collegial magazine.

- b. The Delta Kappa Gamma Society International will maintain a presence on the World Wide Web and use other forms of electronic communication.
2. State Organizations and chapters may use a variety of communications. *DKG Alberta News* shall be published at least three (3) times each year and sent to all members, and others, at the discretion of the editor and the state organization president.
3. The president at each level shall approve publications. DKG Alberta special publications or brochures shall be approved by the president and the plans submitted to the executive board for financial approval.

## **Article XIII. Awards**

### **Section A. DKG Alberta Awards**

1. The Alberta State Organization provides awards for DKG Alberta members.
2. The awards include: the DKG Alberta Achievement Award, the Doreen E. Cohen DKG Alberta Scholarship Award and educational grants, and the recognition of DKG Alberta members.

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

1. DKG Alberta Achievement Award shall be presented once each biennium. A 10-karat gold pin known as the DKG Alberta Achievement Award, is given to members in recognition of their outstanding contributions to DKG.
2. Doreen E. Cohen DKG Alberta Scholarship Award
  - a. The award shall be granted in three (3) categories. (See *DKG Alberta Standing Rules* 13.1)
  - b. Recipients of Categories 1 and 2 shall be announced at a DKG Alberta convention.
3. DKG Alberta Member Recognition
  - a. DKG Alberta shall recognize members for years of membership and service to the Society. (See *DKG Alberta Standing Rules* 13.3)
  - b. Awards shall be presented at a DKG Alberta convention.

## **Article XIV. Affiliates**

**Affiliates** – in accordance with *Constitution*, Article XIV

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

## **Article XV. Parliamentary Authority**

*Robert's Rules of Order Newly Revised* (current edition) shall govern the proceedings of DKG Alberta and its chapters in instances in which the authority is not inconsistent with the *Constitution* or other adopted Society rules, and *DKG Alberta Bylaws*, *DKG Alberta Standing Rules* and Chapter Rules.

## **Article XVI. Amendments**

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

Proposals for amending the *Constitution* may be considered every two (2) years, in accordance with *Constitution*, Article XVI.

### **Section B. Amendments to the Bylaws**

1. *DKG Alberta Bylaws* may be amended at the biennial convention by a two-thirds (2/3) vote, provided notice to the members of the proposed amendments shall have been published in the *DKG Alberta News*, at least thirty (30) days before convening the convention.
2. Any member, committee, board, or chapter may submit proposed amendments to the Bylaws or Standing Rules to the DKG Alberta Constitution – Bylaws/Rules Committee.
3. All proposed amendments for the Bylaws shall have been approved by two thirds (2/3) vote of the DKG Alberta Executive Board before being submitted to the convention.
4. The amendments will take effect as soon as they are passed.
5. Any changes to the *DKG Alberta Bylaws* and *Standing Rules* necessitated by amendments to the *Constitution* and/or *International Standing Rules* shall be made by the DKG Alberta Constitution – Bylaws/Rules Committee.

### **Section C. Amendments to the Standing Rules**

Standing Rules may be amended or rescinded at any convention by a majority vote, a quorum being present.

## **Article XVIII. Conflict of Interest\***

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

## **Article XIX. Dissolution**

### **Section A. State Organization Dissolution**

In the event of a dissolution of DKG Alberta, the assets of the corporation shall be distributed as per *Constitution, Article XIX*.

DKG Alberta shall follow dissolution in accordance with the incorporation statutes of the Province of Alberta by which the state organization was chartered.

### **Section B. Chapter Dissolution**

In the event of possible chapter dissolution, DKG Alberta shall complete the following as per *Constitution, Article XIX*.

1. Before a chapter is dissolved, the approval of the state organization executive board must be obtained.
2. Careful consideration shall be given to the manner in which those desiring to maintain membership transfer to other chapters. International procedures must be followed.
3. Any remaining funds in the chapter account shall be sent to the state organization treasurer and deposited in the Available Fund.
4. Chapter paraphernalia, Society publications, and chapter records shall be retained in the state organization archives and made available for use.
5. The charter must be returned to the state organization to be forwarded to the Society Headquarters.
6. The state organization executive board shall decide whether the Greek/chapter name shall be reused.