

Operational Guidelines for the Latin American Forum

I. Goals

The goals of the Latin American Forum are the following:

1. To discuss themes relevant to the Society that concern the Latin American area during the International Conference and the International Convention.
2. To establish the goals for Latin America for the year.
3. To share the progress made in education in the countries that belong to the area, where DGK Latin American chapters have developed projects.

II. Membership

Members of the Latin American Forum are active members of the Society from chapters in México, Guatemala, El Salvador, Costa Rica, Panamá and Puerto Rico, and any other future member country in Latin America.

III. Finances

The Latin America Forum gets its funds from DKG-International. The amount allocated to the Forum is \$3,000.00 per year. A budget is presented by the Latin American Area Representative in accordance with the Latin American Forum Committee, to the International President by November 15th, each year. Financial results of the forum should be reported with receipts to International President and assigned staff, before April 1st annually.

These funds must cover at least one planning meeting during the year prior to the International Conference or the International Convention.

Examples of these expenses include but are not limited to:

1. Traveling expenses for each state organization president or her representative, an amount to be defined depending on the distance to the location and number of members attending.
2. Expenses related to the planning.
3. Expenses to cover the cost of technological media and materials for the planning or development of the forum.

Any funds left over by the end of the year must be reported and returned to the Society.

The meetings to plan and evaluate the forum should coincide with other international activities relevant to the Society to make the most efficient use of the economic and human resources of the forum.

IV. Organizational Structure

The organizational structure of the Latin America Forum is the following:

IV.1 The representative of the Latin American Area presides over the Latin American Forum. She will:

1. Organize and conduct the planning meetings in conjunction with the presidents of the state organizations and the previous representatives of the Latin American Area.
2. Select and appoint a support team for the execution of the forum, that includes a secretary, a content facilitator, and a technical coordinator of the virtual process (should the activity be carried out in that format), who together execute the program and the evaluation of the forum, in addition to preparing its final report.
3. Appoint a member to keep time.
4. Summarize and organize the agreements reached during each meeting to be shared with the presidents of the state organizations of Latin America.
5. Submit a written report of the forum activity planning sessions to the International President within two weeks of each meeting.
6. Present the report of the forum during a general session of the International Conference and the International Convention.

IV.2 The committee of the Latin American Forum includes the Representative of the Latin American Area, the presidents of the Latin American state organizations and the previous representatives of the area. It is led by the current Representative in office. All the members that make up this committee have the right to speak and vote, and the decisions will be made by simple majority vote, that is, half plus one.

The committee shall:

1. Accept or amend the proposed agenda.

2. Appoint an Election Committee that will organize the selection process of the future Representative of the Latin American Area.
3. Support the Latin American Representative in the planning, organization, and execution of the forum.
4. Follow up on decisions made during forum meetings.

IV.3 The Election Committee for the selection of the representative of the Latin American Area is appointed by the Committee of the Latin American Forum at the beginning of each biennium and must consist of at least five members, three of which must be from different countries and state organizations.

The committee must:

1. Prepare a timetable for the voting process and share it in a timely manner with all the members of the Area.
2. Organize the voting process in such a manner that it is accessible and democratic, in order to guarantee the participation of all members of the Latin American Area.
3. Count the votes and inform the membership according to the established schedule.
4. Ensure compliance with the due electoral process.

IV.4 The Latin American Forum consists of all the members of the Latin American Chapters. The committee must:

1. Propose topics for discussion or courses of action for Latin America state organizations.
2. Follow up on decisions made during forum meetings.
3. Seek representation from all state organizations in the Area.
4. Participate in the selection of the candidate for the Latin American Representative.

V. Designation of the officers

The officers of the Latin American Forum include the Representative of the Latin American Area, the Forum Committee, and the Election Committee. These last two committees are appointed in accordance with the procedure established in the Organizational Structure section.

To encourage the participation of all the Latin American members in the selection of the candidate for Representative of the Latin American Area for a biennium, the following process must be followed:

1. The Latin American Area Representative convenes an initial meeting of the Latin American Forum Committee at the beginning of her biennium, to appoint the Election Committee, which will oversee the election of her successor as Area Representative.
2. In odd-numbered years, during the month of February, state organization presidents will encourage members within their organizations to apply for international positions, international committees, and the position of Latin American Area Representative.
3. The members who apply for the position of Representative of the Latin American Area must send their application to the Election Committee in the format that this committee establishes, so that it can be shared among all the members.
4. During the Latin American Forum that takes place that same year, all the candidates will be presented so that the members can meet them.
5. The Election Committee disseminates information on the candidates for the presidents of state organizations.
6. The presidents of the state organizations share with the members the information of the candidates and ask them to vote before July 30 of the odd year.
7. In case of a tie, the vote will be repeated.
8. The Election Committee announces the result of the vote.
9. The candidate with most votes will submit her application to the International Nominating Committee, in accordance with its provisions, before September 15 of the odd-numbered year.
10. Subsequently, the International Nominating Committee designates the candidate for Area Representative, in compliance with the decision of the Latin American membership.

If an elected Latin American Area Representative resigns from her position for the biennium, for whatever reason, a new one is appointed by the International President, for the rest of the biennium.

VI. Areas of Activity

The meetings of the Latin American Forum take place during the International Conference and the International Convention and must comply with the purposes established for it.

The Representative of the Latin American Area will propose a Latin American educational project, which will be taken into consideration for different forms of support among all the members.

VII. Amendments

To introduce amendments to these rules, the Forum Committee must consult with the previous Representatives of the Latin American Area and with the Presidents of the State Organizations on the operating rules of the forum. The amendments must be made only if all the members present or attending virtually have voted by majority and the vote has been carried out in compliance with the legal requirements established by the Society for these purposes.

This Protocol for the Latin American Forum was approved by the members during the Latin American Forum held with a synchronous hybrid model, on Saturday, July 9, 2022, during the New Orleans International Convention, meeting all the requirements established for this purpose.