

**Colorado State Organization**

**APPENDIX TO THE BYLAWS AND STANDING RULES**

**2020**

Edited for Document Consistency

**2021**

**The 2021 Appendix Supplements the  
2019 Colorado State Organization Bylaws  
and the  
2019 Colorado State Organization Standing Rules**

**File with the Colorado State Organization Bylaws  
and Colorado State Organization Standing Rules**

# **Colorado State Organization**

## **APPENDIX**

### **TABLE OF CONTENTS**

#### **Appendix I**

<b>Educational Law and Policy Team and U S Forum Team</b>	<b>A-1</b>
---	------------

#### **Appendix II**

<b>Scholarship</b>	<b>A-3</b>
--------------------	------------

#### **Appendix III**

<b>Special Awards</b>	<b>A-7</b>
-----------------------	------------

#### **Appendix IV**

<b>Historical Records</b>	<b>A-11</b>
---------------------------	-------------

#### **Appendix V**

<b>Policy for Endorsement of Candidates to International Office</b>	<b>A-13</b>
---	-------------

#### **Appendix VI**

<b>Symbols</b>	<b>A-13</b>
----------------	-------------

#### **Appendix VII**

<b>Guidelines for Sale of Items</b>	<b>A-14</b>
-------------------------------------	-------------

#### **Appendix VIII**

<b>Policy for Use of Electronic Communications</b>	<b>A-14</b>
--	-------------

## **APPENDIX I**

### **EDUCATIONAL LAW AND POLICY TEAM and U. S. FORUM TEAM**

- A. To fulfill Purpose Four of the CONSTITUTION, Colorado State Organization will seek to initiate and will support educational legislation in the following areas:
1. Equal Education Opportunity for all by supporting measures that will provide for:
    - a. A public education from early childhood through higher education and adult education.
    - b. Pilot projects to encourage and make use of innovative methods to reach every child, building on the cultural backgrounds of all children.
    - c. Information to communities of the “pros” and “cons” of educational legislation.
    - d. Recognition of the importance of educational programs for all students, according to their needs and talents.
    - e. Community involvement (citizens, parents, teachers, and administrators) in the delineation of educational goals and objectives of the schools.
  2. Professional responsibilities for curriculum development and support measures to ensure that:
    - a. Educators assume the major responsibility for implementing goals and objectives of the schools.
    - b. Educators define educational needs.
    - c. Educational programs stress basic skills and concepts.
    - d. Educators integrate heterogeneous populations.
    - e. Educators prepare for the information-based future.
    - f. Educators inculcate self-discipline and a sense of right and wrong.
  3. Financial structure of education and support measures that provide for:
    - a. The major financial burden of the cost of education to be borne by the state equalizing contributions with consideration for the tax base of local school districts.
    - b. Financial support by the state for programs mandated by the state.
    - c. Public funds allocated for education to be used for public schools only.
  4. Professional standards and support measures to provide for:
    - a. Involvement of educators, including classroom teachers and teacher educators, in decisions concerning teaching licensure.
    - b. Teacher licensure requirements which include a balance of courses in academic fields as well as in the physical, emotional, intellectual, and social growth and development of the learner as they apply to the role of the teacher.
    - c. Teacher preparation requiring some courses beginning no later than the sophomore year of college, which combine observation and involvement with students of varying ages and instructional levels; this includes a variety of experiences with students from differing ethnic and socioeconomic backgrounds.
    - d. Continuous evaluation of students in teacher licensure programs.
    - e. An orderly and well-defined process for the release of incompetent and unsuitable educators and administrators.
    - f. Support of a strong mentoring/induction program for new and/or developing teachers.

5. Employment conditions and support measure that will:
    - a. Provide teachers a professional atmosphere in which to carry out responsibilities for presenting information that is factual on controversial issues without undue restraint.
    - b. Protect by law continued employment of competent teachers.
    - c. Safeguard, improve, and strengthen the State Teacher Retirement System (Public Educators Retirement Association-PERA).
    - d. Provide for the utilization of processes of negotiation, arbitration, and mediation to reach bilateral agreement on employee-employer relationships.
  6. Professional status of women and support measures to provide for:
    - a. Equal opportunity, pay, retirement benefits and working conditions for men and women.
    - b. Legislation which provides and supports equality of rights under law.
    - c. Continuation and funding of the Commission on Status of Women.
- B. TEAM ORGANIZATION
1. The Educational Law and Policy Team and the U. S. Forum Team shall operate within the parameters of Appendix I Purpose A.
  2. In addition to the duties in the INTERNATIONAL STANDING RULES 8.2 and COLORADO STATE ORGANIZATION STANDING RULES IV TEAMS B. SOCIETY MISSION AND PURPOSE, the Educational Law and Policy Team and the U. S. Forum Team shall:
    - a. Maintain involvement as monitors of the State Board of Education.
    - b. Initiate, on a continuing basis, a series of dialogues with other organizations to build a network of support for desirable education and status of women in the state.
  3. The Team's involvement shall be in these areas:
 

a. Organization/Resources	d. Communications with chapters
b. Resources and Research	e. Lawmaker's Recognition Award
c. Monitoring/Consultants	f. Public Relations
  4. Each member serves a term of four (4) years. Refer to COLORADO STATE ORGANIZATION BYLAWS ARTICLE IX SECTION C. 2 for Team composition and COLORADO STATE ORGANIZATION STANDING RULES A. STANDING TEAMS I B.3.
- C. TEAM GUIDELINES
1. A list of issues, compatible with Purpose A. Appendix I, shall be presented to chapter presidents by the Educational Law and Policy Team and U. S. Forum Team at the Colorado State Organization Executive Board meetings when appropriate.
  2. Chapter presidents will be asked to take the list of issues back to their chapter members for discussion.
  3. At the beginning of each session of the Colorado General Assembly, the Educational Law and Policy Team shall determine the issues that speak to the Delta Kappa Gamma Society International and Colorado State Organization priorities.
  4. The Educational Law and Policy Team and the U. S. Forum Team shall collaborate to inform Colorado State Organization members regarding educational legislation and policy related to excellence in education and women educators.

5. The Educational Law and Policy Team and the U. S. Forum Team shall inform Colorado State Organization members regarding issues and bills that have passed in current legislation.
6. Plan and award the Colorado State Organization Lawmaker's Recognition Award to legislators who have initiated legislation supported by the Colorado State Organization, The Delta Kappa Gamma Society International and that was ultimately signed and passed into law.
7. Maintain a communication system throughout Colorado using area members on the Educational Law and Policy Team and the U. S. Forum Team.
8. Utilize the interest from the Epperson Legislative Fund for the Educational Law and Policy Team. The Finance Team and/or the Treasurer shall inform the team of the available amount.

## APPENDIX II SCHOLARSHIPS

- A. The purpose of the scholarship appendix is to outline and delineate the guidelines for procuring each of the scholarships available from Colorado State Organization. The Colorado State Organization Scholarship and Awards Team shall make recommendations to the Colorado State Organization Executive Board.
- B. TEAM ORGANIZATION
  1. The Colorado State Organization Scholarship and Awards Team is appointed by the Colorado State Organization President.
  2. The Scholarship and Awards Team shall adhere to the regulations and guidelines for each of the scholarships awarded by Colorado State Organization.
  3. Throughout the year, the Scholarship and Awards Team shall publicize the scholarships and awards available and the due dates for the applications through articles in the *Colorado Peaks and Plains*, the Colorado State Organization website, e-mails to chapter presidents, e-mails to chapter scholarship team leaders and brochures handed out at state meetings.
  4. The Scholarship and Awards Team will decide who the contact person will be for the applicant applying for a scholarship or award. The applicant will be notified of the person.
- C. INFORMATION REGARDING THE FUNDING OF SCHOLARSHIPS
  1. The Colorado State Organization (OMEGA STATE) established one scholarship to be known as the Hildegard Sweet and Katherine S. Glendinning Scholarship Fund. The income from this fund shall be allowed to accumulate in a special account until it reaches an amount sufficient to grant scholarships of \$3,000 to a Colorado State Organization member of The Delta Kappa Gamma Society International for an advanced graduate degree. If no scholarships are granted, the funds shall be allowed to accumulate.
  2. The Omega State Scholarship, Road Scholar Scholarship (formerly the Elderhostel Scholarship) and Lifelong Learning Scholarship funds are derived from the eighty (\$.80) cents per member available for Colorado State Organization scholarships, from the annual one-dollar (\$1.00) fee and the interest from deposits made by Colorado State Organization Treasurer to the Scholarship Fund on which a ceiling of ten thousand (\$10,000) dollars shall be placed and any other money so designated.
  3. Any memorial gifts, unless otherwise designated, shall be added to the scholarship funds.

- D. Application forms for all scholarships and awards are available from the Colorado State Organization website and/or from the Scholarship and Awards Team Leader. Forms will be updated as necessary, noted and publicized.
- E. REGULATIONS AND GUIDELINES FOR THE HILDEGARD SWEET AND KATHERINE S. GLENDINNING SCHOLARSHIP
1. The Hildegard Sweet and Katherine S. Glendinning Scholarship of three thousand (\$3,000) dollars shall be awarded, if money is available.
  2. The scholarship is open to any active member of any chapter of the Colorado State Organization who has been admitted to a graduate school and is pursuing an advanced degree at a nationally accredited institution of higher learning.
  3. The scholarship is open to any active member in good standing of The Delta Kappa Gamma Society International for a minimum of five (5) years.
  4. The application for the Hildegard Sweet and Katherine S. Glendinning Scholarship must be secured from the Colorado State Organization Scholarship and Awards Team Leader by the applicant.
  5. Past professional service and potential future service to education are to be considered.
  6. Contributions to The Delta Kappa Gamma Society International are to be considered. Examples: regularly attending chapter meetings, serving as a hostess, serve as an officer, a committee/team member or a committee chairman/team leader.
  7. An applicant must include a transcript or photo static record of her undergraduate and graduate work. The transcripts will be returned to the applicant.
  8. An applicant must submit a proposed program of her work to the Colorado State Organization Scholarship and Awards Team Leader at the time of making the application.
  9. Application and three (3) letters of recommendation must be received on or before the announced deadline of each year.
  10. The Colorado State Organization Scholarship and Awards Team requires that the recipient who accepts a scholarship will agree:
    - a. To submit reports as required, including notification of enrollment from the registrar's office of the college/university attended.
    - b. To send an "End of the Year Report" to the Colorado State Organization Scholarship Team Leader.
    - c. To acknowledge indebtedness to The Delta Kappa Gamma Society International and the Colorado State Organization and to acknowledge the Society in any publications developed out of data collected during the term of the scholarship.
    - d. To remain a continuous active member of The Delta Kappa Gamma Society International.
    - e. To provide news releases to the local news media regarding the SCHOLARSHIP award.
  11. The Colorado State Organization Scholarship and Awards Team urges the recipients of these awards to be present at the Colorado State Organization Convention/Leadership Conference to receive recognition. However, no scholarship payment will be made to the recipient until The Colorado State Organization Scholarship and Awards Team Leader receives certification of actual enrollment from the college/university registrar.

12. The Colorado State Organization Treasurer will make payments of the Hildegard Sweet and Katherine S. Glendinning Scholarship Award in one or two installment checks to the recipient as required certifications and reports are received by the Colorado State Organization Scholarship and Awards Team Leader.

F. REQUIREMENTS FOR OMEGA STATE SCHOLARSHIP

1. The Colorado State Organization State Scholarship and Awards Team establishes a fixed amount for short term scholarships...a traditional amount of six hundred to fifteen hundred dollars (\$600 to \$1500) is to be adopted as the standard for the Omega State Scholarship.
2. The scholarships are open to any active member of any chapter of Colorado State Organization to engage in study beyond the baccalaureate degree. A minimum of twelve (12) quarter hours or nine (9) semester hours of credit is recommended.
3. The applicant must have been a member of The Delta Kappa Gamma Society International for at least one biennium (two (2) years).
4. Past professional service and potential future service to education are to be considered.
5. Contributions to The Delta Kappa Gamma Society International are to be considered such as regularly attending chapter meetings, serving as an officer, a committee chairman/team leader, committee/team member, or a hostess.
6. Application forms may be obtained from the chapter scholarship committee chairman/team leader, the Colorado State Organization Scholarship and Awards Team Leader or the Colorado State Organization website.
7. The applicant must include a transcript or photo static record of her undergraduate work. The transcripts will be returned to the applicant.
8. The applicant must submit a proposed program of her work to the Colorado State Organization Scholarship and Awards Team Leader at the time of making the application.
9. The application and three (3) letters of recommendations must be received on or before the announced deadline of each year.
10. The Colorado State Organization Scholarship and Awards Team requires that the recipient who accepts a scholarship will agree:
  - a. To submit reports as required, including notification of enrollment from the registrar's office of the college/university attending.
  - b. To send an "End of the Year Report" to the Colorado State Organization Scholarship and Awards Team Leader.
  - c. To remain a continuous active member of The Delta Kappa Gamma Society International.
  - d. To provide news releases to the local new media regarding the award.
11. The Colorado State Organization Scholarship and Awards Team Leader keeps a continuous file on the recipients and their accomplishments. The information is transferred to her successor.
12. The Colorado State Organization Scholarship and Awards Team urges the recipients of these awards to be present at state convention/conferences to receive recognition. However, no payment will be made to the recipient until the Scholarship and Awards Team Leader receives notification from the registrar's office of the college/university.

G. REGULATIONS AND GUIDELINES FOR A ROAD SCHOLAR SCHOLARSHIP

1. The amount for a ROAD SCHOLAR Scholarship will be five hundred to one thousand dollars (\$500 to \$1000) contingent on funds available.
2. Application forms may be obtained from the chapter scholarship committee chairman/chapter scholarship team leader, the Colorado State Organization Scholarship Team Leader or the Colorado State Organization website.
3. The scholarship is open to an active member of any chapter of Colorado State Organization and the member is participating in an approved Road Scholar program.
4. The applicant must submit a description of the program for which she is applying.
5. The applicant must have been a member of The Delta Kappa Gamma Society International for at least one biennium (two (2) years).
6. Contributions to The Delta Kappa Gamma Society International is to be considered such as regularly attending chapter meetings or serving as an officer, a committee chairman/team leader, committee/team member or a hostess.
7. Applications and recommendations must be postmarked at least three (3) weeks prior to the Road Scholar Program.
8. The Colorado State Organization Scholarship and Awards Team assumes that the recipient who accepts a scholarship will agree
  - a. To share the Road Scholar Program experience with chapter members, and if asked to be a part of a Colorado State Organization and/or The Delta Kappa Gamma Society International convention or conference.
  - b. To remain a continuous active member of The Delta Kappa Gamma Society International.
  - c. To provide news releases to the local media regarding the ROAD SCHOLAR program.
9. The Colorado State Organization Scholarship and Awards Team Leader keeps a continuous file of the recipients and the program attended. The file is transferred to her successor.

H. REQUIREMENTS AND GUIDELINES FOR OMEGA STATE LIFELONG LEARNING SCHOLARSHIPS

1. An amount of two hundred to one thousand dollars (\$200 to \$1000) will be awarded contingent on funds available.
2. Application forms may be obtained from the Chapter Scholarship chairman/team leader, the Colorado State Organization Scholarship and Awards Team Leader, or the Colorado State Organization website.
3. The scholarship is open to any active member of any chapter of Colorado State Organization to participate in the Lifelong Learning Program.
4. The applicant must submit a description of the program for which is applying.
5. The applicant must have been a member of the Delta Kappa Gamma Society International for at least one biennium (2 years).
6. Contribution to the Delta Kappa Gamma Society International is to be considered, such as regularly attending chapter meetings, or serving as an officer, committee chairman/team leader, committee/team member, and serving as a hostess.
7. The application and three (3) letters of recommendation must be postmarked three (3) weeks prior to the start of the program.



8. The Colorado State Organization Scholarship and Awards Team assumes that the recipient who accepts the Lifelong Learning Scholarship will agree:
  - a. To share the Road Scholar program experience with chapter members and if asked, to be a part of the Colorado State Organization and/or Delta Kappa Gamma Society International conventions and/or conferences.
  - b. To remain a continuous active member of The Delta Kappa Gamma Society International.
  - c. To provide news releases to the local media regarding the program experience.
9. The Colorado State Organization Scholarship and Awards Team Leader keeps a continuous file on the recipients and the programs attended. The file is transferred to her successor.

### **APPENDIX III SPECIAL AWARDS**

- A. Omega State Award
  1. Purpose
    - a. The purpose of the Omega State Award shall be to honor Delta Kappa Gamma Society International women who have given outstanding service in the field of education and leadership to the Society and who are making a significant contribution to the educational or cultural growth of the community.
    - b. The Omega State Award shall be an engraved pendant to be purchased by the Colorado State Organization Treasurer.
  2. Team Guidelines and Procedures
    - a. The Colorado State Organization Scholarship and Awards Team shall be responsible for the selecting of the Omega State Award recipient. The Scholarship and Awards Team Leader will be responsible for notifying the Colorado State Organization Treasurer of the name of the recipient.
    - b. One member may be nominated by each chapter each year. A chapter has the privilege of resubmitting a previous nominee or submitting no nominee.
    - c. The nominee must be an active member of The Delta Kappa Gamma Society International for at least five (5) years.
    - d. The nominee for the Omega State Award must still be gainfully employed as a professional educator at the time the application is submitted to the Scholarship and Awards Team of Colorado State Organization.
    - e. It is recommended the name of the recipient be withheld until the presentation at the Colorado State Organization Convention or Colorado State Organization Leadership Conference.
    - f. It is recommended the chapter in selecting a nominee take into consideration the contributions the member has made to the Delta Kappa Gamma Society International as well as her contributions in various fields of education and to the educational and cultural growth in the community.

- g. Furthermore, it is recommended, in order that an evaluation be as objective as possible, the chapter award nominations be specific with regard in the nominee's contributions to The Delta Kappa Gamma Society International, her educational background (degrees, position, etc.) and the nature of her service or contributions to education and community.
  - h. The awarding of the pendant is to be the responsibility of the Colorado State Organization President and is to take place annually at the banquet meeting of the Colorado State Organization Convention or Colorado State Organization Leadership Conference.
3. Guidelines for Submission
- a. Nominations are mailed to the Scholarship and Awards Team Leader postmarked by March 1. Nominations postmarked after March 1 will not be considered by the team.
  - b. General
    - 1) Write-up should be presented in outline form.
    - 2) Use 8 1/2 x 11" paper, typing the information.
    - 3) Be specific as to the nature of services and contributions.
    - 4) All materials sent to the Colorado State Organization Scholarship and Awards Team will be acknowledged to ensure chapters of their arrival and will be given to the honoree at the time the award is presented.
  - c. Order of Information
    - 1) The Delta Kappa Gamma Society International (double point value)
      - a) Chapter level: offices, committees, contributions
      - b) State level: offices, teams, contributions
      - c) International level: offices, committees, contributions
    - 2) Educational background
      - a) Degrees, colleges, teaching positions, honors
      - b) Additional experiences, positions, other educational work
      - c) Papers, published writings, etc.
    - 3) Professional organizations
      - a) Membership
      - b) Offices held
      - c) Contributions and services
    - 4) Community involvement
      - a) Organizations and committees
      - b) Offices held, responsibilities
      - c) Contributions and services
    - 5) Additional information
      - a) Travel
      - b) Hobbies, special talents
      - c) Family, children
      - d) Letters of recommendation, commendation, etc.
      - e) Narrative letters from friends, etc. which would lend a humanistic value in writing a final resume' for the recipient

6) Evaluation of Nominee

- a) Evaluation of nominees will be based on the items listed above on a point system. A nominee receiving the highest points is the recipient.

3 OUTSTANDING 2 VERY GOOD 1 GOOD

B. Omega State Citation of Merit

1. Purpose

The Purpose of the Omega State Citation of Merit Award is to recognize a member who has contributed or served the State and/or the International organization.

2. Team Organization

- a. The Citation of Merit Award shall be the decision of the Colorado State Organization Executive Team.
- b. The Colorado State Organization Executive Team shall be the elected officers.
- c. The Colorado State Organization's Executive Secretary, Treasurer, Webmaster, and Parliamentarian are ex-officio members without vote.
- d. The Immediate Past Colorado State Organization President may serve as a consultant.

3. Team Guidelines and Procedures

- a. The Omega State Citation of Merit Award shall be a framed certificate. The certificate shall appropriately state the specific service rendered; be affixed with the state corporate seal; and signed by the Colorado State Organization President.
- b. The recipient of the Omega State Citation of Merit Award may be
  - 1) A member who gives outstanding service selflessly and show leadership in her field
  - 2) A member who has not received recognition which her dedication merits
  - 3) A quiet worker who has served for many years
- c. The Award
  - 1) Does not have to be given every year
  - 2) May not be given to an Omega State Award recipient
  - 3) Shall be the decision of the Colorado State Organization Executive Team
  - 4) Shall be presented by the Colorado State Organization President at the Colorado State Organization Convention or Colorado State Organization Leadership Conference Birthday Luncheon
  - 5) Shall be a surprise to the recipient...the recipient shall not be notified of the citation prior to the convention or conference
- d. Appropriate steps need to be taken to ensure the recipient is present for the presentation.

C. The Honor Roll

- 1. The Honor Roll was established to honor chapter members who are outstanding participants in their chapter work.
- 2. Chapters who want to give recognition to an outstanding member(s) will submit the member's name to the Colorado State Organization Editor by May 1 of each year to be published in the *Colorado Peaks and Plains*.

- D. The Colorado State Organization Delta Kappa Gamma Lawmaker's Recognition Award
  - 1. The purpose of award shall be to honor legislators who have initiated legislation supported by Colorado State Organization, The Delta Kappa Gamma Society International and was ultimately signed and pass into law.
  - 2. The selection of the recipient(s) for the award shall be made by the Colorado State Organization Educational Excellence and Educational Law and Policy Team and U. S. Forum Teams.
  - 3. The award shall be a framed certificate affixed with the Colorado State Organization Corporate Seal and signed by the Colorado State Organization President.
  - 4. The award will be presented at the appropriate state meeting by the state president.
- E. The Colorado State Organization Honored Educator's Award for Higher Education
  - 1. Purpose
    - a. The Colorado State Organization Honored Educator's Award for Higher Education is given by chapters who want to honor outstanding women at two-year or four-year colleges/universities within their chapter's geographic area who are associated with teacher training. The award will be made at the discretion of the chapter.
    - b. The award is a means to help attract key women educators to The Delta Kappa Gamma Society International.
  - 2. Responsibilities for Selection
    - a. The recipient will be recognized for her education and teacher training.
    - b. The chapter president or designee will contact an appropriate college or university's Department Chairman/Director/Dean to explain the purpose of the award.
    - c. The chapter president or designee will solicit cooperation in the selection of the faculty member to be honored, arrange the date, time and place for the presentation of the certificate.
    - d. Certificates are on file with the Colorado State Organization Executive Secretary.
    - e. It is the chapter's responsibility to inscribe the recipient's name on the certificate.
- F. Star Chapter Award
  - 1. Purpose
    - a. The purpose of the Star Chapter Award is to recognize chapters who strive for excellence and fulfill the stated expectations in four main areas: Leadership, Membership, Scholarship and Excellence in Education.
    - b. The award is not a competition, but a simple stating of chapter activities with points awarded for categories to be determined by October 10 of each year.
  - 2. Team Organization
    - a. The Scholarship and Awards Team will designate one of their team members to be the contact person for the award.
  - 3. Team Guidelines and Procedures
    - a. Encourage as many chapters as possible to complete as many areas as possible and then apply for recognition using the Star Chapter Award application form.
    - b. Inform new chapter presidents about the Star Chapter Award application process.
    - c. Post the Star Chapter Award application form on the Colorado State Organization website.

- d. Read and review applications for accountability and award level of competition.
- e. Make award certificates and present certificate at the Colorado State Organization's Convention and Colorado State Organization Leadership Conference.
- f. Send list of Star Chapter Award recipients to the Editor of the *Colorado Peaks and Plains* for the Fall publication.

## **APPENDIX IV**

### **HISTORICAL RECORDS**

A motion was approved to delete the position of State Historian on the Membership Team because historical records are no longer being kept as described in the APPENDIX IV. Collecting and filing Historical Records is the responsibility of the Colorado State Organization Archivist. Information is printed below for future reference to previous historical records of Omega State.

1. To collect records and maintain an account of the history of the Society in the Colorado State Organization....Previously named Omega State.
  2. To portray each biennium in a logical and chronological order highlighting the contribution of the members both in education and to The Delta Kappa Gamma Society International.
  3. The book should reflect the history of the important action with the state's each biennium rather than be a "scrapbook" in the usual interpretation.
- A. Team Organization
- One member of the Membership Team is named State Historian and is designated to update the Colorado State Organization Historical Book.
- B. Size and Composition Guidelines
1. To make accessible to Colorado State Organization members, pages shall be computer designed and printed.
  2. The record for each biennium should be no more than 8 to 10 sheets of 8 1/2 x 11 inch paper with content printed on both sides.
  3. Plastic protective covering shall enclose each page. A divider shall be placed between each biennium.
  4. Five (5) biennium records will be included in each volume.
  5. One-inch notebook three ring binders will be used.
- C. Contents to be Included
1. A list of all the elected and appointed officers for the biennium. Include a photo of the officers (if obtainable). Identify officers by name, chapter and city. Include biographical information about the president.
  2. A list of the Colorado State Organization team members with a picture of the team **leaders**. Identify all by name, chapter and city.
  3. A narrative summary of the important activities of the Colorado State Organization biennium. The account should be no more than 2 Or 3 single-spaced, typed pages (8 1/2 x 11). The account is to be developed cooperatively by the Colorado State Organization President and the Colorado State Organization Historian.

4. Narrative inclusions might be:
  - a. A brief summary or listing of the important actions by the Colorado State Organization Executive Board, the Colorado State Organization Convention and Leadership Conference.
  - b. A brief account of the Colorado State Organization Convention/Leadership Conference.
  - c. A brief account of the International Convention/REGIONAL Conference (International President and the theme for her biennium).
  - d. State photo taken at the International Convention/REGIONAL Conference.
  - e. Creative and innovative activities of the biennium, such as workshops and introduction of new programs, participation in International programs, etc.
  - f. List honors
    - 1) Colorado State Organization and International Scholarship recipient's name and chapter
    - 2) Omega State Award recipient's name and chapter
    - 3) Citation of Merit recipient's and Honor Roll designees' name and chapter
    - 4) International Leadership Management Seminar and Achievement recipient's name and chapter and state
    - 5) State Honorary initiates and short biographies
    - 6) Legislative Award recipient's name and city/district
  - g. Colorado State Organization members' unusual or outstanding contributions
  - h. Contributions made to Delta Kappa Gamma Society International
    - 1) International officer's name, chapter and state
    - 2) International committee members' NAMES, CHAPTER, STATE
    - 3) Participants in programs at International conventions and conferences
    - 4) Monetary contributions by Colorado State Organization for international projects
    - 5) State or federal government elected or appointed positions
    - 6) Accounts of International and/or chapter happenings should not be included unless the information is actual history of the Colorado State Organization
  - i. Visuals (photos, *Colorado Peaks and Plains* articles, *DKG News*, newspapers, etc. should be of high quality, mounted attractively, and labeled correctly.
- D. Responsibility for the Books
  1. Assembling the books shall be the responsibility of the Colorado State Organization Historian, appointed by the Colorado State Organization President. The Historian shall be a member of the Membership Team.
  2. Storage of the books shall be with other historical materials in the care of the Colorado State Organization Executive Secretary.
  3. A review of Colorado State Organization Historical Record Guidelines shall be made every ten (10) years. The review shall be made in a joint meeting of the Colorado State Organization Archivist, the Colorado State Organization Historian, and the Colorado State Organization's presidents who have served during the decade.

## **APPENDIX V**

### **POLICY FOR ENDORSEMENT OF CANDIDATES TO INTERNATIONAL OFFICE**

- A. All requests for Colorado State Organization endorsement of candidates to elected International positions shall be made to the Colorado State Organization Nominations Team no later than January 30 of each odd-numbered year prior to the Colorado State Organization Convention.
- B. The Colorado State Organization Nominations Team will submit the name(s), names, qualifications and requested positions for publication in the *Colorado Peaks and Plains*.
- C. The Colorado State Organization Nominations Team will submit the name(s), qualifications, and requested positions at the Spring Colorado State Organization Executive Board meeting.
- D. Colorado State Organization endorsement of recommendation(s) shall be a majority vote of members present during the business meeting of the Colorado State Organization Convention.

## **APPENDIX VI**

### **SYMBOLS**

- A. General
  - 1. The name of the Society in any form shall be used on printed materials for commercial purposes only with the permission of the International President or the Executive Coordinator of the Society.
  - 2. The song composed by Dr. Annie Webb Blanton and Mrs. Cora M. Martin is the official anthem of The Delta Kappa Gamma Society International.
  - 3. The Society key may be printed on official Society materials such as stationary, yearbooks and programs.
- B. Jewelry
  - 1. Official jewelry and paraphernalia may be purchased from the authorized supplier.
  - 2. The key pin signifying membership in The Delta Kappa Gamma Society International shall include the key as described in the International Go-To-Guide or Appendices.
  - 3. The International/State/ Chapter President's pin shall be presented by the respective organization at the time of installation or induction.
  - 4. At the discretion of the Chapter Executive Board, reclaimed key pins may be sold or given to inductees or to members who have lost their pins.
  - 5. Refer to the International Go-To-Guide for information about the returning of pins for International, State Organizations, or Chapters President's pin.
  - 6. The key and other official pins may be worn on a ribbon.

## **APPENDIX VII**

### **GUIDELINES FOR SALE OF ITEMS**

- A. Moneys derived from sales by chapter and state organizations must be designated for the financing of Society projects, not for individual profit.
- B. Sale of items should be scheduled at times other than Society general sessions or business meetings.
- C. For additional information regarding sale of items, refer to International Standing Rules.

## **APPENDIX VIII**

### **POLICY FOR USE OF ELECTRONIC COMMUNICATIONS**

- A. Purpose

The purpose of the electronic communications policy is to provide assistance and guidance in the design, implementation and management of electronic communications affecting The Delta Kappa Gamma Society International and its constituents. Electronic communications are defined by the Society.
- B. Guidelines and Procedures
  - 1. All forms of electronic communications will be consistent with Society's Purpose and Mission statements.
  - 2. Objectives of Electronic Communications
    - a. Provide information about the Society and its events to all members of The Delta Kappa Gamma Society International.
    - b. Encourage and exchange of ideas and information.
    - c. Promote service efforts
    - d. Enhance the visibility of the Society as a presence to the international educational community.
- C. Society Websites
  - 1. Information published must meet certain standards and represent the Society in an appropriate and coherent manner.
  - 2. All websites will contain the Society Purposes and Mission Statement and site links to International
  - 3. Information will be accurate, current and useful.
  - 4. Each page will be dated as to its latest revision.
  - 5. All websites must contain the International certification seal.
  - 6. State and chapter Websites will include no direct advertising or fund-raising promotions. A one sentence acknowledgement of donations of an electronic site may be included.
  - 7. The use of the official Society symbol (the key) is prohibited.
- D. Privacy/Copyright Issues
  - 1. Members of the Delta Kappa Gamma Society International are expected to act responsibly and to follow the guidelines, policies and procedures of the Society in utilizing information technology and electronic networks accessed by such technology.



2. To protect the privacy rights of the Society and its members, the following considerations must be observed.
  - a. The website will not contain content that is libelous to others.
  - b. Specific written consent should be obtained and kept on file before any of the following items are posted on an electronic site.
    - 1) Addresses (mailing or electronic) and telephone/fax numbers of any individual Society member(s)
    - 2) News and/or pictures of an individual or group
    - 3) Copyrighted materials e.g., art works, music or text
  - c. Approval must be obtained from International Headquarters to post any official correspondence.
- E. Eligibility for Website Link to International
  1. In order to be eligible for a website link to International, State Organizations and Chapter sites must adhere to the standards adopted by the Society.
  2. State organizations and chapter site, in compliance, may apply to International Headquarters to be an official link to the International Website.

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