

# **Operational Guidelines**



## **The United States Forum of The Delta Kappa Gamma Society International**

**Adopted July 20, 2018**

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# United States Forum Operational Guidelines

## Article I. Name

1. The Delta Kappa Gamma Society International shall have forums [Canadian, European, Latin American, and United States Forums] as designated in the *International Standing Rules*. Each DKG member belongs to a forum unit determined by her region or area. [*Constitution: V.D.7.b.*]
2. This organization will be known as the United States Forum\* (US Forum)

\*Forum is an assembly for an open discussion: a gathering of members from national and geographic areas to discuss topics of common concern.

## Article II. Purpose and Mission

1. The purpose of the US 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 US Forum is to serve the interests and concerns of its members. [*Constitution: V.D.7.b.2*]
  - a. The emphasis is on sharing information and ideas and exploring solutions to identified issues.
  - b. Participating US Forum members identify the issues at the US Forum at regional conferences, the international convention, and the National Legislative Seminar (NLS).

## Article III. Membership

1. Membership in the US Forum is automatic for all Delta Kappa Gamma Society International members from the 50 states of the United States of America, the District of Columbia, and the Commonwealth of Puerto Rico.
2. US Forum members may participate in planning activities of the Forum.

## Article IV. Finance

1. The fiscal year of the US Forum shall be that of the Society, July 1 to June 30 inclusive. [*Constitution: IV.G.1*]
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. [*International Standing Rules: 4.82*]
3. Annual planning meeting costs and communication expenses for the US 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. [*International Standing Rules: 5.51*]
4. Additional monies may be generated from registration fees and sales items for the National Legislative Seminar.
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. [*International Standing Rules: 5.52*]
6. Excess funds are retained in the Forum account at the end of the biennium.

7. The US Forum's annual budget documents the intended use of all funds held by the US Forum.
8. The treasurer submits to the US Forum Chair, a financial statement by March 31 for submission to the international president by April 1. [*International Standing Rules: 5.55 a*]
9. Members of the Steering Committee may be issued a credit card upon signing an agreement of compliance. (*Appendix A, Credit Card Agreement, page 18*)
  - a. A business credit card may be issued in the name of the US 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 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 14 days of the event or expenditure.
  - d. Reimbursable expenses include:
    - 1) transportation, meals, and accommodation for planning meeting 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 regional conferences and international conventions; and
11. Forum funds from International shall not be used for attendance costs for Forum leadership at regional conferences or 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.

## **Article V. Organizational Structure**

1. The US Forum has an elected Chair and four elected Regional Representatives; these five elected members comprise the US Forum Steering Committee.
2. The Regional Representatives work with state organization US Forum representatives, state presidents, and other interested members.
3. Participants in US Forum activities shall determine the plan for the forum. [*Constitution: V.D.7.b.1*]

## **Article VI. Leadership Team**

### **Section A. Members of the US Forum Leadership Team**

1. The Leadership Team consists of an 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 *US Forum Connection*, a webmaster, a registrar for the NLS, a technology consultant, and a parliamentarian.
2. Only members of the US Forum may serve on the leadership team.
  3. The international president serves as an *ex officio* member of the US Forum Steering Committee and may participate in its planning meetings.

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

### **1. Chair, US Forum Steering Committee**

#### **a. Appointment of Positions and Committees**

- 1) A secretary, a vice chair, and registrar of the National Legislative Seminar from the elected members of the Steering Committee
- 2) A treasurer, webmaster, editor, and parliamentarian with the approval of the Steering Committee
- 3) Chair and members of the Elections Committee, the Finance Committee, and Finance Review Committee
- 4) Members to fill vacancies on the Steering Committee after consultation with state presidents. 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 US Forum committees.

#### **b. Fiscal Duties**

- 1) Verifies that the treasurer has filed the appropriate IRS-required reports by deadline 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 operation services administrator by April 1 annually.  
[*International Standing Rules 5.55a*]
- 4) Verifies that necessary tax forms have been submitted to the Internal Revenue Service.
- 5) Has signature authority on the US Forum bank account and signs checks as needed.
- 6) Approves all expenditures prior to payment by the treasurer.
- 7) Submits approved expense vouchers within *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 regional conference, the international convention, and the National Legislative Seminar.
- 9) Arranges and negotiates the contract for the web site 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) Submits reports to the international president, the operation services administrator, and the members of the US Forum at the international convention.
- 2) Submits a written report of planning sessions, the National Legislative Seminar, and other Forum activities to the international president within two (2) weeks following each meeting.  
*[International Standing Rules, 5.55b]*
- 3) Submits a biennium report to be included with the international convention reports. *[International Standing Rules, 5.55c]*
- 4) Ensures that the minutes of planning sessions are maintained and made available for the leadership of the US Forum Steering Committee; forwards copies to the executive director.
- 5) Sends timely news to the appropriate editor for inclusion in Delta Kappa Gamma (DKG) publications.

d. Meetings

- 1) Plans and conducts at least one Steering Committee meeting in Washington DC area each year of the biennium, the first year to include training and orientation.
  - a) Sends meeting notices with copies to the international president and the executive director.
  - b) Determines the most cost-effective meeting site, and arranges for lodging, meals, and meeting space.
  - c) Approves travel arrangements chosen individually by each member of the steering committee.
  - d) Prior to the first-year August meeting, prepares and posts a digital folder to include training and orientation materials.
  - e) Upon election, reviews documents regarding the US Forum.  
*(Appendix B, Steering Committee Training and Resources, page 19)*
- 2) Plans and conducts the NLS.
  - a) Conducts planning meetings.
  - b) Delegates responsibilities.
  - c) In collaboration with the Steering Committee, decides on the date and venue.
  - d) Negotiates contracts as necessary.
  - e) Designs and executes a publicity plan.

- f) Prepares materials including brochure, registration form, fact sheets, and handouts.
  - g) Provides for ordering supplies including printed materials, folders, door prizes, and gifts.
  - h) Verifies that all seminar bills have been paid.
  - i) Submits the final NLS report (*Appendix C, Report Form for NLS, page 21*) to the international president and members of the Steering Committee, and posts on the web site.
- 3) Plans and conducts a two-hour session during the international convention. [*International Standing Rules, 5.54*]
- a) Prepares the Elections Committee for their duties before, during, and after the election.
  - b) Reserves a room for tabulating votes.
  - c) 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 US Forum.
    - (3) Reports on the National Legislative Seminar.
  - d) Presents a brief oral report at a general meeting held after the Forum during the international convention. [*International Standing Rules, 5.55 e*]
  - e) Schedules a meeting of the newly elected steering committee prior to leaving the convention.
- 4) Requests a workshop time prior to the US Forum at the international convention.
- 5) Submits a biennial report to the international president.

## 2. Regional Representatives

- a. Review all documents regarding the US Forum upon election, including its guidelines, its history, resolutions, and other information.
- b. Encourage state presidents to appoint a state US Forum representative if none exists.
- c. Make initial contact with state US Forum representatives and communicate *at least monthly* regarding issues and events.
- d. Communicate the role and duties of Regional and State Representatives to the individual state US Forum representatives.
- e. Encourage states to engage in projects that address issues identified by members at state meetings, regional conferences, and international conventions.
- f. Provide information about programs and events on the US Forum website, Facebook pages, and other social media.
- g. Attend and participate in all meetings of the Steering Committee.
- h. Plan and facilitate a US Forum at their respective regional conference.
  - 1) Collaborate with regional directors regarding any charges for room rent, audio-visual service, program description, and other details.



- 2) Clear all expenses, including speaker's honorarium, with the US Forum Chair.
  - 3) Conduct business and plan the program at the Forum.
  - 4) Include information about the previous NLS.
  - 5) Designate a recorder.
  - 6) Recruit members to assist in session-related tasks.
  - 7) Record attendees' names and email addresses to broaden the network of US Forum participants for future events.
- i. Recruit subscribers for the *US Forum Connection*.
  - j. Conduct a survey to determine issues that will drive the planning for the NLS and share the results with the Steering Committee.
  - k. Prepare and send the regional conference report (*Appendix D, Report Form for Regional Conference, page 22*) to the Steering Committee Chair.
  - l. Participate in the planning and implementation of the NLS, US Forum, and US 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 regional conference, the international convention, and the 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 becomes unable to complete her term.

### **2. Secretary**

- a. Records the minutes of the Steering Committee to include attendance, discussions, decisions, and announcements during committee meetings.
- b. Submits a copy of the minutes to the Steering Committee within ten (10) days following the meeting.
- c. Takes minutes at the US Forum at the international convention.
- d. Takes minutes during the NLS unless the responsibility is pre-assigned to another member.

### **3. Treasurer**

- a. Serves *ex officio* without vote on the Finance Committee.
- b. Maintains a bank account in the name of the US 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 quarterly and annual reports showing income, expenditures, and pending income or expenses to the Steering Committee.
- e. Makes the financial records available when requested.
- f. Submits a finance report to the Chair prior to each Steering Committee meeting and each Forum.
- g. Uses only US Forum checks that include the statement "*This check is invalid*"

*after 60 days.”*

- h. Reconciles the bank statement and checkbook monthly.
- i. Submits a balance sheet and income statement quarterly to all members of the Steering Committee.
- j. Maintains a separate record of income and expenses associated with the NLS within the established accounting system.
- k. Provides a financial report to the Steering Committee within one month the NLS.
- l. Submits all financial records for review by the Finance Committee at the end of each fiscal year.
- m. Reimburses expenses of Steering Committee members as directed by the Chair.
- n. Acquires and distributes credit cards to Steering Committee members.
- o. Reports to the IRS as required and submits copy of report to Chair.
- p. Delivers all digital and print records to a successor within one month of the appointment of a new treasurer.

#### **4. Editor, *US Forum Connection***

- a. Publishes the *US Forum Connection*, a free monthly e-news periodical designed to inform members about legislation affecting education, women, and children. The *US Forum Connection* may not include content that readers may view as partisan politics, which might jeopardize the Society's tax-exempt status.
- b. Adheres to accuracy and impartiality in selecting and reporting legislation affecting education, women, and children.
- c. Addresses relevant topics in the *US Forum Connection*.
  - 1) Factual information and statistics regarding education, children, and the status of women educators
  - 2) Contacts and phone numbers for legislators
  - 3) Factual, impartial information encouraging members to stay informed and to vote
  - 4) Updates on education-related topics
  - 5) Updates of enacted legislation from *The Congressional Record* and other sources
  - 6) Proposed legislation on issues affecting women, children, and education
  - 7) Requested state-specific messages for certain legislative issues
  - 8) Information promoting the NLS
  - 9) News of US Forum activities during regional conferences and international conventions
- d. Maintains a database of subscribers to the newsletter, including name, email, address, state, and state office held.
- e. Maintains a listserv of subscribers for dissemination of the newsletter.

## 5. Webmaster

- a. Promotes the US Forum to meet Purpose 4 and Purpose 7.
- b. Posts the following types of information:
  - 1) Information from each regional representative to market the US Forum at regional conferences and the international convention
  - 2) US Forum forms
  - 3) Information on the NLS, including the following:
    - a) Registration forms
    - b) Transportation and shuttle service
    - c) Pre-seminar instructions for setting appointments with legislators
    - d) Optional tours
    - e) Capitol Hill Day
    - f) Seminar documents
    - g) Information such as dress codes and restrictions for visiting the Capitol
  - 4) US Forum brochure and fact sheet
  - 5) Articles on issues
  - 6) Resolutions supported by the US Forum
  - 6) Surveys
  - 7) US Forum logos for use by state Forum representatives
  - 8) Any additional forms created by the Steering Committee
  - 9) Election process
  - 10) Operational guidelines
  - 11) Issues of the *US Forum Connection*
- c. Promotes the website on social media.
- d. Researches and recommends a web site provider in collaboration with the Chair.
- e. Manages the Facebook page.
  - 1) Posts information on the Facebook page to drive members to the US Forum website.
  - 2) Encourages US Forum members to post and promote legislative issues.
  - 3) Sends information to Steering Committee for review before posting.
- f. Informs Steering Committee of updates to website.

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

- a. Preparation for NLS
  - 1) Collaborates with Steering Committee to design registration form.
  - 2) Works with webmaster to post the registration form and information on website and Facebook.
  - 3) Promotes the NLS to state US Forum representatives, state presidents, past NLS attendees, and others.
- b. Registration Responsibilities for NLS
  - 1) Emails registrants to acknowledge receipt of their registration.
  - 2) Deposits checks into the US Forum account.

- 3) Answers registrants' questions and directs them to appropriate information sources.
- 4) Informs Steering Committee of registrants and progress.
- 5) Creates nametags and meal tickets for participants.
- 6) Relays final count and meal count to Chair and regional representatives.
- 7) Informs Chair and/or designee of special needs and accommodation requests.
- 8) Shares NLS registration information with treasurer and Steering Committee.
- 9) Presents Chair with list of participants by state and region including emails, contact numbers, and addresses to include in seminar materials.
- 10) Sends roster of participants to seminar registrants.
- 11) Sets up and maintains registration table.
- 12) Welcomes participants and verifies that their information is correct.
- 13) Reports registration data to Steering Committee.
- 14) Provides on-site registration.

c. Following the NLS

- 1) Gives feedback to the Steering Committee and writes suggestions for future registrars.
- 2) Completes the NLS final report. (*Appendix C, Report Form for NLS, page 21*)
- 3) Prepares NLS files for the next Steering Committee.

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

1. Chair
  - a. The Chair is elected by a majority vote of members participating in the US Forum during the international convention.
  - b. The term of the elected Chair is two (2) years or until a successor is named.
2. Regional Representatives
  - a. Each regional representative is elected by a majority vote of members that participate from her respective region in the US Forum during the international convention.
  - b. The term of the elected Regional Representatives is two (2) years or until a successor is named.
3. Appointed Personnel
  - a. The Chair appoints 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.

## Article VII. Committees

### Section A. Elections Committee (Appointed)

#### 1. Description

- a. The Chair appoints an Elections Committee of five (5) members to serve during the biennium.
- b. The US Forum Chair shall designate one of the appointed members as Chair of the Elections Committee.
- c. The Elections Committee shall be composed of one member from each of the four regions, plus the Steering Committee Chair.
- d. 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.
- e. Members accepting appointment to the Elections Committee shall commit to attend the US Forum during which the election will occur.

#### 2. Duties

- a. Prior to the regional conference, the Elections Committee and the Steering Committee shall collaborate to implement the following:
  - 1) Develop and provide a concise description of how the US Forum chooses the Steering Committee, including available positions, duties, registration and election process, eligible candidates, deadlines, and candidate registration forms.
  - 2) Request time to make information available to all US Forum attendees during regional conferences.
  - 3) Publicize the coming election, leadership opportunities, and election process through all accessible communication channels.
  - 4) Identify the name, region, position being sought, and qualifications for each candidate.
- b. During the regional conference, the Elections Committee shall do the following:
  - 1) Use granted time to inform attendees of the election process for the US Forum Steering Committee.
  - 2) Confirm that the election process is on the US Forum agenda.
  - 3) Provide Candidate Registration Forms for all potential candidates. (*Appendix F, Candidate Registration Form, page 23*)
  - 4) Be prepared to answer any question related to the election process.
  - 5) Reference the US Forum website as a source for detailed and up-to-date information concerning the election process.
- c. Prior to the international convention, the Elections Committee shall do the following:
  - 1) Plan and implement a series of “information highlights” to US Forum

- members of their rights and obligations during the election process.
- 2) Use the following information to inform members of the US Forum election process.
    - a) Each member of the US Forum has an equal opportunity to be nominated for an elected position on the Steering Committee.
    - b) A member does not have to be present to be a candidate for an elected position.
    - c) 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.
    - d) All members attending the US Forum during the international convention may vote in elections. Voting is by ballot for the five elected positions. There shall be no proxy voting. During the Forum, members may be nominated from the floor. \*
    - e) The candidate for each position receiving a majority of the validated votes for that position is elected. \*\*

\* 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, page 441, lines 25-28*)

\*\*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, page 441, lines 5-8*)

- 3) Receive completed Candidate Registration Forms from the US Forum Chair.
  - a) Use the member number of each candidate to verify current membership status.
  - b) Prepare a list of eligible candidates with their pictures and a paragraph about each to include in the US Forum handouts, being consistent in the length of paragraphs. Post on the US Forum website as soon after deadline as possible.
  - c) Include related voting procedures in pre-convention publicity.
  - d) Organize, delineate procedures, and make assignments needed to conduct an efficient and orderly election.
  - e) Request appropriate room setup for the following:
    - (1) the room in which the election will be held;
    - (2) designated seating by region, clearly identified by posted signage; and
    - (3) a quiet, closed area with three tables and at least eight chairs for tabulating votes.
  - f) Prepare signage to enable Forum participants to receive appropriate materials, locate proper seating, and instantly

identify the person who will collect their votes and answer any questions concerning voting

- g) Create and print all ballots and election forms:
- (1) The election procedures (*Appendix G, Election Procedures, page 24*)
  - (2) The four (4) ballots needed for the election, color-coded by region, with instructions to **vote for one candidate for each position.** (*Appendix G-1, G-2, G-3, G-4, pages 25-26*)
  - (3) The four (4) tally sheets (*Appendix G-5, G-6, G-7, G-8, pages 27-28*)
  - (4) Report of the (Year) Elections (*Appendix H, page 29*)
  - (5) The printing for each elected position should be distinctive, readable, and easily recognizable.
  - (6) The candidates for Chair will appear on each ballot.

d. At the international convention before the scheduled US Forum, the Elections Committee Chair shall do the following:

- 1) Arrange to pick up all materials needed for the election as instructed by the US Forum Chair.
- 2) Request from the US Forum Chair the names of two members selected from the US 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.

e. During the election process at the Forum, the Elections Committee member shall do the following:

- 1) Direct attendees to their regional seating. The US Forum Chair may assign ushers to welcome and direct US Forum participants to appropriate seating.
- 2) Distribute the 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.

f. 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.
- g. After tallying votes, the Elections Committee Chair shall do the following:
- 1) Completes the Report of the Elections. (*Appendix H, Report of the Elections, page 29*)
  - 2) Notifies the presiding chair that the Elections Report is ready.
  - 3) When introduced, gives a copy of the report to the presiding Chair and then reads the committee chair's portion of the report. The presiding Chair follows by reading her portion of the report. (*Appendix I, Script to Finalize the Election of the (Year) Steering Committee, page 32*) The Election Report shall be recorded in the minutes of the US Forum.
  - 4) Prepares a motion to destroy the ballots.
- h. Following the US Forum election at the international convention at which an election is final, the Elections Committee Chair shall do the following:
- 1) Verifies that the ballots are safely destroyed.
  - 2) Writes a summary of the Elections Committee work during her biennium, including an assessment of the committee's activities.
  - 3) Makes recommendations for the next election.
  - 4) Places the Election Report in the Elections Committee file maintained by the Elections Committee Chair before passing it on to the next Elections Committee Chair.

### **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 written financial report from the treasurer to the Steering Committee.
  - c. Recommends amendments to the budget for approval by the Steering Committee.
  - d. Includes at least \$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 US Forum not



- presently serving on the Steering Committee. The US Forum Chair appoints these two members with the approval of the Steering Committee.
2. At the end of each fiscal year, reviews 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 US Forum Steering Committee**

1. The Steering Committee guides the planning, guidance, and execution of US Forum activities.
2. The Steering Committee may meet electronically.
3. Newly elected Steering Committee members will meet after the election and before the close of the international convention.
4. One Steering Committee meeting is held each year in Washington, D.C.
5. Each forum Steering Committee shall submit a written report of planning session(s) and forum activities to the international president within two (2) weeks following each meeting. [*International Standing Rules 5.54 b*]

### **Section B. US Forum at Regional Conferences**

1. At regional conferences, a two (2) hour block of time shall be planned as a working session for each forum unit. [*International Standing Rules 5.53*]
2. Regional Representatives direct the planning and execution of activities during the US Forum at regional conferences.
3. Each forum shall present a brief oral report at a general meeting during the regional conference. [*International Standing Rules 5.54 d*]

### **Section C. US 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. [*International Standing Rules 5.53*]
2. The US Forum Steering Committee under the leadership of the Chair directs the planning and execution of activities during the US Forum held at convention.
3. Each forum shall submit a biennium report to be included with the international convention biennium reports. [*International Standing Rules 5.54 c*]
4. Each forum shall present a brief oral report at a general meeting during the international convention. [*International Standing Rules, 5.54 e*]

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

1. A National Legislative Seminar is held in the Washington, D.C. area in even-numbered years.
2. The Steering Committee plans, directs, and executes all activities of the NLS.
3. The 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. Amendments to the Operational Guidelines**

### **Section A. Amendment**

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

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

1. Proposed amendments may be submitted to the US Forum Chair by the following:
  - a. US Forum members
  - b. the Steering Committee
  - c. a standing or ad hoc committee of the US Forum
  - d. a majority vote of attendees at the NLS
2. Proposed amendments shall be submitted on forms provided by the Steering Committee. (*Appendix J, page 33*)

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

1. All amendments to the *United States Forum Operational Guidelines* to be voted upon during the US Forum at the international convention shall be made available on the US Forum website at least sixty (60) days prior to the convention.
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.

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## **APPENDIX A: Steering Committee Credit Card Agreement**

### **1. Budgeted Expenses**

I agree to use the Forum card exclusively for budgeted items only. I understand that it is a violation of the agreement to use the card for personal expenses.

### **2. Documentation**

I will provide the Chair with detailed vouchers and receipts for the budgeted item expenses. I will send all documentation to the Chair within 14 days.

### **3. Lost and Stolen Cards**

I will immediately report a lost or stolen to the Chair.

### **4. Biennium End and Termination of Use**

I will promptly return the credit card to the chair at the end of the biennium or my term of office.

### **5. Right to Cancel**

The US Forum maintains the right to cancel the card if I fail to comply with the use of the card as specified above.

---

Signature

Date

## **APPENDIX B: Steering Committee Training and Orientation Resources**

All US Forum Steering Committee members should review the following documents for training and orientation:

### **Governing Documents**

1. *2018 Adopted Operational Guidelines*
2. Updated 2018 *International Constitution and Standing Rules*
3. Neutrality Statement of The Delta Kappa Gamma Society International
4. Copy of all US Forum resolutions

### **Informational Documents from Past Biennia**

1. Meeting and event minutes
2. National Legislative Seminar sample materials
3. Reports of regional conferences, international conventions, and NLS
4. Budgets and financials
5. History of US Forum
6. Strategic planning
7. *US Forum Connection*
8. US Forum issues from surveys
9. List of items to keep from one biennium to the next biennium

### **Templates and Sample Report Forms**

1. Sample budgets from past biennia
2. Minutes
3. Report forms: biennial, regional conferences, international conventions, and NLS
4. Proposed agenda for the first Steering Committee meeting
5. Two-year calendar for meetings, events, and activities
6. Timeline for biennium
7. Sample introductory letter to state liaisons from newly elected US Forum Steering Committee members
8. DKG Email Signature
9. Logos

### **US Forum Network**

1. Current US Forum Steering Committee and appointed members of the leadership team
2. Past US Forum Steering Committee members and appointed members of the leadership team
3. Past and present NLS attendees
4. Regional representatives' distribution lists from the previous biennium as the state organization US Forum liaisons will continue in the first year of the US Forum Steering Committee's term of office
5. List of legislative and advocacy resources, including other similar-minded organizations and advocacy groups
6. Speakers and points of contact for US Forum events and activities

**Digital Presence**

1. US Forum: [www.usforumdkg.org](http://www.usforumdkg.org)
2. The Delta Kappa Gamma Society International: [www.dkg.org](http://www.dkg.org)
3. Facebook page: @The Delta Kappa Gamma Society International United States Forum
4. Other social media
5. Brochure and a practice Go-to-Meeting prior to its initial use for a US Forum meeting
6. Consistent signature block for US Forum Steering Committee members

## **APPENDIX C: Report Form for the (Year) National Legislative Seminar**

Please submit this report as an email attachment within **30 days** following the NLS to the international president and the operations services administrator with copies to the Steering Committee.

1. Date:
2. Site:
3. Number Registered:
4. Number Attended:
5. Number of States Represented:
6. Registration Fee per person:
7. Expenses of the NLS (Attach NLS budget):
8. Focus of the NLS:
9. Topics Addressed:
10. Activities of the NLS (visits to "The Hill," briefings, tours, speakers, etc.):
11. Recommendations:
12. Name:
13. Date Submitted:

## **APPENDIX D: Report Form for the (Year) Regional Conference**

Submit this report as an email attachment to the United States Forum Chair @email within **14 days** following the regional conference.

1. Date of conference:
2. Site:
3. Approximate number in attendance:
4. Total itemized expenses with scanned receipts and vouchers
5. Speaker and topic of presentation:
6. Other Forum activity:
7. Recommendations:
8. Name:
9. Date submitted:



## APPENDIX E: Sample US Forum Candidate Registration Form

### I. Instructions

Provide all requested information.

### II. Email registration form to the following:

United States Forum Chair

Email Address

Digitally postmarked no later than:

### III. Contact Information

Name of Candidate

DKG Membership Number

Year of Initiation

Address: Street, City, State, Zip

Preferred Phone

Email Address

### IV. Duties of Elected Leaders

If you have not already done so, please take the time to study “Section B. Duties of Elected Leadership Team Members” on pages 5-8 in the 2018 *Operational Guidelines* at [www.usforumdkg.org](http://www.usforumdkg.org) before continuing with this form.

Check the statement:

I have reviewed the duties for the position(s) I am seeking.

### V. Choice of Position(s)

Check the position(s) for which you will be a candidate.

United States Forum Chair

Northeast Regional Representative  Northwest Regional Representative

Southeast Regional Representative  Southwest Regional Representative

### VI. United States Forum Activities

Share your experience and participation in US Forum activities in fifty (50) words or fewer.  
Attach a picture for publication.

**VII. Announcements of Candidates for Elected Leadership Positions** will be posted in US Forum publications on the U.S. Forum Website.

Check one of these statements:

Please **do** use the information for “Candidate Announcements.”

**Do not** use the information in part VI for “Candidate Announcements.”

Candidate’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F: Election Procedures


The four members of the Elections Committee (one member representing each of the four regions) distribute the ballots, collect the ballots, count the votes, verify the count, and sign the committee's election report. However, no member of the committee shall tally or validate the votes of her region.

1. The US Forum Chair will appoint four members present at the Forum to assist with validating the count.
2. Every step of each procedure used by the committee should be carefully planned and understood by all involved.
3. The election results must be accurate and completed in a defined time period.
4. The Elections Report must be given in time for a runoff election if needed before the Forum is adjourned.
5. The Elections Committee identifies and assigns tasks to complete;
6. They ask and answer every question they can think of that relates to completing the various tasks.

Examples:

- a. Who will distribute and collect the ballots for each region? A committee member cannot be assigned to her own region.
- b. What is needed to expedite the counting of the votes? (space, furniture, equipment, forms, materials, and others)
- c. Who are the teams of two assigned to count the votes for each region?
- d. Who are the teams of two to validate each count? Original counters cannot validate the original count.
- e. Are there documents that must be printed in advance? What are they? Assign responsibility to ensure that these documents are available at the time they are needed.

Suggested assignments:

US Forum participants seated by region	The committee members from designated regions who will perform each of the three tasks.			Complete the Election Report and announce the election results.
	Task #1 Distribute and collect ballots.	Task #2 Complete the 1 <sup>st</sup> count.	Task #3 Complete the 2 <sup>nd</sup> count, the validation.	
Northeast	Southeast	Northwest + Southeast	SW + Appointed member #1	
Northwest	Southwest	Southwest + Northeast	SE + Appointed member #2	
Southeast	Northeast	Northeast + Southwest	NW + Appointed member #3	
Southwest	Northwest	Southeast + Northwest	NE + Appointed member #4	

**Suggested Tally Report Forms\*** Record the result of the vote count for each region on a separate form, signed by the counters, and passed to the validation group. After validation, pass the form to the Elections Committee Chair. The Committee Chair may seek additional assistance while compiling the elections report. **\*See sample tally forms on pages 27 and page 28.**

**APPENDIX G-1: Ballot for NORTHEAST REGION Election  
\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**VOTE FOR ONE CANDIDATE UNDER EACH CATEGORY!**

**Category 1: For the position of US Forum Steering Committee Chair:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**Category 2: For the position of Northeast Regional Representative:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**APPENDIX G-2: Ballot for NORTHWEST REGION Election  
\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**VOTE FOR ONE CANDIDATE UNDER EACH CATEGORY!**

**Category 1: For the position of US Forum Steering Committee Chair:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**Category 2: For the position of Northwest Regional Representative:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**APPENDIX G-3: Ballot for SOUTHEAST REGION Election**  
**\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**VOTE FOR ONE CANDIDATE UNDER EACH CATEGORY!**

**Category 1: For the position of US Forum Steering Committee Chair:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**Category 2: For the position of Southeast Regional Representative:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**APPENDIX G-4: Ballot for SOUTHWEST REGION Election**  
**\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**VOTE FOR ONE CANDIDATE UNDER EACH CATEGORY!**

**Category 1: For the position of US Forum Steering Committee Chair:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**Category 2: For the position of Southwest Regional Representative:**

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

Candidate: \_\_\_\_\_

**APPENDIX H-1: Tally Form FOR NORTHEAST REGION Election**  
**\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**Category 1: For the position of Steering Committee Chair:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

**Category 2: For the position of Northeast Regional Representative:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

Signatures:

#1 Count \_\_\_\_\_  
#2 Count \_\_\_\_\_

**APPENDIX H-2: Tally Form for NORTHWEST REGION Election**  
**\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**Category 1: For the position of US Forum Steering Committee Chair:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

**Category 2: For the position of Northwest Regional Representative:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

Signatures:

#1 Count \_\_\_\_\_  
#2 Count \_\_\_\_\_

**APPENDIX H-3: Tally Form FOR SOUTHEAST REGION Election**  
**\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**Category 1: For the position of US Steering Committee Chair:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

**Category 2: For the position of Southeast Regional Representative:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

Signatures:

#1 Count \_\_\_\_\_  
#2 Count \_\_\_\_\_

**APPENDIX H-4: Tally Form for SOUTHWEST REGION Election**  
**\_\_\_\_\_ (YEAR) United States Forum Steering Committee**

**Category 1: For the position of US Forum Steering Committee Chair:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

**Category 2: For the position of Southwest Regional Representative:**

Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Candidate: \_\_\_\_\_ Vote Counts: #1 \_\_\_\_\_ #2 \_\_\_\_\_

Signatures:

#1 Count \_\_\_\_\_  
#2 Count \_\_\_\_\_

# APPENDIX I: Report of the Elections Committee Chair

Date: \_\_\_\_\_

Location: \_\_\_\_\_

## I. For the position of US Forum Steering Committee Chair:

Total votes cast \_\_\_\_\_

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ is elected with \_\_\_\_\_% of the votes cast.

Name of Candidate with the majority of the votes cast

Or ...No candidate received a majority of the votes cast.

---

## II. For the Position of Northeast Regional Representative:

Total votes cast \_\_\_\_\_

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ is elected with \_\_\_\_\_% of the votes cast.

Name of Candidate with the majority of the votes cast

Or ...No candidate received a majority of the votes cast.

**III. For the position of Northwest Regional Representative:**

Total votes cast \_\_\_\_\_

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ is elected with \_\_\_\_\_ % of the votes cast.

Name of Candidate with the majority of the votes cast

**Or** ...No candidate received a majority of the votes cast.

---

**IV. For the position of Southeast Regional Representative:**

Total votes cast \_\_\_\_\_

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ is elected with \_\_\_\_\_ % of the votes cast.

Name of Candidate with the majority of the votes cast

**Or** ...No candidate received a majority of the votes cast.

---



**V. For the position of Southwest Regional Representative:**

Total votes cast \_\_\_\_\_

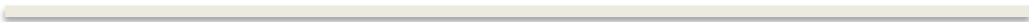
\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ received \_\_\_\_\_ votes.  
Candidate's Name #of votes received

\_\_\_\_\_ is elected with \_\_\_\_\_ % of the votes cast.

Name of Candidate with the majority of the votes cast

**Or** ...No candidate received a majority of the votes cast.



\* \* \* \* \*

Attested to by the Elections Committee:

\_\_\_\_\_ Date \_\_\_\_\_  
Elections Committee Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Elections Committee Member

\_\_\_\_\_ Date \_\_\_\_\_  
Elections Committee Member

\_\_\_\_\_ Date \_\_\_\_\_  
Elections Committee Member

\_\_\_\_\_ Date \_\_\_\_\_  
United States Forum Chair

## APPENDIX J: Script to Finalize the Election of the (year) Steering Committee

1. Ask newly elected steering committee members to stand and come forward when their name is called. Read the names.
  - a. (Name)\_\_\_\_\_ is elected *US Forum Steering Committee Chair*.
  - b. (Name)\_\_\_\_\_ is elected *Northeast Regional Representative*.
  - c. (Name)\_\_\_\_\_ is elected *Northwest Regional Representative*.
  - d. (Name)\_\_\_\_\_ is elected *Southeast Regional Representative*.
  - e. (Name)\_\_\_\_\_ is elected *Southwest Regional Representative*.
  
2. Confirm that each accepts election to her designated position and signs her name.
  - a. (Name)\_\_\_\_\_, do you accept the position and responsibilities of *US Forum Steering Committee Chair*?
  - b. (Name)\_\_\_\_\_, do you accept the position and responsibilities of *Northeast Regional Representative*?
  - c. (Name)\_\_\_\_\_, do you accept the position and responsibilities of *Northwest Regional Representative*?
  - d. (Name)\_\_\_\_\_, do you accept the position and responsibilities of *Southeast Regional Representative*?
  - e. (Name)\_\_\_\_\_, do you accept the position and responsibilities of *Southwest Regional Representative*?
  
3. Congratulate the new leaders ... applause of the Forum.  
Suggestion: Include a challenge to the newly elected Steering Committee in your closing comments.

### Notes:

- If all who were elected accept their elected positions, the elections results will be recorded in the minutes; the ballots may be destroyed.
  
- The election remains active until all positions are filled with either elected or temporarily appointed members, or the previous member remains in the position until the next election because a replacement cannot be found.

## APPENDIX K: Proposed Amendment Form for Operational Guidelines

Instructions: Submit ONE proposal per form.  
 All items on the form must be completed and saved as a (.doc).  
 Deadline: Submit this form by electronic mail (preferred) and postmarked no later than DATE.

To: Chair of United States Forum Steering Committee Name:  
Street:  
Address:  
Email:

Proposal to Amend the  
*Operational Guidelines*  
 Article, number, letter:

\_\_\_\_\_

<p><b>[1] Which now reads:</b></p>	<p><b>[2] Be amended by striking                  (<del>strike through</del>) and                  inserting changes.</b></p>	<p><b>[3] If adopted, would read:</b></p>
------------------------------------	---	---

**Rationale:** (Suggested maximum limit 100 words)

**Fiscal Impact Statement:**

**Approximate Annual Cost:** \$ \_\_\_\_\_

<b>Submitted by: (complete below)</b>		<b>On behalf of: (check one)</b>	
Name		Member	<input type="checkbox"/>
Address		Committee	<input type="checkbox"/>
E-Mail		Chapter	<input type="checkbox"/>
Phone #		State Organization	<input type="checkbox"/>
Date			

