



BRITISH COLUMBIA

OF THE DELTA KAPPA GAMMA

SOCIETY INTERNATIONAL (DKG)

STANDING RULES: POLICIES AND PROCEDURES

2023

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Women Educators Society International (DKG)

BRITISH COLUMBIA

STANDING RULES: POLICIES AND PROCEDURES

INTRODUCTION

The Delta Kappa Gamma Society International (DKG) was founded May 11, 1929, at the Faculty Women's Club at the University of Texas, Austin, Texas by Dr. Annie Webb Blanton. The Founders believed that there was need for an organization in which women educators might be united in efforts toward better professional preparation, recognition of women's work in the teaching profession, and educational funds for those needing aid in improving their professional preparation.

The state organization of British Columbia was founded June 7, 1952. British Columbia was the first state organization outside the continental United States, making DKG truly international.

British Columbia is part of the Northwest Region and has three local chapters, which were officially re-named by their geographical locations in September 2013:

Vancouver Chapter (formerly known as Delta): located in Vancouver.

Fraser Shores Chapter (formerly known as Gamma): located in Coquitlam, Surrey, and New Westminster areas of Greater Vancouver, along the Fraser River.

South Vancouver Island Chapter (formerly known as Lambda): located in the Greater Victoria and southern Vancouver Island area.

The Policies and Procedures presented in the Manual are in harmony with the Constitution of the Delta Kappa Gamma Society International. This document is to work in tandem with DKG BC Bylaws document.

British Columbia Policy Making History

1. INTRODUCTION

On January 17, 1981, the Provincial Executive Board established a Policies and Procedures Committee:

- 1) To identify the process of establishing policies and procedures;
- 2) To review existing policies for Alpha Province, Canada and;

- 3) To develop appropriate policies and procedures which support the implementation of the Delta Kappa Gamma Constitution in Alpha Province, Canada.

The Committee reviewed all policy statements recorded in The Alpha Province minutes, studied the Constitution and Handbook and examined the TAU State organization(Minnesota) Manual. In addition, the Committee consulted with Dr. L. Downey, University of British Columbia, to identify the process of establishing policy.

All chapters in the Province received reports of the progress of the Committee. Recommendations were solicited from the chapters with respect to the contents of the Manual. Policies as defined by Dr. L. Downey are:

- I. Guidelines for future action by administration, staff and by the Board itself;
- II. Declarations of broad goals;
- III. The bases of programs, rules and procedures.

The Policies and Procedures presented in the Manual are in harmony with the Constitution of the Delta Kappa Gamma Society International. The Policies and Procedures Committee believes it has fulfilled its task of establishing a method of providing policy-making procedures that are ongoing and include a regular review of existing policies and of establishing a Manual that is a dynamic recording system.

DOREEN HOATH, Iota Chapter, Chairperson

MARGUARETTE CAMPBELL, Alpha Chapter and Alpha Province President 1981-83

BETTY PLETCHER, Beta Chapter

ANNE THOMPSON, Delta Chapter

MURIEL GLEASON, Eta Chapter

DOROTHY HOOD, Gamma Chapter

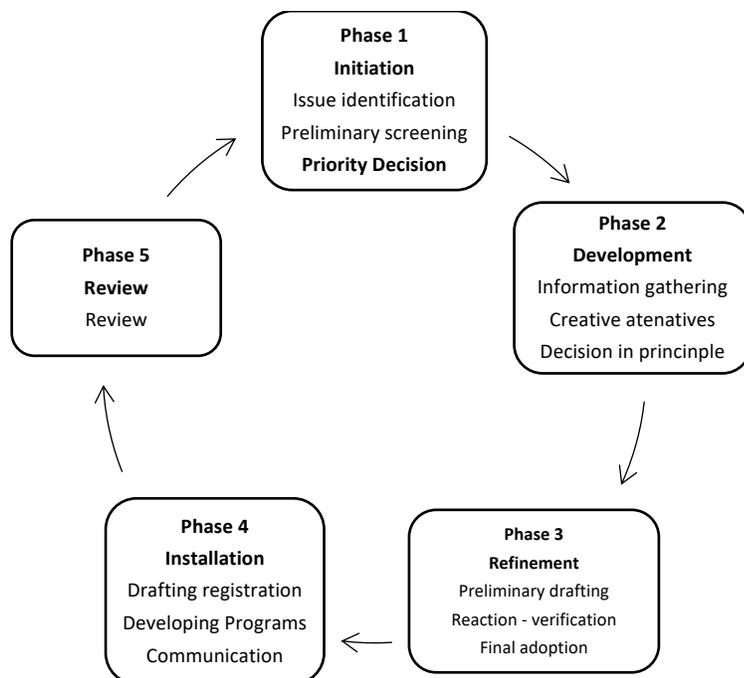
DECIA PENNINGTON, Gamma Chapter

HILDA CLIFFE, Iota Chapter

II. BRITISH COLUMBIA POLICY MAKING PROCEDURE

It shall be the policy of British Columbia, The Delta Kappa Gamma Society International, to follow a specific process of policy-making, the aim being to ensure the best possible results and to provide for appropriate participation by the general membership, Provincial Executive officers, Canadian Representatives and International Headquarters personnel.

We begin with a concept of the policy-making process as a five-phase cycle with each cycle involving specific task activities as follows:



At each stage of the process, specific guidelines are to be observed, appropriate information and expertise are to be used, and opportunities for appropriate involvement are to be provided.

PHASE 1 – INITIATION

Initiation includes:

1. the identification of a perceived need
2. a preliminary screening of the proposal
3. a priority decision – to reject, to hold for future consideration or to proceed with development.

Identification may come from:

1. general membership
2. Executive officers (Provincial and Chapter)
3. Canadian Representative
4. International Headquarters Personnel...in writing to the Provincial President...to Executive Board (which decides) to reject...To hold...or To forward for development.

PHASE II - DEVELOPMENT

The Executive Board makes a decision as to who would complete Phase II (example: Regular Committee, Ad Hoc Committee, Executive Board). Development includes:

information gathering

- handbook
- constitution
- minutes
- tradition
- circumstances for concern

- facts
- idea creation/creating alternatives
- a decision in principle given to the Executive Board

PHASE III - REFINEMENT

1. Preliminary drafting of the policy (Executive Board or delegates)
2. Reactions in writing from members, the Canadian Representative and Headquarters Personnel
3. Final draft to the Executive Board
4. These policies may be amended at any annual convention by a 2/3 (two-thirds) vote, provided the notice of proposed amendments shall have been published to members at least six weeks before convening the convention.

PHASE IV- INSTALLATION

It is the responsibility of the Executive Board to:

1. Draft the regulations or procedures if any, which grow out of the policy, or
2. Developing the program, if any, which grows of the policy
3. Communication the information to all relevant groups, and
4. Implement the policy

PHASE V – REVIEW MAY TAKE PLACE

1. Following the International Policy Review (every 4 years)
2. At the end of the year of the development and implementation of programs, regulations or procedures
3. Annually, when the Executive Board holds its regular policy review.

1. NAME

1.1 State organization Name

Policy/Procedure

- a. Each state organization of the Society shall be designated by a geographical area.
- b. The name of this state organization designated ALPHA Province, British Columbia, of the DELTA KAPPA GAMMA SOCIETY INTERNATIONAL, shall hereafter be known as BRITISH COLUMBIA, of THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL.
The DKG BC Logo may only be used with the permission of the President of DKG BC.
(Greek name may be included in the name)

1.2 Chapter Name

Each chapter in British Columbia, in consultation with the state organization, shall be designated by a geographic name. (The Greek name may be included with geographical name)

2. PURPOSES AND MISSION STATE ORGANIZATION

2.1 Mission Statement

The mission of British Columbia shall be to:

- a. Promote the purposes of The Delta Kappa Gamma Society International as found in the CONSTITUTION, ARTICLE II.
- b. Act as liaison between chapters and the International organization.
- c. Organize Delta Kappa Gamma chapters within the state organization.
- d. Provide leadership training for state organization and chapter leaders.

3. MEMBERSHIP

3.1 Active Member

Policies/Procedures

- a. Membership in the DKG Society International shall be by invitation.
- b. A member inducted into the Society becomes a member of DKG Society International, in addition to the DKG BC and/or a chapter.
- c. An individual becomes a member of the Society when she pays her dues.
- d. An active woman shall be a woman who is or has been employed as a professional educator at the time of her election.
- e. An active member shall participate in the activities of the Society.
- f. Active members should be familiar with the duties and responsibilities contained in the International Constitution and Handbook.

3.2 Honorary Members

Policies

- a. State Organization honorary members are as listed in the International Constitution (ref. Article III, Section B3 p. C-2) and International Handbook. (ref. 3.3 p. ISR3), ... "The recipient is a women not eligible for active membership who has made contributions of province wide or national significance to education and/or to women."
- b. Confidentiality of names of proposed honorary members must be maintained by the Second Vice-President until acceptance by the Executive Board.
- c. An honorary member shall be privileged to participate in the activities of the Society except holding office.

Procedures

- a. Any member or chapter may submit a written nomination which includes a brief resume for Honorary Membership to the Provincial Membership Chair.
- b. At the next Executive Board Meeting a brief oral report about the proposed member shall be given by the Membership Chair who has received the information from the sponsor(s).

- c. The Executive Board will then vote by secret ballot on the acceptance or rejection of the proposed member. Upon rejection, a defeated motion will not appear in the minutes.
- d. The Board will be ruled by a 4/5 [four fifths] vote for acceptance of an honorary member.
- e. British Columbia shall be responsible for expenses incurred in initiating an honorary member into the state organization.

3.3 Reserve Members

Policy/Procedures

- a. Reserve membership shall be granted only to a member who is unable to participate fully in the activities of the chapter or state organization.

3.4 Collegiate members

Policy/Procedures

- a. Collegiate members shall be undergraduate or graduate students who meet the following criteria:
 - i. Undergraduate collegiate members shall:
 - a) be enrolled in an institution offering an education degree and have the intent to continue academically and professionally in the field of education, and;
 - b) be enrolled within the last two years of their undergraduate education degree.
 - ii. 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.
- b. When a collegiate member starts her career as a paid educator, she will pay active 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.
- c. A collegiate member may participate in the activities of the Society except holding office.
- d. A collegiate member may serve as parliamentarian since the position of parliamentarian is not an elected office.

3.5 Election of Membership

- a. A candidate for active membership shall be selected by the methods established by the Chapter's rules.

4. STATE OFFICERS

British Columbia State Organization Officers, the Executive Board, and the Executive Committee are described in the State Organization Bylaws, Article 6 and 7.

4.1 State Organization President

Policies

- a. The responsibilities of the President are as outlined in the International Constitution, the International Handbook, and the State Organization Executive Responsibilities and Current Practices, September 2008.
- b. Expenses of the President incurred during her performance of duties of said office shall be paid by the State Organization.
- c. The amount available for the above expenditures shall be determined by the Finance Committee.
- d. The State Organization Presidents shall:
 - i. serve as members of the International Executive Board
 - ii. be responsible for updating continuing Executive Secretaries immediately following leadership development training.
 - iii. be responsible for providing leadership development within her organization.

Procedures

- a. The President shall appoint State Organization Committee Chairs by June 15. She may assign additional responsibilities to officers in keeping with the Handbook and policy statements.
- b. The President shall make arrangements for the Fall, Winter, and Spring Executive Board Meetings and provide an agenda in advance for each meeting.
- c. The President has the responsibility for the planning of the State Organization Convention/Conference. She co-ordinates this responsibility with the Program Planning Chair by:
 - i. ensuring that planning sessions are arranged and carried through.
 - ii. approving arrangements made by the Program Planning Chair for lodging, meeting room accommodations, meals, registration, decorations, and hospitality.
 - iii. ensuring that the contents of the convention/conference program are completed prior to the State Organization Convention/Conference.
- d. The President or her delegate shall make her own arrangements for lodging and transportation to the Conferences and the Conventions.
- e. The President or her delegate casts British Columbia's vote at the International Convention when there is a roll-call vote. Whenever feasible the State organization President should poll the members regarding issues and/or proposed constitutional changes. The roll-call vote at the International Convention should be in proportion to the results of the State organization poll unless new information which creates a change is forthcoming.

- f. The President shall arrange for an informal meeting of the British Columbia members attending the Conferences or Conventions.
- g. The President shall host the social activities required at International functions to enhance British Columbia's goals.
- h. The President shall arrange for the purchase of a group picture of British Columbia members attending the Conferences or Conventions. This picture shall be forwarded to the State Organization Historian.
- i. The President shall familiarize herself with communications from International Headquarters and other sources. She shall share the appropriate information with members of the Executive Board and committee representatives.
- j. The President should visit every chapter at least once in her biennium, preferably, but not necessarily, by invitation of the chapter.
- k. The President shall pass her files, in order and up to date, to the incoming President as soon after the election as possible but not later than June 15.
- l. It shall be the responsibility of the President to report the names and addresses of the state organization officers to the International Executive Secretary immediately after their election at the convention.

4.2 State Organization Treasurer

Policies

- a. As stated in the International Handbook, the Treasurer shall be responsible for receiving all money, paying out all money, keeping an accurate record of receipts and expenditures, reporting to the organization and surrendering the records for audit.
- b. The Treasurer is a member of the Executive Board.

Procedures

In addition to the duties outlined in the International Constitution Article VI, Section C.9, and the International Handbook:

- a. The Treasurer shall prepare a current financial report for each State Organization Executive Board Meeting.
- b. The Treasurer shall give an interim budget report after the first year of the biennium to the State Organization President and the Chair of the State Organization Finance Committee.
- c. Prior to each Executive Board Meeting, the State Organization Treasurer shall advise the Finance Committee of any area of the budget which is nearing or over the budget amount.
- d. The Treasurer shall maintain separate accounts for the Available Fund, and the Permanent Fund.
- e. The Treasurer shall transfer funds from investments to the Available Fund as necessary.
- f. The Treasurer shall balance all accounts each month.
- g. The Treasurer shall prepare a reconciliation statement between the totals in the bank accounts and the totals in the State Organization funds each month.
- h. The Treasurer shall make investments as directed by the Finance Committee.

- i. The Treasurer shall know the maturity dates of investments and report same to the Chair of the Finance Committee before re-investing.
- j. The Treasurer shall enter the interest from investments in the appropriate funds.
- k. The Treasurer shall write cheques only by authorization of an expense voucher signed by the State Organization President.
- l. The Treasurer shall secure the State Organization President's signature for all accounts, with signatures being required for withdrawals.
- m. The Treasurer shall maintain a complete set of the membership reports from Chapter Treasurers and submit them to International as requested.
- n. The Treasurer shall purchase a State Organization President's pin to be presented to the State organization President at the State Organization Convention at her installation. The Treasurer shall also purchase an International President's pin if an International President is elected from British Columbia.
- o. The Treasurer shall send an acknowledgement card to members/chapters who send gifts/memorials to State Organization Funds.
- p. Maintain a current and accurate membership roster.

4.3 Other Officers

Policies

The responsibilities of the other officers are as outlined in the International Constitution and Handbook. The following officers shall assume these duties in addition to those outlined in the International Constitution and Handbook.

Procedures

4.31 First Vice-President

- a. The First Vice-President shall have the responsibility and authority for capital equipment and pass the inventory to the incoming First Vice- President
- b. The First Vice-President shall assume the role of conference/convention chair.

4.32 Second Vice-President

- a. The Second Vice-President shall serve as membership chair.
- b. The Second Vice-President shall prepare a list of the names, addresses, email addresses and phone numbers of new chapter officers and committee Chair at the beginning of the second year of the biennium. This list shall be distributed to State Organization Executive Board and State Organization Committee Chairs.
- c. The Second Vice-President shall keep the paraphernalia and will see that it is taken to conventions/conference and chapter meetings when needed.
- d. The Second Vice-President shall preside over the Induction/Remembrance Ceremonies at Conventions/Conferences.
- e. The Second Vice-President shall receive nominations for the Achievement Award, order the award, which shall consist of a small engraved gold charm (pendant), and will present it at the Convention/Conference if a recipient is chosen.
- f. The Second Vice-President shall maintain a list of proposed honorary members until accepted by the Executive Board.

4.33 The State Organization Corresponding Secretary

- a. The State Organization Corresponding Secretary will read letters and reports at the Executive Board Meetings.
- b. The Corresponding Secretary will complete correspondence as requested by the Executive Board.

4.34 The State Organization Recording Secretary

- a. The State Organization Recording Secretary shall record and forward a copy of the minutes of each meeting to the State Organization President and members of the Executive Board for review. Corrected minutes will be ratified at the next Executive Meeting.
- b. The Recording Secretary shall pass on to her successor a complete copy of the State Organization minutes and other relevant materials.

4.35 The Immediate Past President

- a. The Immediate Past President shall serve as the chair of the Nominations Committee, for election at the State Organization Conventions in odd numbered years.
- b. The Immediate Past President shall, in conjunction with the chair of the Leadership Committee, provide packages of information for incoming new chapter presidents at their Leadership training.
- c. The Immediate Past President shall formally thank the outgoing president and present a gift to her at the convention, after the installation ceremony.

5. ELECTION OF STATE ORGANIZATIONAL OFFICERS

5.1 Election and Term of Office

- a. The State Organization Officers, except the Treasurer and the Executive Secretary, shall be elected by the State Organization in odd-numbered years.

6. STATE ORGANIZATION FINANCES

6.1 Funds

Policy/Procedure

- a. Funds shall be derived from dues, fees, interest, from investments, donations and fund-raising.
- b. Dues are moneys paid annually by members to retain Membership as outlined in the International Constitution, Article 4, Section 1. Chapter dues are determined by individual chapters, and shall be reported to the Provincial President
- c. Fees are moneys levied for specific purposes; e.g., Educational training, publications, induction, reinstatement and travel.

6.11 Payment of Dues and Fees

Policy/Procedure

- a. The membership year is from July 1 – June 30. A member shall pay dues and fees no later than June 30 for the following year.
- b. For membership or reinstatement commencing between July 1 and December 31, the member shall pay induction fee (new member only), and dues 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.
 - i. Immediately thereafter, the state organization and international portions of the dues shall be sent to the state treasurer.
- c. The International portion of the dues and fees shall be sent between July 1 and September 30.
- d. A member who fails to complete payment of International dues shall be dropped as of October 1.

6.12 State Organization Finances [General]

Policies

- a. The State Organization Funds shall be under the jurisdiction of the Finance Committee.
- b. There shall be four funds maintained by the State Organization: Available, Permanent, Education and Travel.
- c. All moneys for all funds shall be channeled through the Available Fund for appropriate dispersal by the Treasurer.
- d. A voucher system shall be used when submitting expenses for payment.
- e. Funds of a permanent nature [Education, Travel, and Permanent] shall be invested by the Treasurer as determined by the Finance Committee.

Procedures

- a. Expense voucher forms shall be available from the State Organization Treasurer.
- b. All expense vouchers for committee expenses shall be signed by the committee chair or president.
- c. Separate vouchers are needed only when separate cheques are required.
- d. Vouchers shall be submitted promptly to the State Organization Treasurer.
- e. All cheques and vouchers shall be signed by the president and treasurer.

6.13 State Organization Finances [Specific]

6.131 Available Fund

Policies

- a. The purposes of the Available Fund are to receive and disperse all money, and to provide funds for operating expenses.
- b. The Available Fund for operating expenses shall be made up of at least 3/4 (three quarters) of all dues and fees for induction.

Procedures

- a. The Available Fund shall be used to pay all operating expenses except those that apply to specified areas of the Permanent Fund.
- b. The Available Fund shall be administered by the State Organization Treasurer.

6.132 Permanent Fund

Policies

- a. Each State Organization with a headquarters facility shall follow (ISR Section F 3. B) formula. When the percentage has been reached the State Executive Board may reduce or discontinue further allocations.
- b. Each State or Organization which does not have a headquarters building should maintain an available fund reserve which is not less than one year's operating expenses.
 - i. State Organizations without a headquarters building are not required to maintain a permanent fund but are required to maintain an Available Fund Reserve. These state organizations without a headquarters building shall set aside up to 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 discontinue further allocations.
 - ii. The Available Reserve Fund may be used at the discretion of the State Executive Board. The purposes that the Permanent Fund may be used for:
 - purchasing induction paraphernalia
 - purchasing articles and equipment of a permanent nature
 - licenses for computer software
 - renting office space
 - insurance
 - Membership for the British Columbia Arts Society
 - Cloud Storage
- c. The Permanent Fund shall be established by the Finance Committee which will authorize transfer of money from the Available Fund.
- d. The Permanent Fund may be built up by adding to it 1/4 (one quarter) of all annual dues and fees for induction of members.

Procedures

- a. The Permanent Fund shall be maintained at no less than 30% of the annual income.
- b. Investment income from the Permanent Fund shall become part of the Available Fund.
- c. The principal of the Permanent Fund shall be used according to Article 1V F.3 of the International Constitution.
- d. Expenditures from the State Organization Fund shall be authorized by the Executive Board.

6.133 Education Funds

Policies

- a. The British Columbia Delta Kappa Gamma Education Fund shall be determined and included in the budget. The fund will be reviewed each year. The purpose of this fund is to provide Educational monetary support for members.
- b. The Education funds shall accept donations from Chapters or individuals.

Procedures

- a. The Education Fund shall be administered by the Executive Committee through the treasurer.

6.134 Travel Fund

Policies

- a. The main purpose of the Travel Fund is to ensure that the State Organization President or designate shall be in attendance at Conferences and Conventions, and that she should be able to visit all chapters during her biennium. Other uses of the fund may be approved by the Executive Board.
- b. Any moneys paid by International Headquarters for State Organization President's travel or accommodations will be credited to the Travel Fund.
- c. The Travel Fund shall accept donations and gifts from chapters and individual members.
- d. Surplus funds available may be divided amongst the Past President and Chairs of Committees or designates to attend Conferences and Conventions.

Procedures

- a. Use of the Travel Fund is to be determined by the Executive Board of British Columbia.
- b. Requests for moneys from the Travel Fund shall be directed to the State Organization Treasurer.
- c. The Chapter Travel Levy will be up \$100 to cover travel expenses incurred for Executive members.
- d. Chapter Travel Levies: will be part of the Bi-annual budget and voted on at the Convention AGM.

7. SCHEDULED MEETINGS

7.1 Chapter Meetings

- a. Regular meetings of Chapters will be held at least 4 times a year.
- b. All members being notified, chapter meetings may be face-to-face, through electronic communication, or through a combination of the two, as long as members present, may simultaneously hear one another and participate during the meeting.
- c. A quorum for the chapter shall be determined by the Chapter.
- d. All members being notified, matters requiring immediate chapter attention 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.
- e. Ratification of all voting by mail (postal or electronic) must be made at the next face-to-face meeting of the Chapter.

7.2 State Organization AGM and Conferences

Policies

- a. British Columbia shall hold an Annual General Meeting and Conference to transact society business.
- b. The main purpose of the AGM shall be to elect new officers in odd numbers years, and the main purpose of the Annual Conference shall be to provide workshops in leadership, professional and personal development, and related activities.
- c. When a designated international visitor presents she shall be honoured in one of the following ways:
 - i. donation in her name to a Delta Kappa Gamma Fund
 - ii. or a gift
- d. A speaker for a conference may be given an honorarium or gift.

Procedures

- a. The British Columbia Conference/AGM shall be planned under the Program Chair and members of the Program Committee consisting of, the State Organization Leadership Development Chair, the State Organization Membership Chair and chapter representation as required. (By-Law Section 3.B.5, page 9)
- b. The British Columbia Convention/Conference shall be financed by a registration fee set by the Program Committee and may be subsidized by the State Organization.
- c. Time and place for a State Organization Conference/AGM shall be approved by the Executive Board. It would be advantageous to hold the convention/conference in various chapter areas.
- d. All members present at the Convention/AGM may vote and a quorum shall be a majority of members who have registered at the convention.
- e. The Conference/AGM planning files shall be maintained by the current chair given to the succeeding chair.

7.3 International Conventions

Policies

- a. British Columbia shall send the State Organization President, or designate, as delegate to the International Convention.

Procedures

- a. British Columbia shall pay the State organization President's registration fee, travel and accommodation expenses as determined by the Finance Committee. The Finance Committee will withdraw up to \$1500 annually (including any interest accrued) to support the expenses incurred by the president to attend the international convention.

8. COMMITTEES

8.1 Standing Committees: General

Policies

- a. British Columbia shall recognize Standing Committees (appointed and elected) and Special Committees (Ad Hoc).
- b. The appointed standing committees shall be:
 - i. Society Business
 - a) Achievement Awards
 - b) Communications and Publicity
 - c) Expansion
 - d) Finance
 - e) Leadership Development
 - f) Membership
 - g) Nominations
 - ii. Society Mission and Purposes
 - a) Educational Excellence
 - b) Education/Grants-in Aid
 - c) World Fellowship
 - iii. Appointed Committees
 - a) History
 - b) Music
 - c) Professional Affairs
 - d) Program
- c. The Nominating Committee is an elected standing committee.
- d. Special Committees (Ad Hoc) shall be any committee needed to carry out provincial functions not especially assigned to standing committees. Special Committees shall be appointed.
- e. Committee responsibilities of British Columbia shall be clearly defined by the Executive Board and be in keeping with the International Constitution and International Handbook. The appropriate information from the International Constitution and International Handbook shall be given to each committee chair by the President.
- f. Each Committee shall submit a written report to the Executive Board meetings and the Annual General Meetings. Reports must be submitted to the webmaster electronically one month prior to the AGM.
- g. British Columbia shall pay committee operating expenses and some travel expenses as approved by the Executive Board.
- h. Reports requested from the State Organization and Chapters shall be submitted in the format specified by Society Headquarters.

Procedures

8.11 Composition

- a. The President shall appoint all committee chairs except the Nominating Committee.
- b. The appointed chair shall select other members to act on her committee.
- c. The Nominating Committee shall be composed of two members elected at the Provincial Convention by the general membership plus the Past President.

8.12 Chair Responsibilities

- a. Committee chairs may, submit to the British Columbia Finance Committee for approval, budget of the financial needs of her committee based on planned activities and projects.
- b. Each committee chair shall be responsible for maintaining a record to be passed to the new chair upon her appointment.
- c. Each committee chair shall be responsible for keeping a record of official action taken by the State Organization Executive Board which affects that committee.
- d. Each committee chair shall submit to the President and Webmaster a written report four weeks prior to the Provincial Convention Reports will be made available to members on the provincial website.
- e. Each committee chair shall present the motions from the written report to the Executive Board and the business meeting of the State Organization Convention and if required, by Article VIII, Section B, C, and D, of the International Constitution, to the International Headquarters.
- f. Each committee chair shall forward a copy of bulletins and releases prepared by her committee to the President.

8.2 Standing Committees: Specific

8.21 Society Business

8.211 Achievement Award

Policy

The Chair of this committee shall be the Second Vice-President and committee shall consist of a representative from each of the chapters. Nominations will be accepted and a member who has demonstrated outstanding services and dedication to the ideals and purposes of Delta Kappa Gamma may be chosen as the recipient of the Achievement Award. The use of a rubric approved by the Executive shall guide the selection process.

Procedures

- i. The award shall consist of a small engraved gold charm (pendant).
- ii. Nominations for the award shall be received by the Second Vice-President on or before March 1st.
- iii. If a recipient is chosen the award shall be presented by the Second Vice-President at the Convention/Conference.

8.212 Communication Committee

Policies

The Communications Committee shall also include the editor of Totem Talk and the Webmaster. The policies and procedures are as outlined in the International Handbook.

8.213 Expansion Committee

Policies

- i. The Expansion Committee shall include the Membership Chair, and the President. The Treasurer shall act as a consultant.
- ii. The Expansion Committee shall be responsible for recruiting and the orientation of prospective members for new chapters.

- iii. The Expansion Committee shall be responsible for the formation of new chapters within the state organization.
- iv. The state organization shall hold orientation sessions when active state organization members are to be initiated or when a new chapter is to be formed.
- v. The expenses incurred for the orientation procedures shall be paid by British Columbia.

Procedures

- i. The Expansion Committee shall procure a list of prospective members preferably from members and from the Expansion Chair.
- ii. Orientation shall be carried out using the following procedures:
 - after the Expansion Committee has procured a list of prospective members, a letter shall be sent to each prospective member inviting her to an orientation session
 - an orientation session shall be held at a convenient location at which the State Organization President and other members shall Present information about the Society
 - a list of prospective members and their responses to the invitation shall be kept by the Expansion Committee
 - an official invitation shall be sent to those who have shown an interest in becoming active members.
- iii. Induction of new members and chapters shall proceed as outlined in the International Handbook.

8.214 Finance Committee

Policies

- i. The Finance Committee shall be composed of the President, the Treasurer and the Chapter Treasurers.
- ii. The Finance Committee responsibilities are as outlined in the International Constitution, Article VIII, Section B 5.b
 - supervision of financial affairs of the state organization
 - including recommendations for expenditure and investment of funds
 - preparation of a budget for adoption by the Executive Board
 - an annual audit.

Procedures

- iii. After receiving committee estimates of expenditures, and after dues and fees for the incoming year are set, the Finance Committee shall prepare a budget for adoption at the fall Executive Board meeting.
- iv. When the Treasurer makes her interim budget report at the end of the first year of a biennium, the Finance Committee shall review and make any recommendations necessary to maintain effective functioning of the Society.

8.215 Leadership Development Committee

Policies

- i. Leadership training shall be offered:
 - to chapter Executives in September/October of even-numbered years.
 - to the general membership as requested.
 - state organization Executive members are encouraged to avail themselves of leadership training at the Regional and International Conventions.

Procedures

- i. The Leadership Committee shall keep an up-to-date file on leadership information from International and Regional sources.
- ii. The Leadership Committee shall decide on how best to accommodate requests for leadership training.

8.216 Membership Committee

Policies

- i. The Membership Chair shall be a member of the Expansion Committee.
- ii. The Membership Chair shall be familiar with the procedures involved in the induction ceremony and be responsible for the induction paraphernalia.

8.217 Nominating Committee

Policies

All members of the Nominating Committee shall be familiar with the qualifications for the offices and positions to be filled, as well as the qualifications of the candidates to be proposed.

Procedures

- i. When preparing a slate of officers and committee members to be elected, the Nominating Committee has the responsibility to solicit and follow recommendations made by members or chapters. The Nominating Committee may also suggest names.
- ii. The Nominating Committee shall prepare and circulate a list of candidates prior to the Spring Convention.
- iii. In odd-numbered years, the Nominating Committee shall present to the Provincial Convention a slate of at least one candidate for each elective office. In addition, the nominating committee shall prepare the ballots and conduct the election.

8.2 Society Mission and Purposes

8.21 Educational Excellence Committee

Policies

The Educational Excellence Committee shall be responsible for establishing the procedures for the application, selection and awarding of monies, and grants-in-aid funded by British Columbia.

Procedures

Procedures for the Educational Excellence Committee are as outlined in the International Constitution Handbook and the State Organization By-laws.

8.3 Appointed Committees:

8.31 History

Policies

The chair of this Appointed Committee shall be known as the Historian and shall be appointed by the President. The Historian shall be responsible for maintaining the history of the State Organization.

Procedures

In addition to complying with the duties outlined in the International Handbook (Membership Committee, State Organization Level), the State Organization Historian shall procure copies of the following:

- Executive Board minutes, membership lists, conference, convention, and symposium programs, Totem Talk, photographs, memorabilia, significant communications.
- Write up for Chapter and State Organization Bienniums including a bio of the Presidents.

9. PUBLICATIONS

9.1 Totem Talk

Policies

- a. Totem Talk shall be the official publication of British Columbia.
- b. The editor shall be appointed by the President by June 15th.
- c. Totem Talk may be published up to four times per year.
- d. The editor shall print in the odd-numbered years, in an issue preceding the state organization convention, biographical data of the nominees for the state organization offices.
- e. Totem Talk shall be distributed to all State Organization members. Totem Talk shall be distributed to the International President, the International Editor, the Canadian Area Representative, the Northwest Regional Director, the Canadian Provincial Presidents and upon request, to presidents of other state organizations.
- f. One copy of each issue should be sent to the state organization historian for historical files.
- g. Expenses for Totem Talk shall include publishing, labelling, mailing, photographing and collating expenses.

Procedures

- a. The editor shall present an estimate of expenses to the State Organization Finance Committee for consideration in the budget.
- b. The editor is responsible for securing news items from Chapter communications Chair.

- c. Deadlines for each issue shall be set by the editor, who will seek advice from the President.
- d. Where possible Totem Talk will be distributed electronically and posted on the state organization website. Paper copies may be sent to members on request.
- e. The convention registration form may be part of the issue preceding the State Organization Convention.
- f. The editor shall keep a file of all issues of Totem Talk that she has edited. All issues of the Totem Talk will be on cloud storage.

9.2 Membership List

Policies

- a. The membership list shall be kept by the State Organization Treasurer and Membership Chair.
- b. A complete list shall be published in odd numbered years when new state organization officers are elected.
- c. The list shall contain:
 - i. names, geographical and e-mail addresses, and phone numbers of all state organization members
 - ii. Organization Executive Board members and committee chairs, names and dates of term of all past state organization presidents
- d. All Chapter Presidents will maintain a membership list for their chapter.
- e. Budget expenses shall include printing service, collating, postage, the cost of shipping and telephone calls.

Procedures

- a. Chapter treasurers shall be responsible for sending an up-to-date list of members by November 15th each year to the State Organization Treasurer along with annual fees.
- b. Chapter secretaries shall report changes of addresses to the State Organization Treasurer.

9.3 Standing Rules

Policies

- a. British Columbia shall distribute Standing Rules containing policies and procedures of British Columbia supporting the current International Constitution of the Society.
- b. The Standing Rules shall be reviewed and updated every four years following the revision of the Constitution and as state policy is developed or altered.
- c. The Standing Rules of British Columbia shall be changed only in keeping with the established state organization policies and procedures.
- d. The Standing Rules of British Columbia shall be electronically distributed to members.
- e. Budget expenses for the Manual shall include printing, paper, postage, telephone calls, and collating.

Procedures

- a. The President shall appoint an Ad Hoc Policy Committee Chair when review is necessary.
- b. The President and the Recording Secretary shall maintain an amended up-to-date document including any action taken at an Executive Board meeting or general membership meeting at a State Organization Convention.

10. BRITISH COLUMBIA

10.1 Historical Records

Policies/Procedures

The Historian will assume the responsibility for the historical records.

10.2 Capital Equipment/Paraphernalia

Policies/Procedures

- a. The First Vice-President will assume the responsibility for the state organization capital equipment.
- b. The Second Vice-President will assume the responsibility for the state organization paraphernalia.
- c. An up-to-date lists of all state organization capital equipment/paraphernalia shall be maintained.

11. AWARDS

11.1 The British Columbia Delta Kappa Gamma Educational Fund

Policies

- a. The British Columbia Education Fund shall be called:
 - i. The British Columbia Delta Kappa Gamma Education Fund for Members.
- b. The amount of the monies will be determined annually by the State Organization Executive Board in consultation with the Education Committee.
- c. The Education Committee shall be responsible for selecting the recipient for the British Columbia Delta Kappa Gamma Education Fund for Members.

Procedures

- a. The Chair of the Education Committee shall actively seek applicants for the British Columbia Delta Kappa Gamma Education Fund at State Organization Executive meetings, by communication to all chapters through Totem Talk and the website.
- b. Payment to the recipient of the Education Fund shall be made prior to her attendance at her chosen program. The State Organization Treasurer shall issue a cheque to the recipient upon the advice of the Educational Excellence Committee Chair.

- c. The recipient of the Education Fund may be requested to give progress reports to the Educational Excellence Chair who will, in turn, report to the Executive Board.

12. STATE ORGANIZATION FOCUS

12.1 State Organization Focus

Policies

A state organization focus will be set by the State Organization President to promote unity and purpose in the state organization during her biennium.

Procedures

- a. The State Organization President will publish her goals for the biennium.
- b. The business of the Executive and the programs of the members shall support these goals.

By Helen Ballam - Draft October 20, 2023

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Adopted by the DKG BC Executive Committee - Saturday, October 28, 2023