

Latin American Forum Operational Guidelines

I. Name: Latin American Forum

II. Goals

1. To discuss relevant Society issues pertinent to the area within the International Conference and the International Convention.
2. To set Latin America area goals for the year.
3. To share educational advancement in the Latin American countries that are part of DKG.

III. Membership

Members of the Latin American Forum are the Society members whose chapters were founded in México, Guatemala, El Salvador, Costa Rica, Panamá and Puerto Rico.

IV. Finances

The Latin America Forum gets its funds from International Headquarters.

The amount allocated each year to the Forum is \$3,000.00.

A budget is organized by the Latin America Representative and should be reported to International by November 15th.

The budget should include:

- An honorarium for speakers at the forum.
- Expenses for equipment and materials.
- Traveling expense assistance for each State president or her representative (amount to be defined depending on the number of members attending).

A report of expenses should be presented at the end of July, including receipts.

There should not be no left-over money.

V. Organizational Structure

The Latin America Forum chair is the Latin America Area Representative.

She shall:

- Organize and conducts the planning meetings.
- Select and appoints a secretary to take minutes of the meetings.
- Summarize the Forum meetings and reports to the Latin America State Presidents.
- Summarize the Forum activities and presents a report to the International President.

Latin America Forum committee

The committee will be comprised of Latin America State presidents, representing the members, and Past Latin America Representatives.

The committee shall:

- Accept or amend the proposed agenda
- Support the Latin America Representative in the organization and the planning meetings
- Follow up on decisions made during Forum meetings and report to the Latin America Representative
- Work as a task force to review necessary amendments to the Operational Guidelines of the Latin America Forum.

Latin America Forum members

All Latin America Society members may attend and participate in the Forum.

VI. Officers [How are officers (leaders) chosen? ... Vacancies filled?]

- Latin American members can apply for the Latin American Representative position.
- State Organization presidents will promote the need to have candidates who want to work for the Society, are able to communicate well in English, and have enough experience at state, and/or international level, having attended Internacional Events.
- States organizations may support the member of their preference and/or nominate their candidate.
- Candidates will be presented at the Latin America Forum during International Conference on odd-numbered years.
- The International Nominations committee selects a nominee from the list of proposed candidates.
- Latin American members vote for their Area Representative through the vote of their state organization president.
- Vacancies will be filled as appointed in the Constitution.

VII. Areas of Activity [Meetings; Other]

Forum meetings take place during International Conference and International Convention. These meetings could be used to report how each State is doing, discuss common issues, and propose topics to be addressed.

A Latin American educational project selected by vote may be considered for different ways of support.

VIII. Amendments [How may these rules be changed?]

Changes to the Forum Operational Guidelines may be adopted by a two-thirds vote of the Latin America Forum Committee, or by ruling of the International Administrative Board.