

Guidelines
For Chapter
Treasurers



P.O. Box 1589
AUSTIN, TX 78767-1589

Revised 2016

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*

International Projects

UNICEF's Schools for Africa
www.unicefusa.org/dkg
Support for Early-Career Educators

Purposes

1. To unite women educators of the world in a genuine spiritual fellowship
2. To honor women who have given or who evidence a potential for distinctive service in any field of education
3. To advance the professional interest and position of women in education
4. To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators
5. To endow 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
7. To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society

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Preface

This guidebook is designed to help you fulfill your duties and understand the Society's business operations. It does not take the place of the *Constitution* and *International Standing Rules*. It provides a convenient reference, bringing together all pertinent information about business operations.

You may find that situations arise that require further explanation and interpretation than what is contained in this booklet. Ask for assistance as needed from the state organization treasurer and the operation services or membership departments at Society Headquarters.

Communication is critical among the various levels of Society structure. It is vitally important to the chapter. The treasurer, president, finance committee chair and membership committee chair, working together, ensure the continuation of the key element of the Society's strength and influence: its membership.

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Duties of Chapter Treasurers

The duties of the treasurer at the chapter level are delineated in the *Constitution* (Article VI, C, 9):

- Receive and pay out all monies belonging to the organization;
- Keep an accurate account of receipts and expenditures;
- Maintain a record of receipts, bills and bank statements;
- Present a report at each regular meeting;
- File required tax reports;
- Submit for annual audit/financial review the accounts of the organization;
- Serve as a member, ex officio, without vote if under remunerative contract for her services, on the respective executive board;
- Serve as a consultant in the process of budget development and supervision of finances;
- Follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the chapter Finance Committee; and
- Discard old and outdated forms or cards

Note: *When treasurers change, the outgoing treasurer should see that the new treasurer has the needed materials and instructions.*

Beginning the Fiscal Year

The fiscal year for The Delta Kappa Gamma Society International runs from July 1 through June 30, inclusive. The duties of the new treasurer begin on July 1. (See duties pg. 1).

Budget

A budget is the financial statement of estimated income and expenses of an organization for a period of time. The budget plans the financing of that organization. No organization should function without a budget.

The budget is usually prepared by the Finance Committee with the treasurer serving as consultant. The treasurer will be asked to furnish information about the balance at the end of the fiscal year, the estimated income, and information regarding estimated expenses if no estimates are available. The Finance Committee presents the budget to the chapter executive board.

Paying bills

The treasurer pays by check, debit card or online the bills **approved by the chapter president** as authorized in the budget or through chapter actions.

Bills and rationale should be checked for accuracy before being paid. If the president co-signs the checks with the treasurer, approval is not necessary before making the payment. All bills and receipts should be filed. Record the method of payment. Disbursements should be recorded immediately.

If the Available Fund is small and the bank charges a service fee, the treasurer may be instructed to keep a petty cash fund and pay small amounts in cash with each payment supported by evidence. All bills should be paid in a timely way.

Supplies and Materials

- + Form 18 and Form 18-A
- + Membership Cards
- + Treasurer's Cashbook or accounting software (Quicken or Quickbooks) (optional)
- + Current *Constitution* and *International Standing Rules*
- + Initiate Cards or online forms
- + Reinstated Member Cards or online form
- + Change of Address Cards or online form
- + Form 43 (Contribution Form) or online form
- + Change of Treasurer and/or Treasurer's Address Form
- + Dues Reminder

The treasurer should check the files to make sure that all necessary materials are available and that all forms are current. All forms are available on the Society website.

Permanent Files

Treasurers should review their permanent files. Permanent files should have the following:

- Approved invoice or reimbursement forms, receipts and bank statements;
- Copies of receipts given to members for payment of dues;
- Chapter Treasurer's Cashbook/computer summary printouts;
- Chapter copies of Form 18 and 18A;
- Chapter copies of Form 15;
- Copy of annual financial statement made to chapter;
- Any correspondence dealing with transfers and/or membership status of individuals; and
- Chapter membership records. (If the treasurer keeps a card file or membership list, these records should also be kept in the treasurer's permanent file.) Update information with chapter president and membership chair.

Seven years is usually a sufficient time period for keeping records, but the chapter/state organizations may have a rule regarding this as well. See suggested retention schedule on page 36.

Bank Accounts

All chapter money should be deposited in an account in the name of (Name) Chapter, The Delta Kappa Gamma Society International. The name of the chapter president and the chapter treasurer are required for the account. This needs to be up-to-date. **The treasurer must never deposit chapter money into a personal bank account.**

Deposit all chapter money in an insured account.

New treasurers must make proper arrangements with the bank or other financial institutions where the chapter has accounts.

Responsibilities

Review governing Society documents regularly to have a good understanding of Society policies and procedures. These include the current *Constitution* and *International Standing Rules* and the current state organization bylaws and chapter rules.

Become acquainted with the books and the method of record keeping used. The former treasurer will be a good resource.

Collect the proper payment for initiates and report payments promptly.

Give a report at each meeting during the year. The report should be brief and include a summary of expenses and income for the month or for the period since the last meeting, the amount of dues payments received and the balance on any invested funds.

Make sure that the name of every member of the chapter is listed on the preprinted Form 18 received from Society Headquarters. List omissions/additions at bottom of last page.

Report on Form 18 the payment of each member's dues and fees and send the report to the state treasurer immediately. (Ref. pg. 14-16)

List names of members who are dropped on Form 18-A and send immediately to the state organization treasurer (Ref. pg. 17-18). Keep the cumulative list.

Have Initiate Cards and Reinstated Member Cards on hand for every initiation or reinstatement or use online versions.

Make an annual report on Form 15 to the state organization treasurer and the state organization president.

Prepare annually between July 1 and November 15, a Form 990 report for the Internal Revenue Service (for U.S. chapters only). See pages 27-28.

While the treasurer does the actual collection of dues, she should be able to rely on assistance and support from the president and Membership chair and Finance Committee.

Fidelity bond

Chapter treasurers shall follow appropriate procedures to ensure the safety and proper handling of chapter monies as established by the chapter Finance Committee. Chapter treasurers are no longer required by the *Constitution* to have a fidelity bond.

For further information, contact the operation services administrator.

Non-dues revenue

Non-dues revenue is income that comes from sources other than dues. This very often helps to balance a budget. Non-dues revenue helps the chapter, state organization or international level of the Society to have a balanced budget. Partnerships are listed on the Non-dues Revenue Committee page on the website.

Finances

Making Contributions

Contributions to various funds at the state organization and international levels are reported on Form 43. All international contributions must be sent with Form 43 to the operation services department, The Delta Kappa Gamma Society International, P.O. Box 1589, Austin, Texas 78767-1589. State organization contributions are sent with a Form 43 to the state organization treasurer.

Reporting Contributions

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. For example, one payment must be made payable to the Scholarship Fund, and another payment payable to World Fellowship Fund.

Gifts also may be sent to The Delta Kappa Gamma Educational Foundation. Contributions to the Educational Foundation, a 501(c)(3) U.S. federal income tax-exempt corporation, are deductible for federal income tax purposes.

Contributions to the **DKG Supporting Corporation**, a 501 (c) (3) are tax deductible in the U.S. and some other member countries. These funds include the Educators Award Fund, Emergency Fund, Golden Gift Fund, Loretta Halek Memorial Fund, Eunah Temple Holden Leadership Fund, International Speakers Fund, Scholarship Fund and World Fellowship Fund. To claim this deduction, complete Form 43 and make a check payable to the specific fund. Donations may be made online with a credit card.

Contributions received at Society Headquarters will be posted to the fiscal year in which received. It is not possible to record contributions received after June 30 to the previous fiscal year. Therefore, treasurers should make sure that the contributions arrive at Society Headquarters in time to be posted to the current year. Encourage members to retain a copy of any contributions made.

Any check that is sent to the Society office must be made payable to The Delta Kappa Gamma Society International and be accompanied by a Form 43. No check should ever be made payable to an individual person.

Funds

In general, member dues and fees support the work of the Society. On international and state organization levels, dues and fees are the basis for the Available, Permanent and Scholarship Funds. A chapter must maintain an Available Fund and may create a Scholarship Fund if, by a majority vote, the members determine to do so.

All of the state organization's share of the scholarship fee goes into the Scholarship Fund. The amount transferred to the Permanent Fund is fixed by the *Constitution*, Article IV, F, 3, b, unless



Why must a separate Form 43 and check be sent for each specified fund donation?

The Society maintains separate accounts for each fund and this procedure ensures accurate, efficient, and timely deposits without extra fees.

changed by state executive board action. State organizations should study the allocation and ratio and make recommendations to the executive board.

See below for full explanation of chapter and state organization scholarship funds. **Once money is designated for scholarship, it may not be used for other purposes.** The chapter may add to its fund from such other sources as it may determine.

The funds of The Delta Kappa Gamma Society International include the following:

Available Fund. The operating expenses of the Society at all levels are paid from the Available Fund (operating fund) in accordance with the budget adopted for a given fiscal year. The income from dues and initiation fees is channeled into this fund, except for what is allocated to the Permanent Fund. At each level of the Society, the budget is based upon the anticipated revenue for the Available Fund including dues and fees income, interest income on Available Fund investments, interest income earned by the Permanent Fund, and undesignated contributions.

Permanent Fund. The international organization and each state organization shall maintain a Permanent Fund. The Society shall set aside for its Permanent Fund one-fourth of its initiation fees, and annual dues until the total of the current assets in its Permanent Fund is not less than thirty percent (30%) of its Available Fund annual income, at which time the executive board may reduce or discontinue further allocations. Each state organization shall follow this same formula for maintaining its Permanent Fund. The total amount collected in the category of initiation fees and dues minus that predetermined percentage designated as belonging to international is the amount claimed as annual income within that category by the state organization. Therefore, a state organization's available fund income does not include the money it sends to international for members' dues. The 25% of the available fund used to build the state organization's permanent fund up to 30% can only be 25% of what the state organization does not send to international. Interest income from the international Permanent Fund is allocated to the international Available Fund. Each state executive board may decide the allocation of interest from the state Permanent Fund. The ratio and allocation should be studied every year. The principal of the Permanent Fund shall be used for the purchase of initiation paraphernalia and items of a permanent nature, for rent of office space, or for erection and furnishing of a headquarters building.

Educators Award Fund. The Educators Award recognizes women authors and their contributions to education. The \$2,500 award is made annually for a book written by one or two women in countries where the Society is organized. Income from investments and contributions to the fund provide for the awards.



Emergency Fund. Created in 1948 and maintained by voluntary contributions, the fund gives immediate assistance to members who sustain major losses from floods, tornadoes, hurricanes and other natural disasters. Chapter presidents send recommendations for assistance to state organization presidents, who submit requests to Society Headquarters.

Loretta Halek Memorial Fund for Program Resources. Designated memorial gifts established the fund in 1974. The appropriate professional staff personnel recommends to the Finance Committee expenditures from only the interest of this fund.

Eunah Temple Holden Leadership Fund. This fund was established in 1978 through a bequest of \$96,959 from Eunah Temple Holden, past national president and former executive secretary. Interest from the fund supports development of Society leadership.

Golden Gift Fund. Established in 1974 to commemorate the Society's 50th Anniversary, this fund is supported by voluntary gifts. The Golden Gift Fund currently finances a leadership management seminar.

International Speakers Fund. Established in 1982 in recognition of the 30th anniversary of the internationalization of the Society, the fund is supported by voluntary contributions. The interest of the fund is used to pay travel expenses of designated members from all member countries to speak at state conventions, regional conferences and meetings in countries other than their own.

Scholarship Fund. International scholarships awarded to members for graduate study are financed by twenty cents of each member's scholarship fee, interest from Scholarship Fund investments, royalties from the sale of Delta Kappa Gamma paraphernalia, and monies from other sources determined by the International Executive Board. Each award pays a stipend of \$6,000 to a Society member for graduate studies and \$10,000 for doctoral studies in an accredited institution of higher learning for one academic year. The international organization may award up to 30 scholarships each year.

World Fellowship Fund. World Fellowships are supplementary awards granted for study to women who are not citizens or permanent residents of the U.S. or Canada. The fund is maintained by voluntary contributions. Grants of \$4,000, the number depending upon contributions, are made to selected applicants. Some extensions may be awarded by the committee. The amount is decided upon by the International World Fellowship Committee.

Q We thought that World Fellowship recipients could not be from any of our member countries and yet this year there were several. What are the facts?

World Fellowship recipients may be from any country with the exception of countries where there are designated university sites. As of January 1, 2004, there are designated sites in Canada and the U.S., so citizens of those two member countries cannot be World Fellowship recipients.

Collecting Dues and Fees

The chapter treasurer is responsible for collecting dues and distributing preprinted membership cards as members pay.

Annual dues shall be required for active and reserve members at all levels of the Society.

Chapter dues are set by the chapter.

State organization dues are determined in accordance with state organization bylaws. Each state organization treasurer is to instruct chapter treasurers regarding the collection and amount of state organization dues.

Note: Each state organization sets its own dues amount as does each chapter.

International dues are determined in accordance with the *International Standing Rules*.

Membership classes

The Society has three membership classes—active, reserve, and honorary. The *Constitution* and the *International Standing Rules* include clarification relating to membership questions. Refer to this governing document for further details.

Dues

Active members. Active members pay annual international dues according to *Standing Rule 4.22* plus a \$1 U.S. annual scholarship fee. Active members are listed on the printed Form 18 with the code “A.” Active members whose dues are paid for life (no longer available) are listed with the code “AL.” An active member whose dues are paid for life pays no international dues or fees.

Reserve members. Reserve members pay annual international dues according to *Standing Rule 4.22* plus a \$1 U.S. annual scholarship fee. Reserve members are listed on the printed Form 18 with the code “R.” Reserve members whose dues are paid for life (no longer available) are listed with the code “RL.” A reserve member whose dues are paid for life pays no international dues or fees.

Honorary members. Honorary members are listed on the printed Form 18 with the code “H.” A one-time lifetime fee of \$50 U.S. for publications is paid at the time of initiation of each honorary member. The chapter or state organization pays this fee only once for the honorary member.

Preprinted sets of Form 18 are mailed to chapter treasurers from Society Headquarters in late summer. The packet will contain copies of Form 18-A.

Scholarship fee

Each active and reserve member pays the scholarship fee of \$1 U.S.

A chapter that has established and maintains a local scholarship fund retains 60 cents of the scholarship fee to award its scholarship. The remaining 40 cents is sent to the state organization

treasurer—20 cents for the state organization scholarship fund and 20 cents for the International Scholarship Fund.

A chapter which does not maintain a local scholarship fund sends the entire fee of \$1 U.S. per member to the state organization treasurer. The state organization keeps 80 cents and sends 20 cents to Society Headquarters for the International Scholarship Fund.

Members who have paid dues for life or honorary members do not pay scholarship fees. No payments for these members are included on Form 18 reports.

For reporting purposes, grants refer to money given to non-members. Scholarships refer to money given to members.

Initiation fee

Each initiate pays an initiation fee of \$10 U.S. Of this amount, \$5 stays with the chapter, \$2.50 goes to the state organization, and \$2.50 goes to international.

Members initiated on or after July 1 and before April 1 pay the initiation fee, dues and scholarship fee at the time of initiation. Members initiated on or after April 1 and before July 1 must pay only the initiation fee at the time of initiation.

The chapter treasurer must send the state organization and international portions of the payments to the state organization treasurer **immediately** along with an Initiate Card (also available online) for each new member and a completed Form 18.

Reinstatement

Any member who wants to pay dues after the October 31 deadline may request reinstatement. **There is no such thing as an “inactive” member.**

A former member may be reinstated to membership at any time.

Members reinstated on or after July 1 and before April 1 must pay dues and scholarship fee at the time of reinstatement. Members reinstated on or after April 1 and before July 1 pay dues and fees at the same time as other chapter members.

The chapter treasurer must send the state organization and international portions of payments to the state organization treasurer **immediately**, along with a completed Form 18 and reinstatement card.

Dates for payment/reporting dues and fees

Dues and fees are payable between July 1 and October 31. Annual dues and fees must be paid by a member to the chapter treasurer no later than October 31. If any dues are paid prior to July 1, the dues should be entered as “prepaid dues” and then carried forward into the next year’s records. “Prepaid dues” should not be sent to state and international until after the new Form 18s are received. (See *Constitution IV, C and G.*) See Processing Payments pg. 11.



If the chapter does not maintain a scholarship fund, doesn't that mean there is more money for International scholarships?

No, the “extra” money (80 cents) goes to the state organization scholarship fund.

As soon as possible after October 31, the chapter treasurer must send to the state organization treasurer Form 18s for all payments not yet reported. Form 18-A must be sent to report any unpaid members. **November 10** is the deadline for chapter treasurers to have Form 18s and Form 18-As to the state organization treasurers.

Initiates and reinstatements may need to be reported at various times during the year. **The appropriate fees and/or dues should be sent with a Form 18 and the initiate cards immediately after the initiation has occurred.** Reinstatement cards should be sent at the time of reinstatement.

Processing Payments

Filling out Form 18

Complete Form 18, the Report of Dues and Fees, carefully and thoroughly. Be sure that accurate records are reported to the state organization and to Society Headquarters.

Form 18 reports for chapter treasurers are printed each year, listing the names and addresses of the members. A duplicate copy of this printout is included for the chapter treasurer to pass on to the chapter president. No changes, such as name changes, should be written in the “Name” column. Name and/or address changes are reported on the Change of Address Card directly online. Members may know update their own information in the member portal on the Society website.

Report address changes using the online form or Change of Address Card or through the member portal on the Society website

When most of the dues are collected, the chapter treasurer should complete the preprinted Form 18 and send all three copies to the state organization treasurer, along with the state organization and international portions of the payments. It is not necessary to wait until all members have paid dues to send a Form 18 report. Subsequent payments may be reported by using blank forms. However, all dues and fees must be reported to the state organization treasurer as soon as possible after **October 31**. The chapter treasurer should make a copy of the Form 18 before sending it to the state organization treasurer to use as reference until the chapter copy is returned. Money transfers and checks should be payable to the state organization, such as Ohio State Organization. The state organization treasurer retains the state organization portion and forwards the international portion of the dues and fees. The chapter copy is returned to the chapter treasurer as a receipt.

It is helpful to Society Headquarters if checks are NOT stapled to any of the forms.

“**Date Report Prepared**” at the top of the form is the date that the treasurer sends the Form 18 to the state organization treasurer along with a check. This date is important, and the chapter treasurer should be sure to include it.

Each member’s identification number is printed in the left column of the form. This number, automatically assigned when the member is added to Society Headquarter’s records, is included with the member’s name when reporting any type of transaction to Society Headquarters.

Provide the member’s Society identification numbers when corresponding with Society Headquarters about any membership matter.

The treasurer should add the names of any initiates or reinstated members who are not on the form. When listing an initiate or reinstated member, the treasurer should make sure that an Initiate Card or Reinstatement Card has been sent to the state organization treasurer, who then sends it on to Society Headquarters. Sending these cards **immediately** after initiation/reinstatement ensures prompt listing on the records at Society Headquarters.

In the various columns for dues and fees, the treasurer should **write the amount** that she is submitting for each member, including those added to the preprinted form. This amount is the sum of both the state and international portions of the dues and fees. The treasurer must account for each member listed on the form, either by reporting the amount paid or by checking that the member

is being reported on Form 18-A (see page 17.) Exception: Honorary, Active Life and Reserve Life members have no dues or fees.

The last column, labeled “Check If Reported on Form 18-A,” is used to indicate any member who is being reported as dropped on Form 18-A. This column alerts state organization treasurers of membership termination. However, it does not replace the Form 18-A, which is the only official way to report membership termination. When a member has been dropped, a Form 18-A also must be completed.

The “Summary By Chapter Treasurer” should be filled out only at the bottom of the **first** page of Form 18. Totals can be verified more easily by the state organization treasurer and Society Headquarters with the summary on the first page.

The chapter treasurer should check and double-check calculations. Careful checking will avoid errors and will prevent delays in processing. If a second Form 18 report is sent, it should be checked carefully against the first report to be sure that a duplicate payment is not being sent for any member.

All members must be accounted for either by reporting the amount paid or by checking that the member is being reported on Form 18-A.

Note: *It is extremely helpful for record keeping to either make copies of members' dues checks or write the number of the check next to the name on the member roster.*

The Bottom Line . . .

- ✓ Receive forms from Society Headquarters in late August listing all the members in the chapter according to records at the time these forms are printed.
- ✓ Complete forms as soon as most dues are collected.
- ✓ Fill in “Date Report Prepared” at top of form.
- ✓ Add names of initiates or reinstated members whose names are not on the form. Be sure that an Initiate Card or Reinstatement Card has been sent to the state organization treasurer for each of these members.
- ✓ Do not indicate changes of name and/or address on form. Use Change of Address cards or complete online.
- ✓ Check “Member Code” for each member and make a notation on form of any change in status.
- ✓ Write the amount paid for each member in the appropriate column.
- ✓ Check the box in the last column to indicate “Reported on Form 18-A” for any members being dropped.
- ✓ Complete “Summary By Chapter Treasurer” at bottom of form on first page only.
- ✓ Check and double-check calculations.
- ✓ Send completed report to the state organization treasurer along with a check made payable to the state organization. Money transfers may also be used.
- ✓ Complete additional forms as needed throughout the year to report payments.

Reporting Unpaid Members

Unpaid members

The chapter treasurer should determine by October 31 which members have not paid dues. The chapter treasurer, in consultation with the chapter president and the membership chair, should contact these members personally. Considerable effort should be made to encourage these members to continue their membership in the Society.

If a member has not paid dues and scholarship fee by October 31, the treasurer removes her name from the chapter roll. **There is no such thing as an "inactive" member.** This action should be in the minutes of the executive board and/or chapter. No name can be listed as dropped for nonpayment of dues prior to November 1.

The member should be notified in writing of membership termination for non-payment of dues and fees. The chapter treasurer and chapter president decide whose responsibility it is to notify the member.

In the case of a member who is terminally ill or who is no longer able to handle her affairs and has not paid dues and fees by October 31, many chapters make special provisions for payment. The treasurer cannot make this decision but may encourage the chapter executive board and/or the chapter to discuss the situation. The treasurer carries out the chapter's decision on the matter.

Form 18-A

Form 18-A is used to report any member (including honorary) who is no longer on the chapter roll. Like Form 18, it is printed. The form may be used at any time during the year. However, it is imperative that the form be completed soon after October 31 to report any members who should be dropped. **The chapter treasurer must account for each member listed on the preprinted Form 18, either by reporting the dues and fees on Form 18 or by reporting on Form 18-A that the member is being dropped.**

The chapter treasurer is responsible for making the official report of terminations by listing the names of members who have been dropped by the chapter on Form 18-A, Report of Members Dropped. The reason for membership termination is indicated on this form by placing a number in the "Reason" column to the right of each name. Use the last column for listing deceased members. Two copies of the form are sent to the state treasurer who forwards one copy to Society Headquarters. Form 18-A should never be stapled to any other form.

Form 18-A should be sent immediately to the state organization treasurer after the membership termination occurs. This means that the chapter treasurer may need to send several of these forms to the state organization treasurer during the year, after sending one by November 10 with dues reports.

The eight reasons for termination include:

1. Meeting times/places incompatible with schedule
2. Other responsibilities (family, work)
3. Chapter not meeting needs of member
4. Health
5. Economic
6. Transportation

7. Moved out of area
8. Death

Death. The name of the deceased member should be listed on Form 18-A along with the date of death. The death of a member is the only termination that requires that a separate form—Form 6—be completed by the chapter president. These forms are handled and mailed separately.

Resignation. A resignation from membership should be presented in writing to the chapter president. The resignation should carry with it an explanation for withdrawal based on the seven decidable reasons above. It is suggested that the chapter president contact the member and explain the alternatives that may be available.

Other Membership Procedures

Transfers

To transfer to a different chapter, a member in good standing must complete a Form TR-A. Complete instructions for transferring are given on the application. The form is available online or from a chapter president.

All applications for transfer are processed through Society Headquarters.

When an application for transfer is sent to Society Headquarters, the space for indicating chapter preference may be left blank. Society Headquarters will send the member a list of the chapters in the new area. The application will be held until Society Headquarters receives the name of the chapter the member has selected.

Eligibility for transfer is determined by Society Headquarters. The transferring member is not required to present proof of payment of current dues. This allows members who are transferring between July 1 and October 31 to make payment to either chapter. The application does ask the member to provide the approximate date on which the last dues payment was made and to which chapter the dues were paid. This information is requested as an attempt to make sure each member who is transferring pays dues on time.

If a member transfers to a chapter during the period between July 1 and October 31, payment for the current year may be made to the new chapter. The treasurer of the receiving chapter should add the name on the Form 18 report and send the dues to the state organization treasurer. The treasurer of the chapter from which the member is transferring should write "transferred" on the preprinted Form 18 next to the name of the member. No payment will be included.

A transferred member is not initiated again, nor does she pay a transfer fee. Under no circumstances should she pay dues and fees to more than one chapter during any one year.

It is each member's responsibility to see that dues are paid to the appropriate chapter. It is appropriate for the chapter treasurer to check with the member to make sure dues have been paid and that records are accurate.

Important note: A transfer is not complete until the Official Notice of Transfer form is received from Society Headquarters. This notice is sent to the member, the presidents and treasurers of both chapters, and the state organization treasurer(s).

Transfer Summary . . .

- ✓ Member fills out a TR-A, Official Application for Transfer form either online or as a printed form.
- ✓ Member sends form to Society Headquarters.
- ✓ Society Headquarters verifies membership and transfer is processed. If no chapter is specified, help will be given in finding a suitable chapter.
- ✓ Society Headquarters sends an Official Notice of Transfer to the transferring member and to the presidents and treasurers of both chapters and state organization(s).

Transfer is complete only after the official notices are received from Society Headquarters.

Ordering Society jewelry

All Society jewelry must be ordered directly from the official jeweler. Order blanks may be obtained from Society Headquarters or online.

Order forms are dated. It is important to make sure an updated form is used to avoid delays.



The chapter president's barpin shall be presented to the president by her chapter at the time of her installation (*International Standing Rule 1.13*).

Initiates are to order the keypin through the chapter treasurer at initiation time when dues and fees are paid. The chapter treasurer may handle orders for Society jewelry and order all initiates' pins at one time. Mentors may also arrange to order pins for initiates in advance.



A separate order form for paraphernalia is used to order the initiation candleholders as well as the large brass initiation candlestick, brass initiation bowl, chapter president's rosewood gavel, official red satin scarf, and official banner. Order forms are available from Society Headquarters or Awards Concept, Inc., online.

Award Concepts is now producing a line of DKG branded products available on their website which is connected to www.dkg.org under store.

Forms and Materials

Society supplies may be ordered from Society Headquarters online in the Society Supply Store at www.dkg.org.

Initiate card

The Initiate Card is available at no charge from Society Headquarters and is used by the chapter treasurer to report a new member. This card must be completed by the chapter treasurer at the time of initiation and sent to the state organization treasurer immediately with a Form 18 report listing the appropriate payments. It may be completed online and submitted via the Society website.

Reinstatement card

The Reinstated Member Card is available at no charge from Society Headquarters and is used by the chapter treasurer to report a reinstated member. The card must be completed by the chapter treasurer and sent to the state organization treasurer. It may be completed online and submitted via the Society website.

Change of name/address card

Changes of name and/or address may be reported directly to Society Headquarters on a Change of Address Card or online. Cards may be ordered from the Society Supply Store. **Important:** Treasurers should make sure that all changes are reported to Society Headquarters promptly. Members may also change their information through the member portal on the Society website.

Change in name and/or address should be indicated on the carrier portion of the printed card and returned to Society Headquarters. The chapter treasurer may collect and mail several to Society Headquarters. Only the portion designated in the instructions should be returned.

Returned mail is costly to the Society at all levels; therefore, it is of utmost importance that the international mailing list be kept up-to-date. Send address and email changes to Society Headquarters promptly.

Membership card

A membership card is included for each member listed on the preprinted Form 18.

The membership cards should be distributed to each member when dues and fees are paid. If dues were collected in the spring before the cards were received, membership cards may be distributed at the first meeting in the fall. The entire card is given to the member, who tears out the perforated card that will fit in a wallet. The remainder of the card is either discarded or used to report a change or correction of name and/or address to the treasurer.

The member number on this card is necessary to login to the members only sections of www.dkg.org.

Extra membership cards are enclosed in each Form 18 packet. If the preprinted membership card is incorrect, the chapter treasurer may complete a corrected card for the member. Society Headquarters does not supply corrected cards; however, additional blank cards may be ordered from www.dkg.org.

Change of treasurer and/or address form

The change of treasure form is supplied by Society Headquarters and is used to notify Society Headquarters of any change in the listing of a treasurer. Society Headquarters maintains lists of officers. Lists must be current so that each chapter will receive materials mailed from Society Headquarters. This form should be completed and mailed to Society Headquarters immediately when there is a change in treasurer or treasurer's address.

Record keeping

Treasurers need to have specific methods of recording transactions that become the permanent records for the chapter.

The treasurer may keep as simple or as complicated a cashbook or electronic record as is necessary for all transactions and record backup. Also, she must keep in mind that the treasurer who follows her may not be an experienced bookkeeper or accountant; thus, the records should be easily understood.

Excellent software accounting programs that are user friendly are available for use, like Quickbooks.

Form 15 (Annual Report of Chapter Treasurer)

Each chapter treasurer is **required** to make an annual report on Form 15. This form is due July 15 to the state organization treasurer. This report should contain a list of the names of persons who were initiated and reinstated as well as persons resigned, deceased, transferred, or dropped for nonpayment of dues. It is extremely important that the treasurer list any scholarships and/or grants-in-aid the chapter awards. This data is compiled and shared as part of Society statistics. Each treasurer is responsible for sending verification of its IRS filing to the state organization treasurer.

Dues Reminder

There are two formats for a dues reminder on the Society website under treasurer forms. One format provides three forms on a sheet that can be completed and printed. The second option is a single reminder that can be completed and emailed to a member.

Form 20

Form 20 is the remittance form used by the state organization treasurer to report the payments being sent to the Society Headquarters for each chapter. It must accompany all groups of Form 18 reports which are mailed to Society Headquarters. A space is provided next to each chapter name where the amount of money being sent for that chapter is to be indicated.

Form 20 can be downloaded from the Society website.

Debit/Credit Memos are issued from Society Headquarters when there is any difference in the amount of money listed on Form 18/Form 20. These are sent to the state organization treasurer who is responsible for any chapter adjustments. Any adjustments (debits/credits) must be listed by the state organization treasurer in the adjustment column of the Form 20 in the bottom left-hand corner. Adjustments should never be listed beside a chapter name.

The Form 20 is never used to list contributions to other international funds. Contributions are sent with Form 43.

Internal Revenue Service Information

(U.S. organizations only)

Tax-exempt status

The Delta Kappa Gamma Society International is tax-exempt under Section 501(c)(6) of the U.S. Internal Revenue Code. Exemption is from paying federal income taxes. It does not allow for exemption from state and local sales taxes charged on items purchased by the chapter.

The Delta Kappa Gamma Educational 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.

The DKG Supporting Corporation is a 501(c)(3) and donations to the eight funds in the corporation are tax deductible in the U.S. and some member countries (see page 6).

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. To be taxable, income must be from a business not substantially related to the exercise of the charitable, educational or professional purposes on which the exemption of the organization is based. If the organization sells items to non-members, income could be considered taxable income (see “Guidelines for Sale of Items” on page 39).



So, if our chapter has a “white elephant” auction and just sells things to members, are we ok?

Yes. But if your chapter held a bingo game and invited the community, any income could be considered taxable.

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. Each unit of the Society (U.S.) is required to present this number to any financial institution that pays interest on accounts.

When a new chapter is organized, Society Headquarters applies for the Employer Identification Number (EIN). When the treasurer receives the EIN from the IRS, the number is written on the Exemption Authorization Statement supplied by Society Headquarters. The chapter president signs this form and returns it to Society Headquarters immediately.

A complete list of Employer Identification Numbers is kept on file at Society Headquarters. Each year the Internal Revenue Service sends a printout to Society Headquarters listing each unit with the name and address of the treasurer and the EIN. Society Headquarters is responsible for checking the list and reporting to the IRS any changes in names and addresses of the treasurers.

Each unit of the Society should have only one EIN. It is the treasurer’s responsibility to keep this number and record it in financial records.

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.

Internal Revenue Service Reports

All U.S. chapters and U.S. state organizations are required by the Internal Revenue Service to file a Form 990 or file the Form 990n electronically between **July 1 and November 15** of each year. The filing of the Form 990 or 990n is based on annual gross income. Gross income means the amount of income for the year for the chapter only, not the total money the treasurer may have handled that belongs to another unit of the Society. This is reported at each level. If the gross income for the year is not more than \$50,000, the chapter or state organization must file a 990n electronically. You can find a direct link and the process on the Society website. 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. If a treasurer has any problem with the filing, she should contact the Operation Services Administrator at Society Headquarters at 1-888-762-4685 ext. 115.

The fiscal year should be July 1 to June 30. If the fiscal year is incorrect, email phyllish@dkg.org with the name of the treasurer, email and 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 990n filing to their state organization treasurer. **Do not wait until the last minute to file.**

All U.S. treasurers of chapters, state organizations, coordinating councils and any other funds with a separate EIN must file a Form 990 or a Form 990n with the IRS annually. **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.

Because The Delta Kappa Gamma Society International is tax-exempt under Section 501(c)(6) of the U.S. Internal Revenue Code, it is important to note that the exemption is from federal income tax only. State organizations or chapters are not exempt from paying state and local sales tax.

Member countries other than the United States should check with their governments concerning required reports.

Coordinating Councils

Some state organizations have a separate bank account for coordinating council money with a separate EIN number. Some use the EIN number of a chapter. When the EIN is the same as the chapter, the income is reported under the chapter filing. When there is a separate EIN, the treasurer of the coordinating council needs to file a separate 990n electronically if income is under \$50,000.

Suggested Retention Schedule

Type of Record	Legal Period
Bank Deposit Slips/Copies of Cancelled Checks	7 years
Bank Statements/Reconciliations	7 years
Accounts Receivable/Accounts Payable	7 years
General Ledger/Journal	Permanent
Cash disbursements/Cash Receipts Journals	Permanent
Authorization & Appropriation for Expenditures	7 years
Petty Cash Vouchers	7 years
Invoices	7 years
Financial Statements	Permanent
Auditor Reports/Financial Reviews	Permanent
Budget Reports	4 years
Revenue and Expenditure – Fiscal Year July 1 – June 30	4 years
Membership Form 18 Printout	7 years
Membership List	4 years (at least)
Inventories of materials and supplies	4 years
Tax Returns – Federal 990 (US Only)	Permanent
Employee Payroll Records, timesheets, W-2 and W-4 records	7 years
Employee Expense Reports	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	Permanent
Constitution/ Bylaws/Rules	Permanent
Minutes	Permanent

*Keep state organization/chapter financial records of historical or archival value permanently. For long term storage DKG recommends that hard copies be kept in addition to electronic data.

Guide for the Chapter Financial Review Committee

The members of the Financial Review Committee or Internal Review Committee are the examiners of accounts. They are expected to examine all records and certify the accuracy of these records. The organization holds the committee accountable for any unexplained inaccuracies that may be found in the future in audited materials. Refer to Finance Committee Guidelines.

The following is the minimum checking that should be made in a financial review:

- ✦ Ascertain if the correct amount of cash was collected for each type of membership;
- ✦ Check to see if the proper distribution was made on the books for each type of membership fee;
- ✦ Verify the amount sent to the state organization treasurer for the state organization and international dues and scholarship fee;
- ✦ Verify the Employer Identification Number (EIN) (For U.S. chapters only);
- ✦ Check to see that the bank statements were properly reconciled each month with the accounts payable and receivable;
- ✦ Verify bonds and other securities by an actual count. Was the principal amount of investments correct? Was the proper amount of interest credited at the proper times?
- ✦ Verify the amount of the other investments. Was the proper amount of income recorded at the proper times and allocated as per chapter bylaws?
- ✦ Check to see if any investments are past maturity date;
- ✦ Check to see if the total amount of cash received during the year was deposited in the bank account and petty cash fund;
- ✦ Make sure treasurer and president's names are on all financial accounts for the chapter.
- ✦ Make sure chapter EIN is on all accounts in the U.S.
- ✦ Determine if the total amount of accounts payable are recorded properly and equal the total amount of expenditures recorded; and
- ✦ Verify the cash on the books in each section as follows: Cash balance at the beginning of the year + receipts during the year – disbursements during the year = the balance at the end of the year.

The following are additional checks to be made:

- ✦ Because the *Constitution* requires that chapter finances must be supervised by the chapter executive board, check to see that all expenditures were supported by receipts or supported by the action of the group as reported in the official copy of the minutes. Review the minutes to see that all directives and limitations regarding finances have been followed;

- ✦ Because the treasurer must account for each person on the prior year's list, check to see that the treasurer has done this;
- ✦ Determine if dues for initiates were sent in immediately after initiation;
- ✦ Determine if the cash was deposited by the treasurer within a reasonable time;
- ✦ Check to see if the treasurer dropped members who had not paid dues and fees by October 31;
- ✦ Check special contributions and verify that they were handled in accordance with the purpose of the contributions; and
- ✦ Check to see if transfers were made to other funds at the chapter, state organization and international level at regular times and in accordance with the distribution of fees.
- ✦ Verify that the IRS 990 has been filed in the U.S.

Guidelines for Sale of Items

The following guidelines are in compliance with articles of the *Constitution* and *International Standing Rules* dealing with the sale of items and the use of Society symbols. The Delta Kappa Gamma Society is a not-for-profit organization classified under Section 501 (c) (6) of the U.S. Internal Revenue Code. The Society is not exempt from payment of sales tax. 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.

Many state organizations have developed sale items to support activities congruent with the purposes and projects of the Delta Kappa Gamma Society International. These items provide visibility for the Society and should reflect a professional image.

Guidelines:

1. Sale of items by vendors should be scheduled at times other than Society general sessions or business meetings.
2. Items should be of high quality, reflecting the professional image of the Society.
3. The Society key should not be used on items designed for sale by members, chapters, state organizations, and any other vendors.
4. Items may be advertised in state organization or chapter newsletters or brochures, consistent with postal regulations.
5. Society websites will include no direct advertising except for international non-dues-revenue partnerships or fundraising by members that benefit state organizations and/or chapters. (International non-dues-revenue partnerships include the Society jeweler, insurance partners, and approved international affiliates. Fundraising by individual members does not include third-party business agreements.)
6. All vendors are responsible for obtaining all required governmental (state, province, county, city, country) 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.
7. Written permission must be obtained for any materials protected by copyright.

The Delta Kappa Gamma Society International has adopted the following governing rules pertaining to the sale of items:

Constitution, Article X, Section A

3. On-Site Sales

- a. Favors and decorations or items officially approved by the Administrative Board or the Executive Board may be sold at international conventions or regional conferences. State organizations desiring to sell their Society items shall follow the *International Guidelines for Sale of Items*.
- b. A fee in the amount determined by the Administrative Board shall be charged to any state organization, chapter, or other vendors who receive permission from the board to sell items at regional conferences or international conventions. A list of all approved vendors shall be forwarded to the convention/conference steering committee.
- c. International committee members selling official Society documents shall not be charged a fee.

Adopted by Administrative Board – November 17, 2010

Approved update by the International Non-Dues Revenue Committee – October 22, 2013

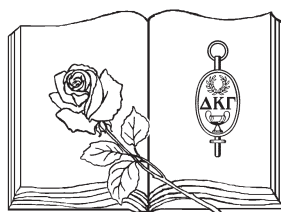
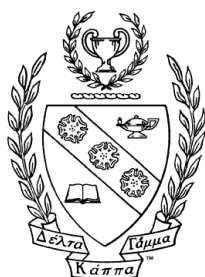
Approved by the International Administrative Board – November 8, 2013

Download from the Society website.

International Standing Rule

- 1.04 The key of the Society may be used on official Society materials such as stationery, yearbooks, websites, and programs.

Society graphics



DKG logos and other images are copyrighted. The Official Logos are branded trademarks of *The Delta Kappa Gamma Society International* and cannot be altered. Altering an official trademark on state organization or chapter websites constitutes grounds for unlinking sites prior to expiration of a certified seal.

DKG logos

DKG has four versions of its logo with color and black and white variations. The logos are

Long logo



Short logo



Rose



DKG

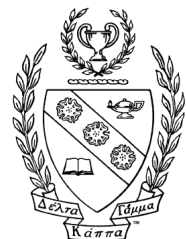


Other images available on the Society website are symbols, graphics, emblems and jewelry images, such as

Key pin



Coat of Arms



(See Constitution Article I, Section C. *Guidelines for Sale of Items and International Standing Rules* 1.01-1.05)

Guidelines for using DKG logos

DKG has a number of graphic items representative of the organization. *Guidelines for Using DKG Logos* will explain how logos may be used and how logos *may not* be used.

Logos may not be modified or altered or used in a misleading way, including suggesting sponsorship or endorsement by DKG, or in a way that confuses DKG with another organization.

Do not change the logo colors.

The correct red is 193, green is 349, using Pantone colors.

Red

Pantone-193

R-198, G-9, B-59

C-15.67, M-100, Y-77.03, K-4.8

Web safe-c5093b

Green

Pantone-349

R-2, G-105, B-55

C-90, M-33.27, Y-99.65, K-25.56

Web safe-016836

Black and white is also available.

Logos are not to be any larger than the measurements found in both pixels and inches below

Example

Web logo: 136x144 pixels

Print logo: 1.667x1.767 inches

Do not rotate logos.

Example



Do not augment the shape of the logo.



Do not insert the rose into another shape or image



Do not alter the text on the long or short logos.



Do not duplicate logo to create a new logo.

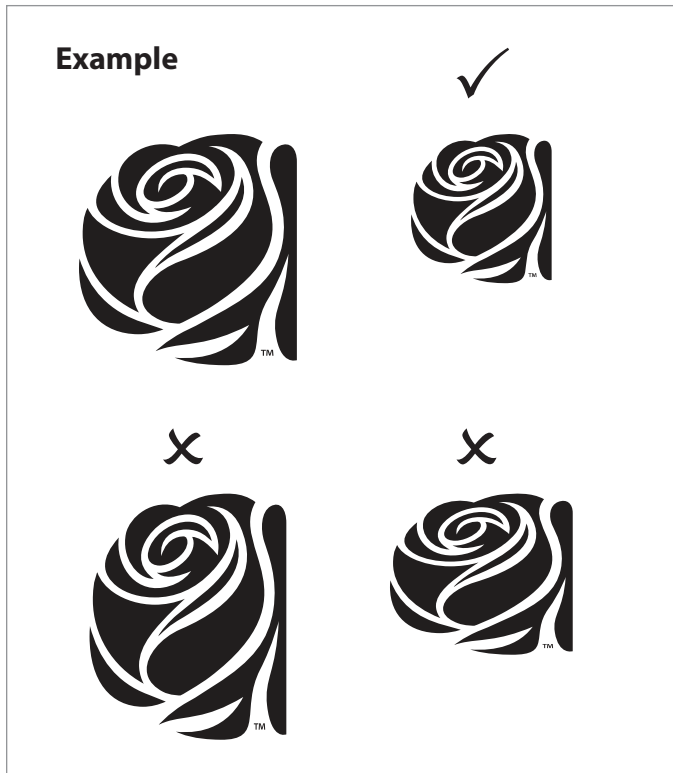


Do not animate a logo.

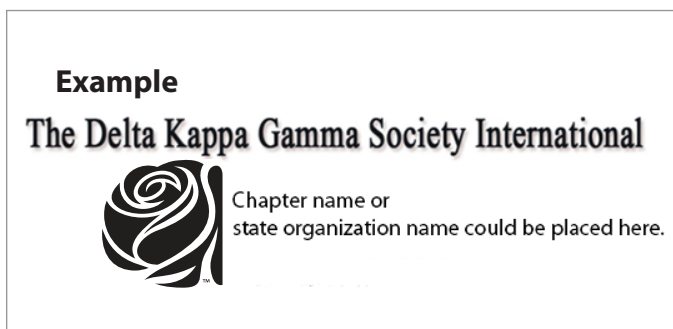
Do not use DKG logos as your personal profile picture. DKG logos are reserved for official accounts.

Remember to capitalize the letters “D” “K” and “G” whenever typing or printing.

Always resize the logo proportionally.



It is acceptable to utilize some of the logos to create your own look and feel for your site. Please find an example below:



Displayed above is a sample header for a chapter website utilizing the rose logo in combination with text and adequate spacing. Be as creative as possible without stepping outside the appropriate use guidelines.

The letter logo below allows for additional creativity as long as the letters (font), spacing and formatting are not altered in any way.

DKG™

Do use the logos on websites and in print.

Use combinations of logos to build what a chapter or state organization needs.

Here are some examples of things you can do:



If you have any questions about custom logos, please call (512-478-5748). The information services department will be glad to help.

Caution! Use of images from the DKG website!

Members sometimes want to use images from the DKG website (www.dkg.org) for their newsletters or websites. Be aware that the **ONLY** images available for use from the DKG website are those in the Logo Library.

Other images that appear on the DKG international website are copyrighted and used by permission or purchase. That permission or purchase does **NOT** extend to state organizations or chapters. If you want to use images other than those in the Logo Library and avoid copyright infringement, you must make your own arrangements with the copyright holder of the images.

About DKG

The chapter president and members should be knowledgeable about the Society and able to answer questions about the history of the organization as well as its goals for the future. Each chapter should have in its possession Volumes I, II and III of *Our Heritage*, a history of the Society. For current events, the international publication, *DKG NEWS*, as well as the state organization newsletter or website, are good sources of information. A thorough review of the *Constitution and International Standing Rules* will help in understanding the Society and its programs. Downloading the governing documents to your computer so you can do word searches will help you find information on dues, reimbursements, conventions, officers and numerous other items.

History

The Delta Kappa Gamma Society International was founded May 11, 1929, at the Faculty Women's Club at the University of Texas, Austin, Texas. Alpha Chapter of Alpha State Organization placed a plaque where the Women's Club once stood on campus. Dr. Annie Webb Blanton, member of the faculty of the University of Texas and a former state superintendent of public instruction in Texas, conceived the idea of an organization for women educators. Eleven women educators from Texas, representing various professional positions in education, were initiated by Dr. Blanton. Alpha Chapter was installed on June 3, 1929.

These 12 Founders were Dr. Annie Webb Blanton, Austin, Texas; Miss Mamie Sue Bastian, Houston, Texas; Miss Ruby Cole, San Antonio, Texas; Miss Mabel Grizzard, Waxahachie, Texas; Dr. Anna Hiss, Austin, Texas; Miss Ray King, Fort Worth, Texas; Miss Sue King, Fort Worth, Texas; Dr. Helen Koch, Austin, Texas; Mrs. Ruby Terrill Lomax, Austin, Texas; Dr. Cora M. Martin, Austin, Texas; Mrs. Lalla M. Odom, Austin, Texas; and Miss Lela Lee Williams, Dallas, Texas. (All are deceased.)

The Founders believed that there was need for an organization in which women educators—rural and urban teachers; preschool, elementary, high school, college, and university teachers; librarians; school administrators; supervisors—might be united for efforts toward better professional preparation, recognition of women's work in the teaching profession, and scholarships for those needing aid in improving their professional preparation.



Faculty Women's Club at the University of Texas in Austin

Name

The name is a combination of the initial letters of three Greek words: Διδασκαοι—Didaskotikai meaning teachers; Κλειδουχοι—Kleidouchai meaning key; and Γυναικες— Gynaikes meaning women. Today we use DKG. “Society” designates the international organization. Society Headquarters is located at 416 West 12th Street, Austin, Texas 78701. The mailing address is P.O. Box 1589, Austin, Texas 78767-1589.



Organizational structure

The Society is structured in three levels—local, state organization and international—all closely integrated. The local unit is called a chapter. The term “state organization” designates states, territories, provinces and comparable political divisions in countries where Delta Kappa Gamma is organized. The terms “international” and/or “Society” refer to the overall organization with the total membership. The business of the Society is conducted by the organizations on these three levels and through the relationships among them.

State organizations are grouped by regions as designated by the International Executive Board. The five regions include the following:

Europe—Estonia, Finland, Germany, Great Britain, Iceland, The Netherlands, Norway, Sweden

Northeast—Connecticut, Delaware, District of Columbia, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, New Brunswick, New Hampshire, New Jersey, New York, Ohio, Ontario, Pennsylvania, Puerto Rico, Quebec, Rhode Island, Vermont, West Virginia

Northwest—Alaska, Alberta, British Columbia, Idaho, Iowa, Manitoba, Minnesota, Montana, Nebraska, North Dakota, Oregon, Saskatchewan, South Dakota, Washington, Wisconsin, Wyoming

Southeast—Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia

Southwest—Arizona, Baja California, California, Colorado, Costa Rica, El Salvador, Guatemala, Hawaii, Jalisco, Japan, Kansas, Mexico D. F., Missouri, Nevada, New Mexico, Nuevo Leon, Oklahoma, Panama, Puebla, San Luis Potosi, Texas, Utah.

Meetings

International meetings are held each year. Members meet in convention in even-numbered years and a regional conference in odd-numbered years in each region. Most state organizations hold conventions annually and offer workshops for members and officers.

Governing documents

The basic governing document of The Delta Kappa Gamma Society International is the *Constitution*. The international organization is governed by the *Constitution* and by the *International Standing Rules*, which provide details for carrying out the mandates of the *Constitution*. State organizations and chapters are governed by the *Constitution* and the *International Standing Rules*. State organization bylaws and standing rules, which must be consistent with the *Constitution*, provide additional guidance within each state organization. Each chapter is governed by the *Constitution* and the *International Standing Rules*, state organization bylaws and standing rules, and chapter rules.

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.

Publications

The international organization publishes the *DKG NEWS* six times a year. At the 2014 International Convention in Indianapolis, the Delta Kappa Gamma magazine was created. Later named the *Bulletin: Collegial Exchange*, the magazine is published twice a year and includes classroom practices and initiatives, articles on DKG chapter practices and initiatives and viewpoints on current issues. All members are encouraged to contribute articles. The *Bulletin: Journal* remains a research based publication and issues are published electronically three times per year. For more information about both formats of the *Bulletin*, see the Editorial Board page of the Society website.

In addition, the Society also publishes other documents that are vital to the organization, including the *Presidents' Page*, which is sent to chapter and state organization presidents six times a year.

The *Go-To Guide for Chapter Members* (Society Handbook) was published/updated in 2015.

State organizations may publish websites, papers, newsletters, bulletins, and studies for the purpose of informing their members about the activities of the state organization and membership.

Chapters may publish and circulate bulletins and studies of local interest. Chapter newsletters may improve chapter communications and attendance at meetings. Sending copies of chapter publications to state organization officers, to the state organization editor, webmaster and executive secretary, as well as to chapters in the same area and/or coordinating council, may improve communications within a state organization.

Digital communication

DKG maintains a presence on the World Wide Web with a website, a social network and other forms of digital communications. The Administrative Board annually reviews the *Policy for Digital Communications* and submits proposals for changes to the International Executive Board for approval. State organizations and chapters are encouraged to follow the *Policy for Digital Communications*.



Individual chapters may maintain their own websites. Space on a server is also available for rent from the international organization, as explained on the Society website. Forms for obtaining this space can be found on the website (www.dkg.org).

Official Society Social Media accounts

Facebook: www.facebook.com/dkgorg

Twitter: @DKG_SI

Instagram: @DKGSI

LinkedIn: www.linkedin.com/company/delta-kappa-gamma-society-international

Pinterest: www.pinterest.com/DKCSI/

YouTube: www.youtube.com/user/DKGAustin



Calendar

A Digital Calendar for Chapter Leaders can be found on the Society website under Resources.

