

Phi Delta Kappa International Board Policy Procedure Handbook

The following procedures supplement the Phi Delta Kappa International Bylaws and Board Policies and are intended to provide guidelines to staff in operations, especially with regard to members, dues, and chapters. Other significant operational rules may be documented as procedures. The board will review and approve the current version of the procedure handbook annually.

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PROCEDURE A Membership

Membership will be governed by and available to individuals in accordance with the Phi Delta Kappa International Bylaws.

Phi Delta Kappa (PDK)

1. Individual members may affiliate with a PDK chapter or not at their discretion. Special categories of membership available at reduced rates include the following:
 - a. International electronic membership is available to individuals who live outside of the United States and who do not have an APO/FPO address. All services to members in this category are provided electronically, including *Phi Delta Kappan* magazine, voting, and the online archives.
 - b. Student membership is available to full- or part-time students pursuing an undergraduate or graduate education degree from a regionally accredited university. Members are eligible for the student rate for a maximum of four consecutive years.
 - c. Senior membership is available to individual members who apply and have reached age 60 or older, are retired from a primary position, and are in good-standing status at the time of application. Senior membership is subject to approval of a submitted application and becomes effective with the next membership renewal cycle. It is not retroactive, and current year dues are not refunded. Senior members are billed for a discounted international dues amount and one-half of additional chapter dues.
 - d. Honorary membership is granted either by the PDK executive director or by the board. Honorary membership is extended to an individual whose service to education or the organization merits such recognition.
 - e. Emeritus membership recognizes members who have contributed to PDK over many years; have reached age 65 or older; are retired from a primary position; have at least 25 years of good-standing membership; are in good-standing status at time of application; have demonstrated commitment to research, service, and/or leadership; meet eligibility criteria established by the board; and are approved by the board. The following criteria apply:
 - i. An application is required.
 - ii. The status is effective on the next renewal cycle.
 - iii. The status is not retroactive, and current year dues are not refunded.
 - iv. Emeritus members are exempt from dues and assessments.
 - v. Emeritus members have all rights of individual members.
 - vi. The membership year is July 1 through June 30.
 - vii. An annual reminder notice sent in the spring verifies current address information.
 - viii. Criteria for emeritus membership are defined as demonstrated commitments to research, service, and/or leadership.
2. Membership dues are paid directly to the international office.
3. Good-standing members are those members who have a membership expiration date that is greater than or equal to the date on which a membership count is requested.
4. Chapter-affiliated members may have one chapter of official affiliation. Membership in a second chapter may be maintained by payment of local chapter dues for the second chapter remitted at the same time international and primary chapter dues are paid.
5. A member may transfer chapter enrollment. However, such transfer of enrollment must be communicated to the international office in order to maintain accurate records. A

member may transfer from a chapter to any other chapter with the option of retaining membership in the original chapter and thereby entering into a dual-chapter membership. Chapter-affiliated members may terminate their affiliation with chapters at any time. Any additional chapter dues already collected will not be returned.

6. Membership will be continued until the member requests withdrawal, is automatically withdrawn for nonpayment of dues, or is expelled.
7. The international board shall have the right to expel a member who violates the member obligations as identified in the association's code of conduct.

Pi Lambda Theta (PLT)

1. Individual members may affiliate with a PLT chapter or not at their discretion. Honorary members are not eligible for individual membership, but such membership may be extended by either the executive director or the board when an individual has rendered notable service to education and has exhibited a commitment to the purposes of PLT.
2. Chapter members may affiliate with more than one chapter by paying appropriately assessed chapter dues. Payment of local chapter dues for the second chapter is due at the same time international and official chapter affiliation dues are paid.
3. Specific qualifications for student candidates include a grade-point average of 3.5 or higher on a 4.0 scale and one of the following:
 - a. intent to enter a career in education, status of at least sophomore standing and current enrollment at a regionally accredited institution in a baccalaureate degree program; or
 - b. admission to a graduate degree program or a post-baccalaureate certification or credential program with intent to enter a career in education and current enrollment and completion of at least two courses in that program. (If fewer than two graduate or post-baccalaureate courses have been completed or it cannot be documented from the institution that the student's performance is comparable to a 3.5 or better on a 4.0 scale, the grade-point average of the most recently completed degree shall be used in determining eligibility.)
4. Specific qualifications for professional candidates include:
 - a. no present enrollment in a degree program;
 - b. a minimum of a baccalaureate degree;
 - c. completion of a degree, credential program, or certification program at a regionally accredited institution in a field leading to a career in education;
 - d. a grade-point average of 3.5 or higher on a 4.0 scale for the most advanced degree, credential or certification program; or, notwithstanding the foregoing,
 - e. submission of evidence that a candidate has achieved national board certification under the authority of the National Board for Professional Teaching Standards.
5. Each chapter shall be responsible for the eligibility certification of its candidates for membership and for their initiation.
6. No vote shall be taken in any procedure establishing eligibility.
7. A chapter shall not refuse membership to a candidate unless the candidate fails to meet one or more of the stated qualifications of membership.
8. A candidate who lives outside the geographic area covered by a chapter may apply by sending an application and official grade transcripts to the international office.
9. Good-standing members are those members who have a membership expiration date that is greater than or equal to the date on which a membership count is requested.
10. A chapter member in good standing may transfer into or out of a chapter upon request to the international office.

Future Educators Association® (FEA)

1. Membership in FEA is open to precollegiate and post-secondary students with an interest in education as a profession, their advisors, and other interested individuals. Specific eligibility and criteria will be described in the bylaws of each internationally affiliated chapter of FEA.
2. Members may join at any time as part of an advisor-led chapter or as an individual outside of a chapter structure.
3. The membership period will be one academic year, beginning in the fall and expiring in the summer.
4. Good-standing members are those who have paid membership dues within six months of generating a membership invoice.
5. Members not in good standing are those who have not paid membership dues within six months of generating a membership invoice.
6. Membership will be continued until the member requests withdrawal or is automatically withdrawn for nonpayment of dues.

PROCEDURE B

Dues

Phi Delta Kappa (PDK)

The PDK International Board establishes member dues including reduced member dues. Unless otherwise stipulated, changes in dues become effective July 1 following board action. The board allows the executive director discretion to discount dues for the purposes of increasing membership.

1. Chapters will annually receive allocated dues established by the board for each chapter-affiliated member plus additional dues established locally by the chapter.
2. The international office shall bill the member for international dues and additional local chapter dues.

Pi Lambda Theta (PLT)

1. Each member who is not a life member (disallowed as an available member category after October 2010) or an honorary member shall pay annual international dues.
2. The PDK board will be responsible for establishing the dues for PLT when it reviews and establishes the annual budget.
3. The international office shall bill the member for international dues and additional local chapter dues.
4. International dues will serve as a basis for calculating dues for retirees.

Future Educators Association® (FEA)

1. International dues for individual members are established by the international office and approved by the board.
2. State affiliate dues for individual members are established by the FEA state director responsible for overseeing FEA activities within a given state and who has entered into a memorandum of agreement with the international office.
3. New chapter affiliation (charter) fees are established by the international office and approved by the board.
4. The international office will remit state funds to the designated state director periodically throughout the year.

PROCEDURE C

Chapters

Phi Delta Kappa (PDK) and Pi Lambda Theta (PLT)

Chapter Operations

1. Chartered chapters and their members exist as local units under the authority of the PDK International Board of Directors. Chapters will be required to execute an Affiliation Agreement which describes and clarifies the legal relationship between the chapters and PDK International. Chapters may not modify membership requirements established by the PDK bylaws.
2. All chapters are expected to meet or exceed chapter operating standards established by the PDK International board requiring that they:
 - a. offer local programs and events that focus on association missions;
 - b. provide quality local programs and events that add value to members and are consistent with the associations' reputations for excellence;
 - c. support members by:
 - i. connecting them with like-minded educators,
 - ii. providing them opportunities to make contributions to improve education, and
 - iii. recognizing them for their accomplishments;
 - d. work to engage prospective members and to form partnerships with other like-minded associations in order to better fulfill association missions; and
 - e. ensure the associations' effectiveness and growth by actively recruiting new members.
3. The board, through the international staff, provides support to local chapter leaders and members to assist them in fulfilling association missions, and to meet or exceed board established chapter standards.
4. Chapters will adopt local bylaws for their own governance. The content of the bylaws will be in accordance with criteria developed by the board.
5. All chapter members are eligible to vote in local elections, ratifications of bylaws, etc.
6. Chapters annually must submit the names of two elected officers including the president, and treasurer, to be considered an active chapter. One member may not be both the president and treasurer, and may not remain in the same position for more than four consecutive years. Additional officers should also be identified as members of the chapter's leadership team.
7. For PDK chapters, additional chapter dues beyond the amount allocated by the board will be collected by the international office and will be disbursed to the chapter as long as it remains active. For PLT chapters, local dues will be collected by the international office and will be disbursed to the chapter as long as the chapter remains active.
8. Unless authorized by the board, chapters may not increase local dues more than 15% per year.

Probationary and Inactive Chapters

1. Each chapters must submit its leadership report annually by June 30. Failure to submit this report by the deadline will result in the chapter being classified probationary. After six months, probationary chapters will be reclassified inactive.
2. A chapter may be classified inactive if it:
 - a. does not submit reports required by the Internal Revenue Service;
 - b. neglects to execute its bylaws;
 - c. does not meet or exceed chapter standards, promulgated by the PDK board; or
 - d. maintains fewer than 20 chapter-affiliated members.
3. Additional local chapter dues for members of a probationary or inactive chapter will be held at the international office awaiting chapter reactivation. Chapter-affiliated members may renew their membership with an inactive chapter. However, new members may not affiliate with a chapter in inactive status.
4. Following one year of inactivity, the international office will work to reactivate, merge, or dissolve an inactive chapter.
5. PDK International will conduct a survey of chapter-affiliated members prior to a chapter being merged or dissolved.
6. When a chapter is merged or dissolved, the international office will work to locate chapter bank accounts and other funds and transfer those funds to PDK International.
7. When a chapter reactivates, any withheld funds will be returned to the chapter. If a chapter merges, funds held in the local chapter treasury will be forwarded to the officers of the merge chapter, along with funds withheld at the international office equal to one year of dues of its current chapter-affiliated members.
8. If a chapter is dissolved, all remaining withheld funds and chapter-based funds will be returned to the international office and disbursed in a manner determined by the board. All chapter-affiliated members will be notified and offered membership in another chapter, or they may elect to not affiliate with any chapter.

New Chapters

1. An application of intent to establish a chapter is submitted to the international office and supported by a minimum of 20 members who intend to affiliate with the proposed chapter.
2. Club status is granted once the application of intent is approved by the international office.
3. The club must operate successfully for one year and during that time meet or exceed PDK standards for chapters.
4. A club may petition for chapter status after meeting all requirements for one year.
5. Upon approval, a charter is signed by the required chapter officers.

Future Educators Association® (FEA)

1. An application of intent to establish a chapter must be submitted to the international office.
2. Good-standing chapters are those that have paid the initial chartering fees and have a roster of good-standing members within six months of generating a new charter invoice.
3. Chapters not in good standing are those that:
 - a. have not paid the initial chartering fee and do not have a roster of good-standing members within six months of generating a new charter invoice; or
 - b. have paid the initial chartering fee but do not have a roster of good-standing members within six months of generating a new charter invoice.

PROCEDURE D

Branding

1. Emblems, symbols, logos, and other brand marks will be established to denote the member associations PDK, PLT, and FEA.
2. Appropriate brand marks will be used consistently for all association member and public communications and to promote each association's presence. Use by outside agencies will be monitored and must be authorized by the executive director. The level of enforcement will take into account whether it is believed the unauthorized use is materially harmful to the association.
3. The production, purchase, and distribution of merchandise displaying or incorporating brand marks of the associations will be controlled by the executive director.
4. The names of the associations and the names of its periodicals will be registered as trademarks with the United States Patent and Trademark Office as determined by the executive director.
5. Chapters or other association subunits will not publish journals, newsletters, or other print or electronic content which incorporates any part of the names of the periodicals published by the associations in the title without the written prior approval of the board.
6. Any use of the association brand marks by the international office, chapters, or other association subunits or outside agencies should adhere to the brand guidelines handbook for PDK, PLT, and FEA.

PROCEDURE E

Travel Guidelines

Board and Staff Travel

Chapters and other member groups may request visits by PDK International board members and staff. If a visit is approved, travel expenses will be paid by PDK International. Board members will utilize their allocated funds to cover travel costs and travel will be coordinated by the staff. Records of all board/staff travel will be maintained at the international office.

Expenditures

Reimbursable business expenditures shall be paid by the individual traveler using his or her own cash, check, or credit card, except for those individuals who have been approved to use a PDK corporate credit card. The executive director will determine which staff members will receive corporate credit cards and will set appropriate credit limits to be monitored by the chief financial officer. In addition, a corporate credit card will be provided to the board president for his or her travel and purchases made on behalf of PDK. Monthly, a list of all PDK corporate card purchases will be detailed and sent via email to the president and the chair of the finance committee. A staff person may lose credit-card privileges and/or additional disciplinary action may be taken if it is determined that unauthorized purchases have been made. The following provisions apply unless waived by the executive director:

1. Travel shall be by the most economical means. Air travel will be reimbursed at the coach-class fare or actual cost, whichever is least expensive. Automobile travel will be reimbursed at the mileage rate allowed by the Internal Revenue Service, but the total amount allowed for reimbursement will not exceed the cost of coach-class airfare plus reasonable ground transportation in conjunction with air travel.
2. Travel-related costs shall be reimbursed, including:
 - a. ground transportation in conjunction with air travel;
 - b. lodging at the single-occupancy rate;
 - c. tips for services;
 - d. meals (suggested limits: breakfast, \$8; lunch, \$12; dinner, \$29);
 - e. airport parking;
 - f. office expenses (postage, phone calls, copying charges, etc.);
 - g. toll charges
3. Receipts for expenditures should be obtained whenever possible. The purpose and nature of the expenditures should be clearly identified.
4. Non-business-related expenditures shall not be reimbursed, such as:
 - a. bar bills;
 - b. entertainment (movies, sporting events, etc.);
 - c. personal convenience items (newspapers, magazines, cigars, cigarettes, etc.);
 - d. expenditures for spouses, companions, or other accompanying travelers.
5. An advance against expenses may be requested and shall be authorized, provided that the requested amount does not exceed anticipated expenses.

PROCEDURE F Elections

1. PDK annual elections will be conducted in accordance to PDK bylaws (Article III, V, VI, and XI) and board policies (Section III-L — Elections). The following information further specifies election procedures.
2. Annual elections will be conducted according to the following calendar:

Nov. 1	Board fills vacancies on nominations and elections committee.
Dec. 10	Call for leadership sent to appropriate members.
Jan. 30	Nominations and elections committee identifies candidates.
Feb. 15	Candidate ballot materials due at PDK International; materials include a head-and-shoulders photo, 250-word biographical statement, 250-word position statement, and commitment letter with agreement to not campaign.
April 1	Election begins.
May 1	Election concludes and results posted.
3. Potential (non-incumbent) candidates will submit a current résumé/vita limited to no more than four pages; three letters of support from good-standing PDK members (not necessarily from their region); and a Word document with responses to these short-answer questions:
 - a. Provide specific reasons why you want to serve on the PDK International board.
 - b. Provide examples of when you have made judgments or decisions that address conflicting interests while focusing on the interests of the larger group.
 - c. From your perspective, what does it mean to govern as compared to manage? Provide examples of when you have governed.
4. PDK bylaws and board policies specify the establishment of a nominations and elections committee. The nominations and elections committee will screen paper documents submitted by potential candidates using the following rubric:
 - I) There is evidence that the candidate:
 - has had little or no opportunity to serve in leadership or teambuilding roles.
 - does not understand that the board's role is to govern, i.e., give direction and monitor the CEO's performance and not engage in day-to-day management decisions.
 - has knowledge of the association or whatever knowledge he or she has is focused on the past as opposed to the future.
 - wants to serve on the board for reasons that could be interpreted as self serving.
 - II) There is evidence that the candidate:
 - has an understanding of the association that is based on past and not current practices.
 - has difficulty articulating the differences between management and governance — giving examples of management responsibilities versus governance.
 - while stating a commitment to the future, was unable to express how or why the future should be different.
 - has had limited leadership and team-building experiences, and cannot clearly state the value that he or she would bring to the association by serving on the board.
 - III) There is evidence that the candidate:
 - possesses a good understanding of the association.
 - is open to progressive ideas on how the association can change to better serve its members.

- while having limited leadership and team-building experiences, shows the potential to make difficult decisions and to work well with others for the good of the group.
- has had limited or no governance experiences, but can clearly articulate the differences between governance and management and the role as a board member.
- can clearly state the value he or she brings to serving on the board and would place the well being of the association before personal interests.

IV) There is evidence that the candidate:

- has made difficult decisions that focus on the best interests of the group or organization and could do so as a member of the board.
 - has demonstrated his or her ability to cultivate a productive team environment.
 - has had prior experience serving on a board and clearly understands the difference between governance and management, i.e., the board establishes direction and executive limitations, but is removed from day-to-day operations.
 - demonstrates a clear appreciation for the board's work indicating that he or she had conducted careful research and realizes that while the past provides an important historical perspective, it is more important to envision a future different from the past or present.
 - would place service to the association before his or her own personal interests.
5. Following this screening, the nominations and elections committee may interview non-incumbent candidates via conference call using the following four questions:
 - a. Taking just a couple of minutes, share with us a few of your experiences that you believe are particularly important in serving as a member of the PDK International Board of Directors.
 - b. Provide examples of opportunities you have had to work within a group environment to envision a future different from the past or present.
 - c. Describe opportunities you have had to build teamwork among peers, specifically providing examples where you have cultivated a productive team environment.
 - d. We asked you to write about the reasons you wanted to serve on the PDK International board. We want to follow up and see if you wish to elaborate on your earlier response to this question?
 6. After the nominations and elections committee identifies a slate of two candidates, each candidate will submit a biographical statement limited to 250 words, a personal statement limited to 250 words, a head-and-shoulders photo, and a signed commitment to serve on the board in good faith and to not campaign.

PROCEDURE G

Regions

1. Regional PDK boundaries effective July 1, 2010, and labeled alphabetically A through F are as follows:
 - Region A — Alaska, Arizona, Asia, California, Hawaii, Idaho, Montana, Nevada, Oceania, Oregon, Southeast Asia, Utah, Washington, Western Canada, Wyoming
 - Region B — Arkansas, Colorado, Kansas, Louisiana, Mexico, Missouri, Nebraska, New Mexico, Oklahoma, Texas
 - Region C — Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, South Dakota, Wisconsin, All Cyberspace Chapters
 - Region D — Africa, Central Balkans, Connecticut, Eastern Canada, Europe, Maine, Massachusetts, Middle East, New Hampshire, New Jersey, New York, Rhode Island, Vermont
 - Region E — Delaware, District of Columbia, Maryland, Ohio, Pennsylvania, Virginia, West Virginia
 - Region F — Central America, Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South America, South Carolina, Tennessee

2. Regional FEA boundaries effective July 1, 2010, are labeled as follows:
 - North Atlantic Region — Canada , Connecticut, Delaware, District Of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia
 - Southern Region — Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Virginia
 - Central Region — Department Of Defense Schools, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
 - Western Region — Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming

3. Geographic and population factors shall be considered, maintaining approximately equal numbers of PDK members or FEA members in regions composed of geographically contiguous areas to the greatest extent feasible.

PROCEDURE H: PDK International Code of Conduct

As members of PDK International, we recognize the importance of stating for ourselves and for the public those ethical principles that guide our actions related to the education profession. In concert with the mission and purpose of PDK International, members of the association shall:

- uphold and fulfill the founding ideals of service, research, and leadership in education;
- advocate for high-quality, universally available schooling as essential to the development and maintenance of a free society;
- be honest, fair, and trustworthy in the pursuit of professional life;
- know and respect the laws, standards, and ethical principles pertaining to professional work;
- respect individuality and diversity among students, colleagues, and communities;
- adopt and encourage the pursuit of learning as a lifelong goal;
- recognize and value knowledge and professional expertise without regard to national boundaries;
- advance the interests of education for the common good above private interests and personal gain;
- distinguish between personal convictions and professional duties and accept responsibility for fairly representing the aims of the profession; and
- acquire professional competence and strive for excellence by maintaining and enhancing professional knowledge and skills and encouraging the same in colleagues and coworkers.