

# Operational Guidelines



**The United States Forum**  
**of**

**The Delta Kappa Gamma Society**  
**International**

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# United States Forum Operational Guidelines

## Article I. Name

1. The Delta Kappa Gamma Society International shall have forums<sup>1</sup>[Canadian, European, Latin America, and the United States Forums] as designated in the *International Standing Rules*<sup>2</sup>. Each DKG member belongs to a forum unit determined by her region or area.
2. This organization will be known as the United States Forum (U.S. Forum).

## Article II. Purpose and Mission

1. The purpose of the U.S. Forum is to identify major issues affecting women, children, and education upon which the United States members may take action.
2. The mission of the U.S. Forum is to serve the interests and concerns of its members.<sup>3</sup>
  - a. The emphasis is on sharing information and ideas and exploring solutions to identified issues.
  - b. Participating U.S. Forum members identify the issues through discussions held at U.S. Forum meetings at international conferences, the international convention, and the National Legislative Seminar (NLS) and via member surveys administered by the U.S. Forum Steering Committee or during workshops hosted by the U.S. Forum Steering Committee during the biennium.

## Article III. Membership

1. Membership in the U.S. Forum is automatic for all Delta Kappa Gamma Society International members from the United States of America, the District of Columbia, and the Commonwealth of Puerto Rico.
2. U.S. Forum members may participate in planning activities of the Forum.

## Article IV. Finances

1. The fiscal year of the U.S. Forum shall be that of the Society, July 1 to June 30 inclusive.<sup>4</sup>
2. The Society's available fund budget shall provide funding for Society administrative expenses to support publications, international meetings, forums, and the work of international officers and committees.<sup>5</sup>
3. Annual planning meeting costs and communication expenses for the U.S. Forum shall be funded at United States Ten Thousand and No/100 Dollars (\$10,000.00) per year. Annual budgets and accounting reports of funds shall be submitted to the president and to the assigned staff.<sup>6</sup>

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<sup>1</sup>Forum is an assembly for an open discussion; a gathering of members from national and geographic areas to discuss topics of common concern.

<sup>2</sup> *Constitution*: V. D. 6. b.

<sup>3</sup> *Constitution*: V. D. 6. b. 2.

<sup>4</sup> *Constitution*: IV. G. 1.

<sup>5</sup> *International Standing Rules*: 4.62

<sup>6</sup> *International Standing Rules*: 5.51

4. Additional funds may be generated through registration fees and merchandise sales at the National Legislative Seminar (NLS), as well as through fundraisers and sales at international and state conventions, conferences or other DKG sponsored events.
5. The funds shall be used to communicate with state organizations and members in the forum unit and to allow each forum unit to have meetings of representative groups for the purposes of planning and may be used to take action on educational activities that are of concern to the forum unit.<sup>7</sup>
6. Excess funds are retained in the Forum account at the end of the biennium.
7. The U.S. Forum's annual budget documents the intended use of all funds held by the U.S. Forum.
8. The treasurer submits to the U.S. Forum Chair, a financial statement by March 20 for submission to the international president by April 1.<sup>8</sup>
9. Members of the Steering Committee may be issued a credit card upon signing an agreement of compliance.<sup>9</sup>
  - a. A business credit card may be issued in the name of the U.S, Forum with authorized signatures provided each biennium.
  - b. The Steering Committee shall make the final decision in selecting the appropriate credit card.
  - c. Expense vouchers and receipts documenting charged expenditures must be submitted to the Chair for approval within fourteen (14) days of the date of the expense.
  - d. Unapproved or unbudgeted expenses must be paid by the Steering Committee member who incurred the expense. Any such member is subject to revocation of credit card privileges by the Chair.
10. The reimbursement policy established for each meeting shall include the following:
  - a. Reimbursement for budgeted expenditures only.
  - b. A designated expense voucher with all receipts attached.
  - c. Expense vouchers submitted to the Forum Chair for approval within fourteen (14) days of the event or expenditure.
  - d. Reimbursable expenses include:
    - 1) Transportation, meals, and accommodation for planning meetings costs.
    - 2) Expenses for associated personnel asked to attend a planning meeting.
    - 3) Telephone, postage, and other communication expenditures within the planned budget.
    - 4) Materials for use at the Forum at international conferences and international conventions.
11. Forum funds from international shall not be used for attendance costs for Forum leadership at international conferences and international conventions.
12. Should the international president or her representative attend a planning session, her expenses will be paid from a source other than Forum funds.
13. The Steering Committee determines personnel who will receive compensation for services rendered for specialized tasks.

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<sup>7</sup>International Standing Rules: 5.52

<sup>8</sup>International Standing Rules: 5.54 a

<sup>9</sup>Constitution: V. D. 6. b. 1

## **Article V. Organizational Structure**

1. The U.S. Forum has an elected Chair and four elected Regional Representatives; these five elected members comprise the U.S. Forum Steering Committee.
2. The Regional Representatives work with state organization U.S. Forum representatives, state presidents, and other interested members.
3. Participants in the U.S. Forum activities shall determine the plan for the forum.

## **Article VI. Leadership Team**

### **Section A. Members of the U.S. Forum Leadership Team**

1. The Leadership Team consists of the elected Steering Committee and appointed personnel. The term of office is two years.
  - a. Elected positions include a Chair, a Northeast Regional Representative, a Northwest Regional Representative, a Southeast Regional Representative, and a Southwest Regional Representative.
  - b. Appointed positions may include a vice chair, a secretary, a treasurer, an editor of the *U.S. Forum Connection*, a Webmaster, a registrar for the National Legislative Seminar (NLS), a consultant, and a parliamentarian.
2. Only members of the U.S. Forum may serve on the leadership team.
3. The international president serves as an *ex officio* member of the U.S. Forum Steering Committee and may participate in its planning meetings.

### **Section B. Duties of Elected Leadership Team Members.**

#### **1. Chair, U.S. Forum Steering Committee**

- a. Appointment of Positions and Committees
  - 1) A secretary, a vice chair, and registrar of the National Legislative Seminar (NLS) from the elected members of the Steering Committee.
  - 2) A treasurer, Webmaster, editor, consultant and parliamentarian, with the approval of the Steering Committee.
  - 3) Chair and members of the Elections Committee, the Finance Committee, and the Finance Review Committee.
  - 4) Members to fill vacancies on the Steering Committee. The appointed member serves until the next international convention, at which time Steering Committee members are elected.
  - 5) Serves as ex-officio, with a vote, on all U.S. Forum committees.
- b. Fiscal Duties
  - 1) Verifies that the treasurer has filed the appropriate Internal Revenue Service-(IRS) required reports by November 1 and provides proof of the filing to the international president and to the appropriate business personnel.
  - 2) Prepares and submits an annual budget approved by the Steering Committee to the international president by November 15 each year. The annual budget is required before the operation services administrator deposits the annual international funds in the Forum's checking account.
  - 3) Submits a financial statement to the international president and the finance director by April 1 annually.<sup>10</sup>

- 4) Verifies that necessary tax forms have been submitted to the Internal Revenue Service (IRS).
- 5) Has signature authority on the U.S. Forum bank account and signs checks as needed.
- 6) Approves all expenditures prior to payment by the treasurer.
- 7) Submits approved expense vouchers within fourteen (14) days of receipt to the treasurer for payment.
- 8) Accepts personal financial responsibilities associated with the position of Chair. These responsibilities include registration and all expenses incurred for attending the international conference, the international convention, and the National Legislative Seminar (NLS).
- 9) Arranges and negotiates the contract for the Website provider.
- 10) Identifies personnel who will receive compensation, the amount of compensation, a payment schedule, and the date or time of year when paid as determined by the Steering Committee.
- 11) Includes the following items on the first meeting agenda: compensation in the budget for services rendered, amount and frequency of compensation, and evaluation of related activities.

c. Minutes and Reports

- 1) Forums shall report as specified in the International Standing Rules.<sup>11</sup>
  - a) Submits reports to the international president and the members of the U.S. Forum at the international convention.
  - b) Submits a written report of planning sessions, the National Legislative Seminar (NLS), and other Forum activities to the international president within two (2) weeks following each meeting.<sup>12</sup>
  - c) Submits a biennium report to be included with the international convention reports<sup>13</sup>

d. Meetings

- 1) Plans and conducts at least one Steering Committee meeting each year of the biennium, the first year to include training and orientation.
- 2) Works with the Steering Committee to plan and conduct the National Legislative Seminar (NLS).
- 3) Plans and conducts a two-hour session during the international convention<sup>14</sup>

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<sup>11</sup> *Constitution: V. D .6. b. 5.*

<sup>12</sup> *International Standing Rules: 5.55b*

<sup>13</sup> *International Standing Rules: 5.54c*

<sup>14</sup> *International Standing Rules: 5.54*

- a) Prepares the Elections Committee for their duties before, during, and after the election.
- b) Collaborates with committee members on agenda.
  - (1) Includes election of the new Steering Committee as the first order of business.
  - (2) Presents activities and advocacy issues of the U.S. Forum.
  - (3) Reports on the National Legislative Seminar (NLS).
- c) Schedules a meeting of the newly elected steering committee prior to leaving the convention.
- 4) Requests a workshop time prior to the U.S. Forum at the international convention.
- 5) Receives completed Candidate Registration Forms.
  - a) Verifies current membership status.
  - b) Prepares a list of eligible candidates with their pictures and a paragraph about each to be included in the U.S. Forum materials, pre-convention publicity and posted on the Website.

## **2. Regional Representatives**

- a. Review all documents regarding the U.S. Forum upon election, including its guidelines, its history, resolutions, and other information.
- b. Encourage state presidents to appoint a state U.S. Forum representative if none exists.
- c. Make initial contact with state U.S. Forum representatives and communicate with them regularly regarding issues and events.
- d. Communicate the role and duties of Regional and State Representatives to the individual state U.S. Forum representatives.
- e. Encourage states to engage in projects that address issues identified by members at state meetings, international conferences, and international conventions.
- f. Provide information about programs and events on the U.S. Forum Website, Facebook pages, and other social media.
- g. Attend and participate in all meetings of the Steering Committee.
- h. Plan and facilitate a U.S. Forum at DKG international conferences and conventions.
  - 1) Collaborate with regional directors regarding any room charges, audio-visual services, and other details.
  - 2) Work with the Chair to establish the honorarium for her speaker.
  - 3) Conduct business and plan the Forum program at the Forum.
  - 4) Inform members of upcoming activities, including the National Legislative Seminar (NLS).
  - 5) Designate a recorder.
  - 6) Recruit members to assist in session-related tasks.
  - 7) Update members regarding current legislative action

- i. Inform members of the *U.S. Forum Connection*.
- j. Conduct an in-person or electronic survey to determine issues that will drive the planning for the National Legislative Seminar (NLS) and share the results with the Steering Committee.
- k. Prepare and send the international conference report to the Steering Committee Chair.
- l. Participate in the planning and implementation of the NLS, U.S. Forum, and U.S. Forum Workshop during the international convention.
- m. Accept personal financial responsibilities associated with the position of regional representative. These responsibilities include registration and all expenses incurred for attending the international conference, the international convention, and the National Legislative Seminar (NLS).

## **Section C. Duties of Appointed Leadership Team Members**

### **1. Vice Chair**

- a. Presides in the chair's absence.
- b. Assumes the position of Chair until the next election should the Chair become unable to complete her term.

### **2. Secretary**

- a. Records the minutes of the Steering Committee during committee meetings and the U.S. Forum at International Conventions.

### **3. Treasurer**

- a. Serves ex-officio without vote on the Finance Committee.
- b. Maintains a bank account in the name of the U.S. Forum and observes a fiscal year extending from July 1 to June 30.
- c. Has signature authority on the bank account.
- d. Maintains and submits to the Steering Committee quarterly and annual reports showing income, expenditures, and pending income or expenses.
- e. Makes available the financial records when requested.
- f. Submits to the Chair a finance report prior to each Steering Committee meeting and each Forum.
- g. Uses only U.S. Forum checks that include the statement "*This check is invalid after 60 days.*"
- h. Maintains a separate record of income and expenses associated with the National Legislative Seminar (NLS) within the established accounting system.
- i. Provides to the Steering Committee a financial report within one month of the National Legislative Seminar (NLS).
- j. Submits all financial records for review by the Finance Committee at the end of each fiscal year.
- k. Reimburses expenses of Steering Committee members as directed by the Chair.
- l. Reports to the Internal Revenue Service (IRS) as required and submits a copy of the report to the Chair.
- m. Delivers all digital and print records to a successor within one month of the

appointment of a new treasurer.

- n. Submits annual financial statement to the U.S. Forum Steering Committee chair by March 20 of each year.

#### **4. Editor, U.S. Forum Connection**

- a. Publishes the *U.S. Forum Connection*, an electronic periodical designed to inform members about legislation affecting education, women, and children.
- b. The *U.S. Forum Connection* may not include content that might jeopardize the Society's tax- exempt status. Material must be approved by the U.S. Forum Chair and International President.

#### **5. Webmaster**

- a. Promotes the U.S. Forum to meet Purpose 4 and Purpose 7.
- b. Posts information approved by the U.S. Forum Chair

#### **6. Registrar, National Legislative Seminar (NLS)**

- a. Preparation for the National Legislative Seminar (NLS)
  - 1) Collaborates with the Steering Committee to design the registration form.
  - 2) Works with the Webmaster to post the registration form and information on the Website and Facebook.
- b. Promotes the NLS to state U.S. Forum representatives, state presidents, past NLS attendees, and others.
- c. Registration Responsibilities for the National Legislative Seminar (NLS)
  - 1) Emails registrants to acknowledge receipt of their registration.
  - 2) Deposits checks into the U.S Forum bank account.
  - 3) Answers registrants' questions and directs them to appropriate information sources.
  - 4) Informs the Steering Committee of registrants and progress.
  - 5) Creates nametags and meal tickets for participants.
  - 6) Relays final count and meal counts to Chair and regional representatives.
  - 7) Informs Chair and/or designee of special needs and accommodation requests.
  - 8) Shares NLS registration information with the treasurer and the Steering Committee.
  - 9) Presents Chair with a list of participants by state and region, including email addresses, phone numbers, and postal addresses to include in Seminar materials and reports registration data to the Steering Committee.
  - 10) Sends roster of participants to Seminar registrants.
- d. Following the National Legislative Seminar (NLS).
  - 1) Gives feedback to the Steering Committee and writes suggestions for future registrars.
  - 2) Completes the NLS final report.
  - 3) Prepares NLS files for the next Steering Committee.

## **Section D. Elections and Terms of Office**

1. Voting for the elected positions may be conducted by in-person ballot or electronic ballot.
  - a. The Chair is elected by a majority vote of members participating in the U.S. Forum during the international convention.
  - b. The term of the elected Chair is two (2) years, or until a successor is named.
  - c. The U.S. Forum Steering Committee Chair may serve in the office no more than two (2) terms in succession. The newly elected chair shall take office immediately at the at the close of the DKG international convention following election.
2. Regional Representatives
  - a. Each regional representative is elected by a majority vote of the members that participate from her respective region in the U.S. Forum during the international convention.
  - b. The term of the elected Regional Representative is two (2) years, or until a successor is named.
  - c. No U.S. Forum Regional Representative may serve in the office longer than two (2) terms in succession. Newly elected representatives shall take office immediately at the close of the international convention following election.
3. Appointed Personnel
  - a. The Chair may appoint other positions with the consent of a majority of the Steering Committee.
  - b. The Chair determines the term of appointed personnel.

## **Section E. Vacancies**

1. The Chair appoints all vacancies in elected and appointed positions with the consent of the Steering Committee.
2. Members appointed by the Chair to fill a vacancy serve until the next international convention.
3. If the position of chair becomes vacant during the biennium, the four regional representatives will select a chair from the four regional representatives. The Chair will then appoint a member to the vacant regional position with the consent of the majority of the Steering Committee.

## Article VII. Committees

### Section A. Elections Committee (Appointed)

1. The Elections Committee shall be composed of one member from each of the four regions, plus an elections committee chair.
2. A member appointed to serve on the Elections Committee may not be a candidate for any elected position. If a member of the Election Committee decides to be a candidate, she may not participate in the tallying and validating of the votes.
3. Members accepting appointment to the Elections Committee shall commit to attend the U.S. Forum during which the election will occur.
4. No current member of the U.S. Forum Steering Committee may serve on the Elections Committee during her term, nor participate in any Election Committee tasks, including the counting of ballots. In the event this occurs, the balloting will be declared null and void and will be required to be re-done. The election results must then be validated at a meeting of the US Forum. Until such time, the election results do not occur. Each candidate can designate a poll-watcher to observe the counting of the ballots.
5. Prior to the international conference, the Elections Committee and the Steering Committee shall collaborate to implement the following:
  - a. Develop and provide a concise description of how the U.S. Forum chooses the Steering Committee, including available positions, duties, registration, and election process.
  - b. Present information available to all U.S. Forum attendees during the international conferences.
  - c. Publicize the upcoming election, leadership opportunities, and election process through all accessible communication channels.
6. During the international conference, the Elections Committee shall do the following:
  - a. Use granted time to inform attendees of the election process for the U.S. Forum Steering Committee.
  - b. Confirm that the election process is on the U.S. Forum agenda.
  - c. Provide *Candidate Registration Forms* for all potential candidates.
  - d. Be prepared to answer any question related to the election process.
  - e. Reference the U.S. Forum Website as a source for detailed and up-to-date information concerning the election process.
7. Prior to the international convention, the Elections Committee shall do the following:
  - a. Plan and implement a series highlighting U.S. Forum members' rights and obligations during the election process, using the following information:
    - 1) Each member of the U.S. Forum has an equal opportunity to be nominated for an elected position on the Steering Committee.
    - 2) A member does not have to be present to be a candidate for an elected position.
    - 3) A candidate can apply for both chair and regional representative, although she may serve in only one position if elected. Any candidate elected to more than one position must state the position she accepts.
    - 4) All members attending the U.S. Forum during the international convention may vote in elections. Voting is by ballot in person or electronically for the five

elected positions. There shall be no proxy voting. During the Forum, members may be nominated from the floor.<sup>15</sup>

- 5) The candidate for each position receiving a majority of the validated votes for that position is elected.<sup>16</sup>
- b. Create and print all ballots and election forms:
  - 1) The four (4) ballots needed for the election, coded by region and candidate(s) for chair on each ballot, with instructions, to vote for one candidate for each position.
  - 2) Assure that all write-in candidate information is available to members so they may add write-in candidate names on their ballots prior to the vote.
- c. At the international convention, before the scheduled U.S. Forum, the Elections Committee Chair shall do the following:
  - 1) Arrange to pick up all materials needed for the election as instructed by the U.S. Forum Chair.
  - 2) Request from the U.S. Forum Chair the names of two members selected from the U.S. Forum membership who will assist in validating the vote count. The selected members shall not be from the same region as the candidate.
  - 3) Assign each committee member to a region different from her own,
  - 4) Supply each committee member with signage and sufficient ballots for *her assigned region*. A committee member shall not distribute or collect the ballots, nor count or verify the vote count for her own region.
  - 5) Check that the room and signage is set up for seating by region.
- d. During the election process at the Forum, the Elections Committee members shall do the following:
  - 1) Direct attendees to their regional seating. The U.S. Forum Chair may assign ushers to welcome and direct U.S. Forum participants to appropriate seating.
  - 2) Distribute ballots during a time before additional candidates are nominated from the floor.
  - 3) Direct attendees to add the names of nominees from the floor to their ballots.
  - 4) Collect the ballots and retire to the designated area to complete the count.
- e. During the process for tallying votes, the Elections Committee shall do the following:
  - 1) Follow the committee's plan for counting and recording the votes from each region.
  - 2) Tally those ballots that are clearly marked and review questionable ballots. Ballots judged to be illegible will not be tallied.
  - 3) Keep all ballots until all five positions have been accepted.

- f. After tallying the votes, the Elections Committee Chair shall do the following:
  - 1) Complete a Report of the Elections.
  - 2) Notify the presiding chair that the Report of the Elections is ready.
  - 3) Give a copy of the report to the residing Chair and then read the committee chair's portion of the report. The Report of the Elections shall be recorded in the minutes of the U.S. Forum.
  - 4) Prepare a motion to destroy the ballots.
  
- g. Following the U.S. Forum election at the international convention at which an election is final, the Elections Committee Chair shall do the following:
  - 1) Verify that the ballots are safely destroyed.
  - 2) Write a summary of the Elections Committee work during her biennium, including an assessment of the committee's activities.
  - 3) Make recommendations for the next election.
  - 4) Place the Election Report in the Elections Committee file maintained by the Elections Committee Chair before passing it on to the next Elections Committee Chair.

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<sup>15</sup> If the bylaws require the election of officers to be by ballot and there is only one candidate, for an office, the ballot must nevertheless, be taken unless the bylaws provide for an exception in such a case. (*Robert's Rules of Order Newly Revised*, p. 441, lines 25-28).

<sup>16</sup> If there is more than one candidate for any position: Each candidate will be allowed to have a representative observe the process of counting the ballots for that position. If no one receives a majority, then a runoff election will occur. When repeated balloting for an office is necessary, individuals are never removed from candidacy on the next ballot unless they voluntarily withdraw (*Robert's Rules of Order Newly Revised*, p. 441, lines 5-8).

## **Section B. Finance Committee**

1. The Finance Committee is composed of two elected members of the Steering Committee, appointed by the Chair with the approval of the Steering Committee, the treasurer, *ex officio* without vote, and the Chair, *ex officio* with vote.
2. The Finance Committee does the following:
  - a. Submits the biennial budget at the beginning of the fiscal year for approval by the Steering Committee.
  - b. Receives a copy of the written financial report the treasurer sent to the Steering Committee.
  - c. Recommends amendments to the budget for approval by the Steering Committee.
  - d. Includes at least United States Five Hundred and No/100 Dollars (\$500.00) annually in a miscellaneous line in the budget.
  - e. Submits a written report to the Steering Committee.
  - f. Recommends removal of the treasurer to the Steering Committee for cause. Removal of the treasurer requires a majority vote of the Steering Committee.

## **Section C. Finance Review Committee**

1. The Finance Review Committee is composed of two members of the U.S. Forum not presently serving on the Steering Committee. The U.S. Forum Chair appoints these two members with the approval of the Steering Committee.
2. At the end of each fiscal year, review the financial records, including the balance sheet, income statement, and other related documents of the treasurer.
3. Shares findings with the Steering Committee.

## **Article VIII. Meetings and Events.**

### **Section A. Meetings of the U.S. Forum Steering Committee**

1. The Steering Committee guides the planning, guidance, and execution of U.S. Forum activities.
2. The U.S. Forum Steering Committee may meet virtually.
3. One Steering Committee meeting may be held each year in Washington, D.C.
4. Each forum Steering Committee shall submit to the international president a written report of planning session(s) and forum activities within two (2) weeks following each meeting.<sup>17</sup>

### **Section B. U.S. Forum at International Conferences.**

1. At international conferences, a two (2) hour block of time shall be planned as a working session for each forum unit.<sup>18</sup>
2. Regional Representatives direct the planning and execution of activities during the U.S. Forum at international conferences.
3. All U.S. Forum meetings may be face-to-face, through virtual communications, or a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
4. All members being notified, matters requiring immediate action may be voted upon in person or electronically. A majority vote shall be required for action.
5. There shall be no proxy voting.

### **Section C. U.S. Forum at International Conventions**

1. At international conventions, a two (2) hour block of time shall be planned as a working session for each forum unit.<sup>19</sup>
2. The U.S. Forum Steering Committee, under the leadership of the Chair, directs the planning and execution of activities during the U.S. Forum held at conventions.
3. Each forum shall submit a biennium report to be included with the international convention biennium reports.<sup>20</sup>
4. All U.S. Forum meetings may be face-to-face, through virtual communications, or a combination of the two, as long as members present may simultaneously hear one another and participate during the meeting.
5. All members being notified, matters requiring immediate action may be voted upon in person or electronically. A majority vote shall be required for action.
6. There shall be no proxy voting.<sup>21</sup>

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<sup>17</sup> *International Standing Rules*:5.54 b

<sup>18</sup> *International Standing Rules*: 5.53

<sup>19</sup> *International Standing Rules*: 5.53, *Constitution* V. D. 6. b. 5

<sup>20</sup> *International Standing Rules*: 5.54 c

<sup>21</sup> *International Constitution, Article VIII Meetings and Events*

## **Section D. The National Legislative Seminar**

1. A National Legislative Seminar (NLS) shall be held once each biennium in the Washington, D.C. Metropolitan area.
2. The Steering Committee plans, directs, and executes all activities of the National Legislative Seminar (NLS).
3. The National Legislative Seminar (NLS) provides an opportunity for members to learn effective strategies in advocating for women, children, and education.
4. The Chair of the Steering Committee shall submit a final report to the international president.

## **Article IX. Resolutions**

### **Section A. Submitting Resolutions**

1. Resolutions (and/or position statements) may be submitted to the U.S. Forum by any U.S. Forum member, eligible DKG chapter or state organization, or by the Steering Committee of the U.S. Forum or any sub-committee of the Forum.

### **Section B. Resolution Process**

1. Resolutions must meet the criteria for neutrality required by DKG International policy.
2. Resolutions shall be submitted according to procedures established by the U.S. Forum Steering Committee.
3. Resolutions will be presented for member vote at the next scheduled U.S. Forum meeting at an international convention or conference or by a virtual meeting if no international convention or conference is scheduled within three months of submission.
4. Resolutions approved by the majority of the U.S. Forum members present at the U.S. Forum meeting held during an international convention or conference or by virtual meeting will be enacted upon as specified by the resolution.

## **Article X. Amendments to the Operational Guidelines Section**

### **Section A. Amendments**

1. The *United State Forum Operational Guidelines* may be amended by a majority vote of members attending the U.S. Forum at any international conference or convention.
2. There shall be no proxy voting.

### **Section B. Proposed Amendments**

1. Proposed amendments may be submitted to the U.S. Forum Chair by the following:
  - a. U.S. Forum members
  - b. The Steering Committee
  - c. A standing or ad hoc committee of the U.S. Forum
  - d. A majority vote of attendees at the National Legislative Seminar (NLS).
2. Proposed amendments shall be submitted on forms provided by the Steering Committee.

### **Section C. Notification and Approval of Proposed Amendments**

1. All amendments to the *United States Forum Operational Guidelines* to be voted upon during the U.S. Forum at the international convention or conference shall be made available on the U.S. Forum website at least sixty (60) days prior to the international convention or conference.
2. A majority vote of attendees is required to adopt an amendment.
3. Adopted amendments take effect immediately upon adoption unless a *proviso* states otherwise.

#### **Previous actions and revision**

*U.S. Forum Operational Guidelines* adopted July 20, 2018, at International Convention in Austin, Texas

*Guidelines* modified by Dr. Elizabeth Turner and Parliamentarian Helen Popovich in September, 2018

*Guidelines* modified by Chair Kathy Davis for GAPP review 2020 Guidelines

Approved by International Executive Board in May, 2020

*Guidelines* adopted July, 2021.

*Guidelines* approved by the International Executive Board, October, 2021

*Guidelines* amended at the International Conference, August 2, 2025